

COLLEGE OF BUSINESS  
ADMINISTRATION



# CBA

COLLEGE OF BUSINESS ADMINISTRATION

# STUDENT HANDBOOK BS ACCOUNTANCY



LPU  
LYCEUM OF THE PHILIPPINES UNIVERSITY  
BATANGAS

# **LYCEUM OF THE PHILIPPINES UNIVERSITY**

Riverside Campus, Gulod Labak, Batangas City



## **COLLEGE OF BUSINESS ADMINISTRATION**

Effectivity AY 2023-2024

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# **LYCEUM OF THE PHILIPPINES UNIVERSITY**

## **LPU UNIFIED VISION**

An internationally accredited university dedicated to innovation and excellence in the service of God and country.

## **LPU BATANGAS CAMPUS VISION**

To be a recognized industry-driven university in the Asia Pacific Region by 2026.

## **LPU BATANGAS CAMPUS MISSION**

LPU-B, espousing the ideals of Jose P. Laurel, is dedicated to developing innovative leaders, lifelong learners and globally competitive professionals constantly in pursuit of truth and acts with fortitude (Veritas Et Fortitudo) to serve God and country (Pro Deo Et Patria).

### **LPU-B CORE VALUES**

God-Centeredness

Leadership

Integrity

Nationalism

Collaboration

Service Orientation

## **INSTITUTIONAL QUALITY POLICY**

The Lyceum of the Philippines University-Batangas is committed to provide quality education, training and services to its students to achieve optimum customer satisfaction and to be responsive to the need for continuous improvement. The quality objectives shall be formulated, implemented, monitored, and evaluated in accordance with this quality policy. All our instruction, research and community extension activities shall be marked with quality in compliance with industry standards and applicable statutory and regulatory requirements of different local and international certifying/accrediting bodies/agencies. All our facilities, resources, and efforts shall be dedicated to deliver quality education, training and services in consideration of risk management. This policy shall be communicated to, understood and applied by the LPU-B Family.

## **INSTITUTIONAL INTENDED LEARNING OUTCOMES**

### **(Laurelian Graduate Attributes)**

LPU Batangas has identified the institutional learning outcomes which represent the qualities that all LPU students should possess when they graduate. These outcomes are anchored on the 4Cs: competence, commitment, credibility and collaboration.

#### **C1. Competent and innovative learners.**

- *Communication* - Express ideas clearly and effectively in oral and written communication; demonstrate proficiency in the English language.
- *Computer & IT Literacy* - Demonstrate knowledge and skills related to computer and information technology and utilize the same to process information and manage data observing legal and ethical concerns.
- *Entrepreneurial* - Engage in projects and activities using basic knowledge and skills in business management, entrepreneurship and finance management.
- *Lifelong learning and global Skills* - Demonstrate understanding of responsibility for environmental, local and global issues and utilize lifelong learning strategies and practical skills for life, survival and leadership.
- *Interpersonal Skills* – Demonstrate interpersonal skills through effective listening, establishing rapport, monitoring non-verbal signals and expressing awareness of and respect for self and others using a variety of written, oral and non-verbal communication media.
- *Innovation and Research Skills* – Define and apply different types of thinking and research skills and employ innovative strategies to solve real life situations; explore new challenges and conduct researches that are beneficial to the community.

#### **C2. Committed lifelong learners.**

- Set specific - realistic and challenging goals and accomplish tasks and goals with discipline, determination and sense of urgency.
- Strive for excellence by providing continuous improvement and producing quality output.

#### **C3. Credible and Values-driven Leaders**

- Manifest faith in the Supreme Being / Creator
- Identify and recognize personal, moral and spiritual values and beliefs
- Determine decisions, actions and consequences after thoroughly examining multiple perspectives (individual, community, national, global)
- Practice honesty, fairness and transparency in dealing with others.

#### **C4. Collaborative and Caring Team Leaders**

- Identify and apply knowledge of personal and group processes skills in specific tasks in resolving conflicts.
- Build relationships to support group effectiveness by being open, cooperative, flexible and respectful of others and being a team player
- Accept diversity and demonstrate respect for difference in acceptance of cultures, ideas, opinions and beliefs.
- Participate actively in uplifting the welfare of the community especially the less privileged sectors

### **COLLEGE OF BUSINESS ADMINISTRATION**

#### **COLLEGE VISION**

The College of Business Administration envisions itself to be the center of excellence in Business and Management studies in local and international community in pursuit of serving God and country.

#### **COLLEGE MISSION**

The College of Business Administration is committed to develop students into world class business professionals catering to the demands of the global business environment. It strives to deliver high-quality business education through innovative curriculum, scholarly contributions and sustainable community engagement.

