



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER (CMO)

No. 03

Series 2007

SUBJECT : **REVISED POLICIES AND STANDARDS FOR
BACHELOR OF SCIENCE IN ACCOUNTANCY (BSA),
AS AMENDED**

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and for the purpose of locally adopting the International Education Standards in Accounting Education as prescribed by the International Federation of Accountants with the end view of keeping standards in accounting education in the country comparable with the requirements of the global workplace, the following rules and guidelines are hereby adopted and promulgated by the Commission:

**ARTICLE I
INTRODUCTION**

Section 1. Accountancy is a profession that plays an important role in all societies. As the world moves toward global market economies, and with investments and operations crossing borders to an ever greater extent, professional accountants need a broad global outlook to understand the context in which businesses and other organizations operate.

Section 2. Rapid change has been the main characteristic of the environment in which professional accountants work. Pressures for change are coming from many sources including globalization, information and communication technologies, and the expansion of stakeholder groups, including regulators and oversight boards. Professional accountants are now expected to serve the needs not only of investors and creditors but also the information needs of many other users of financial and non-financial information.

Businesses, public sector (government agencies) and other organizations are engaging in ever more complex arrangements and transactions. Risk management has become more important. Information technology continues to advance at a rapid pace and the internet has revolutionized global communications. Trade and commerce have become more transnational. Privatization has become an increasingly important trend in many countries. Legal action has become more usual in many societies, while in others it is

the legal framework that defines the profession's responsibilities. Concern for the environment and sustainable development has grown.

Section 3. All cultures exist in an environment of significant change. Increasingly, today's professional accountants need to be technical experts with excellent communication skills, and they need to be able to meet the reporting and information needs of the new knowledge economy. In addition to acquiring technical accounting knowledge and skills, professional accountants need skills that enable them to be, when appropriate, business advisors, financial analysts, communicators, negotiators, and managers. At the same time, integrity, objectivity and willingness to take a firm stand are essential attributes of professional accountants. Professional values, ethics and attitudes are integral to being a professional accountant.

Section 4. A program of accounting education needs to go beyond the traditional approach. This approach emphasized "transfer of knowledge," with learning defined and measured strictly in terms of knowledge of principles, standards, concepts, facts and procedures at a given point in time. Increased emphasis needs to be placed on a set of professional knowledge, professional skills, and professional values, ethics and attitudes broad enough to enable adaptation to constant change. Individuals who become professional accountants should have a constant desire to learn and apply what is new.

Section 5. The foregoing trends lead to the need for greater accountability and, as a result, in all cultures demands on the profession are high and continue to rise. It is the profession's capacity to satisfy these demands that determines its value to society.

These trends challenge professional accountants to make greater contributions to society than ever before, and they also present a challenge to maintaining competence. The viability of accountancy as a profession depends on the ability and willingness of its individual members to accept responsibility for meeting these challenges.

To meet these challenges, there is a need to ensure that individuals who become professional accountants achieve an agreed level of competence, which is then maintained. The means by which individuals develop competence is through education. The Commission, therefore, needs to set high standards in accounting education.

Section 6. These standards are concerned with professional-level accounting education, rather than with vocational-type technical training. This distinction is important because within the broad field of accountancy, various kinds of accounting tasks require varying levels of competence and skills. The persons performing these tasks may be called accountants or auditors, but not all have professional status. The legally recognized professionals in the field of accounting are those who are registered with the Professional Regulation Commission (PRC) and the Board of Accountancy (BOA) as Certified Public Accountants (CPAs).

**ARTICLE II
AUTHORITY TO OPERATE**

- Section 7. All private higher education institutions (PHEIs) intending to offer the Bachelor of Science in Accountancy (BSA) program must first secure proper authority from the Commission in accordance with the existing policies.
- Section 8. State universities and colleges (SUCs), and local colleges and universities should likewise strictly adhere to the provisions in these policies.
- Section 9. The revised minimum curricular requirements for Bachelor of Science in Accountancy are herein prescribed for all schools duly recognized or authorized by the government to operate the program.

**ARTICLE III
PROGRAM SPECIFICATIONS**

- Section 10. The degree program described herein shall be called Bachelor of Science in Accountancy (BSA).
- Section 11. The BSA program may be offered in a separate School of Accountancy or in a Department of Accountancy in the Colleges or Schools of Business.
- Section 12. The primary goal of accounting education is to produce competent professional accountants capable of making a positive contribution over their lifetimes to the profession and society in which they work. In the face of increasing changes that they will meet later as professional accountants, it is essential that students develop and maintain an attitude of learning to learn, to maintain their competence later as professional accountants.
- Section 13. The BSA program should provide a foundation of professional knowledge, professional skills, and professional values, ethics and attitudes that enable them to continue to learn and adapt to change throughout their professional lives. These capabilities will enable professional accountants to identify problems, know where to find this knowledge and know how to apply it in an ethical manner to achieve appropriate solutions. The balance of these elements may vary but what is required is to develop the knowledge base and strong skills in order to produce competent professional accountants with appropriate values, ethics and attitudes.
- Section 14. Preparing students for the CPA licensure examinations and for employment in private establishment and public sector (government agencies) are subsidiary objectives which should judiciously blend with the primary goal of preparing students for a successful long-term professional accounting career. Thus, the accounting graduate should be qualified to take and pass the CPA licensure examinations, and to obtain employment as an entry-level professional accountant. With proper orientation and supervision, he should be able to cope with the problems he will face upon in the workplace.

Section 15. After completion of the program and passing the CPA licensure examination, the graduates can pursue a career in accountancy and related professions. Specific jobs vary widely among the four major fields of accountancy: public practice, commerce and industry, government and education.

Specific sample opportunities are the following:

Entry-level jobs.

- a. Public Practice: Audit Staff, Tax Staff, Management Services/Consulting Staff
- b. Commerce and Industry: Financial Accounting & Reporting Staff, Management Accounting Staff, Tax Accounting Staff, Internal Audit Staff, Financial Analyst, Budget Analyst, Credit Analyst, Cost Accountant.
- c. Government: State Accounting Examiner, State Accountant, LGU Accountant, Revenue Officer, Audit Examiner, Budget Analyst, Financial Services Specialist
- d. Education: Junior Accounting Instructor

Middle-level positions

- a. Public Practice: Audit Manager, Tax Manager, Consulting Manager
- b. Commerce and Industry: Comptroller, Senior Information Systems Auditor, Senior Fraud Examiner, Senior Forensic Auditor
- c. Government: State Accountant V, Director III and Director IV, Government Accountancy and Audit, Financial Services Manager, Audit Services Manager, Senior Auditor
- d. Education: Senior Faculty, Accounting Department Chair

Advanced positions

- a. Public Practice: Partner, Senior Partner, Senior Consultant/Financial Advisor
- b. Commerce and Industry: Chief Financial Officer, Chief Information Officer
- c. Government: National Treasurer, Vice President for Finance/CFO (for GOCCs), Commissioner, Associate Commissioner, Assistant Commissioner, (COA, BIR, BOC)
- d. Education: Vice President for Academic Affairs, Dean

ARTICLE IV COMPETENCY STANDARDS

Section 16. The core competencies for professional accountants identify the knowledge, skill and values considered necessary to perform effectively in today's rapidly changing environment.

Section 17. Knowledge that the BSA graduate should possess include:

- a. General knowledge - Gaining an understanding of the different cultures in the world and developing an international perspective. Traits that will make our Filipino CPAs prominent in the global marketplace such as competency in the English language (the lingua franca of business), adaptability to foreign business practices, level of trainability and good capabilities in dealing with foreign partners.
- b. Organizational and business knowledge - Broad base of knowledge concerning macro-environmental, economic and industry issues, business process structures, functions and practices. Includes core knowledge in areas such as economics, quantitative methods and business statistics, organization behavior, marketing and operations management, international business, ethics and corporate governance.
- c. Information technology (IT) knowledge – This includes not only being conversant with IT concepts for business systems but sound knowledge on internal control in computer-based systems, development standards and practices for business systems, management of the adoption, implementation and use of IT, evaluation of computer business systems, and managing the security of information.
- d. Accounting and finance knowledge – This includes core knowledge related to accounting and related areas in private and government setting and must include proficiency in the international accounting/financial reporting and auditing standards, cost management and the latest concepts in management accounting, recent tax laws and business and commercial laws. It also includes knowledge of corporate finance and the Philippine capital markets, professional ethics and environmental accounting and reporting.

Section 18. Skills that the BSA graduate should possess include:

- a. Intellectual – This set of skills includes the ability to carry out abstract logical thinking and learn the process of critical thinking. It also includes creative thinking or the generation of new ideas; visualization or “seeing things in the mind’s eye”; and reasoning skills or the discovery of a rule or principle underlying the

relationship between two or more objects and applying it when solving a problem. Hence, the BSA graduate must demonstrate the following skills:

- *Analysis* – Ability to review, interpret, evaluate financial data and systems/ operational data/ controls in order to form conclusions and/or make recommendations on validity/ usefulness/ correctness/ compliance within established policies, procedures, guidelines, agreements and/or legislation.
 - *Problem solving* – Discerning the true nature of a situation and evaluation of applicable principles and techniques. Innovative thinking, reliable evaluation of information, openness to constructive change and consideration of future contingencies and developments.
 - *Strategic/Critical Thinking* – Linking data, knowledge and insight together from different sources and disciplines to make informed decisions. Considering the "big picture" when making decisions, as well as potential threats to the vision, strategy, objectives and culture of the organization.
- b. Interpersonal – This involves developing the ability of the BSA graduate to work in groups and being a team player. It includes the skills to participate as member of a team and contributing to group effort; teaching others new skills; working to satisfy clients' expectations; negotiation skills and working with diversity or working well with men and women from diverse backgrounds. Hence, the BSA graduate must demonstrate attributes such as being:
- A team player
 - Persuasive, confident and diplomatic
 - Discreet, open minded and patient
 - Capable for hard work and able to respond well to pressure
- c. Communication - This refers to active listening skills and the ability to communicate effectively one's points of view, both orally and in writing, at all organizational levels; being able to justify one's position, deliver impressive presentations and to persuade and convince others. The BSA graduate should demonstrate skills such as the ability to:
- Explain verbally and/or in writing financial/ statistical/ administrative matters/ policies/ procedures/ regulatory matters/ audit results at a level appropriate to the audience.
 - Ask clear, concise and relevant questions to obtain desired information to perform a task.
 - Negotiate effectively.

Section 19. Values that the BSA graduate should possess include:

- a. Professional ethics - Since the objectives of the accountancy profession are to work in accordance with the highest standards of

professionalism, to attain the higher level of performance and generally to meet the public interest, the need for CPAs to conform to the ethical standards of the profession becomes vital. These include:

- Integrity - Avoiding actual or apparent conflicts of interest and advise all appropriate parties of any potential conflict; refraining from engaging in any activity that would prejudice their ability to carry out their duties ethically; refusing any gift, favor or hospitality that would influence or appear to influence their actions; refraining from either actively or passively subverting the attainment of the organization's legitimate and ethical objectives; recognizing and communicating professional limitations or other constraints that would preclude responsible judgment or successful performance of an activity; communicating unfavorable as well as favorable information and professional judgments or opinions; and refraining from engaging in or supporting any activity that would discredit the profession.
- Objectivity and independence - Communicating information fairly and objectively; and disclosing fully all relevant information that could reasonably be expected to influence an intended users understanding of the reports, comments and recommendations presented.
- Professional competence and due care - Maintaining an appropriate level of professional competence by ongoing development of knowledge and skills; performing one's professional duties in accordance with relevant laws, regulations and technical standards; preparing objective and complete reports and recommendations after appropriate analysis of relevant and reliable information.
- Confidentiality - Refraining from disclosing confidential information acquired in the course of their work, except when authorized, unless legally obligated to do so; informing staff as appropriate regarding the confidentiality of information acquired in the course of their work and monitor their activities to assure the maintenance of that confidentiality; and refraining from using or appearing to use confidential information acquired in the course of their work for unethical or illegal advantage either personally or through third parties.
- Professional behavior - Discharging one's professional responsibilities with competence and diligence and performing one's services to the best of a member's ability with concern for the best interest of those for whom the services are performed and consistent with the profession's responsibility to the public; obligation of self-discipline above and beyond the requirements of laws and regulations; and unswerving commitment to honorable behavior, even at the sacrifice of personal advantage

- b. Moral values - Beyond ethical rules, there is a need for the BSA graduate to be able to discern between what is morally right or wrong.

ARTICLE V ADMINISTRATION

Section 20. The BSA program shall be administered by a full-time Dean/Chair/Director¹, as the case may be, with the following appropriate qualifications:

- a. Registered Professional Accountant in the Philippines with current PRC Identification Cards;
- b. Teaching experience of at least five (5) years in the tertiary level, and preferably, two (2) years of administrative experience; and
- c. Holder of at least a master's degree in business, accountancy, business education, educational management, or other related area of studies.

Section 21. The Dean/Chair/Director, as the case may be, of the BSA program shall have the following functions:

- a. Administer the accountancy program;
- b. Influence the selection, retention, compensation, and promotion of faculty;
- c. Support and monitor the continuing professional development of faculty members;
- d. Establish academic standards for admission, retention, advancement, and graduation of students;
- d. Develop, submit, and administer, within prescribed guidelines, the budget of the accounting program;
- e. Ensure adherence to established standards of instruction;
- f. Initiate curriculum development programs;
- g. Implement faculty development programs;
- h. Continuously assess and evaluate the accounting program vis-à-vis the performance of graduates; and
- i. Promote linkages and networking with other schools, professional organizations, and business and industry.

ARTICLE VI FACULTY

Section 22. The faculty should possess the educational qualifications, professional experience, classroom teaching ability, computer literacy, scholarly research productivity, and other attributes essential for the successful conduct of a professional accounting program.

¹ Titles may vary depending on how the Accountancy School is structured, such that if it is a separate College, the head is a Dean; if a Department within the College of Business Administration (or Commerce), then the head is either a Chairman or a Director.

- a. All faculty teaching accounting and managerial finance courses should be:
 - Registered Professional Accountants in the Philippines with current PRC Identification Cards; and
 - Holders of a master's degree in business, accountancy, business education, or educational management.

Provided that any tenured / full time / full load faculty member without a master's degree shall be required to earn a master's degree within a period not exceeding five (5) years from the date of the issuance of this CMO.

This provision does not apply to special lecturers.

- b. All faculty members handling other CPA Board-related courses (e.g., Taxation and Business Law) should be duly licensed professionals.

Section 23. The number of faculty members with appropriate qualifications should be adequate to meet the requirements of the professional accounting program.

- a. A full-time faculty member is one whose total working day is devoted to the school, who has no other remunerative employment elsewhere during regular working hours, who is paid on a regular monthly basis or its equivalent, and who has the requisite academic qualifications.
- b. A full-load faculty member is one whose major remunerative employment is teaching, who carries a regular teaching load in the school and who has no teaching assignments in other schools. Full-load faculty should preferably be paid on a monthly basis or its equivalent.

Section 24. The primary consideration in assigning teaching loads should be the faculty member's capability to adequately fulfill his academic, administrative, and professional responsibilities.

- a. Faculty should not be assigned to teach more than three or occasionally, four different courses in any one term. Neither should there be too much variety in the courses assigned in any one year.
- b. Deloading from regular teaching may be allowed for administrative, research, or professional assignments without reduction in compensation.

Section 25. A system of ranking and evaluating faculty members should be instituted and implemented by the school.

- a. The faculty should be assigned academic ranks in accordance with suitable ranking criteria. The usually recognized ranks of collegiate faculty members are: instructors, assistant professors, associate professors, and professors.

- b. As a general rule, a new member of the faculty begins as an instructor and is subsequently promoted, if deserving. A new faculty member may immediately be appointed to any of the higher ranks if warranted by his/her qualifications.
- c. Faculty competence and performance should be periodically evaluated using appropriate evaluation instruments to promote the professional growth of individual faculty and provide a basis for advancement and salary adjustments.
- d. The probationary employment for full-time faculty who are academically qualified should be for a period of not more than three (3) years. Faculty members who have successfully passed this probationary period should be made permanent.
- e. After due process, faculty members who do not meet minimum standards of competence and performance, or who are found guilty of unprofessional conduct or of violating school regulations should be separated from service.

Section 26. There should be a formal development program to encourage and help faculty members keep up with new knowledge and techniques in their field, improve their teaching skills and course materials, and continue their professional growth.

The faculty development program should include provisions for, among others:

- a. Adequate and qualified supervision of faculty;
- b. Scholarships, sabbatical leaves, and research grants;
- c. Financial support for active membership in professional organizations, and attendance at continuing professional education (CPE) programs such as seminars, workshops, and conferences;
- d. In-service training courses;
- e. Periodic faculty meeting; and
- f. Participation in faculty committees.

In the end, the faculty should possess the educational qualifications, professional experience, classroom teaching ability, scholarly productivity, and other attributes essential for the successful conduct of the accounting program.

Section 27. As part of their professional development, accounting faculty should take it upon themselves to comply with the Continuing Professional Education (CPE) requirements of the profession.

- a. If the school itself offers graduate programs, it should provide its

faculty members the opportunity to earn advanced degrees, with tuition fee privileges and other forms of assistance.

- b. Attendance at in-service training programs on official time shall be encouraged and records of such attendance shall be filed at the office of the dean/chairman/director, as the case may be.

ARTICLE VII CURRICULUM

Section 28. The curriculum for the BSA Program puts emphasis on a professional accounting study that is long and intensive enough to permit students to gain the professional knowledge required for professional competence. Such professional accounting education consists of:

- a. accounting, finance and related knowledge;
- b. organizational and business knowledge; and
- c. information technology knowledge and competencies.

The professional knowledge component complements the non-professional knowledge, and the intellectual, personal, interpersonal, communication, and organizational and management skills developed in General Education.

Section 29. The curriculum has the following components:

| | Minimum Prescribed Units |
|------------------------|-----------------------------|
| General Education | 51 |
| Business Education | 42 |
| IT Education | 9 |
| Accounting and Finance | 94 |
| Sub-total | 196 |
| PE/NSTP | 14 |
| Total | 210 |

Section 30. *General Education.* A broad general education can significantly contribute to the acquisition of professional skills. This component of the curriculum focuses on the development of non-professional knowledge, intellectual skills, personal skills, interpersonal and communication skills. A good foundation of general education, although not an end in itself, is one way of helping students become broad-minded individuals who think and communicate effectively and who have the basis for conducting inquiry, carrying out logical thinking and undertaking critical analysis. This foundation will enable students to make decisions in the larger context of society, to exercise good judgment and professional competence, to interact with diverse groups of people, to think globally, and to begin the process of professional growth. The acquisition of these skills is more important than the way in which they are learned.

The General Education for the BSA curriculum shall follow the General Education and legislated courses prescribed by CHED Memorandum No. 04,

series of 1997 (GEC-B; 51 units) including six (6) additional units of General Education courses for the BSA Program and which form part of the Accounting & Finance Education Component of the curriculum.

| | | <i>Units</i> |
|----|--|--------------|
| 1. | Humanities Cluster | 21 |
| | Communication Skills, Part I | 3 |
| | Communication Skills, Part II | 3 |
| | Sining ng Pakikipagtalastasan | 3 |
| | Pagbasa/Pagsulat sa Iba't Ibang | |
| | Disiplina | 3 |
| | Philippine Literature | 3 |
| | Introduction to Philosophy with Logic & Critical Thinking | 3 |
| | Art, Man, and Society | <u>3</u> |
| 2. | Math/Science Cluster | 15 |
| | College Algebra | 3 |
| | Mathematics of Investment | 3 |
| | Physical Science | 3 |
| | Biological Science | 3 |
| | Fundamentals of Computer Software and Applications | <u>3</u> |
| 3. | Social Sciences Cluster | 12 |
| | Philippine History with Politics and Governance | 3 |
| | Society and Culture with Family Planning | 3 |
| | General Psychology | 3 |
| | Introduction to Economics With Land Reform and Taxation | <u>3</u> |
| 4. | Life and Works of Rizal | <u>3</u> |
| | Sub-total | <u>51</u> |

Section 31. *Business Education.* This component of the curriculum equips the students with knowledge of the environment in which employers and clients operate. It also provides the context for the application in which professional accountants work. A broad knowledge of business, government and not-for-profit organizations is essential for professional accountants. Business Education has two parts: Basic Business Core and Business Education Core.

A. Basic Business Core

| | | |
|----|---|---|
| 1. | Management | 6 |
| | Principles of Management and Organization | 3 |
| | Human Behavior in Organization | 3 |
| 2. | Marketing | 3 |

| | | |
|---|---|-----------|
| Principles of Marketing | 3 | |
| 3. Accounting | | 6 |
| Fundamentals of Accounting, Part I | 6 | |
| 4. Business Communication | | 3 |
| Technical Writing: Business | 3 | |
| 5. Finance | | 3 |
| Basic Finance | 3 | |
| 6. Information Technology | | <u>3</u> |
| Fundamentals of Programming and Database Theory and Applications | 3 | |
| Sub-total | | <u>24</u> |

B. Business Education Core

| | | |
|---|---|-----------|
| 1. Accounting | | 6 |
| Fundamentals of Accounting, Part II | 6 | |
| 2. Business Law | | 3 |
| Law on Obligations and Contracts | 3 | |
| 3. Taxation | | 3 |
| Income Taxation | 3 | |
| 4. Economics | | 3 |
| Microeconomic Theory and Practice | 3 | |
| 4. Management | | <u>3</u> |
| Good Governance and Social Responsibility | 3 | |
| Sub-total | | <u>18</u> |

Section 32. *Information Technology Education.* Information technology has transformed the role of the professional accountant. The professional accountant not only uses information systems and exercises IT controls skills but also plays an important role as part of a team in the evaluation, design and management of systems. The IT education component of the curriculum includes the following subject areas and competences: (a) general knowledge of IT; (b) IT control knowledge; (c) IT control competences, (d) IT user competences; and (e) one of, or a mixture of, the competences of, the roles of manager, evaluator or designer of information systems.

| | | |
|---|----------|----------|
| IT Concepts and Systems Analysis and Design | 3 | |
| Development | | |
| Accounting Information Systems | 3 | |
| Auditing in a CIS Environment | <u>3</u> | |
| Sub-total | | <u>9</u> |

Section 33. *Accounting and Finance Education.* This component of the curriculum provides the students with core technical foundation essential to a successful career as professional accountants. It further develops and integrates the knowledge, skills and professional values, ethics and attitudes which they obtained from the other components of the curriculum. It gives students the necessary theoretical and technical accounting knowledge and intellectual skills, including an understanding of professional values and ethics.

| | | | |
|----|---|----------|----|
| 1. | Additional General Education and Business Education Courses | | 21 |
| | Calculus for Business | 3 | |
| | Humanities Elective (any of the following: Fine Arts (Visual and Performing Arts), World Culture or Foreign Language) | 3 | |
| | Business Statistics | 3 | |
| | Quantitative Techniques in Business | 3 | |
| | Macroeconomic Theory and Practice | 3 | |
| | Production and Operations Management | 3 | |
| | Business Policy and Strategy | <u>3</u> | |
| 2. | Business Law & Taxation | | 12 |
| | Law on Business Organizations | 3 | |
| | Law on Negotiable Instruments | 3 | |
| | Sales, Agency, Labor and Other Commercial Laws | 3 | |
| | Business and Transfer Taxes | <u>3</u> | |
| 3. | Financial Management | | 6 |
| | Financial Management I | 3 | |
| | Financial Management II | <u>3</u> | |
| 4. | Financial Accounting Theory and Practice | | 15 |
| | Financial Accounting & Reporting, Part I | 6 | |
| | Financial Accounting & Reporting, Part II | 6 | |
| | Financial Accounting & Reporting, Part III | <u>3</u> | |
| 5. | Cost Determination, Analysis, and Control | | 6 |
| | Cost Accounting & Cost Management | <u>6</u> | |
| 6. | Management Accounting and Management Consultancy Services | | 9 |
| | Management Accounting, Part I | 3 | |
| | Management Accounting, Part II | 3 | |
| | Management Consultancy | <u>3</u> | |
| 7. | Advanced Accounting | | 9 |
| | Advanced Financial Accounting & Reporting, Part I | 3 | |
| | Advanced Financial Accounting & Reporting, Part II | 3 | |
| | Accounting for Governmental, Not-for-Profit Entities & Specialized Industries | <u>3</u> | |

| | | |
|----|--|---------------|
| 8. | Auditing and Assurance Services | 12 |
| | Assurance Principles, Professional Ethics and Good Governance | 6 |
| | Applied Auditing | <u>6</u> |
| 9 | Internship or Accounting Thesis (Note 1) Synthesis | 3 <u>1</u> |
| | Sub-total | <u>94</u> |

A sample program of study for the minimum units is also shown in Annex B. Schools of accountancy may use this sample and modify it according to their needs provided that the minimum requirements as specified in this Article are met. They may also add other courses that would enrich the program. Annex C shows the flowchart showing course sequence and their pre-requisites.

Note 1: Internship is considered preferable over Accounting Thesis. Should Internship requirement pose implementation problems, Accounting Thesis may be substituted.

Section 34. In implementing the minimum curricular standards, certain important implications should be kept in mind. These are:

- a. The standards are intended to be flexible rather than restrictive. They provide a general framework within which each institution should design and develop a curriculum in the context of institutional strength, priorities, and commitment.
- b. The standards are the minimum required of schools authorized by CHED to offer the B.S. Accountancy Program. Higher standards are expected to be implemented by schools with deregulated status and those designated as Centers of Excellence (COE) and Centers of Development (COD) in Accountancy Education.
- c. Schools of Accountancy are encouraged to undergo accreditation preferably within five (5) years after recognition.
- d. Curriculum development is a dynamic and continuing process. Accounting education should not only keep pace with current realities but should anticipate changes that may take place in business and the accounting profession. The school should make provision for periodic re-examination and research to avoid curriculum obsolescence, preferably once every two to three years.
- e. Curriculum content should be carefully selected so that the available time and resources are effectively utilized and only the appropriate and pertinent subject areas are included.

- f. Correlation and integration of the different courses of study are essential to an effective educational program as well as to optimal student achievement.
- g. Finally, the qualitative rather than the quantitative factors of education should be emphasized. The excellence of teaching, quality of students, broadening effect of the total curriculum, along with the development of integrity, professional attitudes, and a continuing desire to learn are more important than course labels, unit requirements, or subject groupings.

Section 35. General education components of the curriculum are preferably taken in the first two years of the curriculum. Accounting and other CPA Board-related courses, when taken for the first time, shall be offered only during the regular term.

Section 36. The curriculum for Accountancy program should be consistent with the school's philosophy, mission and vision statement.

- a. The curricular requirement for BSA should follow the minimum number of units prescribed by herein.
- b. The school is free to enhance and to follow different patterns and modalities based on the needs of its clientele.
- c. As a general rule, subjects offered as a three (3) unit courses should have an equivalent of a minimum of 18 contact hours per unit. No subject offered in a semester should exceed six (6) units.

Section 37. All schools should have prepared course syllabi. These should be made available to students at the beginning of each term. Teaching methodologies, grading systems, textbooks and references should be clearly stated in the syllabi.

Section 38. All undergraduate courses should have prescribed textbooks, which should be selected on the basis of acceptable criteria, preferably by an independent textbook board or committee with publication date within 5 years. Textbooks in Financial Accounting and Auditing should have publication date of not earlier than 2005. The intelligent use of other instructional aids and resources should be encouraged. Practice sets should be required for Fundamentals of Accounting I, Cost Accounting, Applied Auditing, and Information Technology.

Section 39. Access to computers and CD materials as well as the INTERNET should be provided to faculty members and students.

Section 40. Maximum class size for undergraduate courses should be fifty (50).

ARTICLE VIII

LIBRARY

Section 41. Universities and colleges offering the accountancy program should have library resources that are relevant and adequate in terms of quality and quantity; helpful in serving the needs of scholarship and research; and progressively developing and growing in accordance with the institutional developmental plans.

Library Personnel

A. Qualifications of Head Librarian:

1. Registered Librarian;
2. At least a masters degree;
3. Appropriate or relevant professional training

B. Number of library staff

1. At least one full time professional librarian for every 500 students
2. A ratio of 1 librarian to 2 staff/clerk

Library Collection

A. Basic Collection

1. 3,000 volumes for start-up school (50% of the holdings should be distinct titles)
2. A total of not less than 5,000 volumes after two years of operation (50% of the holdings should be distinct titles)
3. Basic collections should include: General References, Cultural, Filipiniana, Humanities, Social Science, Science and Technology and General Education courses should have at least five (5) titles per course

B. Professional Holdings

1. At least five (5) titles per professional course published within five (5) years except textbooks in Financial Accounting and Auditing which should have publication date of not earlier than 2005. Holdings shall include books based on the most recent accounting, auditing standards and tax laws.

C. Periodical Collection

1. In addition to reference books, the library shall maintain a regular annual subscription to at least two (2) international and one (1) local appropriate professional publication such as Journals and Bibliographies. The school is encouraged to subscribe to Magazines, Newspapers, Monographs and other periodicals.

D. Library Space

1. The library should accommodate at least fifteen (15%) percent of the total enrolment at any one time

E. Non-Print Materials

1. The library should be able to provide non-print materials such as CD-Roms, Internet Access, etc.

Section 42. There should be a universally accepted library classification system with card catalogues or a computer-based system. The open-shelf system is encouraged.

Section 43. The library should be conveniently located and open at reasonable hours for use of faculty and students.

ARTICLE IX INSTRUCTIONAL STANDARDS

Section 44. Educators delivering professional accounting education programs need to respond to the changing needs of the international accountancy profession as well as individual professional accountants. Hence, their teaching methods should focus on providing students with the tools for self-directed learning after they become professional accountants. Educators are free to adopt the methods that work best in their particular cultures. However, they may need to be trained and encouraged to use a broad range of learner-centered teaching methods that include:

- a. Using case studies, projects and other means to simulate work situations;
- b. Working in groups;
- c. Adapting instructional methods and materials to the ever-changing environment in which the professional accountant works;
- d. Pursuing a curriculum that encourages self learning so that students learn to learn on their own and carry out this skill with them after becoming professional accountants;
- e. Using technology and e-learning;
- f. Encouraging students to be active participants in the learning process;
- g. Using measurement and evaluation methods that reflect the changing knowledge, skills, and professional values, ethics, and attitudes required of professional accountants;
- h. Integrating knowledge, skills, professional values, ethics and attitudes across topics and disciplines to address many-sided and complex situations typical of professional demands;
- i. Emphasizing problem identification and problem-solving which encourages identifying relevant information, making logical assessments and communicating clear conclusions;
- j. Exploring research findings; and
- k. Stimulating students to develop professional skepticism and professional judgment.

Education programs need to include reflection when students are required to consider an experience, what went well, what did not work and what approach should be taken in the future in similar circumstances.

- Section 45. Delivering all of these teaching methods in a purely academic environment is not the only solution. Integration of education and practical experience can bring benefits by drawing on work-based examples to enable students to apply knowledge. A well-designed program of on-the-job training can deliver many of the required experiences. Supervisors, mentors and others involved in practical experience may need to be trained in the most effective way of planning practical experience.
- Section 46. Other learning methods include:
- a. Working in groups and in-office environments;
 - b. Integration of professional knowledge, professional skills, and professional values, ethics and attitudes across topics and practice in problem solving; and
 - c. Reflection and post-implementation work reviews as a means of learning.
- Section 47. Class size should preferably not exceed forty (40) students. If an exception cannot be avoided for lecture classes in professional accounting or CPA Board-related courses, the number may be increased to no more than fifty (50) students depending on the size of room and its acoustics.

ARTICLE X ADMISSION AND RETENTION STANDARDS

- Section 48. The standards of admission to, and retention in the BSA program, should be sufficiently rigorous and demanding to meet the needs of the profession and merit the respect of the public.
- Section 49. Universities and colleges offering the BSA program should adopt a selective admission policy. Applicants for admission should be screened on the basis of their college entrance examinations, high school class standing/grade point average, interviews, and other appropriate means.
- Equivalency credits for non-formal courses/work experience should be granted upon admission. Schools may establish maximum allowable equivalency credits and/or validated credits, but these must not exceed seventy-five (75%) per cent of the total units required to meet the prescribed residence requirement for the course.
- Section 50. Admission to the BSA program should be restricted to students who can demonstrate a high probability of success in the study of accounting through satisfactory academic performance, a qualifying examination, an interview, and/or other appropriate means. The school is given the privilege to require standard admission requirements to the program as reflected in its manual of regulations for students.

As part of the admission requirements to the Accountancy Program, students should meet an English language requirement to be set by the College/Department. An English Proficiency test shall therefore be given to all

applicants and those who fail to meet the grade requirement will need to undergo an English Bridging Program (e.g. English 0).

English 0 is a course that bridges the gap between the freshmen's previous English language qualifications and those conditionally accepted in the Accountancy Program. The course provides a cultural context for developing language skills, content knowledge and autonomous learning. Classes focus on academic skills and preparation for the reading, writing, speaking and listening, note-taking and research that the students will be undertaking in the program.

The program is a 40-hour program taken during the first curriculum year of the program preferably during the summer prior enrolling in the Program. If the student successfully completes this program, he is admitted to the Accountancy Program.

Section 51. Students should be allowed to continue in the BSA program only by maintaining a satisfactory grade level as stated in the school retention policy. To ensure that grades are a fair measure of academic performance, the following measures should be taken:

- a. Final departmental examinations of sufficient length and complexity should be required in all accounting, managerial finance, CPA Board-related courses, and preferably, in all business core subjects.
- b. All examinations should be properly supervised and proctored.
- c. Grading should be based on a definite and uniform policy specifying the weights for periodic quizzes, formal examinations, recitations, and other factors used in determining final grades.
- d. The integrity of final grades should be protected.

Section 52. As a general rule, no BSA degree can be conferred upon a student unless he has taken the last curriculum year of the program in the institution which is to confer the degree.

Section 53. No student should be permitted to take any course until he has satisfactorily passed the prerequisite courses. Annex C is a flowchart showing the courses and their pre-requisites.

A student shall be allowed to carry only the regular semestral load of the school as allowed by CHED.

ARTICLE XI RESEARCH

Section 54. Schools of Accountancy should undertake research and operate with a competent and qualified research staff which may be shared with other units in the College or University. The competence of the research staff may be judged by the scholarly output of their work.

Section 55. Team research may be undertaken by two or more faculty members, with or without the assistance of students who are enrolled in similar or allied disciplines. Faculty members who are assigned to do research work should be deemed to have rendered teaching. Honoraria and other incentives may be provided.

Section 56. The administration should encourage and support research among its students and faculty and promote utilization of research findings for improvement of teaching methodology, education, and accounting practices. Publication of research work should be undertaken in an in-house journal or other academic journals.

ARTICLE XII
LINKAGES WITH OTHER SCHOOLS, BUSINESS ESTABLISHMENTS, PUBLIC
SECTOR (GOVERNMENT AGENCIES) AND ACCOUNTING PRACTITIONERS

Section 57. Schools of Accountancy are encouraged to form themselves into a network or to go into a consortium arrangement to be able to share available resources.

Section 58. Schools of Accountancy are also encouraged to establish linkage or networking with business establishments, public sector (government agencies) and accounting practitioners to expose their students to the practical applications of business and accountancy knowledge to real-life situations. These may be in the form of field visits by students to business establishments or accounting firms/offices, and informative lectures on current accounting trends and issues by leading practitioners. Likewise, Schools of Accountancy should get business establishments and accounting practitioners involved in curriculum matters since as prospective employees, they are the intended users of the output of the accounting program

ARTICLE XIII
STANDARDS OF PERFORMANCE FOR GRADUATES

Section 59. Graduates of the BSA program should possess the attributes and knowledge of an entry-level professional accountant. Such attributes and knowledge are found in a graduate who has acquired:

- a. The necessary conceptual, philosophical, and theoretical foundations of the profession;
- b. Knowledge of the basic principles, practices, and methodologies of the profession; and
- c. The professional and educational skills, attitudes, competencies, values, and behavioral attributes of the professional accountant.

Section 60. Graduates of the BSA program should be capable of passing the CPA licensure examinations.

This standard should not be interpreted as favoring academic programs narrowly designed to coach candidates for such examination.

Section 61. Graduates of the professional accounting school or program should be capable of working effectively as entry level professional accountants and should have the capacity for growth to positions of increased responsibility.

