

Republica ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG ABUKASYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Manila

January 19, 1976

DEPARTMENT MEMORANDUM  
No. 14, s. 1976

TEACHER CERTIFICATE PROGRAM IN BUSINESS AND DISTRIBUTIVE  
ARTS FOR SECONDARY SCHOOL TEACHING

To the: Bureau Directors  
Regional Directors  
Coordinator, State Colleges and Universities  
School Superintendents

1. To prepare secondary school teachers who have no training in business subjects to teach business and distributive arts courses in the high school, specifically merchandising and selling, cooperatives, bookkeeping, clerical procedures, typewriting and stenography, a teacher certificate program will be offered by the Graduate School of the Philippine College of Commerce (a state college located at DepEd, Manila) starting this summer, school year 1975-1976.
2. The program consists of two summer terms of intensive training on campus and an interim term of off-campus independent study. In the first summer term, emphasis is laid on basic skills development, understanding of fundamental concepts, and specialized teaching techniques. During the interim off-campus term, the teacher-student returns to his regular teaching station and continues to upgrade his skill through the practical course and by assigned readings, builds on his foundation knowledge to provide the basis for the advanced courses given in the second summer term.
3. A Teacher Certificate will be awarded to the student upon his successful completion of the requirements of the program, and if he could qualify for admission to the PCO Graduate School, he may apply for graduate credit toward the Master in Business Education degree (Option: Secondary Education).
4. Please give this Department Memorandum the widest publicity.

(SGP.) MARCELO ALVARADO  
Acting Secretary of Education and Culture

Reference:

K o n e

Allotment: 1-3-6-(D.C. 2.76)

To be indicated in the Personnel Index under  
the following subjects:

Course of Study, SECONDARY  
" " " , VOCATIONAL  
PROGRAM, SCHOOL  
TEACHERS

(Inclosure to Department Memorandum No. 14, s. 1976)

TEACHER CERTIFICATE PROGRAM IN BUSINESS AND DISTRIBUTIVE ARTS  
FOR SECONDARY SCHOOL TEACHING  
(Open to all secondary school teachers)

Objectives

The training program aims to prepare secondary school teachers who have no training in business subjects meet the minimum requirements for teaching business courses in secondary schools specifically typewriting, stenography, clerical procedures, bookkeeping, merchandising and selling as well as cooperatives and general business.

The objectives of this program are achieved by:

- 1) developing fundamental business skills;
- 2) understanding basic business concepts;
- 3) knowing tried and tested procedures and techniques in teaching vocational business subjects

The Program

First Summer Term of Intensive Study

BDA 510	Basic Stenography and Teaching Techniques
BDA 515	Basic Typewriting and Teaching Techniques
BDA 520	Merchandising and Selling Principles and Teaching Techniques
BDA 530	Fundamentals of Bookkeeping and Teaching Techniques

Interim Term (Sponsored Period of Off-Campus Independent Study)

BDA 540	Independent Study with Practicum: Secretarial
BDA 550	Independent Study with Practicum: Marketing
BDA 560	Independent Study with Practicum: Accounting

Second Summer Term of Intensive Study

BDA 570	Office Practice and Teaching Techniques
BDA 580	Selected Topics in Marketing and Cooperatives
BDA 590	Basic Accounting Theory and Selected Topics

Credits

A Teacher Certificate will be awarded to the student upon his successful completion of the requirements of the program. Those who earned the Certificate and could qualify for admission to the PCC

Graduate School may apply not more than eighteen (18) units of graduate credit toward the Master in Business Education degree (Option: Secondary Education) to satisfy the business elective requirement of the curriculum.

Method of Instruction

During the first summer term when emphasis is laid on basic skill development and understanding of fundamental concepts, instruction on skill development will be continuous, whenever practicable, with instruction on the specialized teaching techniques involved.

In the following interim term of off-campus independent study of the regular teaching studies or lots of the teacher-student, he continues to upgrade his skill through the practical course and by assigned readings; builds on his foundation knowledge in business and distributive arts subjects, to provide the bases for the advanced courses given in the second summer term.

The courses taken during the interim period will be evaluated by comprehensive examination.

Fees

Registration Fee		\$ 10.00
tuition:		
First Summer Term	\$ 240.00	
Interim Term	180.00	
Second Summer Term	180.00	600.00
Total tuition Fee		\$610.00

COURSE DESCRIPTIONS

PDA 510 Basic Spelling and Penmanship Techniques

The study of basic spelling theory and transcription with emphasis on fluency in reading and writing shorthand; individual technique improvement. Analysis of classroom methods; psychology of learning skills; materials of instruction; standards of achievement.

BDA 515 Basic Composition and Pencil Techniques

Mastery of the keyboard and development of basic skills; emphasis on technique improvement. Analysis of classroom methods; psychology of learning skills; materials of instruction; standards of achievement.

BDA 529 Merchandising and Selling Principles and Teaching Techniques

Content and methods of teaching merchandising and selling based on the teaching guides used in the general secondary school.

BDA 530 Fundamentals of Bookkeeping and Teaching Techniques

Content and methods of teaching practical bookkeeping based on the teaching guides used in the general secondary school.

BDA 540 Independent Study with Practicum: Secretarial

Development of secretarial skills: writing and transcription; typing of business letters, manuscripts and other business forms; development of speed and accuracy in production. Study of materials in clerical procedures; objectives and organization of learning units and instructional materials.

BDA 550 Independent Study with Practicum: Marketing

Completion of projects designed to provide practical application of theories learned in merchandising and selling. Survey of marketing and cooperatives to provide the basis for a wider perspective and deeper penetration of the subject in the advanced course.

BDA 560 Independent Study with Practicum: Accounting

Completion of practice sets to provide practical application of bookkeeping and accounting concepts. Lectures to build a strong theoretical foundation in financial accounting for business enterprises, trading and manufacturing.

BDA 570 Office Practice and Teaching Techniques

Office training in the general office, responsibilities and procedures involved in clerical office work under simulated office conditions in the classroom. Development of job competencies. Methods of teaching office practice.

BDA 580 Selected Topics in Marketing and Cooperatives

A deeper penetration into the study of selected topics in marketing and cooperatives to enrich the background of the student in teaching the course in general secondary schools.

BDA 590 Basic Accounting Theory and Selected Topics

Generally accepted accounting principles, balance sheet and income statement items, analysis of financial data; income tax accounting; costing.