### **BACHELOR OF SCIENCE IN ACCOUNTANCY**

#### **PROGRAM EDUCATIONAL OBJECTIVES (PEO)**

Graduates of the Accountancy Program are expected to attain the following objectives 3 to 5 years after graduation:

1. Have acquired professional competence and engaged in lifelong learning in the practice of the Accountancy profession both in local and international industry.
2. Have conducted himself in a respectable manner with appropriate knowledge, values and attitudes that upholds the honor, dignity and prestige of accountancy profession by adhering to the code of professional ethics.
3. Have participated in community service towards the improvement and development of the society.



## **STUDENT/PROGRAM OUTCOMES (SOs)**

**Student outcomes are the sets of competencies (related knowledge, skills, and attitudes) that all learners are expected to demonstrate upon graduation.**

- (a) Articulate the latest developments in the specific field of practice.
- (b) Communicate orally and in writing using both English and Filipino.
- (c) Work in multi-disciplinary and multi-cultural teams.
- (d) Act in recognition of professional, social, and ethical responsibility.
- (e) Promote “Filipino historical and cultural heritage”.
- (f) Apply applicable business concepts that underlie each area of business and employ these concepts in various business situations.
- (g) Apply appropriate tools to address business case problems.
- (h) Implement business decisions in view of social responsibility, personal, moral and ethical standards.
- (i) Apply knowledge and skills to successfully respond to various types of assessments; and including professional licensure and certifications.
- (j) Conduct accountancy research through independent studies of relevant literature and appropriate use of accounting theory and methodologies.
- (k) Employ technology as a business tool in capturing financial and non-financial information, generating reports and making decisions.
- (l) Resolve business issues and problems with a global and strategic perspective using knowledge and technical proficiency in the areas of financial accounting and reporting, cost accounting and management, accounting and control, auditing, taxation, and accounting information systems.
- (m) Participate in community extension programs

## **YEAR LEVEL OUTCOMES**

### **First Year**

At the end of first year, students are able to discuss foundational knowledge in accounting, business, and economics, demonstrates basic bookkeeping skills and applies accounting principles in recording financial transactions and applies critical thinking and problem-solving skills in simple business decision-making scenarios.

### **Second Year**

At the end of second year, student applies intermediate accounting principles to financial reporting and analysis, demonstrates competence in cost and

management accounting methods for business planning and control and cultivates ethical awareness and professional conduct in accounting practice.

### **Third Year**

At the end of third year, learners are expected to demonstrate proficiency in advanced accounting concepts, including financial reporting for complex business transactions, applies expertise in auditing principles, internal controls, and risk assessment and leverages technology and data analytics in accounting processes and decision-making.

### **Fourth Year**

At the end of fourth year, students are expected to integrate financial reporting, auditing, and management accounting principles in strategic business decisions. They conduct research and case analyses on contemporary issues in accounting and business, and demonstrate leadership, teamwork, and communication skills in professional settings. Additionally, students prepare extensively for the CPA Licensure Examination and global accountancy certifications through assessment courses.

## **BACHELOR OF SCIENCE IN ACCOUNTANCY**

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### **PROGRAM DESCRIPTION**

The Bachelor of Science in Accountancy (BSA) is a program that provides general education to students wanting to pursue a professional career in Accountancy in general. This program complies with the latest competency framework for professional accountants issued by the International Federation of Accountants (IFAC) through their International Education Standards. Graduates of this program are categorized at Level 6 of the Philippine Qualifications Framework and ASEAN Qualifications Framework, qualifying them to take the CPA Licensure Examination administered by the Professional Regulations Commission – Board of Accountancy, as well as assessments leading to global professional Accountancy and Finance certifications.

CMO describe Accounting professionals performing a vital function in providing assurance and audit services for statutory financial reporting, offering tax-related services, rendering management advisory services to support decision-making, developing planning and performance control systems, and offering expertise in financial reporting and control to assist various stakeholders in making informed decisions.

The overarching goal of the BSA Program is to cultivate competent and ethical public accounting professionals who possess the necessary knowledge, skills, and attitudes to continue learning and adapting throughout their professional careers.