The total effectiveness of a school or program should be evaluated in terms of the success of its graduates in obtaining employment and in advancing in their career as professional accountants.

**ARTICLE XIV
EFFECTIVITY**

Section 62. These minimum curricular standards shall take effect in School Year 2007-2008.

**ARTICLE XV
REPEALING CLAUSE**

Section 63. All pertinent rules and regulations of parts thereof that are inconsistent with the provisions of this policy are hereby repealed or modified accordingly.

**ARTICLE XVI
SANCTIONS**

Section 64. The Commission shall be constrained to take appropriate action regarding the operation of any school of accountancy if any of the aforementioned minimum curricular requirements are not met. Further, poor performance of the graduates in ten (10) CPA Board Examinations within a period of five years could lead to the gradual phase-out and eventual closure of the school's accountancy program in accordance with CHED's policies and procedures.

So ordered.

Pasig City, Philippines, January 22, 2007.


CARLITO S. PUNO, DPA
Chairman

ANNEX A- SUGGESTED COURSE DESCRIPTIONS, COURSE OUTLINE AND REFERENCES

A. General Education Courses

| | |
|---|-------------------------------------|
| Course Title: | Communication Skills, Part I |
| Credit: | Three (3) units |
| Prerequisite: | None |
| Course Description | |
| <p>This is a study and practice of the principles of correct writing and the clear and logical presentation of ideas. The course focuses on developing the students' writing skills through the introduction of the different types of expository writing and other forms of discourse.</p> | |
| Course Outline: | |
| 1. Orientation diagnostic test/self-assessment | |
| 2. Introduction to process approach to writing | |
| 2.1. Generating a topic | |
| 2.2. Identifying purpose, audience, and tone | |
| 3. Outlining and overview of the essay (Grammar focus: parallelism) | |
| 3.1. Essay writing elements: thesis statement, supporting details, introductory and concluding statements | |
| 3.2. Parts of the essay: the thesis, the paragraph, the sentence | |
| 3.3. Basics of essay writing: identifying theses, properly structuring paragraphs | |
| 3.4. Using vivid language | |
| 3.5. Persuasive essays: arguments, verbs, clauses | |
| 3.6. Personal essays, personal style | |
| 4. Review of paragraph writing | |
| 4.1. Elements of a paragraph (topic sentence, supporting details, concluding statement and cohesive devices) | |
| 4.2. Scoring a 555 Paragraph | |
| 5. Overview of expository types | |
| 5.1. Personal narrative | |

5.2. Argument and persuasive writing'

5.3. Rhetorical analysis

6. Narration

6.1. Basic structures of narrative form

6.2. Story versus discourse

6.3. Proairetic versus hermeneutic codes of narrative

6.4. Narrative and expressive writing

7. Description

7.1. Descriptive writing: writing coherent sentences (subject/verb/pronoun/noun agreement/eliminating sentence shifts)

7.2. Descriptive paragraph

7.3. Descriptive and narrative writing

8. Definition

8.1. Three steps to effective definition

8.2. Choosing a definition

8.3. Thesis statement of a definition essay

8.4. How to write an effective definition essay

9. Analysis

9.1. Types of causes

9.2. Finding a topic to write about

9.3. Typical ways of organizing an analysis essay

9.4. Tips for writing causal analysis essays

10. Problem-Solution

10.1. Basic features of problem-solution essays (well defined problem, a proposed solution, a convincing argument, a reasonable tone,

10.2. How to write an effective problem and solution essay

11. Classification and division

11.1. Classification structure

11.2. Division structure

11.3. Selecting topics for classification and division essays

11.4. How to write effective classification and division essays

12. Comparison-contrast

- 12.1. Comparison versus contrast
- 12.2. Choosing a topic for a comparison-contrast essay
- 12.3. Brainstorming
- 12.4. Developing a thesis
- 12.5. Organizing the comparison/contrast essay
- 12.6. How to write effective comparison/contrast essays

13. Cause and effect

- 13.1. Writing cause and effect documented essay
- 13.2. Using books, articles, interviews, newspapers, on-line websites and specialized encyclopedias to find information regarding the causes and effects of a topic

14. Process explanation

- 14.1. Writing process essays
- 14.2. Writing an operations manual
- 14.3. Writing product installation manual

15. Informative essay

- 15.1. Writing an informative essay
- 15.2. Using, citing, and documenting sources

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Course Title: **Communication Skills, Part II**

Credit: Three (3) units

Prerequisite: Communication Skills, Part I

Course Description

The course is designed to develop the students' oral communication skills for effective personal, group, and public communication in the various disciplines.

Course Outline:

1. Perception and human communication
 - 1.1 Verbal and non-verbal communication
 - 1.2 Linguistic models of meaning
 - 1.3 Communication and cognition

2. Coping with nervousness and speech anxiety
 - 2.1 What you can do about nervousness or stagefright
 - 2.2 Speech anxiety: how you got it, relaxation training and systematic desensitization

3. Practical speech activities
 - 3.1 Self-confidence
 - 3.2 Effective listening
 - 3.3 Effective questioning
 - 3.4 Dealing with difficult people
 - 3.5 Persuasion

4. Formal speech activities
 - 4.1 Extemporaneous speech
 - 4.2 Oral report or presentation
 - 4.3 Panel discussion
 - 4.4 Impromptu
 - 4.5 Interpretative reading

5. Preparing a speech
 - 5.1 Writing

5.2 Revision

6. Formal presentation

6.1 Basics of presentation

6.2 Three main types of presentations: narrative, informative, and informative

6.3 Using visual support when presenting

7. Argumentation or debate

7.1 Listening, understanding and responding to those you disagree with

7.2 Constructing clear, powerful, and complex arguments, both orally and in writing

7.3 Assessing the quality of arguments, both your own and others'

7.4 Evaluating information you find in your research, especially on the Web

7.5 Engaging in debate, vigorously and civilly

7.6 Designing debate formats that will fairly and efficiently achieve your purposes

7.7 How to develop self-confidence as an arguer

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Course Title: Sining ng Pakikipagtalastasan

Credit: Three (3) units

Prerequisite: None

Course Description

Sumasaklaw ang kursong ito sa paglinang ng mga kasanayan sa komunikasyong pasalita at pasulat. Lilinangin ang apat na makrong kasanayan sa pakikinig, pagsasalita, pagbasa at Pagsulat sa pamamagitan ng iba't ibang texto and kontekto.

Course Outline

1. Pagkilala sa isa't isa
 - 1.1 Oryentasyon sa Pambansang kalagayan ng bansa na nakaangkla sa usapin ng wika at edukasyon
 - 1.2 Wikang Filipino – Kahulugan at kaugnayan sa pambansang kamalayan
 - 1.3 Panimulang gabay sa ispelang at angkop na gamit ng salita

2. Komunikasyon
 - 2.1 Proseso
 - 2.2 Depinisyon
 - 2.3 Kahalagahan
 - 2.4 Apat na perspektiba
 - 2.5 Berbal at di Berbal
 - 2.6 Speaking ayon kay Del Hymes
 - 2.7 Elemento ng masining na pagpapahayag

3. Pakikinig
 - 3.1 Kahulugan at kahalagahan
 - 3.2 Karaniwang sangkap
 - 3.3 Mga uri
 - 3.4 Mga bagay na maaaring maging hadlang
 - 3.5 Mga paraan upang mapabuti

4. Pagsasalita
 - 4.1 Oral

4.2 Salawikain, kawikaan, sawikain at kasabihan

4.3 Pagtatalumpati

5. Pagbasa

5.1 Uri

5.2 Mga dapat bigyang-pansin

5.3 Mga suliraning nabubuo

5.4 Mga palatandaan

5.5 Mga dapat isaalang-alang

5.6 Pagbabasa ng tula

6. Pagsulat

6.1 Panunuirng pampelikula/pantelebisyon

6.2 Pagsulat ng suring-basa

6.3 Komposisyon

6.4 Pagsulat ng liham pangkaibigan at liham pangkalakal

Course Title: Pagbasa/Pagsulat sa Iba't Ibang Disiplina

Credit: Three (3) units

Prerequisite: Sining ng Pakikipagtalastasan

Course Description

Ang kursong ito ay magbibigay pokus sa pagbasa at pagsusulat bilang instrumento sa pagkatuto. Ituturo sa kursong ito ang mga estratehiya sa pagbasa ng iba't ibang genre ng mga tekstong nakasulat. Lilinangin din ang mga kasanayan sa pagunawa lalo ng ang kritikal na pagunawa, gayun din ang kasanayan sa pagsulat ng iba't ibang sulating akade

Course Outline

1. Wika bilang midyum ng kaalaman
 - 1.1 Konsepto
 - 1.2 Kahulugan
 - 1.3 Mga katangian
 - 1.4 Kahalagahan

2. Lohikal na organisasyon ng mga textong binabasa
 - 2.1 Mga halimbawa
 - 2.2 Pagsusuri sa organisasyon
 - 2.3 Pagkilala sa estilong pangwika

3. Mga kasanayan sa pagbasa
 - 3.1 Pagpapalawak ng Vokabularyo
 - 3.2 Mga kasanayan sa pagunawa
 - 3.3 Mga kasanayang paaral

4. Mga kasanayan sa pagsulat
 - 4.1 Pagsulat ng iba't ibang texto
 - 4.2 Pagsulat na malikhain
 - 4.3 Pagsulat ng mga kritikal na pagpapahayag

5. Pananaliksik
 - 5.1 Layunin
 - 5.2 Proseso
 - 5.3 Pangangalap at paglalahad ng datos
 - 5.4 Paggawa ng bibliograpi

Course Title: **Philippine Literature**

Credit: Three (3) units

Prerequisite: Communication Skills, Part II

Course Description

This course is a study of the literary forms or genres as exemplified by selected literary texts from various regions of the Philippines written at different periods in Philippine literary history.

Course Outline

1. Orientation to course
 - 1.1 The disciplines of history and literature
 - 1.2 Philippine historical periods and landmark texts
2. Pre-colonial period
 - 2.1. Riddles & proverbs, short poems, folk songs
 - 2.1.1. Filipino riddles, proverbs, short poems (e.g. tanaga, ambahan, etc)
 - 2.1.2. Imagery and versification of precolonial short poems
 - 2.1.3. Common subjects and themes
 - 2.2. Myths (“aswang”, “nuno sa punso”, “manananggal”)
 - 2.3. Legends (Maria Makiling, Maragtas, Legend of the Sky)
 - 2.4. Epics
 - 2.4.1. Epic’s images and themes versus those of the short poems
 - 2.4.2. Folk poetic tradition (hermetic and didactic)
 - 2.4.3. Sample epics: Mindanao epic (Darangan); Ilocano epic (Lam-ang)
3. Spanish period
 - 4.1 Religious poetry – pasyon
 - 4.2 Religious drama in Spanish colonial period
 - 4.3 Propaganda movement and revolutionary literature
4. American period & influences
 - 4.1. Tagalog poetry from the American colonial period to contemporary times
 - 4.2. Balagtasismo vs. Modernismo
 - 4.3. Philippine poetry in English

4.4. Philippine fiction in Filipino and English

5. Modern trends (1945-'70s)

5.1. Westernization of post-war Filipino writers

5.2. Manuel Arguilla's *How My Brother Leon Brought Home a Wife and Other Stories*

5.3. Carlos Bulosan's *America is in the Heart*

5.4. N. V. M. Gonzales' *Seven Hills Away*

5.5. Francisco Arcellena's *Divide by Two*

5.6. Bienvenido Santos' *You Lovely People*

5.7. Gregorio Brillantes' *Distance to Andromeda and Other Short Stories*

5.8. Javellana's *Without Seeing the Dawn*

5.9. Francisco Sionil Jose's monumental *Rosales* saga

6. More contemporary ('80s to present)

6.1. Literature under the Republic

6.2. The Marcos years: literature of protest

6.3. Literature after EDSA

6.3.1. Writings by Filipino women

6.3.2. Gay and lesbian literature

6.3.3. Moslem Filipino literature

6.3.4. Komiks as Filipino literature

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Course Title: Introduction to Philosophy with Logic & Critical Thinking

Credit: Three (3) units

Prerequisite: None

Course Description

This course deals with the various elements and methods essential in the development of critical thinking. It hones the students' reasoning skills and capacity to question, and presents them a wide range of logical frameworks with which to effectively analyze and evaluate arguments and truth claims, to discover and overcome prejudices and biases, to construct strong and logical arguments, and to make reasonable and intelligent decisions.

Course Outline

1. Introduction
 - 1.1. What is Philosophy?
 - 1.2. Nature and importance of critical thinking
 - 1.3. Characteristics of a critical thinker
2. Definition of basic terms
 - 2.1. Idea, proposition and argument
 - 2.2. Premise and conclusion
 - 2.3. Recognizing arguments
 - 2.4. Truth, logic and soundness
3. Language
 - 3.1. Ambiguity and vagueness
 - 3.2. Verbal disputes
 - 3.3. Kinds of definition
 - 3.4. Rules of definition
 - 3.5. Uses of language
4. Deductive reasoning
 - 4.1. Deductive arguments
 - 4.2. Kinds and properties of propositions
 - 4.3. Categorical syllogisms

- 4.4. Rules for categorical syllogisms
- 4.5. Hypothetical syllogisms
- 4.6. Rules for hypothetical syllogisms

5. Inductive reasoning

- 5.1. Inductive arguments
- 5.2. Generalization
- 5.3. Hypothesis testing
- 5.4. Analogical argument

6. Fallacies

- 6.1. Nature of fallacy
- 6.2. Fallacies of ambiguity
- 6.3. Fallacies of relevance

Course Title: Art, Man and Society

Credit: Three (3) units

Prerequisite: None

Course Description

This course is a general study of art and design, their various forms and structures, personal and cultural functions, and the roles of artists in society. It also includes basic theory and practice in art production, aesthetics, art criticism and art history in relation to daily life, culture, careers and other learning areas

Course Outline

1. Aesthetics

- 1.1 Art and humanities
- 1.2 Nature of art
- 1.3 Art and beauty
- 1.4 Art and experiences
- 1.5 Perception and awareness

2. Art theory and criticism

- 2.1 Art forms: visual, auditory and performing arts
- 2.2 Language of art: elements and principles of design
- 2.3 Subject, medium, technique
- 2.4 Style (i.e., Impressionism, Abstract, Cubism, Realism and Surrealism)
- 2.5 Meaning, content, and function of art
- 2.6 Synthesis

3. Art Production

- 3.1 Two-dimensional and three dimensional art
- 3.2 Crafts

4. Art history

- 4.1 Art, society and culture
- 4.2 Roles of artists in cultural progress
- 4.3 Prehistoric art, ancient river civilizations

4.4 Art of ancient Greece and Rome

4.5 Medieval ages and Renaissance

4.6 Synthesis

Course Title: College Algebra

Credit: Three (3) units

Prerequisite: None

Course Description

This is a course in General Mathematics for First Year Students which deals with the Fundamentals Principles of College Algebra. Topics include Linear Equations, Inequalities, Quadratic Equations, Functions, Systems of Linear Equations in two or three variables, Matrices and Determinants and Sequences and Series. A review on the operations of Polynomial, Fractions and Radicals is also included.

Course Outline:

1. Solution of linear equations
 - 1.1. One-step equations
 - 1.2. Multi-step equations
 - 1.3. No solution
 - 1.4. All x equations

2. Systems of linear equations
 - 2.1. Solving by graphing
 - 2.2. Substitution
 - 2.3. Elimination/addition
 - 2.4. Gaussian elimination

3. Matrices and determinants
 - 3.1. Matrices and systems of equations
 - 3.2. Operations with matrices
 - 3.3. The inverse of a square matrix
 - 3.4. The determinant of a square matrix
 - 3.5. Application of matrices and determinants

4. Word problems involving linear equations
 - 4.1. Word problems
 - 4.2. Word problems with cost (chart setup)

5. Linear inequalities
 - 5.1. Solving linear inequalities in one variable
 - 5.2. Solving linear inequalities in two variables
 - 5.3. Solving systems of two linear inequalities in two variables graphically
6. Polynomials
 - 6.1. Addition of polynomials
 - 6.2. Subtraction of polynomials
 - 6.3. Multiplication of polynomials
 - 6.4. Division of polynomials
7. Operations on fractions
 - 7.1. Simplifying fractions
 - 7.2. Complex fractions
8. Radicals
 - 8.1. Operating radicals
 - 8.2. Rationalizing radicals
9. Quadratic equations
 - 9.1. Solving quadratic equations
 - 9.2. Finding the quadratic equations given the roots.
10. Word problems leading to quadratic equations
11. Sequences and series
 - 11.1. Applying formulas of sequences and series to word problems
 - 11.2. Increasing and decreasing sequences
 - 11.3. Convergence and divergence
 - 11.4. Infinite series
12. Functions and graphs
 - 12.1 Functions and their graphs: symmetry
 - 12.2 Drawing graphs of functions

Course Title: **Mathematics of Investment**

Credit: Three (3) units

Prerequisite: College Algebra

Course Description

This course covers the basic mathematical tools and operations met in investments problems. It deals with theories, applications and mathematical aspects of interests, discount, present value, annuities, amortization and perpetuities.

Course Outline

1. Interest and discounts
 - 1.1. Computation of simple interest and discount
 - 1.2. Calculating time between dates.
 - 1.3. Solving the present value and the amount of money invested.
 - 1.4. Discounting promissory note

2. Compound interest
 - 2.1. Solving problems involving compound interest.
 - 2.2. Computation of nominal rate and effective rate.
 - 2.3. Comparing different varieties of compound interest.
 - 2.4. Writing and solving an equation of values.

3. Simple annuities
 - 3.1. Solving the present value and amount of the various types of annuities.
 - 3.2. Calculating unknown rate, time, and periodic payment.

4. Amortization and sinking fund
 - 4.1. Computation of interest and outstanding principal in any amortization payment.
 - 4.2. Computation of interest and the growth in fund in the formation of a sinking fund.
 - 4.3. Constructing and analyzing sinking fund and amortization schedules.
 - 4.4. Retiring a debt using the sinking fund method

5. Depreciation

- 5.1. Applying effectively the methods of depreciation.
- 5.2. Construction and analyzing depreciation schedules.

6. Income and taxation

- 6.1. Computation of income tax based on various types of income.

7. Stock and Bonds

- 7.1. Applying the interest formula in computing returns from the purchase of stocks and bonds.

8. Insurance

- 8.1. Computation of present value and premium of various types of insurance.
- 8.2. Identifying the most appropriate insurance for the protection of life and property.

Course Title: Physical Science

Credit: Three (3) units

Prerequisite: None

Course Description

This course is designed for students with limited background and/or aptitude in the Natural Sciences. It focuses on basic ideas of modern physics, the chemical nature of our physical environment, geological forces that build and shape the earth's surface, and the origin and fate of the universe.

Course Outline:

1. Introduction
 - 1.1. Nature and pervasive role of physical science in society
 - 1.2. Classical physics v/s modern physics
 - 1.3. Alchemy v/s chemistry
2. The Special Theory of Relativity (A. Einstein)
 - 2.1 Postulates of relativity constancy of the laws of physics and the speed of light
 - 2.2 Time dilation
 - 2.3 Length contraction
 - 2.4 Equivalency of mass and energy: $E=mc^2$
 - 2.5 Relativistic effects: twin paradox, Doppler Effect (Red-Shift)
3. Nature of light
 - 3.1 Electromagnetic waves and the electromagnetic spectrum (EMS)
 - 3.2 Particle – properties of waves (Light)
 - 3.3 Properties of particles (electron), De Broglie Wave & Heisenberg's Uncertainty Principle
4. Atomic structure and atomic spectra
 - 4.1 Rutherford's nuclear atom
 - 4.2 Bohr atom: energy levels & spectra
 - 4.3 Quantum numbers
 - 4.4 Radioactivity & nuclear reactions

5. Composition and interaction of matter
 - 5.1 Earth's natural non-renewable resources: the periodic table of elements and their periodic elements
 - 5.2 Chemical bonds and molecule formation
 - 5.3 Toxic chemicals and hazardous wastes
 - 5.4 Physical bonding and change of phase

6. Forces that build and shape the earth
 - 6.1 Earth's internal structure: crust, mantle and core
 - 6.2 Plate tectonics
 - 6.3 Diastrophism: volcanism, earthquakes, (tsunamis)
 - 6.4 Erosion & weathering: acid rain and chemical weathering

7. Cosmology: the origin and the fate of the universe
 - 7.1 The "Big Bang"
 - 7.2 The expansion of the universe and relativity

8. Special topics and environmental issues
 - 8.1 Biogeochemical cycles: C, O, N, P
 - 8.2 Renewable form of energy
 - 8.3 Fossil fuels
 - 8.4 Climate change & impacts on health, agriculture, biodiversity, & mitigation and adaptation measures
 - 8.5 Photochemical smog and industrial smog
 - 8.6 Acid rain: (sources, causes and impacts on plants and animals)
 - 8.7 CFCs and stratospheric ozone depletion
 - 8.8 Toxic chemicals and hazardous wastes
 - 8.9 Alloys and industrial metals
 - 8.10 Energy transfer in the atmosphere: GHG & GHE
 - 8.11 Light and its application
 - 8.12 Synthetic polymer
 - 8.13 Heavy metals in the environment
 - 8.14 Persistent organic pollutant (POPs)

Course Title: **Biological Science**

Credit: Three (3) units

Prerequisite: None

Course Description

This course deals with basic concepts and current developments in cell biology, plant and animal anatomy and physiology, and ecology. Discussion of relevant biological and environmental issues/problems will be highlighted in this course.

Course Outline

1. Biology- the study of life
 - 1.1. The scientific process
 - 1.2. The characteristics of life
 - 1.3. The classification of living things

2. Cell: structure and function
 - 2.1 Biotechnology
 - 2.2 Issues and concerns
 - 2.3 Scientific inquiry

3. Plant anatomy and physiology
 - 3.1 Body organization and function
 - 3.2 Plant responses to environmental stimuli
 - 3.3 Role of plants in maintaining balanced ecosystem
 - 3.4 Scientific inquiry

4. Human anatomy and physiology
 - 4.1 Introduction to the human body
 - 4.2 Chemical, cellular and tissue levels of organizations
 - 4.3 The integumentary system
 - 4.4 The skeletal system
 - 4.5 Muscular and nervous tissues
 - 4.5 Spinal cord and spinal nerves
 - 4.6 Brain and cranial nerves

- 4.7 The nervous system
- 4.8 Sensory, motor and integrative systems
- 4.9 The special senses
- 4.10 Other systems

- 5. Ecology: basic biological concepts
 - 5.1 Basic biological concepts
 - 5.2 Basic biological chemistry
 - 5.3 Basic cellular physiology
 - 5.4 Basic evolutionary concepts and the origin of life
 - 5.5 Basic taxonomy and diversity of living organisms
 - 5.6 Basic ecological relationships among species

- 6. Biodiversity and its importance
 - 6.1 History of life on earth
 - 6.2 Evolution and impact of humans
 - 6.3 Over-exploitation of the oceans
 - 6.4 Over-exploitation and its impact
 - 6.5 Cataloging, mapping and protecting diversity
 - 6.6 Endangered species protection and recovery
 - 6.7 Endangered terrestrial habitats
 - 6.8 Endangered aquatic habitats
 - 6.9 Human population growth and its impact

Course Title: **Fundamentals of Computer Software and Applications**

Credit: Three (3) units

Prerequisite: None

Course Description

This course deals with the fundamentals of computer system, data processing concepts, development of computing device leading to the networking principles, basic web page development using MS Word, E-mail and Internet application, up to the complexity of using different window-based application programs from the latest version of MS Office programs such as Word, Excel, and Powerpoint.

Course Outline

1. Orientation and introduction
 - 1.1 Components of the computer system
 - 1.2 Development of computing devices
 - 1.3 Classification of computers
 - 1.4 Number systems
 - 1.5 Data processing concept and method
2. Networking
 - 2.1 What is LAN?
 - 2.2 Topologies of LAN
 - 2.3 What is GWAN?
3. Windows Program
 - 3.1 Understanding Windows environment
 - 3.2 Exploring Windows
 - 3.3 Creating and renaming folders and files
4. Internet
 - 4.1 Understanding websites
 - 4.2 “Surfing” the Internet
 - 4.3 Using different search engines and downloading of text and graphics
5. Electronic mail

- 6.1 Sending and receiving e-mail
- 6.2 File attachments

- 6. Word processing
 - 6.1 Running the program
 - 6.2 Using wizards and help
 - 6.3 Understanding the opening screen
 - 6.4 Using toolbars and objects/icons
 - 6.5 Opening and saving documents/files
 - 6.6 Formatting of documents
 - 6.7 Using and editing WordArt
 - 6.8 Inserting pictures and graphics
 - 6.9 Bullets and numbering
 - 6.10 Creating tables
 - 6.11 Mail-merging
 - 6.12 Application for basic webpage design

- 7. Electronic spreadsheet
 - 7.1 Running the program
 - 7.2 Understanding the opening screen
 - 7.3 Using help
 - 7.4 Using toolbars
 - 7.5 Opening and saving workbooks/files
 - 7.6 Formatting sheets
 - 7.7 Creating and modifying charts
 - 7.8 Database manipulation
 - 7.9 Sorting records
 - 7.10 Data subtotals
 - 7.11 Data auto-filter

- 8. Computer presentation
 - 8.1 Running the program
 - 8.2 Understanding the opening screen
 - 8.3 Choosing autolayout and using help
 - 8.4 Using toolbars and object/icons

8.5 Opening and saving slides/files

8.6 Formatting slides

9. Recapitulation

Course Title: **Philippine History with Politics and Governance**

Credit: Three (3) units

Prerequisite: None

Course Description

This course is a study of the economic, social, political, and cultural development of the Philippines. Emphasizes the relevant and recurring issues in Philippine history and studies the serious problems that confront the country

Course Outline:

1. Introduction
 - 1.1. Objectives
 - 1.2. Importance
 - 1.3. Definition of concepts (history, culture and nationalism)
 - 1.4. Issues in Philippine history

2. Pre-colonial Philippines
 - 2.1. The setting
 - 2.2. Before the conquest
 - 2.3. Early customs and practices

3. The Spanish colonial period
 - 3.1. Spanish colonization
 - 3.2. Structure of the government of Spain introduced to the Philippines
 - 3.3. Different economic systems/institutions
 - 3.4. Educational transformation

4. Reform and revolution
 - 4.1 Causes of Spanish resistance
 - 4.2 Development of nationalism
 - 4.3 Campaign for reforms
 - 4.4 Bonifacio and the Katipunan
 - 4.5 Malolos republic

5. The American Era Filipino

- 5.1. Bates treaty
- 5.2. Religious schism
- 5.3. Era of American colonialism
- 5.4. Colonial politics
- 5.5. Independence mission
- 5.6. Transition to independence

6. Japanese occupation
 - 6.1. Japanese structure of government
 - 6.2. Japanese officials
 - 6.3. Human rights violation
 - 6.4. Possitive and negative influences of the Japanese occupation

7. Martial Law Era
 - 7.1. Constitutional basis
 - 7.2. Shift on the policies
 - 7.3. Programs instituted by Marcos

8. EDSA revolution
 - 8.1. EDSA 1
 - 8.2. EDSA 2
 - 8.3. EDSA 3
9. Synthesis
 -

Course Title: Society and Culture with Family Planning

Credit: Three (3) units

Prerequisite: None

Course Description

This course is primarily intended to provide students with an overview on Sociology as a scientific study. This course will emphasize the nature, scope, basic concepts, theoretical formulations and method of sociology. Focus will be given on to analysis of current sociological phenomena in the Philippines today.

Course Outline:

1. Sociological foundation
 - 1.1 Role and scope of sociology
 - 1.2 Nature and role of group behavior
 - 1.3 Culture and behavior
 - 1.4 Socialization, conformity and deviance
 - 1.5 Social processes
 - 1.6 Philippine values
 - 1.7 Communication, social movements and collective behavior
2. Social stratification
 - 2.1 Social class
 - 2.2 Age, sex, gender and ethnicity
3. Institutional behavior
 - 3.1 Institutions
 - 3.2 The family and responsible parenthood
 - 3.3 Religion and society
4. Communities and population growth
 - 4.1 The rural and urban community
 - 4.2 Population growth and distribution
 - 4.3 Family planning
 - 4.3.1 Social, economic, health and human rights rationale for family planning

- 4.3.2 Identifying and measuring populations in need of family planning services
- 4.3.3 Social, cultural, political, religious and ethical barriers
- 4.3.4 Contraceptive methods and their programmatic requirements
- 4.3.5 Information, education and communication strategies

5. Social change and globalization

- 5.1 Social change as a multi-causal process
- 5.2 Theoretical perspectives, key sources, factors, causal patterns and consequences of social change
- 5.3 Formations of modernity: social processes, political, economic, social and cultural
- 5.4 Emergent social forces radically re-shaping modern society
- 5.5 Globalization
 - 5.5.1 What is globalization
 - 5.5.2 Advocates and critics of globalization
 - 5.5.3 Geographic perspective
 - 5.5.4 Human-environment interaction
 - 5.5.5 Environment
 - 5.5.6 Population and settlement
 - 5.5.7 Cultural coherence and diversity
 - 5.5.8 Geographical fragmentation and unity

6. Synthesis

Course Title: **General Psychology**

Credit: Three (3) units

Prerequisite: None

Course Description

This course gives an overview on the study of the basic principles underlying human behavior, cognition and effect. It aims to provide the student with a general overview of the field of psychology and focuses on the different perspectives in analyzing human development, namely; biological, behavioral, cognitive, humanistic, psychoanalytic and socio-cultural with emphasis on the scientific approach to understanding human behavior and mental processes.

Course Outline

1. Nature and scope of psychology
 - 1.1. Neuropsychology and the nervous system
 - 1.2. Basics of psychology
 - 1.2.1. Perception
 - 1.2.2. Emotion
 - 1.2.3. Motivation
 - 1.2.4. Sexuality
 - 1.2.5. Learning
 - 1.2.6. Memory
2. Different perspectives in analyzing human development
 - 2.1. Biological
 - 2.2. Behavioral
 - 2.3. Cognitive
 - 2.4. Humanistic
 - 2.5. Psychoanalytic
 - 2.6. Socio-cultural
3. Biological perspective
 - 3.1. Interrelationship of the biological aspect and behavior
 - 3.2. Summary of recent studies in the biological field related to human behavior
4. Cognitive perspective

- 4.1. Perception and perceptual learning
 - 4.1.1. Sensation vs. perception
 - 4.1.2. Detecting energy vs. detecting meaning
- 4.2. Structuralists, functionalists, Helmholtz, Gestalt views
- 4.3. Associative learning vs cognitive learning

5. Behavioral perspective
 - 5.1. Learning
 - 5.2. Punishment

6. Stress and coping
 - 6.1. Stress, coping and health
 - 6.2. Psychological disorders

7. Emotions
 - 6.1 James-Lange theory
 - 6.2 Cannon-Bard theory
 - 6.3 Seven families of emotion: fear, anger, sadness, eagerness, happiness and boredom families

8. Special Topics
 - 8.1. Social psychology
 - 8.2. Abnormal psychology

Course Title: Introduction with Economics with Land Reform and Taxation

Credit: Three (3) units

Prerequisite: None

Course Description

This course seeks to provide students with a thorough understanding of the workings of the economy. It also aims to give an appreciation of basic economic concepts that are covered in Microeconomics, Macroeconomics, & International Economics essential to both business & non-business majors. Topics include, among others, household behavior & consumer choice, firm theory, income distribution & poverty, and globalization & international trade.

Course Outline

1. Scope and method of economics
2. The Economic problem:
 - 2.1. Scarcity and choice
 - 2.2. Demand supply
 - 2.3. Market equilibrium
3. The price system and elasticity
 - 3.1. Household behavior and consumer choice
4. The production process
 - 4.1. Short run costs
 - 4.2. Long run costs
 - 4.3. Output decisions
5. Monopoly
 - 5.1. Profit maximization by a monopolist
 - 5.2. Mark-up pricing of a monopoly
 - 5.3. Effects of taxes on monopoly
 - 5.4. Loss of efficiency in a monopoly
 - 5.5. Comparison with a competitive market
 - 5.6. Price discrimination

6. Monopolistic competition
 - 6.1. Oligopoly
 - 6.2. How monopolistic competition differs from monopoly and perfect competition in the short-run and long-run
7. Income distribution and poverty
 - 7.1 Measures of income distribution
 - 7.2 Changes in income distribution
 - 7.3 How to use income distribution measures in economic analysis
 - 7.4 Poverty indices
 - 7.5 Poverty alleviation
8. Introduction to macroeconomics
 - 8.1 Measuring national output and national income
 - 8.2 Macro problems: unemployment and inflation, aggregate expenditures and equilibrium output, government and fiscal policy
9. Debates in macroeconomics
 - 9.1 Keynesian economics
 - 9.2 Monetarism and new classical economics
 - 9.3 Supply side economics
10. Globalization and international trade
 - 10.1 Economic gains of international trade
 - 10.2 Potential benefits of globalization
 - 10.3 Economic, political and social problems associated with globalization
 - 10.4 Various international trade organization and their evolving functions
 - 10.5 Economic integration
11. Land reform
 - 11.1. Aspects of agrarian reform: economic, political, socio-cultural, religious, moral
 - 11.2. Models of implementing agrarian reform:
 - 11.2.1. Revolutionary framework
 - 11.2.2. Authoritarian mode
 - 11.2.3. Democratic process

11.3. Salient features of CARP

12. Overview of taxation

- 12.1. The philosophy and genesis of taxation and the relationship between government stewardship of national resources and taxation
- 12.2. Types of taxes
- 12.3. Structure and procedures of the national, regional and local taxation authority
- 12.4. Duties and powers of taxation authorities and the nation's legal system
- 12.5. Assessments, due dates, interest on overdue amounts, and refunds of amounts paid
- 12.6. Sources of tax information: statutes, case laws, regulations and other sources
- 12.7. Resolution of tax disputes

Course Title: Life and Works of Rizal

Credit: Three (3) units

Prerequisite: None

Course Description

This course studies the life and works of Jose P. Rizal and their influence and relevance in contemporary Philippines society. It aims to deepen and to strengthen the student's sense of nationalism by making her fully realize her worth as a Filipino.

Course Outline

1. Introduction to the course
 - 1.1 Student's understanding of Rizal
 - 1.2 The Rizal Bill
 - 1.3 Conceptual approaches of the course
2. Historical context of Rizal
 - 2.1 The terrifying and inspiring nature of 1872 in Philippines history
3. Death and re-birth of Rizal
 - 3.1 Auto/Biographical criticism
 - 3.2 Finding the heroic in the obscurity of one's life
4. Death and Execution of Rizal
 - 4.1 The Gomburza execution
 - 4.2 The Rizal execution
5. The Birth of the Nation and the Allegory of Farewell
 - 5.1 The creative function of death and martyrdom
 - 5.2 The heroic nature of heroism
6. Rizal and the Liberal Foundation of Nationhood
 - 6.1 Liberal ideology and nationhood
 - 6.2 Elements of liberalism
7. The gendered nature of liberalism

- 7.1 The location of representation of the civic man/woman
8. Rizal heterosexual orientation
 - 8.1 Rizal and his women
 - 8.2 Rizal and his wife
9. Rizal and his homo-social tendency
 - 9.1 Rizal's manhood
 - 9.2 Rizal's other men
10. Fascinations and alienation: Rizal's travels abroad
 - 10.1 Rizal's understanding of the Philippines
 - 10.2 Rizal's privileging of white/western culture
11. The abject and the erotic: Rizal's depiction of the nation's social predicament
 - 11.1 Character analysis of the Noli Me Tangere
 - 11.2 Character analysis of the El Filibusterismo
12. The muted maternal voice of the nation
 - 12.1 Rizal's view of Spain
 - 12.2 Rizal's view of the Philippines
13. Reform or reform violence and Rizal's approach to revolution and the Catholic Church
 - 13.1 Rizal's view on the use of force to change colonial order
 - 13.2 Rizal's ambivalence on Filipino's capacity for self rule
 - 13.3 Rizal's view on secularism and Nationhood

Business Education Courses

Course Title: Principles of Management and Organization

Credit: Three (3) units

Prerequisite: None

Course Description

This is an introductory course in management for business and accountancy students who need to grasp the big picture of management concepts, processes, and techniques as practiced today in business, industry, and government. The students gain a solid grasp of how effective managers orchestrate human resources and their own energies to contribute to an organization's successful achievement of its mission and bottom-line goals.

Course Outline

1. Structure, function and objectives of different types of organizations
 - 1.1 Nature and functioning of commercial organizations, including sole proprietorships, partnerships and companies (corporations)
 - 1.2 Non-commercial organizations, including public sector organizations, clubs and societies
 - 1.3 Key personnel and their roles, responsibilities and relationships in organizations and the ways in which organizations may be structured
 - 1.4 Ways in which organizations may be structured
 - 1.5 Functions within organizations
 - 1.6 Strategy, aims, objectives, values, policies and conflicts which organizations may have, and the ways in which these are developing
 - 1.7 Different forms which organizations may take in relation to the functions of administration, finance and personnel.
2. The role, functions and styles of management
 - 2.1 Nature, purpose, scope and interrelations of functions carried out by management in relation to resources, costs, operations and performance, namely:
 - i. Setting objectives (long and short-term, strategic and operational, corporate and personal)
 - ii. Planning to meet objectives
 - iii. Implementing objectives

- iv. Monitoring, evaluating performance and checking performance against objectives and plans
- 2.2 Managerial roles and activities, skills and competencies, and management models
- 2.2 Essential managerial functions
 - 2.2.1 Planning
 - 2.2.2 Organizing
 - 2.2.3 Motivating
 - 2.2.4 Directing
 - 2.2.5 Controlling
 - 2.2.6 Leading
- 2.3 Nature of general management and the changing nature of managerial work; trends and issues in management.
- 3. Management of the working environment
 - 3.1 Organizational structure, forms and culture
 - 3.2 Motivation, employment contract, diversity, negotiation, communication, leadership and teamwork
 - 3.3 Interrelationship of organizational elements in maintaining a functioning organization
 - 3.4 Monitoring, interpreting and applying best practices
 - 3.5 National legislation which affects the working environment
 - 3.5.1 The role and purpose of health, safety and security requirements, procedures and guidelines
 - 3.5.2 Roles and responsibilities of persons for managing and improving the working environment
- 4. Management practices
 - 4.1 The manager and decision-making process
 - 4.2 Managers and communication in organization: effective communication in organizations; forms, styles and types of communication in organizations
 - 4.3 Negotiation techniques and skills development
 - 4.4 Promoting new ideas to others to gain their support
 - 4.5 Management integrity
 - 4.6 The role of the accountant in the management team in providing information and assisting in the analysis, interpretation and forecasting of business operations
 - 4.7 Managing high performance system
 - 4.8 Quality management

4.9 Organizational change

5. Basic concepts in human resources management:

- 5.1 The role of management in relation to an organization's human resources and the relationship of management style to organizational structure
- 5.2 Cultural differences and compensation and performance evaluation
- 5.3 The purpose and forms of personnel specifications in the recruitment of personnel
- 5.4 Methods of identifying competencies and other attributes required
- 5.5 Specifying personnel requirements
- 5.6 Evaluating and determining the benefits and costs of new or additional personnel
- 5.7 Identifying and determining suitable methods of recruitment
- 5.8 Selection methods and their use
- 5.9 Methods of motivating and supporting personnel
- 5.10 Staff appraisals and the assessment of competence
- 5.11 Warning and dismissing personnel: legal and organizational policies and procedures; the role of internal and external specialists in the process
- 5.12 The role of employee groups in promoting the welfare of personnel
- 5.13 National legislation which affects recruitment, selection, employment and dismissal of personnel
- 5.14 The management of organizational and personal changes
- 5.15 Concepts and principles of human resources development
 - 5.15.1 The role which individual and team development can play in growth and development
 - 5.15.2 The different concepts and models of competence
 - 5.15.3 Methods of encouraging and supporting individuals and teams to grow and develop
 - 5.15.4 The effect of internal and external factors on development

6. International management: managing across borders and cultures

- 6.1 Evolution of international business, including how managerial actions have an impact on global strategies
- 6.2 Unique risks and opportunities in international business
- 6.3 Socio-cultural forces that determine the "playing field" of international business
- 6.4 Role of culture in cross-cultural communication and negotiation
- 6.5 How culture affects the management functions of planning, leading,

organizing, motivating, and controlling

6.6 International HRM issues

6.6.1 Globalization and human resource strategy

6.6.2 Dealing with intercultural differences

6.6.3 Selecting employees for foreign assignments

6.6.4 Training and development expatriate employees

6.6.5 Evaluation and compensation of employees in international assignments

Course Title: **Human Behavior in Organization**

Credit: Three (3) units

Prerequisite: Principles of Management and Organization

Course Description

This course provides a broad introduction to the structure and function of organizations and the behavior of people in them, focusing on public and nonprofit organizations. The primary purpose of the course is to equip students with an understanding of organizational concepts and practical techniques for managing effectively in challenging environments. Topics discussed include organizational behavior, rational and natural organizations, open systems and organizational environment, personal assessment of managerial skills, leadership, employee empowerment, motivation, diversity, managing conflict, negotiation, communication, leadership and working in groups and teams, managing change, and managing stress.

Course Outline:

1. What is organizational behavior?
 - 1.1 Definition
 - 1.2 Contributions of other social sciences: industrial psychology, sociology, anthropology, political science
2. Teams
 - 2.1 Definition; reasons for joining teams; selection criteria, goals/objective
 - 2.2 Norms and roles: deviance, conformity, dysfunctional behaviors, social loafing
 - 2.3 Group processes: communication, responsibility, accountability, respect, evaluation
 - 2.4 Decision making: consensus, cooperation, constructive conflict, groupthink
3. Individual behavior in the organization
 - 3.1 Theories of human behavior – a psychological approach
 - 3.2 Characteristics of achievers (D.C, McClelland); the human side of enterprise (D. McGregor); employing the whole man (P. Drucker)
4. Motivation
 - 4.1 A needs approach (Maslow)

4.2 Acquired needs (McClelland): Thematic Apperception Test (TAT)

4.3 Two-factor theory (Herzberg)

4.4 Equity of rewards in the workplace

4.5 Expectancy, instrumentality and valence

5. Leadership

5.1 Trait theories

5.2 Ohio State studies

5.3 Variations of this approach

5.4 Situational variables

5.5 The Blanchard model

5.6 The Vroom model

5.7 Fiedler's theory

5.8 Path-goal theory of leadership (House & Mitchell)

6. Organization power and politics

6.1 Power defined

6.2 Sources of power

6.3 Power as a function of dependence

6.4 Political behavior in the organization

6.5 Coalition formation

6.6 Control of information

6.7 Patterns of political behavior in organizations (Farrell & Petersen)

7. Organizational conflict

7.1 Conflict defined

7.2 Benefits of conflict

7.3 Dysfunctional nature of organizational conflict

7.4 Interpersonal approach to conflict management

7.5 Structural approach to conflict management

8. Interpersonal and organizational communication

8.1 A model of communication: encoding and decoding, feedback and noise during transmission

8.2 Using the appropriate communications medium

8.3 Barriers to effective communication: language, semantics, filtering,

cultural differences, perception

9. Organizational culture

9.1 Organizational culture defined

9.2 Organizational subcultures: stories, rites, rituals, ceremonies

9.3 Culture and the new employee – communicating the culture

Course Title: Principles of Marketing

Credit: Three (3) units

Prerequisite: Principles of Management and Organization

Course Description

This course introduces students to the nature of marketing, the fundamentals of marketing strategy and marketing environment. It explores global competition, ethical and moral marketing behaviors, the business environment under which marketing operates and the role of technology in a changing world. It investigates the marketing of goods and services by commercial organizations as well as the marketing of ideas by not-for-profit firms. Major topics discussed are: nature of marketing, nature of distribution, promotion and advertising, pricing, impact of the global economy on marketing and special topics such as strategies for new products and the product life cycle (PLC), marketing of high quality services and integrated marketing communications.

Course Outline:

1. Nature of marketing
 - 1.1 Purpose and functions
 - 1.2 Fundamentals of marketing strategy
 - 1.3 The different roles which marketing plays in the economy
 - 1.4 The business environment under which marketing operates
 - 1.5 The ethical and moral marketing behaviors
 - 1.6 Analyzing market needs and identifying marketing opportunities and how to improve the services offered
 - 1.7 Obtaining competitive advantages: market segmentation, targeting and positioning strategies
 - 1.8 The marketing of goods and services and ideas by businesses as well as by not-for-profit firms
 - 1.9 Consumer behavior: Decision-making processes and socio-cultural forces

2. Nature of distribution
 - 2.1 Retailing
 - 2.2 Wholesaling
 - 2.3 Physical distribution management
 - 2.4 Nature of marketing channels decisions
 - 2.4.1 Managing the distribution management system
 - 2.4.2 Managing dealer culture

3. Promotion and advertising

3.1 Advertising

3.1.1 Basic theories of advertising

3.1.2 Communication goal/ objectives

3.1.3 Budget setting

3.1.4 Creative strategy

3.1.5 Media management

3.1.6 Media selection

3.2 Sales promotion

3.2.1 Effects and assessment

3.2.2 Regulation

3.3 Public relations

3.3.1 Definition

3.3.2 Public relations distinguished from other management; activities of public relations – what PR people do

3.3.3 Identifying an organization's key publics or target audiences; various contexts for public relations

3.3.4 Solving public relations problems within an ethical and legal framework

4. Pricing

4.1 Introduction to pricing concepts

4.2 Pricing strategies and concepts

5. Impact of the global economy on marketing

5.1 Global marketing: what is globalization?; protectionism; global organizations; multinational markets

5.2 Culture a major influence on marketing variables

5.3 Relationships between transnational corporations and developing countries

5.4. The role of transnational corporations in economic development

5.5 Relationships with host countries

5.6 The microenvironment in an era of global competition

5.7 Global information systems and marketing research

5.8 Emerging role of the Internet and the role of technology in marketing

5.9 Transfer pricing:

5.9.1 Economic issues in intercompany transfer

5.9.2 Appropriate transfer pricing methods

- 5.9.3 Issues associated with manufactures, distributors and resellers
- 5.9.4 Current practice among MNCs and trends
- 5.9.5 Detecting unfair transfer pricing strategies

6. Developing the marketing mix

- 6.1 Product and services strategy
- 6.2 New product development and product life cycle strategies
- 6.3 Integrating marketing mix tools to achieve effective implementation of plans
- 6.4 Selecting an appropriate coordinated marketing mix incorporating appropriate stakeholder relationships for a particular marketing context
- 6.5 Setting and justifying budgets for marketing plans and mix decisions

7. Special topics in marketing

- 7.1 Strategies for new products and the product life cycle (PLC)
- 7.2 Marketing of high quality services
- 7.3 Integrated marketing communications strategy
- 7.4 Developing marketing opportunities and strategies: marketing research and information systems; consumer markets and consumer buyer behavior
- 7.5 Market segmentation, targeting and positioning for competitive advantage
- 7.6 Personal selling and sales management
- 7.7 Direct and online marketing: the new marketing model

Course Title: **Fundamentals of Accounting, Part I**

Credit: Six (6) units

Prerequisite: None

Course Description

This course provides an introduction to accounting, within the context of business and business decisions. Students obtain basic understanding of the principles and concepts of accounting as well as their applicability and relevance in the national context and learn how to use various types of accounting information found in financial statements and annual reports. Emphasis is placed on understanding the reasons underlying basic accounting concepts and providing students with an adequate background on the recording, classification, and summarization functions of accounting to enable them to appreciate the varied uses of accounting data.

Course Outline:

1. Introduction to accounting
 - 1.1 Definition, purpose, nature, functions, scope and objectives of accounting
 - 1.2 Different branches of accounting (financial, managerial, etc)
 - 1.3 The classical notion of stewardship
 - 1.4 Users of accounting information (internal vs. external users)
 - 1.5 Double entry bookkeeping
 - 1.6 History of accounting:
 - 1.6.1 The Florentine vs. the Venetian approach to reporting
 - 1.6.2 Savory and the Napoleonic Commercial Code
 - 1.6.3 The industrial revolution and the share-issuing company
 - 1.6.4 The arrival of income taxation and the conflict with financial accounting
 - 1.6.5 Schmalenbach and the charts of accounts
 - 1.6.6 The rise of the group of companies and the need for consolidated accounts
 - 1.6.7 Internationalization of markets and reporting
 - 1.7 Accounting variations among countries
 - 1.7.1 Why practices differ from one country to another even though the same set of basic principles is followed
 - 1.7.2 The linkage of tax laws and accounting principles requirements for enterprises in certain countries
 - 1.7.3 Differences in the degree of development of the capital

markets in countries and their effect on the development and use of generally accepted international principles of accounting

- 1.8 Basic professional values and ethics
 - 1.8.1 Reputation
 - 1.8.2 Integrity and due care
 - 1.8.3 Competence
 - 1.8.4 Objectivity
 - 1.8.5 Client relations and confidentiality
 - 1.8.6 Reporting breaches of conduct
 - 1.8.7 Unlawful activities
 - 1.8.8 Fees and remuneration
 - 1.8.9 Publicity and advertising
 - 1.8.10 Disciplinary procedures
 - 1.9 Forms of business organization and their activities (e.g., financing, investing and operating)
 - 1.10 Accounting concepts and principles
 - 1.11 The basic financial statements of business organizations
 - 1.12 Relationships among the financial statements
 - 1.13 Definition, classification and examples of assets, liabilities, capital or owners' equity, income, and expenses
 - 1.14 The accounting profession: career opportunities
 - 1.15 Specialized accounting fields (public accounting, private accounting, government accounting, accounting education)
2. Introduction to accounting information system
 - 2.1 Features of an effective information system
 - 2.2 Overview of an accounting information system
 - 2.3 The three stages of data processing: A comparison of computerized and manual accounting system
3. Analyzing and summarizing business transactions
 - 3.1 Definition of business transactions and source documents
 - 3.2 Summary of business activities (financing, investing, operating)
 - 3.3 The accounting equation
 - 3.4 Analyzing and accounting for business transactions
 - 3.5 Presentation of results of routine transactions by preparing the Basic Income statement, Owners' equity statement, Balance sheet, and

Statement of cash flows)

3.6 Relationship among the financial statements

4. Recording transactions of a service company (sole proprietorship)

4.1 Double-entry accounting and accounting systems: Florentine vs. Venetian approach to reporting, Savory and Napoleonic Commercial Code, and Schmalenback

4.2 The account and T-account

4.3 Rules of debit and credit

4.4 Chart of accounts and normal balances of an account

4.5 Recording in two-column journal (initial investment by owner, changes in assets, liabilities and capital, changes in income and expenses, withdrawals of owner)

4.6 Posting to the ledger

4.7 Preparing the trial balance

5. Measuring business income

5.1 Accrual-basis accounting vs. Cash-basis accounting

5.2 Accounting period

5.3 Revenue principle

5.4 Matching principle

5.5 Time-period concept

5.6 Overview of the adjusting process

5.7 Adjustments for prepayments (deferrals), accruals, uncollectible accounts receivable, depreciation of property, plant and equipment

5.8 Preparation of the adjusted trial balance and financial statements

5.9 Use of accounting information for decision making

6. Completing the accounting cycle

6.1 Overview of the accounting cycle

6.2 Preparing an accounting worksheet

6.3 Using the worksheet

6.4 Preparing financial statements from the worksheet [income statement, owner's equity statement, balance sheet, cash flow statement (simple cash receipts & disbursements statement)]

6.5 Journalizing and posting adjusting entries

6.6 Journalizing and posting closing entries

6.7 Preparing the post-closing trial balance

- 6.8 Preparing the reversing entries
- 7. Recording merchandising business transactions
 - 7.1 Merchandising operations (Nature and operating cycle of a merchandising business, business documents)
 - 7.2 Recording merchandising business transactions in a two-column general journal (sales revenue, sales returns and allowances, sales discounts, purchases of merchandise, purchases returns and allowances, purchase discounts, transportation costs)
 - 7.3 Inventory systems (perpetual and periodic inventory procedures)
 - 7.4 Determination of merchandise inventory, costs of good sold and gross margin
 - 7.5 Worksheet preparation
 - 7.6 Adjusting and closing process for a merchandising business
 - 7.7 Financial statements of a merchandising business
 - 7.8 Use of accounting information in decision making
- 8. Recording transactions in special journals
 - 8.1 Nature and use of control accounts and subsidiary ledgers
 - 8.2 Types of special journals (sales journal, purchases journal, cash receipts journal, cash disbursements journal)
 - 8.3 Recording of financing, investing and operating transactions in the special journals and general journal
- 9. Manufacturing operations
 - 9.1 Nature of manufacturing business
 - 9.2 Transactions related to the manufacturing process
 - 9.3 Elements of manufacturing costs
 - 9.4 Preparation of financial statements of a manufacturing enterprise (balance sheet, income statement, statement of cost of goods manufactured and sold)

Course Title: **Technical Writing: Business and Accounting Applications**

Credit: Three (3) units

Prerequisite: Communication Skills, Part II

Course Description

The Sarbanes-Oxley Act of 2002/Section 404, and technological and global business developments, have had a significant impact on the field of accounting. In particular, accountants are now compelled to take greater responsibility for communication with clients and the public, and there is a clear shift toward more disclosure and transparency, with an accompanying demand for stronger writing and speaking skills than in the past. Although accountants may view themselves as “numbers” people, they will be required to engage in a variety of writing tasks on the job, and companies increasingly expect writing mastery before graduation. In this course, students learn how write accounting and auditing reports efficiently, self-edit their own work confidently, offer competent feedback to their peers, master a number of document requirements and structures and write strategically for a variety of audiences.

Course Outline:

1. Technical communication
 - 1.1 Introduction to technical communication
 - 1.2 Understanding ethical and legal considerations
 - 1.3 The writing process: pre-writing, drafting, revising and editing
 - 1.4 Writing collaboratively

2. The technical writing process
 - 2.1 Preparing to write: analyze you audience; determine the purpose of your document; gather ideas and facts; brainstorming; researching your topic; establish your scope; identify the appropriate information type; determine appropriate medium
 - 2.2 Organizing your information: create an outline; decide how to organize information
 - 2.3 Writing the draft: paragraphs, paragraph length; topic sentence; paragraph unity and coherence; consistency of tense; writing an opening; writing a closing
 - 2.4 Revising: readability; revision checklist

3. Plain language
 - 3.1 What is plain language?

- 3.2 What is not plain language?
- 3.3 Why use plain language?
- 3.4 How to develop documentation in plain English
- 3.5 Principles of plain language: readability, organizing information, designing an effective document

4. The audience question

- 4.1 What is an audience?
- 4.2 Types of audiences
- 4.3 Captive vs. non-captive audiences
- 4.4 Experts, technicians, executives, and non-specialist audiences
- 4.5 Primary, secondary and tertiary audiences
- 4.6 Real or intended audience
- 4.7 Write for your audience: meeting audience's needs; audience analysis; creating an audience profile

5. Writing effective letters

- 5.1 Determine the purpose of your letter
- 5.2 Determine the audience of your letter
- 5.3 Keeping your letter short
- 5.4 Writing with the YOU attitude
- 5.5 Organizing your writing
- 5.6 Choosing an appropriate style
- 5.7 Choosing the appropriate punctuation style
- 5.8 Writing so your reader cannot possibly misunderstand
- 5.9 Objectionable expressions to avoid
- 5.10 Format of a letter: return address, date, inside address, salutation, body, complimentary closing, typed signature
- 5.11 Writing sample letters: letter of request, letter of claim, letter of persuasion

6. Writing memos

- 6.1 Types of memos: procedures and non-confidential information; requesting information; reply to information; confirmation of information; announcing activities or publicizing policies
- 6.2 Parts of a memo: heading, subject line, opening, body, closing
- 6.3 Memo format

- 6.4 Strategies for writing memos
- 6.5 Characteristics of successful memos
- 6.6 Language
- 6.7 Writing style and tone
- 6.8 Cautions
- 6.9 Headings and lists
- 6.10 Tips for email memos

7. Writing proposals

- 7.1 Effective proposal writing
- 7.2 Goal of a proposal
- 7.3 Types of proposals: unsolicited, solicited, Request for Proposal (RFP)
- 7.4 Informal versus formal proposal
- 7.5 Format of an informal proposal: introduction, background, problem, purpose, proposal plan and schedule, staffing, budget, closing/authorization
- 7.6 Format of a formal proposal: Copy of RFP, letter of transmittal, executive summary, title page, table of contents (TOC), list of figures, introduction, background, problem and purpose, proposal plan and schedule, staffing, budget, closing/authorization, appendix
- 7.7 Other formatting considerations: headings, lists, tables, graphs and charts,
- 7.8 Proposal submission

8. Writing value-added audit reports

- 8.1 Types of audit reports
- 8.2 How an audit report works
- 8.3 Special reports: how the introduction sets the stage for findings, how the finding forms the foundation of the audit report, how to use advance organizers to build report, how to revise for the reader, how to use sentence structure to increase clarity

9. Writing project reports

- 9.1 Planning the report to reap results
- 9.2 Acknowledging your reporting roles
- 9.3 Recognizing your readers
- 9.4 Organizing and presenting your findings
- 9.5 How to create impact for your reports

10. Oral presentations: Powerpoint presentations

10.1 Rules in using visual aids

10.2 How to make effective presentations

Technology Requirements

Because the exchange of information and documents in this class will be almost entirely electronic, familiarity with certain technologies is crucial for participation and success in the course. The following are thus required:

- Mac OS System
- Microsoft Office (Word and PowerPoint)
- Netscape Communicator and Internet Explorer
- Acrobat Reader
- Email program (including attachments)

Course Title: Basic Finance

Credit: Three (3) units

Prerequisite: None

Course Description

This course is a study of the functions of business finance. It covers basic financial principles such as money, banking and interest rates. Also discussed in detail are the Philippine financial system, time value of money, risk and return, basic concepts in international business and global finance, and the use of accounting information for financial decision-making. The main purpose of the course is to provide students with the basic financial background necessary to understand the corporate segment of the economy.

Course Outline:

1. Money, banking and interest rates
 - 1.1 The nature of money
 - 1.2 Financial intermediaries
 - 1.3 Money creation
 - 1.4 Demand for money
 - 1.5 How interest rates are determined
 - 1.6 Fiscal policies, interest rates and investment
 - 1.7 Commercial banking operations: management, profitability, market structure and regulations

2. The Philippine financial system
 - 2.1 Basic building blocks of a financial system
 - 2.2 Financial decisions of household and corporations
 - 2.3 Roles of financial markets
 - 2.4 The Bangko Sentral ng Pilipinas and its role in deposit expansion and money supply
 - 2.5 Effect of monetary policy on the financial system, institutions, and markets
 - 2.6 Non-bank financial institutions: characteristics, role in the financial system; institutional and market issues, and regulations
 - 2.7 Contemporary issues affecting financial institutions
 - 2.8 Money, capital, mortgage, futures and options markets and instruments and relationship to financial institution management

3. Time value of money
 - 3.1 Mechanics of compounding
 - 3.2 How money grows over time when it is invested
 - 3.3 Determination of the future or present value of a sum when there are non-annual compounding periods
 - 3.4 The relationship between compounding and bringing back to the present
 - 3.5 Ordinary annuity and calculation of its compound or future value
 - 3.6 Calculation of annual percentage yield of effective annual rate of return and how it differs from the nominal or stated interest rates
 - 3.7 Difference between an ordinary annuity and an annuity due and determine the future and present value of an annuity due
4. Risk and return
 - 4.1 Concepts of risk and required return
 - 4.2 Quantifying risk and return
 - 4.3 Portfolio theory
 - 4.4 Capital asset pricing model
 - 4.5 Emphasis on co-variance
5. Basic concepts in international business
 - 5.1 The importance of international environments
 - 5.2 The globalization of markets
 - 5.3 The development of multinational and transnational corporations
6. Global finance
 - 6.1 The task of the international financial manager
 - 6.2 What are the global financial markets
 - 6.3 Role of global financing, investing and operating activities and their impact on business and trade
 - 6.4 Financing with international bonds
 - 6.5 Integrated global financing decisions
7. Accounting information used for financial decision making
 - 7.1 Understanding the four key financial statements
 - 7.2 Cash flows: emphasis on cash flow; determination and preparation of cash flow statements
 - 7.3 Basic financial statement analysis

Course Title: **Fundamentals of Programming and Database Theory and Applications**

Credit: Three (3) units

Prerequisite: Fundamentals of Computer Software and Applications

Course Description

This is an introductory course on programming and will teach the student basic programming skills. Topics include: fundamentals of programming methodology, software lifecycle, requirements and specifications, software design, design methodologies, verification and testing. The course also introduces the student to database management systems. It focuses on fundamentals/entity relationships and data flow diagrams, access database fundamentals, random on-line access, shared data (use of common data structures) and system flexibility, efficient and reliable storage, and the relational data base management system (RDBMS).

Course Outline

1. Introduction to computers and C++
 - 1.1 Problem solving process
 - 1.2 C++ programming
 - 1.3 Basic structure of a C++ program

2. Control structures
 - 2.1 If-then statements
 - 2.2 While loops

3. Functions
 - 3.6 How to build programs with functions
 - 3.7 Data and functions
 - 3.8 Library functions

4. Arrays
 - 4.1 One-dimensional arrays
 - 4.2 Multi-dimensional arrays
 - 4.3 Arrays as list
 - 4.4 Sorting
 - 4.5 Searching

5. Pointers and strings

5.1 Pointer basics

5.2 Pointer arithmetic

5.3 Pointers, dynamic memory allocation, linked list and other pointer applications

5.4 String functions

5.5 Using a string class

5.6 Converting strings to numeric data types

5.7 Advanced features of the string class

6. Classes and data abstraction

6.7 C++ concepts of encapsulation and data hiding

6.8 How classes can be defined and declared

6.9 How member functions are defined in a class

6.10 How C++ uses the access control specifiers public, private, and protected

6.11 Scoping rules used in a C++ class

6.12 How C++ classes use static members

6.13 Coding a program that implements a simple time object in C++

6.14 Coding a constructor and a destructor program

6.15 Using inheritance and derived classes

6.16 Difference between single inheritance and multiple inheritance and identifying the major programming considerations that concern multiple classes

7. Inheritance

4. Difference between single inheritance and multiple inheritance and identifying the major programming considerations that concern multiple classes

5. Advantages of inheritance

8. Stream input/output

8.1 What is meant by input and output streams

8.2 Describe various classes available in the Java input/output package

8.3 Writing applications that use the classes in the Java i/o to perform input and output of various types of simple data and objects to file streams

9. Exception handling

9.1 Purpose of exception handling

9.2 Syntax and mechanics of exception handling mechanism

9.3 Throwing exceptions

9.4 Handling exceptions

9.5 Exception specifications

9.6 Designing exception types

10. The database warehouse approach:

10.1 Introduction to databases

10.1.1 Data independence

10.1.2 Database architecture

10.1.3 Database system components

10.1.4 Data management system overview

10.1.5 Database models: hierarchical, network, relational, object-oriented

10.2 Fundamentals/entity relationships and data flow diagrams

10.3 Access database fundamentals

10.4 Random on-line access

10.5 Shared data (use of common data structures) and system flexibility

10.6 Efficient and reliable storage

10.7 The RDBMS (Relational Data Base Management System) approach

11. The entity-relationship (ER) model

11.1 High-level conceptual data models for database design

11.2 ER model concepts

11.3 Notation of ER diagrams

11.4 Proper naming of schema constructs

11.5 Relationship types of degree higher than two

12. The relational model

12.1 Relational model concepts

12.2 Relational model constraints

12.3 Update operations on relations

12.4 Defining relations

12.5 Relational integrity

13. Relational algebra and calculus

13.1 Basics of relational algebra : fundamental operations and very basic queries

13.2 Tuple relational calculus and domain relational calculus

14. SQL: queries, programming, triggers

14.1 Introduction to SQL

14.2 Writing SQL commands

14.3 Data manipulation

14.4 Data definition

14.5 Using querying tools

14.6 Displaying the text of a programming object

14.7 Introduction to triggers

15. Storing data

15.1 How to implement variables to store data

15.2 Storing data in arrays

15.3 Designing a database schema to store data

15.4 Creating and executing queries to store and retrieve data from a database

16. File organization and indexes

16.1 File structure concepts: fields and records, search keys and canonical forms, sequential search and file access and file organization

16.2 Organizing files for performance: approaches to data compression, Binary Search, sorting procedures for handling large files

16.3 Simple linear indexing

16.4 Properties of indexes

16.5 Use of indexes to provide access to records by more than one key

16.6 Concept of inverted list and self-indexing files

17. External sorting

17.1 Characteristics of external sorting

17.2 External mergesort

17.3 Balanced multiway merging

18. Evaluation of relational operators

18.1 Relational expression

18.2 Relational operators precedence rules

18.3 Expressions using relational operators

19. Physical database design and tuning

19.1 Physical database design

19.2 Optimizing physical design

19.3 Concept of database tuning

19.4 Tuning issues related to common underlying components of database systems

19.5 Tuning principles

20. Security

20.1 Basic principles – security goals

20.2 Common vulnerabilities and exposures

20.3 Program security

20.4 Operating system security

20.5 Cryptology

Course Title: **Fundamentals of Accounting, Part II**

Credit: Six (6) units

Prerequisite: Fundamentals of Accounting, Part I

Course Description

This is a continuation of the first course in accounting. It deals with transactions, financial statements, and problems peculiar to the operations of partnerships and corporations as distinguished from sole proprietorships. Topics include: partnership formation and operations including accounting for the admission of partners, changes in capital, and profit- and loss-sharing ratios; the conversion of an unincorporated enterprise into a corporation; accounting for incorporated enterprises, including corporate organizations, paid-in capital, accumulated earnings (loss), dividends and treasury shares. It will also cover the preparation of financial statements for internal and external purposes, accounting information systems manual and computerized special journals; understanding balance sheet, income statement, statement of cash flows and statement of changes in equity; financial statements of companies in the service, manufacturing and trading industries; and analysis of accounting information and decision making.

Course Outline

1. Review of the accounting process
 - 1.1 Definition and nature of accounting
 - 1.2 The accounting cycle (Recording phase, Summarizing phase)

2. Accounting for partnership transactions
 - 2.1 Definition of partnership
 - 2.2 Characteristics of a partnership
 - 2.3 Advantages and disadvantages of a partnership
 - 2.4 Classification of partnerships
 - 2.5 Kinds of partners
 - 2.6 The partnership contract
 - 2.7 Accounting for partnership
 - 2.7.1 Initial investments by partners
 - 2.7.2 Partnership operations
 - 2.7.3 Sharing partnership profits and losses (Sharing based on partners agreement, Sharing based on capital contribution, Sharing based on capital contribution and on service, Sharing based on salaries and on interest)
 - 2.7.4 Partners' drawings

- 2.7.5 Admission of a partner (Admission by purchasing a partner's interest, Admission by investing in the partnership, Admission by investing in the partnership - bonus to the old partners, Admission by investing in the partnership – bonus to the new partner)
- 2.7.6 Withdrawal of a partner (Withdrawal at book value, Withdrawal at less than book value, Withdrawal at more than book value)
- 2.7.7 Death of a partner
- 2.7.8 Liquidation of a partnership [Sale of non-cash assets (At a gain; At a loss; At carrying value), Payment of partnership liabilities, Distribution of remaining assets to partners]
- 2.7.9 Partnership financial statements

3. Accounting for corporate transactions

- 3.1 Definition of corporation
- 3.2 Characteristics of corporation
- 3.3 Advantages and disadvantages of corporation
- 3.4 Classification of corporations
- 3.5 Steps in organizing a corporation
- 3.6 Articles of incorporation and by-laws of the corporation
- 3.7 Rights of shareholders
- 3.8 Share capital (Ordinary and preference shares, Par value and no-par value shares, Authorized and unissued capital shares, Issued and outstanding capital shares, Cumulative and noncumulative preference shares, Participating and non participating preference shares)
- 3.9 Accounting for share capital transactions
 - 3.9.1 Recording by memorandum entry method and by journal entry method of the authorized share capital
 - 3.9.2 Issuance of share capital for cash and/or other assets (Par value share, No-par value but with stated value, No-par value and no stated par value)
 - 3.9.3 Share subscriptions (Receipt of subscription, Collection, Subscription defaults)
 - 3.9.4 Share transactions subsequent to formation [Purchase of treasury shares (cost method only), Reissue of treasury shares, Share retirement, Conversion of preference shares into ordinary shares]
- 3.10 Other components of shareholders' equity
 - 3.10.1 Retained earnings / Accumulated profit or loss (Addition of the profit or loss for the current period, Dividends paid or declared, Transfers to and from reserves, Changes in accounting policy)

- and errors)
- 3.10.2 Reserves [Accounting for appropriations of retained earnings (additions/reversals), Asset revaluation surplus, Fair value differences, Foreign currency translation differences]
- 3.11 Dividends, book value per share, and earnings per share computation
 - 3.11.1 Journal entries to record the declaration and payment of dividends
 - 3.11.2 Computation of basic earnings per ordinary share
 - 3.11.3 Computation of book value per share of preference and ordinary shares
- 3.12 Share capital transactions subsequent to formation
 - 3.12.1 Share capital retirement
 - 3.12.2 Treasury shares
 - 3.12.3 Conversion of preference share into ordinary shares
- 4. Financial reporting and analysis
 - 4.1 Balance sheet
 - 4.1.1 Objective of a balance sheet
 - 4.1.2 Balance sheet classifications [Assets (Current and Noncurrent), Liabilities (Current and Noncurrent), Equity]
 - 4.1.3 Information required to be presented on the face of the balance sheet or in the notes
 - 4.1.4 Illustrative balance sheet
 - 4.2 Income statement
 - 4.2.1 Objective of an income statement
 - 4.2.2 Information required to be presented on the face of the income statement or in the notes
 - 4.2.3 Illustrative income statement
 - 4.3 Statement of changes in equity
 - 4.3.1 Objective of a statement of changes in equity
 - 4.3.2 Information required to be presented on the face of the statement of changes in equity or in the notes
 - 4.3.3 Illustrative statement of changes in equity
 - 4.4 Cash flow statement
 - 4.4.1 Objective of a cash flow statement
 - 4.4.2 Information required to be presented on the face of the cash flow statement or in the notes
 - 4.4.3 Illustrative statement of cash flows
 - 4.4.4 Appreciation of cash controls (Bank reconciliation statement; Petty cash fund)

5. Interpreting financial statements using ratio analysis
 - 5.1 Evaluating liquidity (Current ratio; Acid-test ratio; Receivable turnover; Inventory turnover)
 - 5.2 Evaluating profitability (Rate of return on net sales; Rate of return on total assts; Rate of return on owner(s)' equity)
 - 5.3 Evaluating long-term solvency (Debt ratio; Times interest-earned ratio)
 - 5.4 Evaluating cash flow adequacy (Cash flow liquidity ratio; Defensive interval ratio)
 - 5.5 Evaluating market ratios (Price/earnings ratio; Dividend yield)

Course Title: **Law on Obligations and Contracts**

Credit: Three (3) units

Prerequisite: None

Course Description

This course gives the student an understanding of the legal concepts and rules governing the law of obligations and contracts and application of these concepts to practical problems. It involves a discussion of the nature, sources, kinds, and extinguishments of contracts including defective contracts and other miscellaneous topics relevant to the course.

Course Outline

A. Obligations

1. General legal concepts of enforceable rights and obligations
2. Types of laws:
 - 2.1 Constitutional laws
 - 2.2 Administrative laws and regulations
 - 2.3 Criminal laws
 - 2.4 Civil laws
 - 2.5 Fiscal laws
 - 2.6 Mercantile (commercial laws) including laws of credit
 - 2.7 Insolvency and bankruptcy laws
3. Sources of obligations and their concepts
 - 3.1 Law
 - 3.2 Contracts
 - 3.3 Quasi-contracts
 - 3.4 Delicts
 - 3.5 Quasi-delicts
4. National legal system
 - 4.1 The system of courts and the administration of justice
 - 4.2 Case laws and/or legislation and regulations affecting enterprises

- 4.3 Precedents and statutory interpretations
 - a. Disputes and the use of experts
- 5. The nature, purpose, scope and key principles of national legislation, directives and case law

Kinds of obligations in general under the Civil Code

- 2.1 Specific circumstances affecting obligations in general
 - 2.2 Fortuitous events
 - 2.3 Fraud
 - 2.4 Negligence
 - 2.5 Delay
 - 2.6 Breach of contract
- 3. Duties of the obligor in obligation to do or not to do
 - 4. Extinguishment of obligation with special emphasis on
 - 4.1 Payment of debts of money
 - 4.2 Mercantile documents as means of payment
 - 4.3 Special forms or modes of payment
 - 4.4 Remission or condonation, confusion, compensation and novation
 - 4.5 Effect of insolvency and bankruptcy on extinguishment of obligation

B. Contracts

- 1. Concepts and classification
- 2. Elements and stages
- 3. General principles of the law of contracts
 - 3.1 Formation of a contract
 - 3.2 Contract contents and terms, including exclusion clauses
 - 3.3 Discharge of a contract
 - 3.4 Remedies for failure to perform contract terms
- 4. Freedom from contract and limitation

5. Persons bound
6. Consent
 - 5.1 Capacitated persons
 - 5.2 Requisites
 - 5.3 Vices of consent
7. Objects of contracts
8. Considerations of contracts
9. Formalities of contracts
10. Interpretation and reformation of contract
11. Defective contracts
 - 10.1 Rescissible
 - 10.2 Voidable
 - 10.3 Unenforceable
 - 10.4 Void

Course Title: **Income Taxation**

Credit: Three (3) units

Prerequisite: Fundamentals of Accounting, Part II

Course Description

This introductory Taxation course is primarily concerned with income taxation. The objective is to develop a working knowledge of the basic principles and rules of the income tax system as these apply to individuals, partnerships and corporations. It covers an overview of the national tax system, and the income taxation of employees and unincorporated businesses and incorporated businesses. It provides the students with knowledge of the capital gains tax, final tax on certain passive income, and the year-end tax. Including the minimum corporate income tax, the normal tax, and the improperly accumulated profits tax of corporations and withholding taxes. Tax forms are provided for specific topics discussed.

Course Outline

1. Principles of Taxation and its Remedies
 - 1.1 Nature, scope, classification, and essential characteristics
 - 1.2 Principles of sound tax system
 - 1.3 Limitations of the power of taxation (inherent limitations and constitutional limitations)
 - 1.4 Differences between taxation and police power
 - 1.5 Differences between taxation and eminent domain
 - 1.6 Similarities among taxation, police power and eminent domain
 - 1.7 Tax evasion vs. tax avoidance
 - 1.8 Sites/place of taxation
 - 1.9 Double taxation (direct and indirect)
 - 1.10 Taxes (essential characteristics, classification, tax vs. other charges (toll, special assessment, license fee, debt)
2. Powers and Authority of the Commissioner of Internal Revenue under Section 4 to 7, Title 1 of the Tax Code
3. Authority of the Commissioner to Compromise Tax Payments, Abate or Cancel Tax Liability and Refund or Credit Taxes
4. Tax Remedies
 - 4.1 Remedies of the government (State) (Definition, scope, prescriptive

period, Administrative remedies (tax lien, compromise, levy and distraint), Judicial actions (civil or criminal)

- 4.2 Remedies of the taxpayer (Prescriptive periods, Administrative remedies (a) Against an assessment (protest, request for reinvestigation); (b) Request for refund or credit of taxes (recovery of erroneously or illegally collected taxes, forfeiture of cash refund and tax credit)
- 4.3 Expanded jurisdiction of the Court of Tax Appeals (limited to jurisdiction)

5. Income Tax

5.1 Taxpayer and tax base

5.1.1 Individuals

- a. Classification (citizens, aliens, pure compensation come earner, mixed income earner)
- b. Basic and personal exemptions
- c. Premium payments for health and/or hospitalization insurance
- d. Tax on aliens employed by regional operating headquarters of multinationals, offshore banking units, petroleum service contractor or subcontractor

5.1.2 Corporations

- a. Classification (domestic and foreign)
- b. Income taxes
 - i. Regular corporate income tax
 - ii. Minimum corporate income tax
 - iii. Optional corporate income tax
 - iv. Improperly accumulated earnings tax
- c. Special corporations
 - i. Domestic (proprietary educational institution, non-profit hospitals, government owned or controlled corporation, etc.)
 - ii. Resident foreign (international carriers, offshore banking units, regional operating headquarters of multinationals, branch profits remittances)
 - iii. Non-resident foreign (lessors of equipment, aircraft and machinery; owners of vessels chartered by Philippine nationals, lessor, distributor or owner of cinematographic films)

- 5.1.3 Partnerships (general professional partnerships and business partnerships)
- 5.1.4 Joint ventures (exempt and taxable)
- 5.1.5 Estate and trust (exempt and taxable)
- 5.2 Gross income
 - 5.2.1 Inclusions in the gross income (compensation for services, income derived from business, trade practice of profession, gains derived from dealings in property, interest, rents, royalties, dividends, annuities, prizes and winnings, pensions, partner's distributive share from the net income of the general professional partnership; other income including special problems such as mergers and consolidation, transfers to controlled corporation, wash sale)
 - 5.2.2 Exclusions from gross income
 - 5.2.3 Passive income subject to final tax
 - 5.2.4 Capital gains tax on sale of real property classified as capital asset and the applicable documentary stamp tax (including exemption from the capital gains tax)
 - 5.2.5 Capital gains tax on sale of shares of stock not through the local stock exchange and the applicable documentary stamp tax
 - 5.2.6 Final income tax on fringe benefits (including exemptions)
- 5.3 Deductions from gross income
 - 5.3.1 Itemized deductions
 - 5.3.2 Items not deductible
 - 5.3.3 Optional standard deduction
- 5.4 Accounting periods (calendar year, fiscal year, short accounting period)
- 5.5 Accounting methods (cash, accrual, installment method, deferred payment method, lump sum or outright method, annual or spread out method, percentage of completion method, networth method of determining taxable income)
- 5.6 Tax return preparation and tax payments (venue and due dates)
 - 5.6.1 Regular filing (including substituted filing of return and electronic filing)
 - 5.6.2 Large taxpayers and non-large taxpayers
 - 5.6.3 Income tax credits (local and foreign)
 - 5.6.4 Payment of taxes in installment
 - i. Capital gains tax
 - ii. Tax due exceeds P2,000.00

5.7 Withholding taxes (at source, expanded or creditable withholding tax, final withholding taxes and withholding tax on government payments)

6. Compliance Requirements

6.1 Administrative requirements (registration, issuance of receipts, printing of receipts)

6.2 Attachments to the income tax return, including CPA certificate, per NIRC requirement

6.3 Keeping of books of accounts and records, including report of inventories

6.4 Prescriptive period of books of accounts and other accounting records

7. Other Topics

7.1 Special regulations applicable to groups of companies

7.2 Minimizing and deferring tax liabilities

7.3 Purchases and sales of a company's own shares

7.4 Tax effects of the acquisition and sales of companies owned

Course Title: Microeconomic Theory and Practice

Credit: Three (3) units

Prerequisite: Introduction to Economics and Policy With Land Reform and Taxation

Course Description

This course introduces the student to the three pillars of economic analysis (choice, scarcity, and coordination) and the mathematical techniques that economists use to represent these ideas (optimization, equilibrium, and adding-up constraints). Most of the course is devoted to “price theory”, elasticity, price regulation and consumer choice, which is the analysis of the role that price play in facilitating coordination in a market economy. The last part of the course deals with situations where coordination through prices may not result in desirable outcomes. This includes market structures: competition and monopoly, and monopolistic competition and oligopoly.

Course Outline

1. Economic questions, economic methods and the market

- 1.4 Three pillars of economic analysis: choice, scarcity and coordination
- 1.5 The function and working parts of the nation's economy
- 1.6 Main alternative economic systems in the world
- 1.7 Economic theories and models including: models of relationships between economic variables at the micro and macro economic levels; the types of economic models; and mathematical and statistical techniques used in constructing economic models
- 1.8 Property rights and money
- 1.9 Demand and changes in demand
- 1.10 Supply and changes in supply
- 1.11 Price determination

2. Elasticity, price regulation and consumer choice
 - 2.1 Price elasticity of demand
 - 2.2 Other elasticities of demand
 - 2.3 Elasticity of supply
 - 2.4 Price regulation
 - 2.5 Choices that consumers make
 - 2.6 Utility and utility maximization
 - 2.7 Consumer surplus
 - 2.8 Formulas and equations used in economics
 - 2.9 Forecasting: the use of objective data and subjective judgment to assess the future values of certain economic factors; and demand forecasting

3. Production and the enterprise's economic policies
 - 3.9 The enterprise's economic problems
 - 3.10 Elementary business finance
 - 3.11 Historical costs and opportunity costs as economic concepts
 - 3.12 The efficiency of enterprises
 - 3.13 The enterprise's objectives and constraints
 - 3.14 Short-term costs
 - 3.15 Long-term costs
 - 3.16 Cost minimization
 - 3.17 The enterprise's costs, technology and input prices

4. Market structures: competition and monopoly
 - 4.1 The function of the market in allocating scarce economic resources
 - 4.2 Types of market structures
 - 4.3 The concept of perfect competition

- 4.4 Profit-maximization strategies of a competitive firm
- 4.5 Competitive industry in the long run
- 4.6 Why perfect competition is efficient
- 4.7 Monopolies and why they arise
- 4.8 The monopoly's profit- maximization price and output
- 4.9 Price determination
- 4.10 Monopolies and efficiency issues
- 4.11 Rent-seeking and why it arises
- 4.12 Competition and monopoly at the domestic level
5. Market structures: monopolistic competition and oligopoly
 - 5.1 The definition of monopolistic competition and oligopoly
 - 5.2 Price and output in a monopolistically competitive industry
 - 5.3 The efficiency of monopolistic competition
 - 5.4 Price/profit strategies of enterprises in an oligopolistic industry
 - 5.5 Price and output behavior of a cartel
 - 5.6 Monopolistic competition and oligopoly at the domestic level
 - 5.7 Information as an economic resource
 - 5.8 Market failure and government action to overcome it

Course Title: **Good Governance and Corporate Responsibility**

Credit: Three (3) units

Prerequisites: Principles of Management and Organization and Law on Business Organizations

Course Description

This course is designed to inform and stimulate thinking on issues of ethics and social responsibility encountered in business. The material covered is intended to prepare students to recognize and manage ethical and social responsibility issues as they arise, and to help them formulate their own standards of integrity and professionalism. The overall course objectives are to increase awareness of the ethical dimension of business conduct, to contribute insight into the professional standards and responsibilities of students in their future careers; to develop analytical skills for identifying and resolving ethical and social responsibility issues in business; and to practice decision making about ethical and social responsibility issues.

Course Outline

1. The corporation and corporate governance
 - 1.1 The aims and objectives of a corporation and the goals of the different interest groups involved
 - 1.2 The relationship between shareholders, bondholders, bankers and directors; the potential for conflicts of interests; the effect of the agency theory on concepts of governance
 - 1.3 The concept of goal congruence and how it can be achieved
 - 1.4 The role of non-executive directors, administrators, management buy-outs and buy-ins, executive share schemes, etc. in corporate operations
 - 1.5 The ways and means of promoting ethical behavior within the organization and in relation to the outside world
 - 1.6 The role of the chief financial officer (CFO), the audit committee, internal auditor and external auditors
 - 1.7 Discussion of corporate governance case studies in the local scene as well as relevant cases from the international scene

2. Organizations and their structural and political environment
 - 2.1 Demographic structures and product and labor markets
 - 2.2 Socio-economic groupings; the distribution of income and wealth
 - 2.3 The influence of culture on organizational values, attitudes, behavior and performance

- 2.4 Social responsibility and organizations
 - 2.5 Ethical behavior in the enterprise
 - 2.6 The role of the state and its impact on organizations
 - 2.7 Political parties and pressure groups and their influence on government policy
3. The internal and external institutions of corporate governance
- 3.1 The purpose of the corporation: for whom does the corporation exist: shareholders, stakeholders, the community and the state
 - 3.2 The internal institutions of corporate governance: directors, managers, and shareholders
 - 3.3 Choices within legal constraints: anti-takeover defenses; mitigation and indemnification of director and officer liability; shareholder limitations, through classes of stock, supermajorities; contractual matters such as management agreements; VC and other investment agreements; voting agreements
 - 3.4 The external institutions of corporate governance: regulators, markets, auditors, and others
 - 3.5 Alternative models of corporate regulation. (e.g. disclosure model vs. merit model)
 - 3.6 Alternative models of corporate governance (e.g. Anglo-American vs. Continental European)
4. Corporate social responsibility
- 4.1 The concept of corporate social responsibility: what is it? Does it exist? Does it matter?
 - 4.2 Ethical leadership and the psychology of decision making
 - 4.3 Ethical decision making in organizations: a person-situation interactionist model
 - 4.4 Is the social responsibility of business to increase its profits?
 - 4.5 Corporate citizenship, philanthropy and social initiatives: theorizing business citizenship
 - 4.6 The competitive advantage of corporate philanthropy
 - 4.7 Social screening of investments
 - 4.8 Corporate social initiatives: corporate community involvement; social accountability and corporate greenwashing
 - 4.9 Corporate social responsibility in the global context: multinationals and less developed countries; international business, morality and the common good; corruption in international business

5. “Agency problem in corporate governance: accountability of managers and stockholders”
 - 5.1 Defining and enforcing managers’ duties
 - 5.2 Mechanisms of stockholders accountability: voting and proxy contests; derivative and class actions; takeovers, tender offers, and markets for corporate control
 - 5.3 Outside forces: regulators, government enforcement (civil and criminal)
 - 5.4 Legislative (ntroduction to Sarbanes-Oxley, foreign initiatives.)
 - 5.5 Gatekeepers and access to capital: auditors; investment bankers; rating agencies; exchanges, the financial press

6. Standards setting, best practices and corporate governance reform
 - 6.1 Role of institutional investors.
 - 6.2 Role of standard setting organizations (e.g. OECD)
 - 6.3 Legislative initiatives and proposals, e.g., Sarbanes-Oxley, Higgs Report
 - 6.4 The impact of cross listing
 - 6.5 The process and prospects of convergence of national standards

7. Corporate governance in foreign investment, privatization and the significance of insolvency regimes
 - 7.1 Corporate governance and foreign investment
 - 7.2 Corporate governance and privatization
 - 7.3 Insolvency regimes and their effect on corporate governance

C. Information Technology Education

Course Title: IT Concepts and Systems Analysis and Design

Credit: Three (3) units

Prerequisite: Fundamentals of Computer Software

Course Description

This course is designed to provide Accountancy students with an overview of the systems analysis and design concepts, methodologies, techniques, and tools. The course starts with a discussion of the general system concepts, management's use of information, IT infrastructure and rules as they pertain to accounting, accountant's functions with respect to IT, the management of IT adoption, implementation and use, managing the security of information, and electronic commerce. It then proceeds to a discussion of the systems development environment, system development life cycle, system analysis and design techniques, system acquisition, development life cycle phases, tasks and practices and maintaining control over system development processes, and accounting system design issues.

Course Outline

I. General IT Concepts

1. IT concepts for business systems: survey of IT pertaining to accounting functions

1.1 General system concepts

1.1.1 Systems theory, system objectives and types of systems

1.1.2 System architecture

1.1.3 Control and feedback in systems

1.1.4 The nature, types and attributes of information

1.1.5 The role of information within business

1.2 Management's use of information: general overview of decision theory

1.2.1 Human information processing

1.2.2 Transaction processing typical business applications

1.2.3 The communication of information

1.2.4 Financial analysis, decision support, executive information systems, and business intelligence

1.2.5 General ledger, budgeting and information systems

2. IT infrastructure and rules as they pertain to accounting functions

- 2.1 Hardware - capabilities (PC, mid-range and mainframes, wireless, cost/replacement cycles)
- 2.2 Software (applications/operating systems capabilities, application software strategy, integrated systems, databases, nature of the IT industry and IS contracts, software (creation and maintenance), cost/replacement cycles)
- 2.3 Telecom (cost, capabilities, bandwidth, wireless, providers, regulatory environment)
- 2.4 Security
- 2.5 Privacy

3. Evolution of IS models

- 3.1 Manual process model
- 3.2 Flat-file model
- 3.3 Database model
- 3.4 REA model
- 3.5 ERP systems

4. Databases and resources, events, and agents (REA)

- 4.1 Elements of database environment
- 4.2 Databases in distributed environment
- 4.3 Database applications on REA approach
- 4.4 Developing REA model

5. Enterprise resource planning and e-commerce

- 5.1 ERP system configurations
- 5.2 Data warehousing
- 5.3 Risks associated with ERP implementation
- 5.4 Network topology
- 5.5 Electronic data interchange (EDI)
- 5.6 Risks associated with e-commerce
- 5.7 Security, assurance, and trust
- 5.8 Implications for the accounting profession

II. Systems Analysis and Development

6. Introduction to systems analysis and design

- 6.1 The System Development Life Cycle (SDLC) model

- 6.1.1 System design methods and tools
- 6.1.2 Computer-aided systems engineering
- 6.2 Systems development methodologies
- 6.3 Project team roles and skills

- 7. Systems tools and documentation techniques
 - 7.1 Data flow diagram
 - 7.2 Flowcharting

- 8. Systems planning
 - 8.1 Project initiation
 - 8.2 Project management

- 9. Systems analysis
 - 9.1 Requirements determination

- 10. Systems design

- 11. Systems implementation and maintenance
 - 11.1 Construction
 - 11.2 Installation and operations

- III. Accountant's functions with respect to IT
 - 1. Specifying types and characteristics of
 - 1.1 End user hardware
 - 1.2 Application software
 - 1.3 Telecommunications infrastructure

 - 2. Interacting with IS
 - 2.1 Group level

 - 2.2 Individual level (software specification, software acceptance testing, software maintenance)

 - 2.3 Interaction of accountants with IT technical staff

3. Accountant's role on computer/IT/IS committees

3.1 In strategic decisions about IT such as:

3.1.1 Resource allocations

3.1.2 Outsourcing

3.1.3 Strategic use of IT

3.2 Data organization and access methods

3.2.1 Data structures and life organizations

3.2.2 Networks and electronic data transfer

3.2.3 Transaction processing in typical business applications

3.2.4 Production planning and scheduling, including ERP, computer-aided design CAD and CAM

4. The management of IT adoption, implementation and use

4.1 Strategic consideration in IT development

4.1.1 Planning of information systems based on business success factors and criteria

4.1.2 Components of long-range plans

4.1.3 Integration with business objectives and success factors

4.1.4 Participation in strategic planning

4.2 Administrative Issues

4.2.1 Job functions, organization and reporting relationships of the IT department

4.2.2 Recruiting and developing information systems human resources (IT service inhouse vs. outsourced packaged software)

4.3 Financial control over IT –budgeting and cost control

4.4 Operational issues

4.4.1 Developing operational priorities

4.4.2 Management of computer operations

4.4.3 Management of inter-organizational computing

4.5 Management of system acquisition, development, and implementation

4.5.1 Development acquisition alternatives

4.5.2 Standards and controls applicable to IT development projects

4.6 The management of system maintenance and change – standards and control

4.7 The management of end-user computing – the role of information centres

4.8 Charge-back schemes

Suggested Software

- Microsoft Project

Course Title: Accounting Information Systems

Credit: Three (3) units

Prerequisite: IT Concepts and Systems and Analysis and Design

Course Description

Accounting Information Systems (AIS) introduces students to the systems that underlie bookkeeping, accounting, financial reporting, tax reporting, and auditing in all business firms. Such systems are increasingly complex and in a continual state of flux do to rapidly changing technologies and security risks. In this course, the students learn about the development standards and practices for accounting information systems and gain hands-on experience in, the use of electronic spreadsheet software for advanced business analysis, and to gain hands-on experience with a commercial accounting software package.

Course Outline

1. Introduction to accounting information systems

1.1 Review of manual accounting systems

1.2 Traditional AIS

1.3 The role of the AIS in the value chain

1.4 Data concepts

1.5 Business system design

Information systems within a firm

1.4.1 The AIS and corporate strategy

1.4.2 Information technology and business strategy

1.4 Accountants as systems-oriented professionals

2. The business environment and the AIS

2.1 Business firms as systems

2.2 Organizational structures in business firms

2.3 Operational systems

3. Computer-based transaction processing

3.1 Data input (On-line and off-line)

3.2 Data processing (Periodic, real-time, Direct updating, sequential updating, indexed sequential, randomization, Alternative processing approaches, Coding)

3.3 Data output

4. Development standards and practices for accounting information systems

4.1 The role of information in organization design and behavior

4.1.1 Databases and database management systems

4.1.2 System development life cycle

4.1.3 Risks: economics, technical, operational and behavioral

4.1.4 Controls

4.2 Review of system analysis and design techniques

4.2.1 Information requirements elicitation

4.2.2 Documentation of analysis and requirements

4.2.3 System design

4.3 System acquisition, development life cycle phases, tasks and practices, and maintaining control over system development processes

4.3.1 Investigation and feasibility studies

4.3.2 Requirements analysis and initial design

5. Risk exposures and the internal control structure

5.1 Types of risks

5.2 Computer crimes

5.3 Control objectives

5.3.1 Risks and exposure in computer-based information systems

5.3.2 The effect of the computer on processing controls

5.3.3 The effect of IT on organizations and control

5.3.4 Responsibility for controls

5.3.5 Effectiveness and efficiency of operations

5.3.6 Reliability of financial reporting

5.3.7 Compliance with applicable laws and regulations

5.3.8 Cost effectiveness of control procedures

5.4 Internal and systems controls

5.4.1 Frameworks for internal control

5.4.2 Specific internal control techniques

5.4.3 Control issues

5.5 The control environment

5.5.1 Management philosophies and operating styles, organization plans and structures, communication methods

and control methods and their effects on system development

5.5.2 Control over system selection, acquisition and development

5.5.3 Control over system implementation

5.5.4 Control over system and program changes

5.6 Risk assessment

5.6.1 Risk exposures

5.6.2 Probability and consequences of loss

5.6.3 Preventive, detective and corrective strategies

5.7 Control activities

5.7.1 The function of accounting systems

5.7.2 Administrative and accounting control procedures

5.7.3 Control design - control over data integrity, privacy and security

5.7.4 Continuity of processing, disaster recovery planning and control

5.7.5 Information system processing and operations from a control point of view

5.7.6 Monitoring compliance with control – the role of management users, internal auditors and external auditors

5. General controls and application controls

5.1 Principles of a reliable system

5.2 Control classifications

5.3 General controls

5.4 Application controls

6. Managing the security of information

6.1 Control over data integrity, privacy, and security

6.2 Importance of information security

6.3 Principles of information security

6.4 Best approaches to implementing information security

6.5 Trade-off between cost of security and amount of security

7. The General ledger and financial reporting cycle

7.1 Financial transaction processing system architectures

7.2 Benefits and differences of a computerized general ledger system

7.3 General ledger and reporting activities

7.4 Objectives of the general ledger system

7.5 Data input, data processing, information output

7.6 General ledger risk exposures, general controls, application controls

7.7 Web-security procedures

8. The Revenue cycle

8.1 Revenue cycle business activities

8.2 Objectives of the revenue cycle activities

8.3 Data input, data processing, information output

8.4 Revenue cycle risk exposures, general controls, and application controls

8.5 Web-security procedures

9. The Expenditure cycle

9.1 Purchasing and cash disbursements

9.2 Fixed assets acquisition

9.3 Expenditure cycle business activities

9.4 Objectives of the expenditure cycle activities

9.5 Data input, data processing, information output

9.6 Expenditure cycle risk exposures, general controls, and application controls

9.7 Web-security procedures

10. The human resources (HR) and payroll cycle

10.1 HR and payroll cycle business activities

10.2 Objectives of the HR and payroll cycle activities

10.3 Data input, data processing, information output

10.4 HR and payroll cycle risk exposures, general controls, and application controls

10.5 Web-security procedures

11. Accounting system design issues

11.1 System acquisition

11.2 Basic flowcharting techniques/ systems

11.3 File processing:

11.4 Master files

11.5 Transaction files

11.6 Periodic reporting

11.7 Problems with the traditional approach

12. Commercial software

13. Change management – behavioral issues

14. Electronic commerce

14.1 The nature of electronic commerce

14.2 Intra-company applications

14.3 The extranet and its applications for managing supply chains with suppliers, vendors, and contractors

14.4 The Internet and the worldwide web

14.5 The marketing of products and services

14.6 External customers transactions, payments and transfers

14.7 On-line banking as it affects the firm's treasury

14.8 Financial electronic data interchange (FDI)

14.9 Security matters related to electronic commerce

Suggested Software

- Computerized practice set (ACCPAC or any computer software).

Course Title: **Auditing in a CIS Environment**

Credit: Three (3) units

Prerequisite: Accounting Information System

Course Description

This course complements the course in auditing. It discusses information technology (IT) -related risks, security and control mechanisms and techniques that may be employed to address the risks, and the impact of computer use on the audit. It also introduces computer assisted audit techniques and tools. In this course, students gain an appreciation of the particular features and understanding of the risks involved in auditing in a CIS environment, the CIS controls they would expect to find in this particular area, how auditors use CAATS (Computer Assisted Audit Techniques) in this area. The students gain hands-on experience in the use of computers in performing audits.

Course Outline

1. Overview of IT audit
 - 1.1 Philippine Standard on Auditing (PSA) 401
 - 1.2 Philippine Auditing Practices Statements (PAPS) 1001, 1002, 1003, 1008, 1009, 1013

2. Legal and ethical issues for IT auditors
 - 2.1 ISACA code of ethics
 - 2.2 Irregular and illegal acts
 - 2.3 Regulatory and legal issues

3. IT risks and controls
 - 3.1 Identifying IT risks
 - 3.2 Identifying IT controls
 - 3.3 Documenting IT controls
 - 3.4 Monitoring IT risks and controls

4. IT deployment risks
 - 4.1 Developing strategic plans
 - 4.2 Managing development projects
 - 4.3 Acquiring software applications
 - 4.4 Developing software applications

- 4.5 Changing software applications
- 4.6 Implementing software applications
- 4.7 Controlling and auditing the systems development
 - 4.7.1 Controlling new systems development
 - 4.7.2 Controlling systems maintenance

- 5. Managing the IT function
 - 5.1 Organizing, financing, staffing, directing, controlling
 - 5.2 Controlling and auditing computer operations

- 6. Data management systems
 - 6.1 Data management approaches
 - 6.2 Controlling and auditing data management systems
 - 6.2.1 Access controls
 - 6.2.2 Backup controls

- 7. IT networks and telecommunication risks
 - 7.1 Network and telecommunication securities
 - 7.2 E-business risks
 - 7.3 Managing third party providers
 - 7.4 Third party assurance services
 - 7.5 Issues of increasing importance to the accounting profession
 - 7.6 Controlling and auditing networks, internet, and e-commerce

- 8. Evaluation of computer-based systems
 - 8.1 Legal, ethical, auditing and information system control standards
 - 8.1.1 Legal and ethical requirements
 - 8.1.2 Auditing standards relevant to information technology (IT)
 - 8.1.3 Computer control guidelines
 - 8.2 Evaluation objectives:
 - 8.2.1 Efficiency, effectiveness and economy of IT use
 - 8.2.2 Compliance with policies, statutes and regulations
 - 8.2.3 Evaluation of internal control in computer-based systems
 - 8.2.4 Fairness of financial statement representations and the accuracy and completeness of accounting records
 - 8.2.5 Evaluation methods and techniques

8.2.5.1 Planning, scheduling and staffing

8.2.5.2 Obtaining an understanding of systems in the business context

8.2.5.3 Documenting systems and elements of control structure

8.2.5.4 Tests of features, controls, transactions and balances

8.2.5.5 Supervision, review and quality assurance

8.3 Communicating the results of evaluations:

8.3.1 Types of reports

8.3.2 Levels of assurance

8.3.3 Importance of communication skills

8.3.4 Following up– frequency, timing & reporting

8.3.5 Specific types of evaluations:

8.4 Computer-assisted audit techniques (CAATs)

8.4.1 Audit productivity software

8.4.2 Generalized audit software tools

8.4.3 Testing computer application controls

8.4.4 Computer-aided audit tools and techniques for testing controls

8.4.5 Continuous auditing techniques

8.4.6 Hands-on training with ACL

9. Audit software

9.1 Capabilities and limitations of generalized audit software

9.2 Steps in managing generalized audit software

9.3 Problems in using generalized audit software

9.4 Capabilities and limitations of industry-specific audit software

9.5 Use of systems software and specialized audit software

9.6 Control and integrity issues in specialized audit software

10. Auditing the revenue cycle using ACL

10.1 Audit objectives, controls, and tests of controls

11. Completing the IT audit

11.1 The IT audit life cycle

11.2 Four types of IT audit

12. Fraud, fraud schemes, and fraud detection

12.1 The fraud diamond

12.2 Sarbanes-Oxley act

12.3 Fraud schemes

12.4 Auditor's responsibility for detecting fraud

12.5 Fraud detection techniques using ACL

Suggested Software

- ACL – a generalized audit software

D. Accountancy and Finance Education

Other General Education and Business Education Courses

Course Title: Calculus for Business

Credit: Three (3) units

Prerequisite: College Algebra

Course Description

This course provides the students with an understanding of calculus as it applies to business, economics, and accountancy. Topics include limits, continuity, derivatives of polynomial and other algebraic functions, implicit differentiation, higher-order derivatives, extrema, logarithmic and exponential functions, definite and indefinite integrals, and applications to business and accounting topics.

Course Outline

1. Functions and change
 - 1.1 What is a function?
 - 1.2 Linear functions
 - 1.3 Rates of change
 - 1.4 Applications of functions to business and economics
 - 1.5 Exponential functions
 - 1.6 Natural logarithm
 - 1.7 Exponential growth and decay
 - 1.8 Polynomials
 - 1.9 Periodic function

2. The Derivative
 - 2.1 Techniques of differentiation (rectilinear motion)
 - 2.2 Product and quotient rules
 - 2.3 Higher order (derivation of product rule)
 - 2.4 The chain rule
 - 2.5 Marginal analysis and approximations using increments (approximation of percentage change)
 - 2.6 Applications: marginal revenue, marginal cost, marginal profit

3. Increasing and decreasing functions

- 3.1 Relative extrema
- 3.2 Concavity and points of inflection
- 3.3 Curve sketching
- 3.4 Optimization (price elasticity of demand and levels of elasticity)
- 3.5 Additional applied optimization

- 4. Exponential and exponential functions
 - 4.1 Exponential functions
 - 4.2 Logarithmic functions
 - 4.3 Differentiation of logarithmic and exponential functions
 - 4.4 Additional exponential models

- 5. Anti-differentiation
 - 5.1 The indefinite integral
 - 5.2 Integration by substitution
 - 5.3 The definite integral and the fundamental theorem of calculus
 - 5.4 Applying definite integration: area between curves and average value

- 6. Functions of several variables
 - 6.1 Partial derivatives (substitute and complementary commodities)
 - 6.2 Optimizing function of two variables
 - 6.3 The method of least squares
 - 6.4 Constrained optimization: the method of Lagrange multipliers

Course Title: Fine Arts (Visual and Performing Arts)

Credit: Three (3) units

Prerequisite: Art, Man and Society

Course Description

The course is an introductory study and appreciation of the visual and performing arts. It includes instruction in art, photography, and other visual communications media. The students also have an opportunity to study and experience the most vibrant aspects of the performing arts. They are introduced to the theatrical tradition and receive grounding in the origins of the world-famous theatres. The main objective of the course is to provide students with a foundation in visual literacy, to introduce them to the special character of the visual arts and performing arts and to a critical vocabulary for analysis and interpretation of those arts and their experience of them.

Course Outline:

1. Introduction to art
 - 1.1 Purposes of art: content and context
 - 1.2 Making connection with art: the museum system
 - 1.3 Why study visual and performing arts; art and design, dance, drama and music as essential components of human life
 - 1.4 Art evaluation and criticism: censorship and public funding

2. Visual arts
 - 2.1 Visual elements: line, shape, form, mass, value, color, texture
 - 2.2 Balance, unity, variety and emphasis
 - 2.3 Drawing and painting
 - 2.4 Printmaking
 - 2.5 Sculpture: how it relates to the environment (e.g. sculpture about ecology); how it will be integrated into the environment (e.g. sight specific sculpture); how it affects the mental, physical, emotional, and spiritual environments of existence
 - 2.6 Ceramics: nature of clay; diverse methods of expression possible using traditional hand-building techniques; introduction to the potter's wheel
 - 2.7 Graphic arts, media manipulation/advertising
 - 2.8 Computer art
 - 2.9 Photography: basics of camera controls, light and film, use of the darkroom to shoot, develop and print

2.10 Animation

2.11 Animatronics

3. Performing arts

3.1 Dance: understanding the historical contributions and cultural dimensions of dance; aesthetic valuing – respon

3.2 ding, analyzing and making judging about works of dance

3.3 Theatre: script reading, improvisational acting, theatre games, theoretical studies; on-stage skill building

3.4 Music: overview of the major aspects of modern recorded music era (1900-2005)

4. Twentieth century art

4.1 Impressionism

4.2 Abstraction

4.3 Op Art

4.4 Atonality

4.5 Electronic music

4.6 Contribution of Asian artists and composers

5. Music theory

5.1 Understanding musical concepts: reading music, writing music, harmonic analysis, formal analysis, melodic structure, form

5.2 Understanding the history of music

5.3 Indigenous music

5.4 Chamber music

5.5 Symphonic music

5.6 Vocal music: introduction to opera

5.7 Liturgical music

5.8 Jazz and jam

5.9 Band

5.10 Orchestra

5.11 Piano

Course Title: World Culture

Credit: Three (3) units

Prerequisite: Art, Man and Society

Course Description

This course provides an anthropological understanding of selected cultures in the world. Areas of study include the culture's language, processes of enculturation, subsistence patterns and economics, kinship and descent, political organization, religion, art, history, and its reactions to the forces of globalization. In this course, the students are introduced to the art, architecture, archeology, history, economics, political organization, and other aspects of the culture of Filipinos and other Asians by combining lectures, site visits, and discovery-oriented investigative research.

Course Outline:

1. Culture and humanities
 - 1.1 Theories of historical causation and development
 - 1.2 The relationship between the individual and the community
 - 1.3 The changing importance of wealth and property
 - 1.4 The good life-or-the meaning and purpose of life
 - 1.5 Technology, science, and the city: Promise or threat?
 - 1.6 Conceptions of human nature
 - 1.7 Progress: What kind and toward what?
 - 1.8 Changing views of the physical cosmos
 - 1.9 Changing lives of men and women: The creation of an authentic self?
 - 1.10 The Arts: In what ways do they express the values of a culture, and to what extent do they address questions about the human condition that transcend any single culture?
 - 1.11 Modernism
 - 1.12 The dilemma of Postmodernism

2. Globalization
 - 2.1 Multiple views of globalization(s): complexities, contradictions, oppositions
 - 2.2 Globalization and the history of political and economic liberalization
 - 2.3 Nationalism, nation-state formation and the politics of collective identification

2.4 The transformation of traditional economic and cultural organizations under globalization

2.5 Consumerism and the emergence of a global market

3. Global culture

3.1 How national identities are formed

3.2 How media and telecommunications bring cultures together or simply Westernize everyone

3.3 The spread of capitalism and consumer culture

3.4 The influence of international organizations in forming a global culture

3.5 Issues of global migration and the clash of cultures over human rights.

3.6 The role of Global Managers and their responsibility in facilitating the cross-cultural interaction between companies; managers; and staff.

3.7 Recognizing culture and the various factors aiding or hindering communication in business environments

4. The international firm

4.1 Dimensions of culture

4.2 Organizational structure

4.3 Management and structure of multinational firms

Course Title: Foreign Language (Japanese)

Credit: Three (3) units

Prerequisite: Communication Skills, Part II

Course Description

In this course, students will explore a specific language from an interdisciplinary approach, with focus on any of the following modern languages: Chinese, Japanese, French, and German. The course, in the form of lectures, films, discussions and examination of speech samples.

Course Outline:

1. Introduction to Japanese history
 - 1.1 History of Japan
 - 1.2 Customs and traditions
 - 1.3 The structure of modern Japan
 - 1.4 The advancement of Japan and international relations
 - 1.5 Modern Japan and the world
2. Introduction of written characters
3. Introduction of basic sentence patterns
4. Practice reading aloud
5. Practice using the language both by speaking and by taking notes
 - 5.1 Rudimentary grammar: vocabulary and expressions and through partial compositions will learn new items:

demo, -hodo, -nara, -temo, -te kuru, -te shimau, -nagara, -you, -garu, -koto ni suru/naru, -to ka - to ka, -saseru, -te tamaranai, -ta bakari, -mono da, -te miru, - naka, -shi -shi, -ka mo shiremasen, -tsumori, -nakereba naranai, -kurai, -mama, -you to shinai, -ta mono da, -kara -ni kakete, -mono no, -yara -yara, -ni tsurete, -ba -hodo, -to shite, -ni yotte, -tokoro, -ni totte, -hazu da, -sae, -uchi ni, -hazuganai, -wakeda, -nagara, -mai
 - 5.2 Range of expressions: self-introductions, requests, apologies, instructions, telephone conversations, expressions of congratulation, expressions of condolence, lectures, seminars, speeches, reports, speaking as chair of a meeting, announcements, the cry of a street vendor, broadcast speech, recitation.

6. Developing non-linguistic factors (visual data)

3.1 Photographs

3.2 Illustrations

3.3 Icons, symbols

3.4 Other visual data

The class will involve the usage of practice assignments where the phrases, grammar and vocabulary learned will be practiced. The content of the practice is as follows:

1.Let's make a reply

2.Let's use

3.Let's summarize

4.Let's talk

5.Let's write

Course Title: **Business Statistics**

Credit: Three (3) units

Prerequisite: Communication Skills, Part II

Course Description

This course provides the student with the fundamental understanding of the concepts of probability theory and statistical inference necessary to effectively employ statistical methods in contemporary business situations. Topics covered are: probability concepts, probability distributions, sampling and sampling distributions, statistical estimation, hypothesis testing, regression, correlation, multiple regression, index numbers and time series, statistical decision theory (probability rules and Bayes' rules). An expected output of the course is the ability to use statistical presentation as an aid to reporting information such as histograms, pie charts, ogives, pictograms, frequency polygons and the Lorenz curve.

Course Outline:

1. Review of basic arithmetic operations with implications for accounting
 - 1.1 Arithmetic procedures, powers and roots and logarithms
 - 1.2 Percentages and ratios
 - 1.3 Simple and compound interest concepts and nominal and effective interest rates
 - 1.4 Discounted cash flows, net present values and internal rates of return measurements
 - 1.5 The use of computers for arithmetic operations

2. Fundamentals of probability
 - 2.1 Basic probability concepts
 - 2.2 Basic counting rules
 - 2.3 Probability rules
 - 2.4 Probability distributions

3. Probability distribution
 - 3.1 Binomial distribution
 - 3.2 Continuous probability distributions
 - 3.3 Normal probability distribution

4. Sampling and sampling distributions
 - 4.1 Sample designs
 - 4.2 Sample statistics
 - 4.3 The sampling distribution of \bar{x}
 - 4.4 The t-distribution

5. Statistical estimation
 - 5.1 Properties of estimators
 - 5.2 Interval estimation
 - 5.3 Sample size determination
 - 5.4 Applications to auditing

6. Hypothesis testing
 - 6.1 Basic concepts of hypothesis testing
 - 6.2 Hypothesis tests on the mean
 - 6.3 Hypothesis tests on the proportion
 - 6.4 Interval estimation and hypothesis testing

7. Regression, correlation, multiple regression, index numbers and time series
 - 7.1 Simple linear regression
 - 7.2 Correlation
 - 7.3 Regression analysis
 - 7.4 Multiple regression
 - 7.5 Examination of regression assumptions
 - 7.6 Index numbers and time series
 - 7.7 Testing models

8. Statistical presentation as an aid to reporting information
 - 8.1 Histograms
 - 8.2 Pie charts
 - 8.3 Ogives
 - 8.4 Pictograms
 - 8.5 Frequency polygons
 - 8.6 Lorenz curve

9. The use of computer to generate statistical presentations of data and in generating and showing these presentations

Course Title: Quantitative Techniques in Business

Credit: Three (3) units

Prerequisite: Business Statistics

Course Description

This course seeks to: enhance the student's ability to perform the quantitative analysis necessary, understand the usefulness and limitations of the methods, recognize situations where the methods can be applied beneficially, and be aware of the issues involved when utilizing the results of the analyses. Coverage is topical and includes review of basic statistics principles, regression analysis, time-series analysis, non-parametric statistics, and quantitative analysis techniques such as matrices, graphic linear inequalities, graphical sensitivity analysis, linear programming, simulation, optimization theory, decision analysis, and decision trees. The introduction of concepts via cases in decision-making related to operations and strategies is preferred whenever appropriate.

Course Outline:

1. Review of basic statistical principles
 - 1.1 Probability concepts, addition and multiplication laws, and tree diagrams
 - 1.2 Normal distribution concepts
 - 1.3 Variance with expected values
 - 1.4 Expectation concepts and their application to decision problems
 - 1.5 Populations and samples
 - 1.6 Frequency distributions
 - 1.7 Measures of central location
 - 1.8 Measure of dispersion
2. Statistical decision theory
 - 2.1 Probability rules and Bayes' rules
 - 2.2 Probability decision trees
3. Mathematical decision models to represent the relationship among elements relevant to a given situation and to determine the effects in external and internal conditions
4. Matrices and linear programming
 - 4.1 Matrices
 - 4.2 Graphic linear inequalities
 - 4.3 The linear programming model

4.4 Graphical sensitivity analysis

4.5 Use of the computer for linear, non-linear and integer programming

5. Time series analysis

5.1 Method of estimating trend

- i. Free hand method
- ii. Moving average method
- iii. Semi-average method
- iv. Least square regression method

5.2 Cyclical variation

5.3 Single relation index number

- i. Definition: index number
- ii. Importance of index numbers

5.4 Construction of:

- i. Price relative index
- ii. Quantity relative index
- iii. Value relative index

6. Aggregate indexes

6.1 Unweighted

6.2 Weighted

- i. Laspeyres index number
- ii. Paasche index number
- iii. Fixed weight index number

6.3 Shifting the base period

- i. Percent change
- ii. Rebasing

6.4 Applications

- i. Consumer price index
- ii. CPI as deflator
- iii. CPI as inflator

Course Title: Macroeconomic Theory and Practice

Credit: Three (3) units

Prerequisite: Microeconomic Theory and Policy

Course Description

This course is concerned with the behavior of the economy as a whole. Macroeconomics addresses the determination of the economy's total output of goods and services (GDP), the growth of output, the determinants of the price level and the rate of inflation, the factors that determine employment (and unemployment), the balance of payments, and exchange rates. The purpose of this course is to address macroeconomics in theory and practice.

Course Outline:

1. National economic issues and measures of performance
 - 1.1 The costs and other aspects of unemployment
 - 1.2 Inflation and its effects
 - 1.3 The theory of imperfect competition in the market place
 - 1.4 Gross domestic product (GDP), nominal GDP and real GDP
 - 1.5 Growth and fluctuations in the nation's economy
 - 1.6 The government's budget deficit
 - 1.7 Measuring the national price level
 - 1.8 GDP as a measure of economic performance and economic welfare

2. Expenditure decisions
 - 2.1 Aggregate expenditure and its components
 - 2.2 Consumption and savings decisions
 - 2.3 The role of investments in the national economy
 - 2.4 Net exports
 - 2.5 Aggregate planned expenditure and real GDP
 - 2.6 Equilibrium expenditure
 - 2.7 The concept of the multiplier effect
 - 2.8 Fiscal multipliers

3. Unemployment and inflation
 - 5.1 Aggregate demand and what determines it

- 5.2 Aggregate supply and what determines it
- 5.3 Macroeconomic equilibrium
- 5.4 Wages and employment
- 5.5 Unemployment
- 5.6 Expectations
- 5.7 Expectations and macroeconomic equilibrium
- 5.8 Inflation

- 6. The global environment
 - 6.1 Comparative advantages and gains from trade
 - 6.2 The theory and practice of free trade and problems of protectionism
 - 6.3 Foreign exchange controls and its effects and risks
 - 6.4 Trade restrictions
 - 6.5 Economic relations between developed and developing nations; problems of debt and development
 - 6.6 Single market agreements (e.g. European Union)
 - 6.7 Regional trade agreements (e.g. NAFTA, AFTA)
 - 6.8 International trade agreements (e.g. GATS and WTO)
 - 6.9 International institutions like World Bank and International Monetary Fund
 - 6.10 Exchange rate determination and alternative exchange rate regimes
 - 6.11 Policies for national and international growth and development

- 7. International business: competing in the global economy
 - 7.1 International factors affecting business developments
 - 7.2 The role of transnational corporations in the world economy with particular emphasis on the role of financial markets in shaping management decisions of international firms
 - 7.2.1 The ever-emerging global economy
 - 7.2.2 National differences in economy and culture
 - 7.2.3 Cross-border trade and investment
 - 7.2.4 The global trading and monetary system
 - 7.2.5 Foreign direct investment
 - 7.2.6 Regional economic integration
 - 7.2.7 The foreign exchange market

Course Title: **Production and Operations Management**

Credit: Three (3) units

Prerequisites: Business Statistics and Quantitative Techniques in Business

Course Description

This course examines the subject of production and operations management (POM) and discusses its importance to the overall strategy and competitiveness of a firm. In addition, this course focuses on specific tools used to manage and enhance a firm's operations and production, such as facility layout, product design, aggregate planning, inventory management, and forecasting. Other topics include process analysis and selection, operations scheduling, quality management and statistical quality control and project management.

Course Outline:

1. Review of basic statistics principles and quantitative techniques

1.1 Basic statistics principles

1.1.1 Probability concepts

1.1.2 Probability distributions

1.1.3 Statistical estimation

1.1.4 Hypothesis testing

1.1.5 Analysis of variance

1.1.6 Regression analysis

1.2 Quantitative techniques in business

1.2.1 Regression, correlation, multiple regression, index number and time series; simple linear regression

1.2.2 Correlation

1.2.3 Regression analysis

1.2.4 Multiple regression

1.2.5 Examination of regression assumptions

1.2.6 Index numbers and time series

1.2.7 Testing models

1.2.8 Matrices and linear programming

1.2.9 Concept of simulation modeling

1.2.10 Generating random numbers for arbitrary distributions\

1.2.11 Using the Central Limit Theorem to estimate model

parameters and test hypotheses

1.2.12 Using simulation to “optimize” or set model parameters

1.2.13 Decision theory and decision trees

2. Decision making under certainty/uncertainty

2.1 Modeling discrete alternatives by decision trees

2.2 Computing Expected Monetary Value (EMV) by rolling back trees

2.3 Need for a theory of probabilistic and quantitative analysis

2.4 Need for an estimation procedure to compute parameters of a decision model

2.5 Using Bayes’ theorem to update beliefs

2.6 Value of information (perfect and imperfect)

2.7 Sensitivity analysis

2.8 Incorporating risk via Expected Utility theory

2.9 Other decision rules (regret minimization, EOL)

3. Introduction to production and operations management

3.1 Nature and scope

3.2 Relationship to other management functions

3.3 Strategy and productivity: role of production/operations and its link to competition and firm’s competitive advantage

4. Product design and process analysis and selection

4.1 Product design and development processes

4.2 Economic analysis

4.3 Designing product for customer and manufacturing

4.4 Process analysis: types of processes, manufacturing process performance, breakeven analysis and manufacturing process flow design

4.5 Service process selection and design: designing service organizations; three contrasting service designs

5. Facility layout

5.1 Facilities layout and assembly line balancing

5.2 Capacity management and process technology: capacity planning concepts; capacity planning; planning service capacity; facility location

6. Forecasting

- 6.1 Demand management
- 6.2 Time series analysis
- 6.3 Causal relationship forecasting
- 6.4 Focus forecasting
- 6.5 Web-based forecasting,
- 6.6 Collaborative planning, forecasting and replenishment (CPFR)

7. Aggregate Planning

- 7.1 Aggregate operations plan
- 7.2 Aggregate planning techniques
- 7.3 Yield manufacturing

8. Inventory systems for independent demand

- 8.1 What is independent demand?
- 8.2 Deterministic models - continuous demand
- 8.3 Economic Order Quantity (EOQ)
- 8.4 Quantity discounts and price variations
- 8.5 Multi-items – interaction constraints, individual, joint and coordinated
- 8.6 Economic Batch Quantity (EBQ)
- 8.7 Special items: decaying, repairable, repairable and perishable

9. Inventory systems for dependent demand

- 9.1 What is dependent demand?
- 9.2 Why is dependent demand necessary?
- 9.3 Materials Requirements Planning (MRP) system features
- 9.4 MRP information system inputs
- 9.5 MRP information system outputs
- 9.6 Lot sizing in MRP systems
- 9.7 Embedding JIT into MRP
- 9.8 MRP II – Manufacturing Resource Planning

10. Operations scheduling

- 10.1 Manufacturing execution systems: priority rules and techniques, shop floor-control, personnel scheduling in service
- 10.2 Sequencing: single machine and multiple machines
- 10.3 Stochastic static analysis and stochastic dynamic analysis

- 10.4 Vehicle scheduling
- 10.5 Assembly line balancing
- 10.6 Techniques of manpower scheduling

11. Managing operations and services

- 11.1 Determining the work to be undertaken: time and resources needed and their costs; contingency planning
- 11.2 Planning resources allocation
- 11.3 Monitoring and maintaining services

12. Quality management and statistical quality control

- 12.1 What is quality? Different concepts of quality
- 12.2 Deming, Juran, Crosby and other quality philosophers
- 12.3 The Malcolm Baldrige Quality Award
- 12.4 Customer focus
- 12.5 Identification and measurement of quality costs
- 12.6 Issues related to products, processes, organization, leadership, and commitment for total quality achievement
- 12.7 Tools and techniques used in TQM: seven tools, new seven, essential features of QCC, ZD, Kaizen, and JIT programs
- 12.8 Fundamental concepts about Quality Function Deployment (QFD); Components of Total Quality System (TQS) in organizations
- 12.9 Quality Auditing: Introduction to ISO 9000 and 14000 standards
- 12.10 Quality management: focus on Six Sigma
- 12.11 Statistical methods for quality control and improvement: statistical process control (SPC); Deming's Magnificent Seven, implementing SPC; an application of SPC; nonmanufacturing application of SPC

13. Project management

- 13.1 PERT/CPM
- 13.2 Resource leveling
- 13.3 Project scheduling

Software (optional):

The class will make substantial use of statistical software and Excel. The following softwares are highly recommended:

- Treeplan: An Excel add-in for decision trees. This comes included with the CD-ROM for the required textbook by Evans and Olson.
- Crystal Ball: A powerful Excel add-in for simulation. This also comes with the CD-ROM in Evans and Olson.
- OptQuest: An Excel add-in used for optimization, included within the Crystal Ball suite.

Course Title: **Business Policy and Strategy**

Credit: Three (3) units

Prerequisites: Production and Operations Management
Principles of Marketing
Financial Management I
Good Governance and Social Responsibility

Course Description

The aim of this course is to provide students with a broad overview of the basic concepts in strategic management. Students are exposed to a number of frameworks and models to better understand and analyze the macro-environment, the industry environment, and firm level resources. The end goal is for the students to be able to think strategically, as opposed to only having a functional orientation, and to formulate and to implement creative and innovative strategies that are conducive to the demands of the firm and the environment in which it resides. Together with Management Consultancy, this course serves as an integrative course to be taken in the last term/semester.

Course Outline:

1. General business policies
 - 1.1 Origin of policies
 - 1.2 Procedures and rules
 - 1.3 Formulating and implementing policies
 - 1.4 Integrating objectives, strategies and policies

2. Strategic management: an overview
 - 2.1 Strategic management process
 - 2.2 Defining the organization's purpose, mission and objectives
 - 2.3 Selecting a strategy
 - 2.4 Model of the strategic management process
 - 2.5 Strategic management and planning: its purpose; methods used; the effect of the external environment on planning; understanding and managing risk
 - 2.6 Distinguishing among corporate, strategic and functional level strategies
 - 2.7 Forecasting the future for nations, industries, organizations and the workforce for changes, developments and opportunities

3. Strategy formulation

3.1 Identifying opportunities and threats from the external environment as they impact on organizations

- i. The processes by which firms choose, maintain or redirect their strategic positions within ever-changing external environments
- ii. Integrate business functions and identify the organization's position in relation to the outside environment

3.2 Industry and competitive analysis

3.3 Competitive advantage: its meaning in different national and international markets and industries

3.4 SWOT analysis: the process by which firms choose, maintain or redirect their strategic positions within ever-changing external environments; integrating business functions and identifying the organization's position in relation to the outside environment

3.5 Analyzing the internal environment and establishing long-range objectives

3.6 Identifying strategic alternatives

3.7 Global strategy

4. Strategy evaluation and selection

4.1 The performance gap

4.2 Adjusting the current strategy; changing or adding new strategies

4.3 Strategy evaluation: Boston Consulting Group's Growth Share Matrix; planning grid; life cycle approach; profit impact of market strategy

4.4 Qualitative factors in the strategy

4.5 Strategic controls

5. Strategy implementation

5.1 Communicating strategy

5.2 Strategy and structure

5.3 Organizational leadership

5.4 Strategy and motivational systems

5.5 Establishing short-range objectives

5.6 Developing functional strategies: marketing, financial, production/operations, human resource and research and development strategies

5.7 Role of accounting in setting and implementing management strategy

6. Organizations and technology

7.1 Changes in technology and their implications for economic efficiency and growth

7.2 Methods of production

7.3 Types of products and organizational structure

7. Special challenges faced by small enterprises

8. Not-for-profit and governmental organizations

6.1 The different goals of these types of organizations in comparison with for-profit organizations

6.2 Evaluation of programs

6.3 Measuring effectiveness and efficiency

Course Title: Law on Business Organizations

Credit: Three (3) units

Prerequisite: Law on Obligations and Contracts

Course Description

This course is intended to give the students a broad knowledge of legal provisions governing business associations - limited liability company, partnership, and corporations. Topics include: nature of partnerships; elements and kinds of partnership; formalities required; rules of management, distribution of profits, and sharing of losses and liabilities; modes of dissolution; limited partnership; nature and classes of corporations; requirements for incorporation; powers of a corporation (expressed, implied, and incidental); Board of Directors; classes of stock; powers and obligations of stockholders; majority and minority controls; corporate reorganization (mergers, consolidations, and other business combinations); modes of dissolution and liquidation; and statutory books, records, and returns required for a corporation. Also discussed are the laws of associations such as clubs.

Course Outline:

1. Law on Partnership
 - 1.1 Nature and as distinguished from corporation
 - 1.2 Elements and kinds
 - 1.3 Formalities required
 - 1.4 Rules of management
 - 1.5 Distribution of profits and losses
 - 1.6 Sharing of losses and liabilities
 - 1.7 Modes of dissolution
 - 1.8 Limited partnership

2. Corporations
 - 2.1 Nature and classes of corporation
 - 2.2 Requirements for organization
 - 2.3 Powers of a corporation
 - 2.3.1 Expressed
 - 2.3.2 Implied
 - 2.3.3 Incidental

3. The Corporation Law
 - 3.1 The formation of a corporation and the articles of incorporation and by-laws
 - 3.2 The role of the Securities and Exchange Commission
 - 3.3 The contractual capacity of a corporation
 - 3.4 Statutory books, records and reports required for a corporation

4. The management and administration of corporations
 - 4.1 Board of directors
 - 4.1.1 Qualifications
 - 4.1.2 Election and removal
 - 4.1.3 Powers and fiduciary duties
 - 4.1.4 Contractual capacity of directors
 - 4.1.5 Self-dealing by directors
 - 4.1.6 Shareholder remedies
 - 4.2 Corporate officers
 - 4.2.1 Titles and responsibilities
 - 4.2.2 Differences between officers' and directors' duties and responsibilities
 - 4.2.3 The company secretary: appointment, role and duties
 - 4.3 External auditors
 - 4.3.1 The appointment and reappointment of auditors
 - 4.3.2 Removal, resignation and replacement of auditors
 - 4.3.3 Duties and responsibilities

5. Powers, duties, rights and obligations of stockholders

6. Majority and minority control

7. Capital and the financing of corporations
 - 7.1 Share capital
 - 7.1.1 Classes of stocks: concepts and subscriptions
 - 7.1.2 The issuance and transfer of shares
 - 7.1.2 Purchase and redemption of shares
 - 7.1.3 Dividends

- 7.1.4 Charges against capital
- 7.2 Loan capital
 - 7.2.1 Borrowing powers
 - 7.2.2 Types of debentures and their creation
 - 7.2.3 Company charges for loan capital
 - 7.2.4 Registration of loans
 - 7.2.5 Remedies of loan creditors
- 8. Corporate reorganization
 - 8.1 Mergers
 - 8.2 Consolidations
 - 8.3 Other business combinations
- 9. Insolvency
 - 9.1 Procedures for filing for insolvency under relevant laws
 - 9.2 Rights of creditors and other interested parties
- 10. Modes of dissolution and liquidation
- 11. Foreign corporations
 - 11.1 License to do business (purpose of the license, requirements for application/ issuance of license, and consequence of doing business without a license)
 - 11.2 Definition and rights of foreign corporations
 - 11.3 Definition of doing business and its relation to foreign investments
 - 11.4 Resident agent (purpose, qualifications)
 - 11.5 Suits against foreign corporations
 - 11.6 Suspension/revocation of license
 - 11.7 Withdrawal from business
 - 11.8 Kinds and availability of corporate books
- 12. Laws of associations such as clubs and partnerships to carry out certain activities
 - 12.1 Rights and duties of members and partners of such associations
 - 12.2 Rights of third parties
 - 12.3 Rules governing financial statements and prospectuses

Course Title: Law on Negotiable Instruments

Credit: Three (3) units

Prerequisite: Law on Obligations and Contracts

Course Description

This course deals with the provisions of the law on negotiable instruments. It includes discussions on topics on negotiability of the instruments; functions and kinds of negotiable instrument; construction of ambiguous instrument; forgery and its effect; consideration; accommodation party; manner and consequence of transfer of instruments; striking out endorsements; requisites of holder in due course; defense of the parties; discharge of negotiable instruments and the parties secondarily liable; liabilities of the parties; effects of alteration; and other kinds of instruments such as promissory notes and bills of exchange. Some of the major themes that will be explored in class include the process of negotiation and collecting (i.e., paying and getting paid), loss allocation (who pays when there is a problem), and emerging payment systems using new technology and the Internet (credit and debit card systems)

Course Outline:

1. Introductory concepts
 - 1.1 The Negotiable Instruments Law
 - 1.2 Forms of negotiable instruments
 - 1.3 Functions and kinds of negotiable instruments

2. Requisites of negotiability
 - 2.1 In writing
 - 2.2 Signature of maker or drawer
 - 2.3 When promise or order is unconditional
 - 2.4 Determination of certainty of sum payable
 - 2.5 Time of payment as requisite of negotiability
 - 2.6 Whom payable
 - 2.7 Designation of the drawee

3. Negotiation
 - 3.1 Modes of transfer of commercial papers
 - 3.2 Negotiation
 - 3.3 Indorsement

- 3.3.1 Kinds of indorsements
- 3.3.2 Special indorsement
- 3.3.3 Indorsement in blank
- 3.3.4 When indorsement is restrictive
- 3.3.5 Effect of restrictive indorsement
- 3.3.6 Rights of indorsee
- 3.3.7 Qualified indorsement
- 3.3.8 Conditional indorsement
- 3.3.9 Effect of striking out indorsement
- 3.3.10 Effect of transfer without indorsement

4. Concepts of a holder in due course

- 4.1 Preliminary considerations
- 4.2 Holder in due course
- 4.3 Kinds of defenses of parties
 - 4.3.1 Forgery and its effects
 - 4.3.2 Material alteration

5. Parties and their liabilities

6. Presentment for payment

- 6.1 Meaning of presentment for payment
- 6.2 Requisites of sufficient for payment
- 6.3 When presentment for payment is unnecessary
- 6.4 Effects of presentment for payment
- 6.5 Other concepts

7. Notice of dishonor

- 7.1 Meaning of notice of dishonor
- 7.2 Significance of notice of dishonor
- 7.3 Manner of giving notice of dishonor
- 7.4 When notice of dishonor can be dispensed with and when it is not required to be made
- 7.5 Effects if notice of dishonor is required and it is not made
- 7.6 Other concepts

8. Acceptance
 - 8.1 Meaning of acceptance
 - 8.2 Kinds of acceptance
 - 8.3 Formal requisites of acceptance
 - 8.4 Time allowed for drawee to adopt and when acceptance is made
 - 8.5 Other concepts

9. Presentment for acceptance
 - 9.1 Meaning of presentment for acceptance
 - 9.2 Significance of presentment for acceptance
 - 9.3 Manner of making presentment for acceptance
 - 9.4 When presentment for acceptance is excused
 - 9.5 Effects if presentment for acceptance is not made
 - 9.6 other concepts

10. Protest
 - 10.1 Meaning of a foreign bill of exchange
 - 10.2 Protest as a requirement for foreign bills
 - 10.3 Other concepts

11. Acceptance for honor
 - 11.1 Meaning of acceptance for honor
 - 11.2 Formal requisites of acceptance for honor
 - 11.3 Effects of acceptance for honor
 - 11.4 Other concepts

12. Payment for honor
 - 12.1 Meaning of payment for honor
 - 12.2 Purpose and function of payment for honor
 - 12.3 Requisites of valid payment for honor
 - 12.4 Effects in case bill is paid for honor
 - 12.5 Rights of a party who pays for honor
 - 12.5 Other concepts

13. Bill in a set

- 13.1 Meaning of bill in a set
- 13.2 Rights of holders if different parts of a set is negotiated
- 13.3 Liabilities of parties of different parts of a set
- 13.4 Effects of discharging part of a set
- 13.5 Liability of an acceptor who pays part of a set

14. Discharge of negotiable instruments and the parties secondarily liable

- 14.1 Meaning of discharge of a negotiable instrument
- 14.2 How instruments are discharged
- 14.2 When persons secondarily liable on the instrument are discharged
- 14.3 Right of party who discharges instrument
- 14.4 Renunciation by holder
- 14.5 Cancellation; unintentional; burden of proof
- 14.6 Effect of alteration of instrument

15. Emerging payment systems using new technology and the Internet

- 15.1 Credit card system
- 15.2 Debit card system

Course Title: Sales, Agency, Labor and Other Commercial Laws

Credit: Three (3) units

Prerequisite: Law on Obligations and Contracts

Course Description

This course deals with the law on sales covering contracts for the sale of goods including nature, forms, and requisites, distinguished from *dacion en pago*, cession in payment, contract for a piece of work, and barter; earnest money as distinguished from option money; rights/obligations of vendee and vendor; remedies of unpaid seller; warranties; sale with a right to repurchase or conventional redemption and legal redemption; sale on credit; and installment sales (personal property – Recto law, real property – Maceda law). It also covers the law on agency; its nature, form, and kinds; obligations of the agent and of the principal; and modes of extinguishments. Also discussed are pertinent provisions of the Labor Code and the law on credit transactions such as loan, deposit, guarantee, pledge, real mortgage, antichresis, and chattel mortgage. Other relevant laws on commerce and trade such Omnibus Investment Code, Foreign Investments Act, and Retail Trade Liberalization Law are also discussed.

Course Outline:

1. Contract of Sales
 - 1.1 Nature, characteristics and kinds of sale
 - 1.2 Elements, forms, requisites and perfection of a contract of sale
 - 1.3 Implied and specified terms
 - 1.4 Distinguished from
 - 1.4.1 Dacion en pago
 - 1.4.2 Cession in payment
 - 1.4.3 Contract for a piece of work
 - 1.4.4 Barter
 - 1.5 Earnest money as distinguished from option money
 - 1.6 The seller – his rights and obligations
 - 1.7 The buyer – his rights and obligations
 - 1.8 Remedies of unpaid seller
 - 1.9 Warranties (in relation to consumer laws)
 - 1.10 Sale with a right to repurchase or conventional redemption, legal redemption
 - 1.11 Sale on credit
 - 1.12 Installment sales

- 1.12.1 Personal property – Recto Law
 - 1.12.2 Real property – Maceda Law
 - 1.12.3 PD 957 / Condominium Act
 - 1.13 Transfer of the possession of property
 - 1.14 Performance
 - 1.15 Remedies
- 2. Contract of Agency, Pledge and Mortgage
 - 2.1 Contract of agency
 - 2.1.1 Nature, characteristics and kinds of contract of agency
 - 2.1.2 Form and perfection of a contract of agency
 - 2.1.3 The agent – his rights and obligations
 - 2.1.4 The principal – his rights and obligations
 - 2.1.5 Guaranty of commission agents
 - 2.1.4 Modes of extinguishment
 - 2.2 Pledge
 - 2.2.1 Nature and binding effect on third persons
 - 2.2.2 Obligations/rights of pledgor and pledge
 - 2.2.3 Pactum commissorium
 - 2.2.4 Modes of extinguishment
 - 2.3 Mortgage
 - 2.3.1 Real and chattel
 - 2.3.2 Nature
 - 2.3.3 Requisites
 - 2.3.4 Rights and obligations of mortgagor and mortgagee
 - 2.3.5 Requisites to have binding effect on third persons
 - 2.3.6 Mode of extinguishment
- 3. Law on credit transactions/bailment
 - 3.1 Loan
 - 3.2 Deposit
 - 3.3 Guaranty
 - 3.4 Pledge
 - 3.5 Mortgage (real and chattel)
 - 3.5.1 Antichresis

4. Other laws/legal issues

4.4 Omnibus Investment Code

4.5 Foreign Investments Act

4.6 Retail Trade Liberalization Law

4.7 Product liability

4.8 Intellectual property

4.9 Third party rights

4.10 Personal property

Course Title: **Business and Transfer Taxes**

Credit: Three (3) units

Prerequisite: Income Taxation

Course Description

This course involves an intensive study of the business and transfer tax system, including the estate tax, the gift tax, and transfer tax. The relationship between these three donative transfer taxes, and between the transfer taxes and the income tax, are emphasized. The policy underpinnings of wealth transfer taxation, and the reasons for the recent erosion in its political support, will be explored. The Expanded Value-Added Tax and percentages taxes are also discussed.

Course Outline:

1. Transfer taxes

1.1 Estate taxes

1.1.1 Gross estate

1.1.2 Deductions allowed to estate (ordinary and special deductions)

1.1.3 Tax credit for estate tax paid to a foreign country

1.1.4 Filing of estate tax returns, payment of estate tax requirements

1.1.5 Attachments to the estate tax return, including CPA certificate

1.2 Donor's tax

1.2.1 Gross gift

1.2.2 Exemption of certain gifts and other deductions from gross gift

1.2.3 Tax rates in general and when the donee is a stranger

1.2.4 Filing of donor's tax returns, payment and requirements

2. Value Added Tax

2.1 VAT-subject transactions

2.1.1 Sale of goods or properties (actual sales, deemed sales, zero rated sales)

2.1.2 Sale of services and lease of properties (actual sales or lease, zero rated sales)

2.1.3 Importation

- 2.2 VAT exempt transactions
- 2.3 Input value added taxes
 - 2.3.1 Passed-on VAT
 - 2.3.2 Transitional VAT input
 - 2.3.2.1 Presumptive VAT input
 - 2.3.2.2 Withholding VAT (creditable and final)
 - 2.3.2.3 Excess VAT input in previous return
- 2.4 Refund of VAT input (zero rated sales, purchase of land and capital goods)
- 2.5 Compliance requirements (invoicing, returns and payment of value added tax; power of the Commissioner to suspend business)

3. Percentage Taxes

- 3.1 Taxpayer, tax base and tax rates
- 3.2 Tax on persons exempt from value added tax (annual gross sales or receipts do not exceed P550,000.00)
- 3.3 Tax on domestic or international carrier (including exemptions)
- 3.4 Tax on franchise
- 3.5 Overseas communications tax (including exemptions)
- 3.6 Tax on banks and non-bank financial intermediaries performing quasi-banking functions
- 3.7 Tax on other non-bank financial intermediaries
- 3.8 Tax on life insurance
- 3.9 Tax on agents of foreign insurance companies
- 3.10 Amusement taxes
- 3.11 Tax on winnings
- 3.12 Stock transaction tax
- 3.13 Returns and payment of percentage tax (regular filing)

4. Local direct taxes

- 4.1 Community tax (computation of basic, additional and optional community tax for individuals and corporations and the maximum amount due)
- 4.2 Real estate tax
- 4.3 Other property taxes

5. Additions to tax
 - 5.1 Surcharges (late filing/payment, wrong venue, willful neglect, false or fraudulent returns)
 - 5.2 Interests (on deficiency, on delinquency, on extended payments)
 - 5.3 Compromise penalties, amount to be specified in the problem.
6. Tax planning and the application of appropriate tax planning measures
7. The use of computers for tax planning and for the preparation of tax returns (electronic filing)
8. Ethical considerations – tax avoidance and the minimization of tax liabilities vs. tax evasion
9. Road taxes
10. National insurance and social security schemes – SSS and GSIS

Course Title: **Financial Management I**

Credit: Three (3) units

Prerequisite: Basic Finance

Course Description

This course provides the synthesis of financial policy into a grand strategy which integrates organizational purpose and goals. The focus of the course is on current thinking regarding valuation of the firm, investment decision processes, financing, and dividend policy, asset management and financial strategies and portfolio theory. This course also covers the financial analysis (interpreting and analyzing financial statements for indications of business performance and use of computers for financial analysis, assessing information weaknesses in financial statements), planning, and concept of risk. It includes the formation and use of current assets, working capital, and credit policy. Finally, the course includes the understanding of long term financing instruments and the capital structure.

Course Outline:

1. The financial objectives of different types of organizations
 - 1.1 The nature, purpose, and scope of financial management
 - 1.2 The relationship between financial management, management accounting and financial accounting
 - 1.3 The relationship of financial objectives to organizational strategy and to other organizational objectives
 - 1.4 The nature, scope and form (long-term and short-term) of financial objectives of business organizations
 - 1.5 Decisions in finance
 - 1.5.1 Investment
 - 1.5.2 Financing
 - 1.5.3 Operating
 - 1.6 Functions of finance
 - 1.6.1 Finance in organizations
 - 1.6.2 Chief Financial Officer's functions
The roles, responsibilities and relationships of key personnel involved in and with organizations (shareholders, lenders, managers, employees, customers, suppliers and government)
 - 1.7 The roles, responsibilities and relationships of key personnel involved in and with organizations (shareholders, lenders, managers, employees, customers, suppliers and government)

2. The framework of financial management

- 2.1 Advanced applications of macroeconomic theory as a basis for understanding the key economic variables affecting the business environment
- 2.2 Fiscal policies: their nature and the effectiveness of fiscal policy
- 2.3 Money and interest rates, the role of money in the economy, and the supply and demand for money
- 2.4 Monetary policies: attitudes to monetary policies and their problems
- 2.5 Supply-side policies and problems and policies to improve supply-side policies
- 2.6 Policies towards monopolies and oligopolies, privatization and deregulation
- 2.7 Environmental (“green”) policies and their implications for the management of the economy and the firm
- 2.8 The “efficient markets” hypothesis and its relevance to decision-making and to financial management practice

3. Environment of firms

3.1 Internal environment

- 3.1.1 Organization’s structures and systems
- 3.1.2 Strengths and weaknesses

3.2 External environment

- 3.2.1 The financial system of the country and selected items of monetary and fiscal policies
- 3.2.2 Opportunities and threats

4. Time value of money

- 4.1 Overview of money’s time value
- 4.2 Future value of one amount
- 4.3 Future value of an annuity
- 4.4 Future of one as annuity due
- 4.5 Future value of one amount
- 4.6 Present value of annuity due

5. Basic interpretation and use of financial statements

- 5.1 Computation, interpretation and limitations of significant accounting ratios for financial statement analysis purposes

- 5.1.1 Return on equity
 - 5.1.2 Dupont's efficiency and leverage ratios
 - 5.1.3 Other ratios
 - 5.2 Cost-volume-profit analysis
 - 5.2.1 Breakeven analysis (in units; in amounts)
 - 5.2.2 Single product; multiple-product analyses
 - 5.2.3 Leverages
 - 5.3 Cash flow analysis
 - 5.3.1 Contrasting the concepts of funds flow and cash flow
 - 5.3.2 Direct method
 - 5.3.3 Indirect method
 - 5.4 Appraising and communicating the financial position and prospects of a business based on given and prepared statements and ratios
 - 5.5 Appraising the validity of available information for user purposes
6. Planning decisions
- 6.1 Short-term (operating) decisions
 - 6.1.1 The operating plan
 - 6.1.2 Cash budgets
 - 6.1.3 Pro-forma income statements, balance sheets
 - 6.2 Long-term (strategic) decisions
 - 6.2.1 The sources of finance – basic coverage (debt or capital?)
 - 6.2.2 The cost of long-term debt
 - 6.2.3 The cost of equity capital
7. The management of working capital
- 7.1 The nature and scope of working capital management
 - 7.2 The importance of effective working capital management to corporate survival
 - 7.3 Cash and short-term investments
 - 7.4 Receivables management
 - 7.5 Inventory management
 - 7.6 Other items of working capital
8. Asset risks concepts
- 8.1 Capital budgeting risk

8.2 Financial risk

9. Asset pricing

9.1 Capital asset pricing model

9.2 Arbitrage pricing model

Course Title: Financial Management II

Credit: Three (3) units

Prerequisite: Financial Management I

Course Description

The course is a continuation of Financial Management I and provides a conceptual framework within which key financial decisions and risks relating to corporations are analyzed. This analysis considers shareholder wealth maximization, long-term financing, capital budgeting, risk management (the nature of risk, risk concepts, benefits of risk management, risk management processes, enterprise-wide risk management, managing operating risk and financial risk, credit risk models including Basel II) capital acquisition analysis, capital structure decision, valuation of financial instruments, and the dividend decision. It also examines the main types of derivative contracts: forward contracts, futures, swaps and options, and how these instruments are used in managing and modifying financial risks.

Course Outline

1. Quantitative techniques and concepts in finance
 - 1.1 Asset risks concept
 - 1.2 Financial risk
 - 1.3 Asset pricing
 - 1.3.1 Capital asset pricing model
 - 1.3.2 Arbitrage pricing model
2. Risk and return of assets
 - 2.1 Overview
 - 2.2 Risk of one asset
 - 2.3 Risk of a portfolio
3. Financial risk management
 - 3.1 Nature of risk
 - 3.2 Comparative advantage in risk management
 - 3.3 Sources of risk
 - 3.4 Risk management strategy
 - 3.5 Risk and utility
 - 3.6 Portfolio theory and risk management

- 3.7 Cost of risk to firms
- 3.8 Benefits of risk reduction
- 3.9 Measuring risk on financial statements
- 3.10 Implementing a risk management program
- 3.11 Derivatives: futures, options, forward contracts, hedging, swaps
- 3.12 Value at risk (VAR)
- 3.13 Basel Accord (Basel 1 and 2)
- 3.14 Credit risk
 - 3.14.1 Counterparty risk
 - 3.14.2 Bankruptcy risk
 - 3.14.3 Credit scoring and lending
 - 3.14.4 Bond rating
- 3.15 Enterprise-wide risk management

- 4. Valuation of financial assets
 - 4.1 Fundamentals of valuation
 - 4.2 Bond valuation
 - 4.3 Share capital valuation
 - 4.4 Decisions on ordinary share (common stock) value

- 5. Cost of capital
 - 5.1 Overview
 - 5.2 Cost of long-term debt
 - 5.3 Cost of preference shares (preferred stock)
 - 5.4 Cost of ordinary shares (common stock)
 - 5.5 Weighted average cost of capital
 - 5.6 Marginal cost and investment decisions

- 6. Long-term investment decisions
 - 6.1 Capital budgeting
 - 6.2 Decision process
 - 6.3 Initial investments
 - 6.4 Operating cash flows
 - 6.5 Terminal cash flows
 - 6.6 Relevant cash flows

7. Capital expenditures and investments – in-depth coverage (advanced investing decisions)
 - 7.1 How to identify potential investment opportunities
 - 7.2 Appraising capital investments for non-commercial organizations through the use of appropriate methods and techniques, including:
 - 7.2.1 Return on capital employed
 - 7.2.2 Payback
 - 7.2.3 Discounting based methods, including the importance of the cost of capital to investment appraisal and shareholder value
 - 7.2.4 Internal rates of return
 - 7.2.5 Accounting rate of return
 - 7.2.6 Net present values
 - 7.2.7 Capital rationing
 - 7.2.8 Lease or buy decisions
 - 7.3 The effects of taxation and inflation on investment decisions and the handling of risks and uncertainties, for example through the use of probabilities, sensitivity analysis and simulations
 - 7.4 Portfolio performance
8. Leverage and capital structure
 - 8.1 Breakeven analysis
 - 8.2 Operating, financial, and total leverages
 - 8.3 Optional capital structure
9. Mergers and acquisitions (M&A)
 - 9.1 Types of transactions
 - 9.1.1 Stock purchase
 - 9.1.2 Statutory merger or consolidation
 - 9.1.3 Asset purchase
 - 9.2 Preparing for the M&A
 - 9.2.1 Planning the M&A
 - 9.2.2 Issues to be considered
 - 9.3 Due diligence
 - 9.4 Strategic planning and implementation
 - 9.5 Organizing the work

10. Dividend policy

- 10.1 Fundamentals
- 10.2 Policy theory and arguments
- 10.3 Factors affecting policy
- 10.4 Types of policies
- 10.5 Other forms of dividends

11. International financial management decisions

- 11.1 Alternative methods of financing imports and exports
- 11.2 The workings of international money and capital markets and the opportunities that they offer to companies as a source of finance and as a repository for the investment of funds
- 11.3 The management of financial resources within a group of companies, including payment between companies, cash management, transfer pricing, judging the performance of companies within a group, and the financial control of a group of companies
- 11.4 The appraisal of international capital investments, applying the appropriate techniques, and the consideration of the major issues in the decision-making process, including strategic objectives, the principle of home country vs. host country returns, the form of foreign investments including use of branches vs. subsidiaries, the different methods of financing foreign investments, the effect of taxation on foreign investment decisions, repatriation of sales amounts, earnings and charges to foreign operating companies, and political risk analysis.

12. The financial objectives of special types of organizations

- 12.1 The nature, purpose and scope of financial management
- 12.2 The nature, scope and form (long-term and short-term) of financial objectives of special types of organizations, including not-for-profit organizations
- 12.3 Problems faced by small enterprises in obtaining financing

13. Special problems of financial management in the public sector

14. The sources of finance- in-depth coverage

- 14.1 The impact of capital market derivatives
- 14.2 The determination of equity prices
- 14.3 The effect of dividend policies on financial needs and the formulation of dividend policies

- 14.4 Bank finance: the various forms of short-, medium- and long-term finance that are available, including leasing arrangements
- 14.5 Trade credit
- 14.6 Government sources: grants, local, regional and national aid schemes, tax incentives, etc.
- 14.7 Venture capital and financial sources particularly suited to the small enterprise
- 14.8 International money and capital markets, including banking and the financing of foreign trade
- 14.9 Determining the requirements for financing (how much, for how long, and for what purpose) in relation to an enterprise's operational and strategic objectives; the importance of the choice of capital structure to an organization
- 14.10 Financial and actuarial mathematics
- 14.11 Calculating financial gearing and other key financial ratios and analyzing their significance to the organization
- 14.12 Negotiating term loans with banks and other financial institutions
- 14.13 Micro credit programs to finance development in rural areas

15. Treasury management

- 15.1 Optimizing the flow of financial assets for an organization or an individual
- 15.2 Risk management and cost saving within the organization by use of:
 - 15.2.1 Options, including caps, floors and collars
 - 15.2.2 Futures
 - 15.2.3 Swaps
- 15.3 The scope and benefits of financial engineering
- 15.4 Foreign exchange markets and hedging against foreign exchange risks
- 15.5 The use of financial derivatives, including the Black-Scholes option-pricing model
- 15.6 Derivative regulations & accounting standards

16. Ethics in corporate finance

- 14.1 Governance and corporate control around the world
- 14.2 Corporate code of conduct and the success of globalization

Course Title: Financial Accounting & Reporting, Part I

Credit: Six (6) units

Prerequisite: Fundamentals of Accounting, Part II

Course Description:

This course introduces the nature, functions, scope, and limitations of the broad field of accounting theory. It deals with the study of the theoretical accounting framework objectives of financial statements, accounting conventions, and generally accepted accounting principles, standard setting process for accounting practice, national as well as international principles relating to the preparation and presentation of financial statements, the conditions under which they may be appropriately applied, their impact or effect on the financial statements; and the criticisms commonly leveled against them. The course covers the detailed discussion, appreciation, and application of accounting principles covering the assets, financial and nonfinancial. Emphasis is given on the interpretation and application of theories of accounting in relation to cash, temporary investments, receivables, inventories, prepayments, long-term investments, property, plant and equipment, intangibles, and other assets, including financial statement presentation and disclosure requirements. The related internal control, ethical issues, and management of assets are also covered. Exposure to computerized system in receivables, inventory, and lapsing schedules is a requirement in this course.

Course Outline:

1. Concepts and principles relating to the preparation and presentation of financial Statements
 - 1.1 Nature, principles and scope of accounting
 - 1.2 Nature, principles and objectives of financial and related records of an organization
 - 1.3 The nature, role and significance of accounting theories and principles
 - 1.4 Principles of conceptual frameworks of accounting
 - 1.5 Philippine financial reporting standards/Philippine accounting standards
 - 1.6 The concept and role of the true and fair presentation of financial statements

2. Financial Reporting Standards Council and Conceptual Framework for the Preparation and Presentation of Financial statements
 - 2.1 Financial Reporting Standards Council (Creation, objectives and functions; Membership / composition; Standard setting process)
 - 2.2 The IASB, history, current structure and processes, globalization of capital markets, calls for the harmonization of accounting standards, formation and achievements of the IASC

- 2.3 Conceptual Framework for the Preparation and Presentation of Financial Statements
 - 2.3.1 Users and their information needs
 - 2.3.2 Objective of financial statements
 - 2.3.3 Underlying assumptions in the preparation of financial statements
 - 2.3.4 Qualitative characteristics of financial statements (Understandability, Relevance, Reliability, Comparability)
 - 2.3.5 Principles of Recognition and Measurement (Measurement base)
 - 2.3.6 Elements of financial statements and their definition (Assets, Liabilities, Equity, Income, Expenses)
 - 2.3.7 Recognition and measurement of the elements of financial statements
 - 2.3.8 Concepts of capital and capital maintenance (Financial concept, Physical concept)

- 3. Introduction to Financial Instruments
 - 3.1 Definition of financial instruments [Financial assets: nature and examples, Financial liabilities: nature and examples, Equity instruments: nature and examples (Distinction between equity and financial liabilities), Compound financial instruments]
 - 3.2 Categories of financial assets / financial liabilities
 - 3.3 Financial assets covered by PAS 32 & 39
 - 3.4 Other financial assets excluded from the scope of PAS 39 and addressed under other PFRS
 - 3.5 Approach in accounting for financial instruments
 - 3.6 Nonfinancial assets / nonfinancial liabilities: nature and examples

- 4. Accounting for Cash
 - 4.1 Definition, nature and composition of cash and cash equivalents
 - 4.2 Recognition and measurement of cash
 - 4.3 Management and control of cash (Accounting of petty cash fund, Bank reconciliation at a single date)
 - 4.4 Financial statement valuation, presentation and disclosure

- 5. Accounting for Receivables
 - 5.1 Definition, nature and classification of receivables
 - 5.2 Accounting for receivables [Recognition, Initial and subsequent measurement, Impairment and uncollectibility of receivables (Assessment and recording of impairment loss, Reversal or recovery of

- impairment loss), Derecognition, Generating cash from receivables]
- 5.3 Accounting for notes/loans receivable (Definition and types of promissory notes, Recognition, Initial measurement and valuation at present value)
 - 5.4 Receivable financing arrangements {Accounts receivable [Pledging (general assignment of receivables), Factoring, Assignment of specific receivable]; Notes receivable (Discounting)}
 - 5.5 Notes/loans receivable impairment and uncollectibility
 - 5.6 Financial statement presentation and disclosure
 - 5.7 Internal control measures for receivable
6. Accounting for Investments in Equity and Debt Instruments including basic concepts on Derivatives (covered by PAS 32 and 39)
 - 6.1 Investment in equity instruments covered by PAS 32 and 39 [Investment in marketable equity securities (Designated at fair value through profit or loss, Trading, Available-for-sale), Investment in unquoted equity securities]
 - 6.2 Investment in debt instruments [Held-to-maturity investments, Not held-to-maturity (Trading, Available-for-sale)]
7. Accounting for Inventories
 - 7.1 Definition, nature and classes of inventories
 - 7.2 Recognition
 - 7.3 Initial measurement at cost
 - 7.4 Inventory recording systems (Periodic inventory system, Perpetual inventory system)
 - 7.5 Inventory costing methods (Items not ordinarily interchangeable: Specific identification; For items that are interchangeable: First in, First out, method, Weighted average cost method)
 - 7.6 Inventory estimation methods [Gross profit method, Retail inventory method (excluding peso value and retail info)]
 - 7.7 Valuation at lower of cost and net realizable value (Write-down to net realizable value, Reversal of write-down)
 - 7.8 Other Inventory Issues (Purchase commitment, Inventory valued at selling price, Use of more than one cost method, Borrowing costs, Lump-sum acquisition, Inventory errors)
 - 7.9 Financial statement presentation and disclosures
 - 7.10 Internal control and management of inventory
 8. Accounting for agricultural activities and biological assets
 - 8.1 Definition, nature and classes

- 8.2 Recognition
- 8.3 Initial measurement at cost
- 8.4 Valuation at lower of cost and net realizable value (Write-down to net realizable value, Reversal of write-down)
- 8.5 Financial statement presentation and disclosures

- 9. Accounting for Property, Plant and Equipment
 - 9.1 Definition, nature and classes
 - 9.2 Recognition
 - 9.3 Initial measurement (Cash purchase, Purchase on a deferred payment contract, Issuance of securities, Donation or discovery, Self-construction, Exchanges of non-monetary and monetary assets)
 - 9.4 Expenditures subsequent to acquisition
 - 9.5 Valuation or measurement subsequent to initial recognition (Benchmark method – cost less accumulated depreciation and accumulated impairment losses; Allowed alternative method – revaluation at fair value less) accumulated depreciation and accumulated impairment losses
 - 9.6 Depreciation of assets (Definition, nature and causes; Factors affecting depreciation; Methods of depreciation (Straight-line method, Declining balance method, Sum-of-the-years' digits method, Group and composite depreciation)
 - 9.7 Depletion of wasting assets
 - 9.8 Accounting changes affecting depreciation
 - 9.9 Revaluation of property, plant and equipment (Recording on date of revaluation, Frequency of revaluation, Revaluation increase, Revaluation decrease, Realized revaluation)
 - 9.10 Impairment of assets (Definition, When to recognize and how to measure impairment loss, Measurement of recoverable amount, Impairment loss for an individual asset, Impairment loss for cash-generating unit, Reversal of previously recognized impairment loss)
 - 9.11 Retirement and disposals
 - 9.12 Financial statement presentation and disclosures
 - 9.13 Internal control and management of property, plant and equipment

- 10. Accounting for Intangible Assets
 - 10.1 Definition, nature, and classes
 - 10.2 Recognition criteria
 - 10.3 Initial measurement and accounting for intangibles (Patents, Copyright, Trademarks and trade names, Franchise rights, Leaserights, Computer software, Goodwill, Research and development costs, Other intangible

assets)

- 10.4 Subsequently incurred costs
- 10.5 Measurement subsequent to initial recognition (Cost method, Revaluation method)
- 10.6 Amortization
- 10.7 Impairment of value of intangible assets
- 10.8 Reversal of impairment loss
- 10.9 Retirements and disposition
- 10.10 Financial statement presentation and disclosures
- 10.11 Internal control measures for intangibles

11. Accounting for Other Types of Investments

- 11.1 Investment in cash surrender value of life insurance
- 11.2 Investment in funds
- 11.3 Investment property
- 11.4 Interests in joint ventures*
- 11.5 Investment in associates*
- 11.6 Investment in subsidiary*

12. Accounting for Noncurrent Assets Held for Sale

- *Detailed discussion covered in Advanced Accounting subjects*

Course Title: Financial Accounting & Reporting, Part II

Credit: Six (6) units

Prerequisite: Financial Accounting & Reporting, Part I

Course Description

This course is a continuation of Financial Accounting & Reporting, Part I. It is designed to cover the financial accounting principles relative to recognition, measurement, valuation, and financial statement of presentation of liabilities and shareholders' equity, including disclosure requirements. The related internal control, ethical issues, and management of liabilities and owner(s)' equity are also covered. It also deals with contemporary issues such as leases, employees' retirement benefits, deferred taxes, and other current related items.

Course Outline:

1. Accounting for Liabilities – Current Liabilities
 - 1.1 Definition and composition
 - 1.2 Recognition and measurement of financial/nonfinancial liabilities
 - 1.2.1 Recognition and measurement of financial liabilities whose amount are definite – trade payables, short-term notes payable, commercial paper, current portion of long-term debts, accrued expenses
 - 1.2.2 Recognition of current non-financial liabilities – unearned revenues, customer's deposits, outstanding gift certificates, liability for warranty, outstanding premiums, deposits for returnable containers, bonuses, unearned service contracts, others
 - 1.2.3 Derivatives
 - 1.2.4 Financial statement presentation and disclosures
2. Noncurrent Liabilities
 - 2.1 Definition and Composition
 - 2.2 Recognition and measurement of noncurrent liabilities
 - 2.3 Accounting for bonds payable
 - 2.3.1 Issuance of bonds; accounting for interest and amortization of premium or discount using straight-line and effective interest methods
 - 2.3.2 Extinguishment of bonds prior to maturity (including conversion bonds into ordinary shares)
 - 2.3.3 Financial statement presentation and disclosures
 - 2.4 Accounting for Long-term Notes Payable
 - 2.4.1 Nature of long-term notes payable

- 2.4.2 Accounting for issuance of notes (Issued for cash; stated rate and market, Issued for assets or services; stated rate and market rate different, Installment note issued for noncash consideration, Innovative mortgage notes, Note with an unrealistic interest rate)
- 2.5 Provisions, Contingent Liabilities
 - 2.5.1 Definition and nature
 - 2.5.2 Financial statement presentation and disclosures
- 3. Accounting for Shareholders' Equity
 - 3.1 Contributed Capital
 - 3.1.1 Share capital – definition and classification (Ordinary shares, Preference shares – cumulative, noncumulative, participating and nonparticipating)
 - 3.1.2 Authorization, subscription, and issuance of share capital
 - 3.1.3 Subscription defaults
 - 3.1.4 Share issuance costs
 - 3.1.5 Additional paid-in-capital-definition and sources
 - 3.1.6 Rights issues, share warrants, and share options
 - 3.1.7 Share appreciation rights
 - 3.1.8 Redemption and conversion of preference shares
 - 3.1.9 Share recapitalization and share splits
 - 3.1.10 Treasury shares
 - 3.1.11 Financial statement presentation and disclosures
 - 3.2 Retained Earnings
 - 3.2.1 Definition
 - 3.2.2 Fundamental errors (Correction of errors in prior period's income, Change in accounting policies)
 - 3.2.3 Accounting for appropriations and subsequent reversals
 - 3.2.4 Accounting for dividends – cash, property, share, scrip, liquidating
 - 3.2.5 Financial statement presentation and disclosures
 - 3.3 Other Shareholders' Equity Items
 - 3.3.1 Revaluation surplus
 - 3.3.2 Unrealized losses on decline in value of available-for-sale securities
 - 3.3.3 Foreign currency translation adjustment
 - 3.4 Computation of earnings per share and book value per share of preference shares (if any) and ordinary shares equivalents

4. Special Topics

- 4.1 Leases
 - 4.1.1 Nature and classification
 - 4.1.2 Accounting for leases – lessee’s viewpoint: Operating lease, Capital lease/finance lease
 - 4.1.3 Accounting for leases – lessor’s viewpoint: Operating lease, Direct Financing lease, Sales-type lease, Sale of assets during lease term
 - 4.1.4 Accounting for sale-leaseback transactions
 - 4.1.5 Leveraged lease
 - 4.1.6 Disclosure requirements for leases
- 4.2 Income Taxes
 - 4.2.1 Types of income tax allocation (Intraperiod, Interperiod, Interperiod tax allocation)
 - 4.2.2 Temporary and permanent differences (Taxable temporary differences and deductible temporary differences, Recognition and measurement of income tax payable, deferred tax liabilities and deferred tax assets, Current and deferred tax expense and income tax benefits, Financial statement presentation and disclosures)
- 4.3 Accounting for Employee Benefits
 - 4.3.1 Employee benefits defined
 - 4.3.2 Short-term employee benefits (Recognition and measurement)
 - 4.3.3 Post-employment benefits [Nature of pension plan, Types of pension plan (Defined contribution pension plans, Defined benefit pension plans), Accounting for pension plans]
 - 4.3.4 Termination benefits
 - 4.3.5 Equity compensation benefits
 - 4.3.6 Pre-retirement compensation plans
 - 4.3.6.1 Share-based compensation plans (Share award plans, Share option plans, Share appreciation rights, Share purchase plans)
- 4.4 Share-based Payment

Course Title: Financial Accounting & Reporting, Part III

Credit: Three (3) units

Prerequisite: Financial Accounting & Reporting, Part II

This course is the culmination of the Financial Accounting cluster. It deals with the preparation of a properly classified balance sheet, income statement, statement of changes in equity, and statement of cash flows, including the required disclosures and notes to the financial statements. It also covers reconstruction of accounts from incomplete records, change from cash basis to accrual basis of accounting, correction of errors, accounting changes, discontinued operations, earnings per share, accounting for changing prices, interim reporting, segment reporting, and other current related items. The students will also be exposed to the financial statements of specialized industries.

Course Outline:

1. Review of the accounting process
 - 1.1 Nature
 - 1.2 Phases
 - 1.2.1 Recording phase
 - 1.2.2 Summarizing phase
 - 1.3 Adjusting, closing and reversing entries

2. Presentation of general-purpose financial statements
 - 2.1 Nature of general-purpose financial statements
 - 2.2 Over-all considerations in the preparation and presentation of financial statements
 - 2.3 Minimum requirements for the content of financial statements
 - 2.3.1 Balance sheet
 - 2.3.2 Income statement
 - 2.3.3 Statement of changes in owners' equity
 - 2.3.4 Statement of cash flows
 - 2.3.5 Accounting and explanatory notes
 - 2.4 Principles of disclosure

3. Accounting for results of operations
 - 3.1 Approaches to income measurement
 - 3.1.1 Economic approach

- 3.1.2 Transaction approach
- 3.2 Concepts of capital and capital maintenance
 - 3.2.1 Financial concept
 - 3.2.2 Physical concept
- 3.3 Comprehensive income
- 3.4 Bases for recognition of income
 - 3.4.1 Accrual basis
 - 3.4.2 Cash basis
 - 3.4.3 Modified cash basis
- 3.5 Elements of income statement
 - 3.5.1 Income
 - 3.5.2 Expenses
- 3.6 Revenue, expenses, gains and losses
 - 3.6.1 Definition
 - 3.6.2 Recognition
 - 3.6.3 Measurement
 - 3.6.4 Disclosure requirements
- 3.7 Information required to be presented on the face of the income statement in the notes
 - 3.7.1 Revenue
 - 3.7.2 Finance costs
 - 3.7.3 Share of profit or loss of associates and joint ventures accounted for using the equity method
 - 3.7.4 Tax expense
 - 3.7.5 A single amount comprising the total of the post-tax profit or loss of discontinued operations and the post-tax gain or loss recognized on the measurement to fair value less costs to sell or on the disposal of the assets or disposal group(s) constituting the discontinued operation
 - 3.7.6 Profit or loss
 - 3.7.7 Write-downs of inventories to net realizable value or of property, plant, and equipment to recoverable amounts, as well as reversals of such write-downs
 - 3.7.8 Disposals of items of property, plant and equipment
 - 3.7.9 Discontinuing operations
 - 3.7.10 Litigation settlements
 - 3.7.11 Other reversals of provisions
- 3.8 Discontinued operations

- 3.8.1 Definition and nature
- 3.8.2 Accounting treatment
- 3.8.3 Financial statement presentation and disclosures
- 3.8.4
- 4. Balance sheet
 - 4.1 Classifications
 - 4.1.1 Assets and liabilities (Current, Noncurrent)
 - 4.1.2 Owners' equity (Contributed capital, Retained earnings, Capital maintenance adjustments)
 - 4.2 Information required to be presented on the face of the balance sheet or in the notes
- 5. Statement of cash flows
 - 5.1 Purposes of the statement
 - 5.2 Defining cash and cash equivalents
 - 5.3 Classification of cash flows (Operating activities, Investing activities, Financing activities)
 - 5.4 Reporting cash flows from operating activities (Direct method, Indirect method)
 - 5.5 Other disclosure requirements
- 6. Reconstruction of accounts
 - 6.1 Statements from incomplete records (single-entry system)
 - 6.2 Conversion from cash to accrual basis
- 7. Interim reporting
 - 7.1 Definition and nature
 - 7.2 Approaches in treatment of interim period [Independent approach (discreet approach), Dependent approach (integral approach)]
 - 7.3 Minimum components of interim financial reports
 - 7.4 Recognition and measurement of income and expenses reported in the interim financial statements
- 8. Segment reporting
 - 8.1 Definition and nature
 - 8.2 Types of segments (Business, Geographical)
 - 8.3 Identification of reportable segments

- 8.4 Presentation and disclosure requirements
- 9. Accounting for changing prices and reporting in hyperinflationary economies
 - 9.1 Accounting for changing prices
 - 9.1.1 Review of historical cost and stability of money concepts
 - 9.1.2 Rationale for accounting for changing prices
 - 9.1.3 Monetary vs. nonmonetary items
 - 9.1.4 Constant peso accounting vs. current cost accounting
 - 9.1.5 Preparation of financial statements using constant peso accounting and current cost accounting
 - 9.2 Reporting in hyperinflationary economies
 - 9.2.1 Characteristics which indicate the existence of hyperinflation
 - 9.2.2 Restatement procedures
 - 9.2.3 Restatement of financial statements (Restating balance sheet, Restating income statement, Restating components of equity)
 - 9.2.4 Investee reporting in the currency of a hyperinflationary economy
- 10. The professional activities of accountants: applying IAS and IFRS
 - 10.1 Critically appraising, evaluating proposed changes and promoting changes in
 - 10.1.1 Accounting theories and principles
 - 10.1.2 Concepts
 - 10.1.3 IFRSs, IASs, Exposure Drafts of IASs and other IASB publications
 - 10.2 Monitoring and evaluating
 - 10.2.1 International issues and case law
 - 10.2.2 Ethical issues

Course Title: Cost Accounting & Cost Management

Credit: Six (6) units

Prerequisites: Financial Accounting & Reporting, Part I

Course Description

This course is designed to orient the students to the cost accounting and cost management framework of business. Topics discussed are: overview of cost accounting; manufacturing cost accounting cycle; costing methods: job and process cost systems; accounting, planning, and control for materials, labor, and overhead; accounting for joint and by-product costs; and cost management systems (CMS) for the new manufacturing environment such as activity-based costing, target costing, total quality management, value reengineering, and theory of constraints. Also discussed is the impact of environmental concerns on costs.

Course Outline:

1. Overview of cost accounting
 - 1.1 Definition, scope, objectives of cost accounting
 - 1.2 Relationships of cost accounting to financial and management accounting
 - 1.3 Nature, classification and purposes of cost
 - 1.4 Elements of product cost, flow of cost in service, trading & manufacturing businesses
2. The cost and management accounting framework
 - 2.1 Cost and management accounting in comparison with financial accounting: their purposes, the role of cost accounting as part of a management information system, and the need for both financial as well as non-financial information
 - 2.2 Cost classification concepts and terminology
 - 2.3 The use of linear, curvilinear and step functions and how their calculations are used to analyze cost behavior
 - 2.4 The concepts of cost units, cost centers and profit centers
 - 2.5 Journal entries for manufacturing operations
 - 2.6 Preparation of cost statements (service, trading and manufacturing operations), income statement and balance sheet
3. Cost determination: the costing of resource inputs
 - 3.1 Materials
 - 3.1.1 Acquisition and usage of materials

- 3.1.2 Accounting for stock (inventory) movements
- 3.1.3 Determination of optimum purchase quantities
- 3.1.4 Material pricing issues
- 3.1.5 Identification of accounting for stock losses
- 3.2 Labor
 - 3.2.1 The difference between direct and indirect labor
 - 3.2.2 Types of labor remuneration methods
 - 3.2.3 Labor cost incurrence and distribution
 - 3.2.4 Labor efficiency calculations and interpretations
 - 3.2.5 Recording labor costs
 - 3.2.6 Calculation and interpretation of labor turnover rates
- 3.3 Overheads
 - 3.3.1 Incurrence of overhead ([Items of overhead classified into fixed and variable, methods of separating fixed from variable in a mixed cost, Actual vs. applied overhead (using different overhead rates), Over- or under-applied overhead recognition and disposition])
 - 3.3.2 Overhead cost analyses
 - 3.3.3 The apportionment and absorption of overhead costs, including reciprocal service situations
 - 3.3.4 Accounting for the over- and under-absorption of costs
- 4. Materials costing and control
 - 4.1 Costing based on physical flow (FIFO, Average)
 - 4.2 Traditional control procedures (Order cycling, Min-max, Two-bin, Automatic order, ABC plan)
 - 4.3 Alternative stock/inventory management systems [Economic Order Quantity (TQM), Total Quality Management, Just In Time (JIT) (backflush costing)]
 - 4.4 Accounting and control of waste, scrap, spoiled and defective materials and goods
 - 4.5 Cost reduction techniques (Work study, Time and motion study, Value analysis)
- 5. Labor costing and control
 - 5.1 Documents and their flow in labor costing and control
 - 5.2 Payroll preparation and distribution
 - 5.3 Labor-related costs

6. Overhead costing and control
 - 6.1 Selection of activity base/ level
 - 6.2 Plant-wide vs. multiple overhead rates
 - 6.3 Separating variable from fixed in mixed costs (High-low, Scattergraph, Least squares, Variable rate and fixed overhead rate)
 - 6.4 Allocation of service department cost (Direct, Stepwise, Algebraic)

7. Costing methods: the costing of resource outputs
 - 7.1 Job order cost system
 - 7.1.1 Nature, definition and characteristics
 - 7.1.2 Cost flow of materials, labor and overhead (Flow of documents, Journal entries, Posting to job order cost sheets)
 - 7.1.3 Accounting for jobs completed and sold
 - 7.2 Process cost system
 - 7.2.1 Definition, nature and characteristics of the Process Cost System
 - 7.2.2 Equivalent units of production (Average, FIFO)
 - 7.2.3 Cost of production report (Single and multi-department, Even and uneven application of cost)
 - 7.2.4 Lost units (Normal, Abnormal)
 - 7.2.5 Accretion in units in a subsequent department (adjusting unit cost prior process)
 - 7.2.6 Journal entries for the flow of costs
 - 7.2.7 Preparation of cost of goods manufactured and sold statement
 - 7.3 Batch and contract costing methods
 - 7.4 Operation or service costing

8. Joint and by-product costing
 - 8.1 Definition and characteristics of joint- and by-products
 - 8.2 Methods of allocating joint costs to joint products
 - 8.3 Management decisions regarding joint process
 - 8.4 Accounting for by-products and scrap
 - 8.5 Journal entries for costs flow and preparation of cost of goods manufactured and sold and income statements

9. Standard costing
 - 9.1 Definition and objectives of standard costing
 - 9.2 Uses and limitations of standard costing

- 9.3 Determination and setting up of standards
 - 9.4 Variance analysis [Materials (including mix and yield), Labor (including mix and yield), Overhead (including four variance method)]
 - 9.5 Journal entries and preparation of cost of goods manufactured and sold for typical firms using standard cost and how variances are recorded and disposed of.
10. Cost management
- 10.1 Activity based costing: use of cost drivers and activities
 - 10.2 Target costing (Conceptual foundation, Use of target costing facilitating strategic management, Steps in implementing target costing approach)
 - 10.3 Total quality management
 - 10.4 Value reengineering [Conceptual foundation, Types (Functional analysis, Design analysis)]
 - 10.5 Theory of constraints (Conceptual foundation, Application to facilitate strategic management, Steps)
 - 10.6 Life-cycle costing [Conceptual foundation, Using life-cycle costing to facilitate strategic management, Pricing using the cost-life cycle (Full manufacturing cost plus markup, Life-cycle cost plus markup, Full manufacturing cost and desired gross margin percent, Desired return on assets)
11. Environmental cost management
- 11.1 Business process-oriented environmental management and controlling systems
 - 11.2 Integrated managerial environmental information system for supporting environmental management, controlling and auditing
 - 11.3 Integration of quality and environmental management, controlling and auditing.
 - 11.4 Environmental investment management
 - 11.5 Environmental reporting
 - 11.6 Environmental ratio systems
 - 11.7 Managerial evaluation of instruments of environmental policy

Course Title: Management Accounting, Part I

Credit: Three (3) units

Prerequisites: Cost Accounting and Cost Management

Course Description:

This course is designed to acquaint students with the role of the accountant in the management team by providing and assisting in the analysis, interpretation, and forecasting of business organizations. It covers the discussion of the foundation of management accounting; its expanding role, organizational structure, and professional ethics for management accountants; design of management accounting systems (e.g., responsibility accounting system), evaluating the impact of changes in business structure, functions, and appropriateness of management accounting techniques and methods; basic interpretation and use of financial statements; performance measurement for planning and control such as: marginal, absorption, and opportunity costing; cost behavior; cost-volume-profit relationship; advanced analysis and appraisal of financial and related information; business planning and budgetary systems; standard costing and variance analysis; quantitative techniques; and methods for planning and control.

Course Outline:

1. Background information
 - 1.1 Importance of knowledge of the business processes and their technological implications
 - 1.2 The role of quantitative techniques in problem-solving situations
 - 1.3 The value of qualitative and quantitative information in decision-making
 - 1.4 The interpretation of operating results and evaluation of the impact of optimum decisions
 - 1.5 The benefit of computer software (e.g. spreadsheets and statistics packages) in handling numerical information
 - 1.6 The importance of effective communications to users of information
2. The role, historical perspective and direction of management accounting
 - 2.1 Objectives, Scope, Relationship with Financial Accounting and Cost Accounting
 - 2.2 Role and Activities of Management Accountant
 - 2.3 The Controller as the Top Management Accountant
 - 2.4 Organizational Structure and the Management Accountant
 - 2.5 The Changing World and Expanding Role of the Management Accountant
 - 2.6 Management Accounting Information System

- 2.6.1 Management Functions and Accounting
- 2.6.2 Information Needs of Managers and Other Users for Planning and Control (The Value Chain, Enhancing the Value of Management Accounting System)
- 2.6.3 International Aspects of Management Accounting
- 3. Management Accounting and Ethical Conduct
 - 3.1 Ethical Behavior
 - 3.2 Code of Conduct for Management Accountants
 - 3.3 Standards of Ethical Conduct for Practitioners of Management Accounting and Financial Management
 - 3.4 Codes of Conduct on the International Level
- 4. Current Focus of Management Accounting
 - 4.1 Impact on Organization Structure
 - 4.2 Focus on the Customer
 - 4.3 Cross-Functional Teams
 - 4.4 Computer-Integrated Manufacturing
 - 4.5 Product Life Cycles and Diversity
 - 4.6 Time-Based Competition
 - 4.7 Global Competition
 - 4.8 Information and Communication Technology Management
 - 4.9 Just-in-Time Inventory
 - 4.10 Total Quality Management
 - 4.11 Continuous Improvement
 - 4.12 Cost Management System
- 5. Certification Available to Management Accountants
 - 5.1 The Institute of Management Accountants
 - 5.2 The CMA Certification
- 6. Foundation of Management Accounting
 - 6.1 Understanding External Financial Statements
 - 6.1.1 Conceptual Framework for the Preparation and Presentation of the Financial Statement; Qualitative Characteristics of Accounting Information
 - 6.1.2 The Basic Financial Statements (The Balance Sheet Statement, The

Income Statement, The Statement of Changes in Equity, The Cash Flow Statement)

- 6.1.3 Assessing Information Weakness in Financial Statements
- 6.2 Basic analysis and interpretation of financial statements
 - 6.2.1 Objectives of Financial Statement Analysis
 - 6.2.2 General Approach to Financial Statement Analysis
 - 6.2.3 Limitations of Financial Statement Analysis
 - 6.2.4 Steps in Financial Statement Analysis
 - 6.2.5 Identification of Matters for Further Interpretation of Information Produced (e.g., prior years' data, budgets and other targets, industry norms and the state of the economy)
 - 6.2.6 Assessment of the Impact of Price-level Changes on Financial Analyses
- 6.3 Advanced concepts for analyzing and appraising financial and related information
 - 6.3.1 Interpreting and analyzing financial statements for indications of business performance (Comparative Financial Statements / Corresponding figures, Trend Percentages, Common-size Financial Statements, Financial Ratios, Cash Flow Analysis, Gross Profit Variation Analysis)
 - 6.3.2 Use of computers for financial analysis
 - 6.3.3 Assessing information weaknesses in financial statements
 - 6.3.4 Business valuation
- 6.4 Assessing informational weaknesses and limitations of financial statements and analyses

7. Cost Terms and Concepts

- 7.1 Nature and Classification of Costs
- 7.2 Basics of Cost Behavior
- 7.3 Cost Classifications on Financial Statements
- 7.4 Flow of Costs in Manufacturing, Commercial or Trading and Service Companies

8. Design of Cost and Management Accounting Systems

- 8.1 Systems Design: Job-Order Costing and Process Costing
 - 8.1.1 Systems Design: Activity-Based Costing and Management (Rationale, Advantages and Limitations, Design, Manufacturing Applications, Application to a Merchandising Company, Application to a Service Company)

9. Costing systems: marginal contrasted with absorption costing
 - 9.1 The concept of profit contribution
 - 9.2 The difference between marginal and absorption costing
 - 9.3 Underlying concepts of variable costing
 - 9.4 Advantages / disadvantages of using variable costing
 - 9.5 Marginal cost accounting: process cost accounting transactions in a marginal costing system
 - 9.6 Preparation of financial statements under variable costing / absorption costing

10. Opportunity costing concepts
 - 10.1 Relevant costs considered in evaluating business opportunities (e.g., avoidable costs, imputed costs and other non-historical costs)

11. Management Accounting Techniques for Planning and Control
 - 11.1 Cost-Volume-Profit Relationship (Basics of CVP Analysis, Significance and Uses, Assumptions and Limitations, Changes in Cost Structure, CVP Analysis for a Multi-Product Firm, Preparation of Break-even Graph)
 - 11.2 Responsibility Accounting and Transfer Pricing
 - 11.2.1 Goal Congruence and Motivation
 - 11.2.2 Types of Responsibility Centers (Cost Center, Revenue Center, Profit Center, Investment Center)
 - 11.3 Transfer Pricing (Rationale, The Need for Transfer Price)
 - 11.3.1 Alternative Transfer Pricing Schemes (Minimum Transfer Price, Market-based Transfer Price, Cost-based Transfer Price, Negotiated Transfer Price)
 - 11.3.2 Transfer Price for Services
 - 11.3.3 Multinational Transfer Pricing

12. Functional and Activity-Based Budgeting (The Basic Framework of Functional and Activity-Based Budgeting, Relationship between Planning and Control)
 - 12.1 Underlying Concepts
 - 12.1.1 Budgeting as a multi-purpose activity
 - 12.1.2 Budget as a tool for decision making
 - 12.1.2.1 Master budgets
 - 12.1.2.2 Flexible budgets and variance analysis

- 12.1.3 Budgeting and Behavioral Influences
- 12.1.4 Control Theory and Budgeting
- 12.1.5 Uncertainty and Budgeting
- 12.1.6 Types of Budgetary Systems: Fixed and Flexible Budgets, Zero-based Budgets, and Incremental, Periodic and Continuous Budgeting
- 12.2 Developing and Implementing Budgeting Systems: Functional and Subsidiary Budgets and Master Budgets
- 12.3 International Aspects of Budgeting
- 13. Standard costing
 - 13.1 The uses and limitations of standard costing methods
 - 13.2 The determination of standards (setting direct materials standards, labor standards and overhead standards)
 - 13.3 Identification and calculation of variances: sales variances (including quantity and mix); cost variances (including mix and yield); absorption and marginal approaches
 - 13.4 Identification of significant variances and their interrelationship
 - 13.5 The uses of planning and operational variances
 - 13.6 Trends, materiality and controllability of variances
 - 13.7 Uncertainty and variance analysis
 - 13.8 Identification of relevance, strengths and weaknesses of standard costing and variance analysis for performance and control
- 14. Application of Quantitative Techniques in Planning and Control (Rationale in Using Quantitative techniques)
 - 14.1 Decision Theory
 - 14.2 Decision making under certainty; under uncertainty (Assigning Probabilities, Expected value of perfect information, Pay-off)
 - 14.3 Gantt Chart (Advantages, Steps in Preparing a Gantt Chart, Illustration)
 - 14.4 Decision Tree (Underlying Concept, Advantages and Limitations, Steps in the Preparation of a Decision Tree)
 - 14.5 Linear Programming [Nature and Application, Steps in the formulation of a linear program, Computational Methods of linear programming (Graphic Method, Simplex Method), Shadow Prices]
 - 14.6 Inventory Modeling (Inventory cost, EOQ model, Reorder Point, Safety Stock)
 - 14.7 Sensitivity Analysis
 - 14.8 Queuing

14.9 Program Evaluation and Review Techniques (PERT) (Basic Underlying Concept, Accountant's Role in PERT, Benefits and Limitations, Expected Activity Time, Concept of Critical Path, Cost Estimating, Crashing the Network, PERT-Cost Network, Variation in Activity Time, Variation Along a Path

Course Title: Management Accounting, Part II

Credit: Three (3) units

Prerequisites: Management Accounting, Part I

Course Description

This is the second part of Management Accounting and deals with the application of techniques and concepts focusing on segment reporting, profitability analysis, and decentralization; information for decision-making purposes (short-term and long-term) and non-financial indicators such as productivity per employee or per service unit; decision making affecting short-run operations of the company; capital budgeting decisions; pricing of goods and services; and environmental cost accounting.

Course Outline:

1. Using accounting information in decision making, relevant costs and benefits
 - 1.1 The decision making process
 - 1.2 Identifying relevant costs
 - 1.3 Approaches in analyzing alternatives in nonroutine decision making
 - 1.4 Types of decisions (Make or Buy Decision, Adding or Dropping Products/ Segments, Sell Now or Process Further, Special Sales Pricing, Utilization of Scarce Resources, Shutdown or Continue Operations, Pricing Products and Services)

2. The pricing of goods and services
 - 2.1 Target and minimum pricing
 - 2.2 Price /demand relationships
 - 2.3 The pricing of special orders and short-life products
 - 2.4 Transfer pricing between divisions in a group
 - 2.5 Pricing in service industries
 - 2.6 Pricing internal services

3. Capital Budgeting Decisions
 - 3.1 Capital Budgeting Defined
 - 3.2 Characteristics of a Capital Investment Decision

- 3.3 Categories of Capital Investment
- 3.4 Elements of Capital Budgeting
- 3.5 Net Initial Investment or Project Cost
- 3.6 Net Cash Returns
- 3.7 Minimum or Lowest Acceptable Rate of Return / Cost of Capital
- 3.8 Process of Capital Budgeting
- 3.9 Categories of Project Cash Flow
- 3.10 Screening Capital Investment Proposals [Payback period, Bail-out period, Accounting Rate of Return, Discounted Cash Flow Techniques (Net Present Value, Discounted Rate of Return, Payback Reciprocal, Profitability Index, Discounted Payback period)]
- 3.11 Preference Decisions - The Ranking of Investment Projects
- 3.12 Comparing Preference Rates
- 3.13 Inflation and Capital Budgeting
- 3.14 Optimal Capital Budget
- 4. Segment Reporting and Decentralization
 - 4.1 Decentralization in Organizations (Advantages and Disadvantages of Decentralization)
 - 4.2 Decentralization and Segment Reporting
 - 4.3 Segment Reporting and Profitability Analysis (Levels of Segmented Statements, Sales and Contribution Margin, Traceable and Common Fixed Costs, Segment Margin, Segmented Financial Information on External Reports, Hindrances to Proper Cost Management, Rate of Return for Measuring Managerial Performance, Controlling the Rate of Return, Residual Income, Total Quality Management)
- 5. Environmental Cost Management
 - 5.1 Measuring Environmental Cost
 - 5.2 Assigning Environmental Cost
 - 5.3 Life-Cycle Cost Assessment

- 5.4 Strategic-Based Environmental Cost
- 5.5 Responsibility Accounting
- 6. Business Planning
 - 6.1 Objective and Uses of a Business Plan
 - 6.2 Distinction between a Business Plan and Strategic Plan
 - 6.3 Setting Short-term Objectives which are Consistent with Long-term Strategies
 - 6.4 Development of Business Plans to Meet Agreed Objectives
 - 6.5 Basic Segments of a Business Plan (Description of the Company, Marketing Plan, Production or Operations Plan, Personnel Plan, Financial Plan, Financial Forecasting)
 - 6.6 Strategic Planning (Determination of Company Mission, Growth Objectives, Market Niches, Comparative Analysis, Economic / Business Cycle Indicators, Long-term Financial Planning)
- 7. Balanced Scorecard and Advanced Analysis and Appraisal of Performance, Financial and Related Information
 - 7.1 Nature of the Balanced Scorecard
 - 7.2 Perspectives of the Balanced Scorecard (Financial Perspective, Customer Perspective, Internal Business Process Perspective, Learning and Growth Perspective)
 - 7.3 Aligning the Balanced Scorecard to Strategy
 - 7.4 Features of a Good Balanced Scorecard
 - 7.5 Pitfalls When Implementing a Balanced Scorecard
 - 7.6 Evaluation of the Success of a Strategy
 - 7.7 Strategic Analysis of Operating Income
 - 7.8 Productivity Measurement
- 8. Performance Measurement, Compensation, and Multinational Considerations
 - 8.1 Financial and Nonfinancial Performance Measures

- 8.2 Choosing Among Different Performance Measures (Return on Investment, Residual Income, Economic Value Added, Return on Sales, Comparing Performance Measures)
- 8.3 Choosing the Time Horizon of the Performance Measures
- 8.4 Choosing Alternative Definitions for Performance Measures
- 8.5 Choosing Measurement Alternatives for Performance Measures (Current Cost, Long-term Assets: Gross or Net Book Value?)
- 8.6 Choosing Target Levels of Performance
- 8.7 Choosing the Timing of Feedback
- 8.8 Performance Measurement in Multinational Companies (Calculating the Foreign Division's ROI in the Foreign Currency, Calculating the Foreign Division's ROI in Philippine Peso)
- 8.9 Distinction Between Managers and Organization Units (The Basic Trade-Off: Creating Incentives Versus Imposing Risk, Intensity of Incentives and Financial and Nonfinancial Measurements, Benchmarks and Relative Performance Evaluation)
- 8.10 Performance Measures at the Individual Activity Level (Performing Multiple Tasks, Team-Based Compensation Arrangements)
- 8.11 Executive Performance Measures and Compensation
- 8.12 Environmental and Ethical Responsibilities
- 9. Management Accounting in a Changing Environment
 - 9.1 Integrative Framework (Organizational Architecture, Business Strategy, Environmental and Competitive Forces Affecting Organizations, Implications)
 - 9.2 Organizational Innovations and Management Accounting (Productivity, Total Quality Management (TQM), Just-in-Time (JIT) Production, Process Reengineering, Theory of Constraints, E-Commerce)

Course Title: Management Consultancy

Credit: Three (3) units

Prerequisite: Management Accounting, Part II

Course Description

This course covers basic considerations of management consultancy engagements by CPAs; areas of management consultancy, professional attributes of management standards, and ethical considerations. It also covers project feasibility – aspects of project development cycle, economic aspect, technical aspect, financial aspect (investment cost, financing, evaluation); information system (IS) engagement, management/operations audits, and business process improvement/reengineering. Together Business Policy and Strategy, this course serves as an integrative course to be taken in the last term/semester.

Course Outline:

1. Basic Considerations in Management Advisory Services (MAS) (Overview of MAS by CPAs)
 - 1.1 Evolution of MAS
 - 1.2 Developing Trends
 - 1.3 Future Prospects
 - 1.4 Nature of MAS by Independent Accounting Firms
 - 1.5 Rationale for Using Management Consultants
 - 1.6 Independent Accounting Firm's Role in MAS
 - 1.7 CPA's Objective in Engaging in MAS
2. Areas of Management Advisory Services
 - 2.1 Areas of MAS Practice (Traditional, Emerging)
 - 2.2 Determining a Scope of Service
 - 2.3 Types of Clients Served
3. Professional Attributes of Management Consultants
 - 3.1 Technical Skills
 - 3.2 Interpersonal Skills
 - 3.3 Consulting Process Skills
4. MAS Practice Standards and Ethical Considerations
 - 4.1 MAS Practice Standards

- 4.2 Code of Ethics for MAS in the Philippines
- 4.3 Code of Ethics for Management Consultants (AICPA, Institute of Management Consultants and Association of Management Consulting Firms)
5. Organization and Management of the MAS Practice
 - 5.1 Staff Pyramid and Fee Structures
 - 5.2 Billing Rates
 - 5.3 Defining the Target Level of Competence of Management Consultants
 - 5.4 Management of MAS Practice
 - 5.5 Sources of MAS Engagements
 - 5.6 Problem Areas in Rendering MAS by an Independent Accounting Firm
 - 5.7 Financial Management of an MAS Practice
6. Stages of Management Consulting Engagement - Part I
 - 6.1 Negotiating the Engagement (Approach to the Study, Project Organization, Fees and Billing Arrangement, Proposal Letter)
 - 6.2 Engagement Planning (Engagement Program or Work Plan, Staffing the Project, Scheduling Tasks, Project Costing, Detailed Work Plan Review)
 - 6.3 Problem Definition
 - 6.4 Data Gathering and Analysis (Sources of Data, Data-gathering Techniques, Fact Analysis Techniques)
 - 6.5 Common Barriers to Effective Communication between the Client and the Consultant
7. Stages of Management Consulting Engagement - Part II
 - 7.1 Solution Development (Generation of Alternative Solution, Evaluation of Solution Alternative, Choice of the Most Preferred Solution)
 - 7.2 Preparation and Presentation of the Report and Recommended Solution
 - 7.3 Implementation of the Recommendation
 - 7.4 Evaluating the Engagement and Post-Engagement Follow-up
8. Areas of Management Consultancy
 - 8.1 Project feasibility studies
 - 8.2 Information systems (IS) consulting
 - 8.3 Management/operations audit
 - 8.4 Business process improvement/reengineering

- 8.5 Others
- 9. Management of the Client Relationship
 - 9.1 Selling of consulting services
 - 9.2 Client behavior and objectives
 - 9.3 Assessment of client needs
 - 9.4 Scoping of assignments and projects
 - 9.5 Qualification of business opportunities
 - 9.6 Proposals/Bids
 - 9.7 Contracts and IPR
 - 9.8 Negotiation the engagement
 - 9.9 Management of client/consultant relations
 - 9.10 Issues for clients in the effective use of professional advisers and consultants
 - 9.11 Issues for sole practitioners in client relationships
- 10. Assignment structure, management and control
 - 10.1 Assignment methodologies -- typical models in current use
 - 10.2 Project planning and project management principles
 - 10.3 Project delivery
 - 10.4 Progress monitoring, control and reporting
 - 10.5 Assignment testing, completion and handover
 - 10.6 Withdrawal from the assignment and from the client
 - 10.7 Evaluation, follow-up and business development
- 11. Management of people and relationships
 - 11.1 People management and delegation
 - 11.2 Working in teams
 - 11.3 Motivation and development of the consultant
 - 11.4 Self development and personal learning
 - 11.5 Persuasion, selling and business development
 - 11.6 Special considerations for the sole practitioner operating as a management consultant
- 12. Conducting a consulting assignment
 - 12.1 Problem identification and solution

- 12.2 Identification of suitable and accurate sources of information
 - 12.3 Obtaining information - data collection
 - 12.4 Data analysis and diagnosis
 - 12.5 Creative thinking
 - 12.6 Solution selection and implementation
 - 12.7 Review and assessment of effectiveness
 - 12.8 Communications
 - 12.9 Meeting skills
 - 12.10 Listening
 - 12.11 Interviewing - Questioning
 - 12.12 Presenting
 - 12.13 Writing
 - 12.14 Implementation of management consulting assignment recommendations
13. Managing the quality of consulting engagements
- 13.1 Quality management systems
 - 13.2 Project risk assessment
 - 13.3 Standards
 - 13.4 Plans
 - 13.5 Control
 - 13.6 Assurance
 - 13.7 Evaluating the consulting assignment in the light of the outcomes for the client
 - 13.8 Legislation, Ethics, Professional Standards and Consultancy Code of Practice
 - 13.9 Special considerations for the sole practitioner operating as a management consultant
14. Financial Management-Related Engagements
- 14.1 Working Capital and the Financing Decision (Basic Concepts, Significance, Working Capital Policy, Advantages of Adequate Working Capital, Disadvantages of Inadequate Working Capital, Disadvantages of Excessive Working Capital, Alternative Current Asset Investment Policies, Alternative Current Asset Financing Policies, Risk-Return Tradeoff)
 - 14.2 Management of Current Assets
 - 14.2.1 Objective of Current Assets Management
 - 14.2.2 Cash Conversion Cycle
 - 14.2.3 Cash Management (Objective, Reasons for Holding Cash,

- Managing Cash Flows, Techniques for Lessening Cash Needs)
- 14.2.4 Marketable Securities Management (Objective, Reasons for Holding Marketable Securities, Factors Influencing the Choice of Marketable Securities)
 - 14.2.5 Receivable Management (Objective, Factors in Determining Accounts Receivable Policy, Costs Associated with Accounts Receivable, Summary of Trade-offs in Credit and Collection Policies, Marginal or Incremental Analysis of Credit Policies)
 - 14.2.6 Inventory Management (Objective, Functions of Inventories, Inventory Management Techniques, Inventory Control Systems)
 - 14.3 Short-Term Credit for Financing Current Assets [Factors in Selecting Source of Short-term Funds, Estimating Cost of Short-term Credit, Sources of Short-term Funds, Secured Short-term Financing (Pledging of Accounts Receivable, Factoring Accounts Receivable, Inventory Financing)]
 - 14.4 Long-Term Financing Decisions (Basic Concepts, Basic Tools of Capital Structure Management, Factors Influencing Capital Structure Decisions, Incorporating Capital Structure into Capital Budgeting, Effect of Operating Leverage and Financial Leverage on Capital Structure, Determining the Optimal Capital Structure)
 - 14.5 Sources of Intermediate and Long-term Financing
 - 14.5.1 Principal Sources of Funds
 - 14.5.2 Debt Financing [Benefits and Drawbacks of Debt, Term Loans, Bonds or Long-term Debt (Classification of Bonds, Retirement of Bonds)]
 - 14.5.3 Equity Financing (Ordinary Shares, Retained Earnings)]
 - 14.6 Hybrid Financing: Preference Shares, Leasing, Options, Warrants, and Convertibles (Preference Shares, Advantages and Disadvantages of Issuing Preference, Leasing, Potential Benefits from Leasing, Capital or Finance Lease, Operating Lease, Convertibles, Option, Warrants)
 - 15. Project Feasibility Study [Basic Concepts (Definition, Introduction to Research, Significance and Objectives)]
 - 15.1 Types of Research and their Purposes and Characteristics
 - 15.1.1 By Purpose (Basic Research, Applied Research, Action Research)
 - 15.1.2 By Method [Historical Research, Descriptive Research, Experimental Research, Correlation Research, Ex-post Factor Research (cause and effect)]
 - 15.1.3 Basic Steps in Conducting Research
 - 15.2 PFS: Project Background and Economic Aspect (Project Background and History, Economic Aspect: Market Analysis, Demand and Market Analysis, Demand Projection and Sensitivity Analysis, Demand Forecasting Techniques, Sensitivity Analysis, Precautions for

Statistical Analysis, Data for Demand and Market Analysis, Sources of Data, Sales Forecast and Marketing, Product Pricing, Marketing Strategy, After-Sales Facilities and Services, Sales Revenue Projection)

15.3 PFS: Technical Aspect [Production Program, Plant Capacity (Determination of Plant Capacity), Materials and Inputs, Location and Site, Project Engineering]

15.4 PFS: Financial Aspect - Investment Cost

15.4.1 Determination of Total Investment Cost [Initial Investment Cost (Fixed Investments, Pre-operating Expenditures, Net Working Capital), Steps in the Calculation of Net Working Capital]

15.5 PFS: Financial Aspect - Project Financing and Evaluation

15.5.1 Determining Funds Requirement and Profitability (Projected Income Statement, Projected Balance Sheet Statement, Projected Cash Flow Statement)

15.5.2 Source of Financing

15.5.3 Economic Evaluation (Break-even Analysis, Net Present Value, Internal Rate of Return, Break-even Time or Discounted Payback Method, Payback Period, Simple or Accounting Rate of Return, Financial Analysis, Sensitivity Analysis)

16. Information System Engagements

16.1 Management Information System Engagements

16.1.1 Accounting Information System (AIS) Engagement (Basic Concepts, Role of Consultants, Objective, Essential Elements, Characteristics of an Effective AIS, Basic Components of a Manual Accounting System, Overview of a Computerized Accounting Information System, Comparison of the Accounting Cycle in a Computerized and Manual System, Difference between Computerized Data Processing (EDP) and Manual Processing, Principle of Accounting Information Systems Design, Common Business Applications of Computers (MIS, Transaction Processing System, Office Automation System, Decision Support System, Spreadsheet Programs, Artificial Intelligence, e.g., Expert Systems, Neural Networks, Case-Based Reasoning Systems)

16.1.2 Non-accounting Information System Engagement (e.g., human resources, logistics, marketing)

16.2 Fundamentals of Computer-based Data Processing (Data Processing Defined, Data and Information Distinguished, Basic Elements of a Data Processing System)

16.2.1 Basic Data Processing Operations

16.2.2 Methods of Data Processing (Manual Data Processing, Electro-mechanical Data Processing, Electronic Data Processing)

16.2.3 Overview of Computer-based Data Processing (EDP Defined,

Advantages / Disadvantages)

16.2.4 Components of the Computer System (Hardware, Software, Personnel, Procedures, Data)

16.2.5 Flowcharts

16.2.6 Hierarchy of Computer Processes

16.2.7 Modes of Computer Operations (Batch Processing, On-line Processing, In-house, Non-in-house)

16.2.8 Computer Information Systems (Small Computers, Computer Networks - LANs and WANs)

16.2.9 Telecommunications (Electronic Commerce, Electronic Data Interchange, Database Management Systems, End-user Computing, Computer Service Bureau, Internet, Intranet, Extranet, E-mail, Groupware, and Electronic Conferencing)

16.3 Systems Controls and Security Measures in a Computerized Accounting Information System Engagement

16.3.1 Controls for Computerized Accounting Information System

16.3.2 General Controls (Organizational or Personnel Controls, File Security / Software Controls, Hardware Controls, Access to Computer and Data Files Controls, Other Data and Procedural Controls)

16.3.3 Application Controls (Input Controls, Processing Controls, Output Controls)

16.3.4 Computer Fraud

17. Operational Audit / Management Audit

17.1 Nature of Operational Audit

17.2 Objectives of Operational Audit

17.3 Differences between Operational and Financial Auditing

17.4 Effectiveness versus Efficiency

17.5 Criteria for Evaluating Efficiency and Effectiveness

17.6 Relationship between Operational Auditing and Internal Control

17.7 Types of Operational Audit

17.8 Who Performs Operational Audit

17.9 Independence and Competence of Operational Auditors

17.10 General Approach to Operational Audit (Definition of Proposal, Familiarization, Preliminary Survey, Program Development, Feedback, Reporting the Findings, Follow-up)

17.11 Illustrative Operational Audit Report

18. Business Process Improvement / Reengineering

- 18.1 Fundamentals of work simplification
- 18.2 Process mapping
- 18.3 Project definition
- 18.4 Data collection
- 18.5 Data organization
- 18.6 Process analysis
- 18.7 Reducing process time
- 18.8 Detailed improvement
- 18.9 The bottom line: calculating benefits and costs
- 18.10 Obtaining approval
- 18.11 Installation

Course Title: **Advanced Financial Accounting & Reporting, Part I**

Credit: Three (3) units

Prerequisite: Financial Accounting and Reporting I

Course Description

This course deals with specialized accounting problems likely to be encountered by accountants. The study of the various topics in this course is based upon fundamental valuation accounting and accounting theory as applied to special income and expense recognition methods and expanded business operations. This course includes specialized problems in partnership accounting; accounting for joint ventures and associated enterprises (including International Accounting Standards Statements Nos. 24, 28, and 31); accounting for domestic branches; accounting for installment sales; accounting for long-term construction contracts; fire insurance accounting; and other special issues such as build-operate-transfer (BOT) and similar schemes.

Course Outline:

1. Partnership
 - 1.1 Nature, definition, characteristics
 - 1.2 Formation
 - 1.3 Operation
 - 1.4 Financial statement preparation
2. Partnership Dissolution
 - 2.1 Admission of new partner
 - 2.2 Retirement or withdrawal of a partner
 - 2.3 Death, incapacity, bankruptcy of a partner
 - 2.4 Incorporation of a partnership
3. Partnership Liquidation
 - 3.1 Dissolution with liquidation
 - 3.2 Liquidation types- lump sum and installment
 - 3.3 Procedures in liquidation
 - 3.4 Journal entries and preparation of statement of liquidation
4. Joint Venture Enterprises (PAS 31)
 - 4.1 Nature, forms and structure
 - 4.2 Journal entries and report preparation
5. Consignment Sales
 - 5.1 Definition, nature, characteristics
 - 5.2 Accounting for consignment sales

6. Installment Sales
 - 6.1 Definition, nature and characteristics
 - 6.2 Installment sales method - real estate and merchandise
 - 6.3 Procedures of calculating realized gross profit
 - 6.4 Financial statement preparation with allocation of cost of goods sold
 - 6.5 Special problems in installment sales (Defaults and repossessions, Trade-ins, Interest on unpaid balance)
 - 6.6 Installment sales of real estate dealers
7. Accounting for Long-Term Construction Contracts
 - 7.1 Nature of construction business
 - 7.2 Definition of terms and accounts used
 - 7.3 Percentage of completion method / Cost recovery method
 - 7.4 Journal entries and preparation of financial statements
8. Accounting for Franchise Fee
 - 8.1 Nature and definition
 - 8.2 Methods of accounting for initial franchise fee and related cost of franchise revenue [Prior to substantial performance of services, Upon substantial performance of services (accrual & installment sales method)]
9. Accounting for Branches and Agencies
 - 9.1 Nature and definition of agency/branch
 - 9.2 Accounting for agencies and branches
 - 9.3 Preparation of combined statements
 - 9.4 Reconciliation of reciprocal accounts
 - 9.5 Special problems in branch accounting (Inter-branch cash & merchandise transfers, Shipments/returns of merchandise above cost)
10. Accounting for Fire Insurance
 - 10.1 Definition and types of contracts
 - 10.2 Determination of amount recoverable from insurance company
 - 10.3 Journal entries to record fire loss
 - 10.4 Presentation of fire loss in income statement
11. Other Special Topics
 - 11.1 Build-Operate-and-Transfer Schemes and its Variants

Course Title: **Advanced Financial Accounting & Reporting, Part II**

Credit: Three (3) units

Prerequisite: Advanced Financial Accounting & Reporting, Part I

This course is a continuation of Advanced Financial Accounting & Reporting, Part I. It deals mainly with consolidation and mergers, parent-subsidary relationships, and consolidated statements, including foreign subsidiaries. The other topics deal with accounting for the effects of changes in foreign exchange rates and other similar current issues. Also discussed are debt restructuring, accounting for financially distressed corporations, accounting for the winding up of an enterprise and accounting variations among countries.

Course Outline:

1. Accounting for Business Combinations
 - 1.1 Definition of terms related to business combinations
 - 1.2 Reasons for business combinations
 - 1.3 Stock distribution/allocation (single and two classes of stock)
 - 1.4 Method of accounting for business combinations (purchase method)
 - 1.5 Preparation of financial statements after business combination
2. Consolidated Financial Statements
 - 2.1 Definition of terms related to acquisitions
 - 2.2 Basic concepts/approaches /procedures in preparing consolidated financial statements
 - 2.3 Consolidated balance sheet at date of acquisition (Purchase)
 - 2.4 Consolidated financial statements subsequent to date of acquisition (Cost and equity methods; Determination of equity in subsidiary income, investment balance, minority interest, minority interest net income and consolidated net income; Elimination and consolidation procedures applied on working papers for consolidated statements)
 - 2.5 Preparation of consolidated statements
3. Accounting for foreign currency transactions and translation of financial statements of foreign entity – foreign subsidiaries
 - 3.1 Definition, nature of foreign currency transactions and foreign currency financial statements
 - 3.2 Journal entries showing gain or loss on exchange difference
 - 3.3 Translation methods - temporal, monetary-non-monetary, and current
 - 3.4 Translation adjustment treatment
4. Accounting for financially distressed corporations
 - 4.1 Quasi-reorganization
 - 4.2 Troubled debt restructuring (Asset swap, Equity swap, Modification of

debt terms)

- 4.3 Preparation of statement of affairs with deficiency statement
- 4.4 Trusteeship operations
- 4.5 Preparation of statement of realization and liquidation (conventional and alternative form)

Course Title: **Accounting for Governmental, Not-for-Profit Entities and Specialized Industries**

Credit: Three (3) units

Prerequisite: Advanced Financial Accounting & Reporting, Part II

Course Description

This course is the last part of the advanced financial accounting and reporting for government and not-for-profit organizations such as universities, NGOs and hospitals accounting and specialized industries like banking, insurance and extractive industries. A large part of the course covers the Philippine Government Accounting Standards (PGAS) and the New Government Accounting System (NGAS) prescribed by the Commission on Audit.

Course Outline:

1. Government Accounting
 - 1.1 Basic concepts in government accounting
 - 1.1.1 Principles of accounting and financial reporting for national, government owned and controlled corporations and local government units
 - 1.1.2 Analysis of governmental financial performance
 - 1.1.3 Auditing governmental agencies
 - 1.2 Government budgeting
 - 1.3 New Government Accounting System (NGAS)
 - 1.3.1 Basic features and policies
 - 1.3.2 Accounting books, records, forms and reports
 - 1.3.3 Chart of accounts
 - 1.3.4 Accounting system
 - 1.3.5 Special funds
 - 1.3.6 Special accounts
 - 1.3.7 Supplies or property
 - 1.3.8 Trial balance
 - 1.3.9 Financial reports and statements
2. Financial reporting for not-for-profit organizations
 - 2.1 Definition and description of nature and operations of not-for-profit organizations and the different funds used by them

- 2.1.1 Non-governmental colleges and universities
 - 2.1.2 Health care providers
 - 2.1.3 Voluntary health and welfare organizations
- 2.2 Journal entries of typical transactions of not-for-profit organizations
- 2.3 Preparation of financial statements
- 3. Accounting for Derivatives
 - 3.1 Nature of Derivatives
 - 3.2 Examples of Derivatives
 - 3.2.1 Financial Futures
 - 3.2.2 Financial Forward Contracts
 - 3.2.3 Options
 - 3.2.4 Foreign Currency Futures
 - 3.2.5 Interest Rate Swaps
 - 3.3 Accounting for Derivatives
 - 3.3.1 Fair Value Hedge
 - 3.3.2 Cash Flow Hedge
 - 3.3.3 Foreign Currency Type of Hedge
- 4. Financial reporting for specialized industries
 - 4.1 Insurance
 - 4.1.1 IFRS 4 (Insurance contracts)
 - 4.1.2 PAS/IAS 39 (Financial Instruments: Recognition and measurement)
 - 4.1.3 How insurance liabilities should be valued
 - 4.2 Banks
 - 4.2.1 GAAP versus Regulatory Accounting Principles (RAP)
 - 4.2.2 Calculation of basic capital ratios and their significance
 - 4.2.3 Analysis of a typical depository institution's GAAP balance sheet, income statement, statement of changes in equity, statement of cash flows and related footnotes
 - 4.2.4 Transactions that are unique to depository accounting (non-refundable fees and costs, financial instruments fair value disclosure, investment in securities, loan impairments, etc).
 - 4.3 Agricultural farms
 - 4.3.1 PAS 41

5. Financial reporting for specialized topics
 - 5.1 Environmental costs and liabilities
 - 5.2 Governmental assistance

Course Title: Assurance Principles, Professional Ethics and Good Governance

Credit: Six (6) units

Prerequisites: Financial Accounting & Reporting, Part III

Course Description

This course is designed to expose students both to the demand for and the supply of the profession's flagship service - financial statement audits - and to the nature of the value-added assurance services which decision makers demand in the information age. Topics include: nature of the accounting profession, auditing and assurance fundamentals: relationship among assurance, attestation, and audit services; consulting vs. assurance services; types of attestation services (agreed-upon procedures engagement and review engagement); types of audits (internal, external or financial statement audits, government audit, and special purpose audits); relationship of accounting and auditing; other services (operational audits, compliance audits, and non-attest services); professional standards: assurance standards and attestation and auditing standards; public sector regulation of accounting practice and legal liability; the framework of financial statements auditing: risk-based approach as audit methodology; audit evaluation and planning, including the concept of risk and materiality; assessing internal controls, and tests of controls including internal controls in computer-based business systems; performance of an audit: evidence collection, analysis, and substantive tests; reporting: reports on assurance services, attestation services, and financial statement audits; and completing the audit including communications with board of directors and management concerning internal control weaknesses. Also discussed in detail are the basic professional values and the Code of Ethics for Professional Accountants and SEC's Code of Corporate Governance.

Course Outline:

1. Fundamentals of auditing and assurance services
 - 1.1 Universe of CPA services
 - 1.1.1 Assurance engagements [nature, objective, range, types (audits, Reviews), Assurance Services vis-à-vis Attestation Services]
 - 1.1.2 Non-assurance Engagements [Agreed-upon Procedures, Computation of Financial or Other Information, Tax Services, Management Consulting, Accounting and Data Processing or Information Technology Systems Services]
 - 1.2 Elements of an Assurance Engagement
 - 1.2.1 High-Level Assurance Engagement [Objective, Ethical Requirements, Accepting the Engagement, Agreeing the Terms of the Engagement, Quality Control, Planning and Conducting the Engagement, Evidence, Documentation, Subsequent Event, Using the Work of an Expert, Reporting]

2. Introduction to Auditing
 - 2.1 The nature, purpose and scope of an audit
 - 2.1.1 The historical development of auditing
 - 2.1.2 The ethical case of auditing
 - 2.1.2.1 Philosophy of an audit
 - 2.1.2.2 Definition and objective
 - 2.1.2.3 Why independent auditing is necessary
 - 2.1.3 The notion of accountability, stewardship and agency
 - 2.1.4 The social concept of an audit and its changing role
 - 2.1.5 Philippine Standards on Auditing (PSAs)
 - 2.2 Types of Audit [Financial Statements Audit, Operational Audit, Compliance Audit]
 - 2.3 Types of Auditors
 - 2.4 General Types of Audit
 - 2.4.1 External Independent Financial Statements Audit [Nature, Objectives, Scope, Advantages and Practical Benefits, Major Steps in the Systematic Process, Types of Opinion and Situations Leading to their Expression – Unqualified, Qualified, Adverse, Disclaimer, Piecemeal, Basic Requirement for an Effective Financial Statements Audit]
 - 2.4.2 Internal Audit [Nature, Objective and Scope, Responsibility and Authority, Independence, Relationship to External Audit, Internal Auditing Approach and Techniques, Characteristics of Internal Audit Report]
 - 2.4.3 Government Auditing [Nature and Scope, Commission on Audit, Principal Duties of the COA, Functions of Government Auditors]
 - 2.4.4 Special Purpose Audit (e.g., Operational or Management Audit, Compliance Audit)
3. The Professional Practice of Accounting
 - 3.1 The nature of the accounting profession
 - 3.1.1 Italian initiatives in the sixteenth century
 - 3.1.2 Origins of the modern profession in the early nineteenth century
 - 3.1.3 The development of professional bodies in the English-speaking world
 - 3.1.4 Developments in Asia Pacific in the twentieth century
 - 3.1.5 The international dimension and the “big four” international accountancy firms

- 3.2 Standard-setting and regulation in accounting practice
 - 3.2.1 Early sources of regulation
 - 3.2.1.1 Public sector regulation of accounting practice
 - 3.2.1.2 National securities commissions and their role in effect on professional accounting regulations standards
 - 3.2.1.3 Private sector standard-setting for accounting practice
 - 3.2.2 Harmonization of accounting practice internationally
 - 3.2.2.1 The International Accounting Standards Board (IASB) and its IFRS
 - 3.2.2.2 The United Nations Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting (ISAR)

- 3.3 Public Accounting Profession [Public Accounting as a Profession, Certified Public Accountant, Organizations that Affect Public Accounting (Regulatory Government Agencies, Professional Organizations, Standard-Setting Bodies)]
 - 3.3.1 Regulation of the Public Accounting Practice
 - 3.3.2 Regulation within the Firm
 - 3.3.3 Quality Control for Firms Performing Audits and Reviews of Historical Financial Information and Other Assurance and Related Service Engagements
 - 3.3.4 Quality Control for Audits of Historical Financial Information (PSA 220 Revised)
 - 3.3.5 Peer Regulation
 - 3.3.6 Services of a CPA in Public Practice
 - 3.3.7 Core Competencies Required in the Public Accounting Profession
 - 3.3.8 Emerging Assurance and Consultancy Services of CPAs
 - 3.3.9 Auditor's risks of professional liabilities
 - 3.3.9.1 Significance of the problem
 - 3.3.9.2 Functions and duties of independent auditors for serving the public interest – clients and third parties
 - 3.3.9.3 Auditors' liabilities to clients and to third parties for their actions
 - 3.3.9.4 Liability laws in civil law countries
 - 3.3.9.5 Liability laws in common law countries
 - 3.3.9.6 Fraud vs. negligence
 - 3.3.9.7 Professional liability insurance
 - 3.3.9.8 What auditors can and should do to minimize their risks

3.3.9.9 Corporate governance and the auditors

- 3.4 Management of a public accounting practice
 - 3.4.1 Practice of public accountancy defined
 - 3.4.2 Establishment and operations of a public accounting practice
(Registration with PRC-BOA, Operations, Sources of Clients, Announcement, Professional Fees, Methods of Billing Clients, Organization of CPA Firms)
 - 3.4.3 Terms of audit engagements
 - 3.4.4 Acceptance and retention of audit
 - 3.4.4.1 Appointment of auditors
 - 3.4.4.2 Engagement Letter
 - 3.4.4.3 Client continuance
 - 3.4.4.4 Recurring audits
 - 3.4.4.5 Acceptance of a change in engagement
 - 3.4.5 Management's Responsibility for Financial Reporting and the Role of the Audit Committee
 - 3.4.5.1 Management's role and responsibilities in an audit and the engagement letter
 - 3.4.5.2 The Audit Committee
 - 3.4.6 Auditing in a globalized environment

4. The CPA's Professional Responsibilities

- 4.1 Philippine Standards on Auditing (ISAs-Based) [Introduction and Status, Glossary of Terms, Framework, Objective and General Principles Governing an Audit of Financial Statements, Scope of an Audit, Reasonable Assurance, Responsibility for the Financial Statements]
- 4.2 Code of Ethics for Professional Accountants in the Philippines (effective January 1, 2004) [Applicable to all Professional Accountants, Applicable to Professional Accountants in Public Practice, Applicable to Employed Professional Accountants]
- 4.3 Auditor's Legal Liability [Consideration of Law and Regulations in an Audit of Financial Statements, Legal Concepts Related to Auditor's Liability, Legal Liability of the Independent Auditor (Legal Liability of the Independent Auditor to Clients, Legal Liability of the Independent Auditor to Third Parties), Responsibility in Tax Practice, Limitation on Auditor's Responsibility, Auditor's Defenses Against Client Suits, Auditor's Defenses Against Third-Party Lawsuits, Minimizing Exposure to Legal Liability, Communications of Audit Matters with Those Charged with Governance]

5. SEC Code of Good Governance
6. The Framework of Financial Statements Audit
 - 6.1 Audit Planning, Supervision and Monitoring
 - 6.1.1 Scope and Purposes of Audit Planning
 - 6.1.2 Audit Planning Considerations [Understanding the Accounting and Internal Control System, Assessment of Risk and Materiality, Application of Analytical Procedures, Coordination, Direction, Supervision, and Review, Other Critical Matters in Engagement Planning (Assessment of Going Concern Assumption, Identification of Related Parties, Client's Legal Obligations)]
 - 6.1.3 Planning the Audit Work
 - 6.1.4 Planning a Repeat Engagement
 - 6.1.5 Supervising and Monitoring the Engagement
 - 6.1.6 Special Considerations in the Audit of Small Entities
 - 6.1.7 Consideration of Environmental Matters in the Audit of Financial Statements
 - 6.2 A Risk-based Audit Approach – Part I
 - 6.2.1 Introduction
 - 6.2.2 Application of the Concept of Materiality to Audit
 - 6.2.3 A Risk-based Audit Approach [Determining Planning Materiality, Evaluating Risk at the Financial Statement Level (Auditor's Responsibility to Detect and Report Client Errors, Irregularities, and Illegal Acts), Dividing the Audit into Components (Business Risks, Significant Classes of Transactions), Identifying Management Assertions about Financial Statements, Using Assertions to Determine the Audit Procedures to Perform, Assigning Tolerable Misstatement to Accounts and Classes of Transactions]
 - 6.3 A Risk-based Audit Approach – Part II
 - 6.3.1 Assessing Inherent Risk and Control Risk at the Assertion Level (Inherent Risk, Control Risk, Detection Risk)
 - 6.3.2 Using the Audit Risk Model to Determine the Nature, Timing, and Extent of Audit Procedures
 - 6.3.3 Audit Risk in the Small Business
 - 6.3.4 Managing Audit Risk (Business Risks, By Transaction Cycle)
7. Gathering and Evaluating Audit Evidence
 - 7.1 Audit Procedures (Nature of Audit Procedures, Categories and Description of Audit Procedures Used to Obtain Audit Evidence, Relationship of Audit Techniques, Auditing Procedures and Assertions, Types of Audit

Tests, Deciding the Number of Items to Audit, Timing of Testing, Selecting the Audit Procedures that will be Applied)

7.2 Audit Evidence (Nature and Significance, General Categories of Evidential Matter, Sufficient Appropriate Audit Evidence, Competence or Appropriateness of Evidence, Sufficiency of Evidence, Types of Audit Evidence, Relationship of Types of Evidence to Audit Objectives, Audit Evidence – Practical Problems in an audit of financial statements)

7.3 Documentation: Audit Working Papers (Nature, Purpose, Contents, Identification of Preparer and Reviewer, Types, Relationship of Working Papers to Financial Statements, Working Paper Files, Mechanics of Working Paper Preparation, Computer-generated Working Papers, Ownership and Custody of Working Papers, Confidentiality of Working Papers, Changes to audit documentation in exceptional circumstance after the date of auditors' report.

8. Study and Evaluation of Internal Control

8.1 Basic Concepts and Elements of Internal Control [Introduction, Nature and Purpose, Components / Elements, Limitations of Internal Accounting Control, Concept of Reasonable Assurance, Illustration of a Typical Internal Control System (Processing Sales and Collection, Acquisitions and Payments Cycle, Payroll and Personnel Cycle, Production Cycle)]

8.2 Consideration of Internal Control in a Financial Statements Audit [Objective, Stages of Study and Evaluation of Internal Control (Obtaining an Understanding of the Entity's Internal Control Structure (Understanding the Control Environment, Control Procedures, and the Accounting and Internal Control Systems, Documentation of Understanding), Assessing the Preliminary Level of Control Risk (Identification of Specific Internal Control Policies to Specific Assertions), Obtaining Evidential Matter to Support the Assessed Level of Control Risk, Evaluation of the Results of the Evidential Matter, Determining the Necessary Level of Detection Risk)

8.3 How Adequacy or Inadequacy of Internal Control affects Audit Procedures

8.4 Communications with boards of directors and management concerning internal control weaknesses detected in audits

8.5 Audit Considerations Relating to Entities Using Service Organizations

9. Audit Sampling

9.1 Basic Audit Sampling Concepts (Nature and Purpose, Why Auditors Sample, Testing Procedures Which Do Not Involve Sampling, Sampling vs. Nonsampling Risk, Nonstatistical and Statistical Sampling, Attribute and Variables Sampling Techniques, Factors Affecting Sample Design, Sample Selection Methods, Sample Size, Evaluation of Sample Results, Detailed Audit Sampling Plans)

9.2 Audit Sampling for Tests of Controls (Steps in the Application of Audit

Sampling in Test of Controls, Illustration of Attributes Sampling, Nonstatistical Attributes Sampling)

- 9.3 Audit Sampling for Substantive Tests [Risks in Substantive Tests, Probability-Proportional-to-Size Sampling, Classical Variables Sampling, Variations of Classical Variables Sampling, Steps in Variables Sampling for Substantive Tests, Application of the Steps in Variables Sampling Plan, Using PPS Technique for Substantive Tests, Reaching for a Conclusion in PPS Sampling, Application of Classical Variables Sampling Plan Using Classical Techniques (Mean-per-unit Estimation, Ratio Estimation, Difference Estimation), Nonstatistical Sampling for Substantive Tests]
- 10. Auditing in a Computerized Information Systems Environment
 - 10.1 The Computer Environment (Introduction to an Electronic Data Processing System, Unique Characteristics of Specific EDP Systems, Impact of Computers on Accounting Systems, Major Types of Computer Fraud, Electronic Commerce – Effect on the Audit of Financial Statements)
 - 10.2 Risk Assessment Internal Control in the Computer Information Systems (Auditor’s Responsibilities, Internal Control Over EDP Activities, General Controls, Application Controls)
 - 10.3 Basic Approach to the Audit of Electronically Processed Data (Introduction, Effects of Computers on the Audit Process, Auditing Clients that use CIS, Audit Techniques using EDP, Computer Knowledge, Expertise, and Experience of the Auditor)
- 11. Audit Program Applications
 - 11.1 Tests of Controls (Sales and Collections Process, Purchases and Disbursements Process, Payroll Process, Production Process, Inventory Warehousing Process, Communication of Performance, Improvements and Observations in Internal Control to Management)
 - 11.2 Substantive Tests of Transactions (Sales Transactions, Cash Receipts Transactions, Purchases Transactions, Cash Disbursements Transactions, Production Transactions, Inventory Warehousing Transactions, Non-routine Transactions, Audit of Accounting Estimates)
 - 11.3 Substantive Tests of Balances (Assets, Liabilities, Owner(s)’ Equity, Revenue and Expenses)
 - 11.4 Auditing Fair Value Measurements and Disclosures
 - 11.5 Using the Work of Others
 - 11.5.1 Using the Work of Another Auditor (The Principal Auditor’s Procedures, Cooperation between Auditors, Reporting Considerations, Division of Responsibility, Considering the Work of Internal Auditor, Relationship of Internal and External Auditors,
 - 11.5.2 Using the Work of an Expert / Specialist (Competence and Objectivity of the Expert, Scope of the Expert’s Work,

Assessing the Work of the Expert, Reference to an Expert)

11.5.3 Communication of Audit Matters with Those Charged with Governance

11.5.4 Audit Considerations Relating to Entities Using Service Organizations

12. Completing the Audit / Post-Audit Responsibilities

12.1 Related Party Transactions (Related Party Relationships, Audit Procedures, Disclosure Requirement)

12.2 Subsequent Events Review (Events Occurring up to the Date of the Auditor's Report, Facts Discovered after the Date of the Auditor's Report and Before the Financial Statements are Issued, Facts Discovered after the Financial Statements have been Issued)

12.3 Letters of Inquiry / Review for Contingent Liabilities (Audit Inquiry Letter to Client's Lawyer)

12.4 Evaluation of Going Concern Assumption (Audit Procedures)

12.5 Management Representations (Documentation, Basic Elements)

12.6 Analytical Procedures

12.7 Evaluating Findings, Formulating an Opinion and Drafting the Audit Report (Making a Final Assessment of Materiality and Audit Risk, Evaluating the Results, Sufficiency and Adequacy of Evidence, Adequacy of Disclosure and Conformity with Statutory and Regulatory, Requirements, Evidence Supporting the Auditor's Opinion, Drafting the Audit Report and Other Deliverables to Clients)

13. Reports on Audited Financial Statements

13.1 Independent Auditor's Report on a Complete Set of General Purpose Financial Statements (Auditor's Report on Financial Statements, Elements of the Auditor's Report in an Audit Conducted in Accordance with PSAs, Auditor's Report, Auditor's Report for Audits Conducted in Accordance, with Both ISAs and PSAs, Unaudited Supplementary Information Presented with Audited Financial Statements)

13.2 Modifications to the Independent Auditor's Report (Matters that Do Not Affect the Auditor's Report - Emphasis of a Matter; Matters that Do Affect the Auditor's Report - Qualified Opinion, Disclaimer of Opinion, Adverse Opinion; Circumstances that may Result in Other Than an Unqualified Opinion]

14. Other Services and Reports

14.1 Independent Auditor's Report on Special Purpose Audit Engagements (General Consideration, Reports on Financial Statements Prepared in Accordance with Other Comprehensive Basis of Accounting, Reports on a Component of Financial Statements, Reports on Compliance of

Contractual Agreements, Reports on Summarized Financial Statements)

- 14.2 Nonaudit Engagements: Procedures and Reports
 - 14.2.1 Examination of Prospective Financial Information (Acceptance of Engagement, Nature and Purpose of Prospective Financial Information, Approach and Assurance Regarding Prospective Financial Information, Examination Procedures, Presentation and Disclosure, Report on Examination of Prospective Financial Information)
 - 14.2.2 Engagements to Review Financial Statements (Objectives of a Review Engagement, General Principles of a Review Engagement, Scope a Review, Terms of Engagement, Planning, Procedures for the Review, Conclusions and Reporting)
 - 14.2.3 Engagements to Perform Agreed-upon Procedures Regarding Financial Information (Objective of an Agreed-upon Procedures Engagement, General Principles of an Agreed-upon Procedures Engagement, Procedures)
 - 14.2.4 Engagement to Compile Financial Information (Nature of Service, Objective of a Compilation Engagement, General Principles of a Compilation, Defining the Terms of the Engagement, Procedures, Responsibility of Management, Reporting, Accounting Services).
- 14.3 Operations auditing
- 14.4 Environmental audit
 - 14.4.1 Environmental performance indicators
 - 14.4.2 Financial performance indicators
 - 14.4.3 Accounting issues in environmental audit
 - 14.4.4 Audit report

Course Title: Applied Auditing

Credit: Six (6) units

Prerequisites: Assurance Principles, Professional Ethics and Good Governance

This is a continuation of Assurance Principles, Professional Ethics and Good Governance, focusing on financial statements audit. It covers detailed approaches to problems and situations normally encountered in the independent examination of cash, receivables, inventories, investments, prepaid expenses, deferred charges, property, plant and equipment, intangibles, liabilities, owners' equity, and revenue and expenses. It deals specifically with the application of auditing standards, techniques, and procedures; internal control evaluation; preparation of audit working papers; introduction of computer application in auditing; audit adjustments; and audit reports pertaining to a medium-sized manufacturing or trading concern. The determination of audit objectives and audit programs, evaluation of internal control, and determination of substantive procedures as applied to various accounts are better appreciated as the transaction cycle approach is employed in the course. Audit working papers and audited financial statements are the natural outputs of this course leading to the preparation of audit reports.

Course Outline:

1. Review of overview of auditing
 - 1.1 Definition
 - 1.2 Objective and general principles of auditing
 - 1.3 The audit process
 - 1.4 Major steps in the systematic process of financial statements audit
 - 1.4.1 Phase I: Pre-engagement and audit planning activities
 - 1.4.2 Phase II: Gathering and evaluating audit evidence, interim audit phase, final audit phase,
 - 1.4.3 Phase III: Issuing the audit report
2. Audit planning
 - 2.1 Purposes
 - 2.2 Audit planning considerations
 - 2.2.1 Knowledge of the business
 - 2.2.2 Understanding the accounting and internal control system
 - 2.2.3 Assessment of risk and materiality, application of analytical procedures, coordination, direction, supervision, and review, other critical matters in engagement planning, planning the audit work

3. Evidence accumulation and evaluation – interim audit phase: tests of controls and substantive tests of transactions
 - 3.1 Audit of the revenue and collection cycle: tests of controls and substantive tests of transactions
 - 3.1.1 Nature, documents used and their audit significance, accounting records in the revenue and collection cycle
 - 3.1.2 Audit of significant sales transactions (evaluation of internal control over sales transactions, tests of controls over sales and receivables, audit program for tests of controls: sales, substantive tests of sales transactions)
 - 3.1.3 Audit of sales adjustments transactions (evaluation of internal control over sales adjustments transactions, tests of controls over sales adjustments transactions, audit program for test of controls: sales adjustments transactions, substantive tests for sales returns and allowances)
 - 3.1.4 Audit of cash receipts transactions (basic considerations, evaluation of internal control over cash receipts transactions, tests of controls over cash receipts transactions, audit program for tests of controls: cash receipts transactions, substantive tests of cash receipts transactions)]
 - 3.2 Audit of the expenditure cycle: tests of controls and substantive tests of transactions - I
 - 3.2.1 Nature of the expenditure cycle, documents used in the Expenditure cycle and their audit significance, accounting records involved in the expenditure cycle
 - 3.2.2 Audit of acquisitions and cash disbursements transactions (audit of acquisitions - evaluation of internal control over acquisitions, tests of controls: acquisitions, audit program for tests of controls: acquisition transactions, substantive tests of transactions: acquisitions;
 - 3.2.3 Audit of cash disbursements - evaluation of internal control over cash disbursements transactions, tests of controls: cash disbursements transactions, audit program for tests of controls: cash disbursements transactions, substantive tests of transactions: cash disbursements)]
 - 3.3 Audit of the expenditure cycle: tests of controls and substantive tests of transactions – II
 - 3.3.1 Audit of payroll transactions (nature of payroll transactions, evaluation of internal control over payroll transactions, tests of controls: payroll, audit program for tests of controls over payroll transactions, substantive tests of transactions: payroll);
 - 3.3.2 Audit of production cycle transactions (nature of production cycle, documents used in production activities and their audit significance, accounting records involved in production activities, evaluation of internal control over production

- transactions, tests of controls: production transactions, audit program for tests of controls over production transactions, substantive tests of transactions: production);
- 3.3.3 Audit of inventory warehousing (tests of Controls: inventory warehousing, audit program for tests of controls over inventory warehousing transactions, substantive tests of inventory warehousing transactions).
- 3.4 Audit of the financing and investing cycle: tests of controls and substantive tests of transactions [Nature, financing cycle transactions, investing cycle transactions, documents and records
- 3.4.1 Audit of the financing cycle (basic considerations, internal control over financing cycle transactions, study and evaluation of internal control over financing cycle transactions, tests of control and substantive tests of transactions: financing cycle)
- 3.4.2 Audit of the investing cycle (basic considerations, internal control over investing cycle transactions, study and evaluation of internal control over investing cycle transactions, tests of controls and substantive tests of transactions: investing cycle)
4. Evidence accumulation and evaluation – final audit phase: substantive tests of balances and analytical procedures
- 4.1 Substantive tests of cash (audit of cash on hand and in bank, audit objectives and procedures, discussion of substantive audit procedures), proof of cash (four-column reconciliation)
- 4.2 Substantive tests of receivables and sales (audit of trade receivables and sales balances, audit objectives and procedures, discussion of audit procedures)
- 4.3 Substantive tests of inventories and cost of goods sold (substantive tests of inventories and cost of goods sold balances, audit objectives and procedures, discussion of audit procedures)
- 4.4 Substantive tests of investments (audit objectives and procedures, discussion of audit procedures)
- 4.5 Substantive tests of property and equipment (audit objectives and procedures, discussion of audit procedures)
- 4.6 Substantive tests of intangible assets (audit objectives and procedures, discussion of audit procedures)
- 4.7 Substantive tests of prepaid expenses and deferred charges (audit objectives, substantive audit procedures)
- 4.8 Substantive tests of liabilities (audit of current liabilities: accounts and notes payable, other current liabilities; audit of long-term liabilities: mortgage payable, bonds payable, notes payable – long-term)
- 4.9 Substantive tests of owners' equity accounts (audit of sole proprietorship and partnership; audit of equity accounts; audit of shareholders' equity accounts)
- 4.10 Substantive tests of income statement accounts (substantive audit of the revenue and expense accounts: audit objectives, auditor's approach in

the examination of revenues and expenses, analytical review of operations, account analysis, classification and disclosure)

5. Completing the audit and report preparation

5.1 Completing the audit

5.1.1 Related party transactions (related party relationships, audit procedures, disclosure requirement)

5.1.2 Subsequent events review (events occurring up to the date of the auditor's report, facts discovered after the date of the auditor's report and before the financial statements are issued, letters of inquiry / review for contingent liabilities, audit inquiry letter to client's lawyer)

5.1.3 Evaluation of going concern assumption

5.1.4 Management representations (documentation of representations by management, basic elements of a management representation letter)

5.1.5 Analytical procedures

5.1.6 Evaluating findings, formulating an opinion and drafting the audit report (making a final assessment of materiality and audit risk, working paper review, evaluating the results, sufficiency of evidence, evidence supports auditor's opinion, other communications with clients)

5.2 Preparation of audited financial statements

5.2.1 Summary of principles and guidelines in financial statements preparation

5.3 Reports on audited financial statements

5.3.1 Independent auditor's report on a complete set of general purpose financial statements (auditor's report on financial statements , elements of the auditor's report in an audit, conducted in accordance with PSAs, auditor's report, auditor's report for audits conducted in accordance with both ISAs and PSAs, unaudited supplementary information presented with audited financial statements.

5.3.2 Modifications to the independent auditor's report [matters that do not affect the auditor's report - emphasis of a matter, matters that do affect the auditor's report (qualified opinion, disclaimer of opinion, adverse opinion), circumstances that may result in other than an unqualified opinion.

Course Title: Internship

Credit: Three (3) units

Prerequisite: Completion of at least 80% of courses in the entire curriculum

Course Description

This is an applied academic experience conducted under joint faculty and employer supervision which requires a minimum of one semester and will include a minimum of 160 contact hours. This may be in the areas of accounting, external audit, internal audit, or tax. Each intern registers for this course which will be given three hours credit. A regular letter grade will be given at the end of the internship with input from both the employer and the Accountancy Program Chair or Dean. Each internship assignment shall meet the following requirements:

1. Be substantial and practical, including analysis, evaluation, and application of business, accounting, and auditing concepts;
2. Be subject to periodic documentation of progress and review by both the employer and the Accountancy Program Chair or Dean; and
3. Culminate in a final evaluation prepared by the employer and a final course grade awarded by the Accountancy Program Chair/Dean.

Students are required to submit a written report documenting the tasks, responsibilities, learning experiences, training, and hours worked. Reports should include comments on areas such as human relations aspects of their work, including leadership and management skills; importance and emphasis on teamwork as opposed to individual work; technical, intellectual, physical, and social challenges; work schedule; and how the B.S. Accountancy Program course work prepared them for internship. The report should also cover the following: (a) description of key tasks and responsibilities performed during their internship, including their assessment of the most valuable things you learned; (b) evaluation of the training and overall learning environment provided by their employer; (c) evaluation of their internship experience and how it has impacted their career goals; (d) how well the Accountancy Program prepared them for the internship including a description of how their formal education and work experience interrelate; (e) recommendations for improvement of their specific internship position and the Accountancy Internship Course in general; and (f) total number of hours worked during internship.

Guidelines

In order to ensure a fair and manageable system to deal with internships, the following guidelines are adopted to serve as minimum requirements for a student to receive internship credit.

1. Internships are generally reserved for graduating students or those who have already completed all or most of their major field courses -- seniors or near-seniors

2. Credit will only be assigned or accepted in cases where a faculty member is directly involved in determining both the course content and in evaluating the student's work.
3. The internship should be purposeful, provide opportunities for reflection, present a continual challenge to the student, and incorporate active learning, with the student an active participant in all stages of the learning experience from planning to evaluation.
4. The student must discuss the internship plan with the faculty internship advisor before signing up for the course. Internships are arranged individually and must be set up before registration so that proper arrangements can be made for supervision of the work, for the type and amount of work to be done, and for evaluation of the work. Unusual internships should be discussed with the Dean's office before they are approved for offering to the student.
5. Before a student begins the internship, a learning contract needs to be written between the faculty internship advisor on campus, the supervisor at the location, and the student. This contract should state the conditions of the work assignments, supervisor, learning goals, number of credits, and methods of evaluation of the work. A contract form can be obtained from the Dean/Chairperson of the School of Accountancy.
6. The internship situation must have the following components or elements before it will qualify for giving the student credit:
 - It must be a position in which the student will do work that is directly related to accounting or auditing.
 - The student must be supervised by someone at the internship location who will be in a position to oversee and evaluate the work of the intern. The specific conditions of the internship are to be worked out between this supervisor and the professor in the School of Accountancy. The internship supervisor will compose a written evaluation of the student's work at the conclusion of the internship and send it to the supervising professor.
 - A written syllabus should be produced and distributed to the student, the supervising professor, and the supervisor at the internship site before the internship begins. This syllabus should give a good idea of the work to be done, when it is to be done, and how the work will be evaluated.
 - The internship situation must be one in which the student can submit strong and tangible evidence of his or her work to the supervising academic department for evaluation
7. The amount of accounting or audit work may vary, according to the difficulty level of such work. However, the supervising teacher should expect to receive work of the same quality and volume as would be expected in any course at the same level as the internship course for similar hours of credit.
8. The interning student's grade will be determined by the supervising professor, based on the following components:
 - the teacher's assessment of the student's work done during the internship
 - the on-site supervisor's assessment of the student's work, with emphasis on the student's work directly applicable to the academic area
 - the student's self-assessment of the internship, noting in particular how the internship contributed to the student's understanding of and ability in the field

- The interning student should note the dates for beginning and ending the quarter; he or she must submit the work done and the evaluations in time for the professor to submit the course grade. This time should be set at the beginning of the quarter and should be agreeable to the student, the on-site supervisor, and the supervising academic professor
- Students need to keep their faculty internship advisor updated on the progress of the internship while away from campus.

Course Title: Accounting Thesis

Credit: Three (3) units

Prerequisite: Completion of at least 80% of courses in the entire curriculum

Course Description

This course is a capstone course where students are required to use knowledge obtained from previous accounting and finance courses including the research skills learned in this course to solve accounting and finance problems. It introduces students to research of current issues in accounting and finance using various online databases. The students learn applied research for solving complex accounting and reporting issues including both financial and tax accounting cases. Formal defense of results of research is required.

Guidelines

1. Mentor - The mentor for Accounting Thesis must be a faculty member in the School of Accountancy and must be selected in consultation with the dean/department chair, must have research, applied and/or creative expertise and interests that are consistent with the proposed thesis project. A faculty member may accept one new thesis each year and may supervise up to two thesis projects at the same time, one in progress and one new thesis. The mentor is responsible for coordinating with the committee members to oversee the project. Committee members will assist the mentor in reviewing intermediate and final work products, as necessary.

Students should be fully aware of which faculty members in the department are available to serve as mentors, and what kinds of theses those faculty members feel competent to direct. Faculty members, in turn, should know something about the students interested in working with them on the thesis and why they are drawn to their topics.

While it may not be necessary to institute any formal departmental procedure in the process of matching students with mentors, faculty members have a responsibility to engage in careful, serious conversation with potential honors thesis advisees before agreeing to direct a thesis. There are two principal goals of those initial conversations: to ensure that the student has an appropriate level of background and interest in his/her topic; and to make the student aware of other faculty members who might also be qualified to direct the thesis. Because the department does not anticipate a large number of candidates, we would expect the student to be in contact with the department chair to initiate the process of selecting an appropriate mentor for the student.

2. Thesis Committee - The School of Accountancy should have a Thesis Committee made up of three faculty with the appropriate graduate degrees and who have a background or expertise that allow them to contribute to the project and evaluate the work.

3. The Research Topic – There is flexibility in the choice of topic and nature of the thesis. However, the topic chosen must make a significant research or applied contribution to the study or practice of accounting or finance. It is expected that the thesis will take one of four forms.

- The thesis may involve a substantial research project or a developmental project (applied thesis) with a business client. As such, the thesis must make a significant applied contribution to the practice of accounting or finance.
- Alternatively, the thesis may involve an original empirical study, including the application of accounting or finance theory to appropriate data. A study of the latter type should be structured as a publishable research paper in accounting or finance, in anticipation of the paper being presented at a regional or national accounting or finance conference.
- A third choice for the thesis may take the form of an extensive case study. The case study should take the general form of a Harvard business case, with extensive citing of appropriate accounting or finance articles and texts, as well discussing important questions and issues raised by the case.
- Finally, in the area of taxation, the thesis may take the form of standard legal research study in which the topic involves tax policy or combinations of tax policy and tax applications. A study utilizing this methodology should be structured as a publishable research paper in an appropriate tax or accounting outlet.

10. Research Format - Traditional qualitative and quantitative research projects as well as any legal research must follow established conventions, be consistent with the development of such projects, and conform to format guidelines established by the institution. The project report may be structured as an academic article suitable for submission to an academic journal in the field. Guidelines for such works, including page lengths and formats, must be discussed with the faculty mentor.

Thesis projects must manifest appropriate theoretical concepts, follow content and production conventions for such works, and incorporate appropriate research methodologies. Such thesis must include sections of the research explaining the significance of the work, reviewing pertinent literature, and providing historical, theoretical, methodological, contextual and/or other appropriate justification of the project, plus bibliography and appendices.

11. Academic Credit/Timeline - The Accounting Thesis may take more than one semester – but not more than two semesters. If more than one semester, the student will register for academic credit as suggested below. The timeline for completion of the thesis must be established by the School of Accountancy.

| Timeline | Credit Hrs. (Recommended) |
|----------------|------------------------------|
| First Semester | 0 |

Choose appropriate thesis topic, identify a mentor (in consultation with the Dean/Chair of Accounting and Finance),

Write thesis proposal
Submit proposal to Mentor and Dean/Chair

Second Semester

3

Conduct research
Submit rough draft
Submit progress report to Thesis Committee at the end of each month
Complete research, writing and editing in consultation
with mentor and committee
Submit final draft to committee one week before defense
Schedule thesis defense
Thesis defense

12. Thesis Defense - The thesis defense must comply with the format and policies of the Institution. All BSA students must also make a formal presentation of their results directed to the Panel composed of faculty and at least one CPA practitioner in the locality and allow audience questions.

Course Title: Synthesis

Credit: One (1) unit

Prerequisite: Completion of at least 80% of courses in the entire curriculum

Course Description

Accounting Synthesis is a one unit course that provides an integrating framework and experiences for understanding the roles of accountants, their functions, and how they fit within the context of business and the larger environment. Students will acquire knowledge and develop the skills necessary to be effective in organizations and to learn general principles associated with their profession as accountants. A paper integrating the concepts taught in all courses is required. Students exhibit knowledge of these concepts by making an informed decision on a current accounting/financial issue. The course is designed to cultivate students' ability to make strategic decisions logically based on multidimensional analyses of corporate structure, strategy, finance, and so forth.

Guidelines:

1. In the course, the students discuss emerging accounting concerns, current professional topics, environmental issues, corporate governance matters, contemporary business and societal themes, and international business developments
2. Course methodology includes simulation of real-world decision-making contexts by using local and global cases, situation analysis, guest speakers, role-play, team work, and computerized simulation games.
3. Outputs may take a combination of the following:
 - a. Group position papers on timely and/or controversial issues such as reporting on an enterprise's contributions to environmental problems
 - b. Cases with inherent ethical challenges
 - c. Position papers on a current business or accounting issue
 - d. Exercises that require students to forecast uncertain environmental, social and ethical events and interpret feedback on their impact and accuracy
 - e. Incorporating the financial impact of environmental issues in financing, investing and/or operating decisions (e.g. waste disposal and depletion of natural resources and the impact on cost and profit calculations in the short and long terms)
 - f. Applied research on tax avoidance and tax evasion issues
 - g. Role playing on situations that focus on regulatory matters such as legislative hearings on utility rates especially on the role of accounting in regulations
 - h. Corporate governance problems and financial reporting problems issues taken from local, national and international case studies.

ANNEX B – SAMPLE PROGRAM OF STUDY FOR THE MINIMUM UNITS

First Year

| First Semester | | | Second Semester | | |
|------------------------------------|----|---|--|----|----|
| Communication Skills 1 | 3 | | Communication Skills 2 | 3 | |
| General Psychology | 3 | | Intro to Philosophy with Logic and Critical Thinking | 3 | |
| PE 1 | 2 | | PE 2 | 2 | |
| College Algebra | 3 | | Mathematics of Investment | 3 | |
| Computer Software and Applications | 3 | | Bus. Org. and Management | | 3 |
| Basic Finance | | 3 | Database Theory and Applications | | 3 |
| Fundamentals of Accounting I | | 6 | Fundamentals of Accounting II | | 6 |
| | 14 | 9 | | 11 | 12 |

Summer:

| | | |
|---|---|--|
| Philippine History with Politics and Governance | 3 | |
| Biological Science | 3 | |
| NSTP 1 | 3 | |
| | 9 | |

Second Year

| First Semester | | | Second Semester | | |
|---|----|----|-------------------------------------|---|----|
| Humanities 1 - Art, Man, and Society | 3 | | Literature of the Phils. | 3 | |
| Introduction to Economics with Land Reform and Taxation | 3 | | PE 4 | 2 | |
| PE 3 | 2 | | Marketing | | 3 |
| Sining ng Pakikipagtalastasan | 3 | | Microeconomic Theory and Practice | | 3 |
| Calculus for Business | | 3 | Business Statistics | | 3 |
| Good Governance and Social Responsibility | | 3 | Cost Accounting & Cost Management I | | 3 |
| Fin'l Acctg. and Reporting I | | 6 | Fin'l Acctg and Reporting II | | 6 |
| | 11 | 12 | | 5 | 18 |

Summer:

| | | |
|---|---|--|
| Physical Science | 3 | |
| Pagbasa/Pagsulat sa Iba't Ibang Disiplina | 3 | |
| NSTP 2 | 3 | |
| | 9 | |

Third Year

| First Semester | | | Second Semester | | |
|--|--|----|---|---|----|
| Technical Writing | | 3 | Financial Management I | | 3 |
| Cost Accounting & Cost Management II | | 3 | Assurance Principles, Professional Ethics and Good Governance | | 6 |
| Fin'l Accounting and Reporting III | | 3 | Production and Operations Management | | 3 |
| Human Behavior in Organization | | 3 | Management Accounting I | | 3 |
| Macroeconomic Theory and Practice | | 3 | Life and Works of Rizal | 3 | |
| Fundamentals of Information Systems and System Development | | 3 | Advanced Fin'l Acctg. & Reporting I | | 3 |
| Quantitative Techniques in Business | | 3 | Law on Business Organizations | | 3 |
| Law on Obligations and Contracts | | 3 | | | |
| | | 24 | | 3 | 21 |

Summer:

| | | |
|------------------------------|--|---|
| Internship/Accounting Thesis | | 3 |
| | | |

Fourth Year

| First Semester | | | Second Semester | | |
|--|---|----|---|--|----|
| Accounting Information System | | 3 | Business and Transfer Taxes | | 3 |
| Management Accounting II | | 3 | Management Consultancy | | 3 |
| Applied Auditing | | 6 | Business Policy and Strategy | | 3 |
| Income Taxation | | 3 | Auditing in a CIS Environment | | 3 |
| Society and Culture with Family Planning | 3 | | Accounting for Governmental, Not-for-Profit Entities & Specialized Industries | | 3 |
| Advanced Fin'l Acctg. & Reporting II | | 3 | Synthesis | | 1 |
| Law on Negotiable Instruments | | 3 | Sales, Agency, Labor and Other Commercial Laws | | 3 |
| | | | Financial Management II | | 3 |
| | | | Humanities 2 – Elective | | 3 |
| | 3 | 21 | | | 25 |

ANNEX C – FLOWCHART SHOWING COURSE SEQUENCING AND THEIR PRE-REQUISITES

Please see separate file.