## CURRICULUM

### BACHELOR OF SCIENCE IN ACCOUNTANCY Academic Year 2023-2024

#### FIRST YEAR

##### FIRST SEMESTER

Code	Course Description	Lec	Lab	Units	Prerequisites
GEC-UTS	Understanding the Self	3	0	3	
GEC-RPH	Readings in Philippine History	3	0	3	
ManEcon	Managerial Economics	3	0	3	
GEC-Math	Mathematics in the Modern World	3	0	3	
FAR	Financial Accounting & Reporting	6	0	6	
BSC 1	Being Skills Course	1.5	0	1.5	
NSTP 1	National Service Training Program 1	3	0	3	
PE 1	Physical Fitness and Gymnastics	2	0	2	
<b>Total</b>		<b>24.5</b>	<b>0</b>	<b>24.5</b>	

#### FIRST YEAR

##### SECOND SEMESTER

Code	Course Description	Lec	Lab	Units	Prerequisites
GEC-Pcom	Purposive Communication	3	0	3	
GEC-TCW	The Contemporary World	3	0	3	
ObliCon	Law on Obligations and Contracts	3	0	3	
CFAS	Conceptual Framework and Accounting Standards	3	0	3	FAR
ParCor	Partnership and Corporation Accounting	6	0	6	FAR
BSC 2	Being Skills Course 2	1.5	0	1.5	
NSTP 2	National Service Training Program 2	3	0	3	NSTP 1
PE 2	Rhythmic Activities	2	0	2	PE 1
<b>Total</b>		<b>24.5</b>	<b>0</b>	<b>24.5</b>	

#### SECOND YEAR

##### FIRST SEMESTER

Code	Course Description	Lec	Lab	Units	Prerequisites
EPC	English Proficiency	3	0	3	GEC-PCom
IncomeTax	Income Taxation	3	0	3	
InAcc 1	Intermediate Accounting 1	6	0	6	ParCor, CFAS
CosAcc	Cost Accounting and Control	6	0	6	ConCurrent InAcc 1
BusLaws	Business Laws and Regulations	3	0	3	ObliCon
ITApp	IT Application Tools In Business	2	1	3	5
PE 3	Individual-Dual Sports and Games	2	0	2	PE2
<b>Total</b>		<b>25</b>	<b>1</b>	<b>26</b>	

## SECOND YEAR

### SECOND SEMESTER

Code	Course Description	Lec	Lab	Units	Prerequisites
InAcc 2	Intermediate Accounting 2	6	0	6	InAcc1
BusTax	Business Taxation	3	0	3	IncomeTax
RFLIB	Regulatory Framework and Legal Issues in Business	3	0	3	BusLaws
CosMan	Strategic Cost Management	3	0	3	CosAcc
GovRiskMan	Governance, Business Ethics, Risk Management and Internal Control	3	0	3	
AudPrin	Auditing and Assurance Principles	3	0	3	InAcc2
AIS	Accounting Information System	2	1	3	FAR, IApp
PE 4	Team Sports and Recreation	2	0	2	PE 3
<b>Total</b>		<b>25</b>	<b>1</b>	<b>26</b>	

## SECOND YEAR

### SUMMER

Code	Course Description	Lec	Lab	Units	Prerequisites
FinMark	Financial Markets	3	0	3	FAR
Elec 1	Professional Elective 1 (HBO)	3	0	3	
EconDev	Economic Development	3	0	3	ManEco
<b>Total</b>		<b>9</b>	<b>0</b>	<b>9</b>	

## THIRD YEAR

### FIRST SEMESTER

Code	Course Description	Lec	Lab	Units	Prerequisites
InAcc 3	Intermediate Accounting 3	3	0	3	InAcc2
StatAna	Statistical Analysis with Software Application	3	0	3	
AudApp 1	Auditing and Assurance: Concepts and Applications	6	0	6	AudPrin, AIS
AFAR 1	Accounting for Business Combinations	6	0	6	Concurrent InAcc3
AFAR 2	Accounting for Special Transactions	3	0	3	Concurrent AFAR1
FinMan	Financial Management	3	0	3	FinMark
FL	Foreign Language	3	0	3	
<b>Total</b>		<b>27</b>	<b>0</b>	<b>27</b>	

### THIRD YEAR

#### SECOND SEMESTER

Code	Course Description	Lec	Lab	Units	Prerequisites
AccRes 1	Accounting Research Methods	3	0	3	StatAna
OpMan	Operations Management (Total Quality Management)	3	0	3	
AFAR 3	Accounting for Government and Non-profit Organizations	3	0	3	AFAR 1
AudApp 2	Auditing and Assurance: Specialized Industries	3	0	3	AudApp1
AudCIS	Auditing in a CIS Environment	2	1	3	AudPrin
PerDev	Personality Development	3	0	3	
GEC-ETHICS	Ethics	3	0	3	
Elec 2	Professional Elective 2 (Entrepreneurial Management)	3	0	3	
ManSci	Management Science	3	0	3	
<b>Total</b>		<b>26</b>	<b>1</b>	<b>27</b>	

### THIRD YEAR

#### SUMMER

Code	Course Description	Lec	Lab	Units	Prerequisites
IBT	International Business and Trade	3	0	3	
Elec 3	Professional Elective 3 (Operations Auditing)	3	0	3	AudPrin
Elec 4	Professional Elective 4 (Strategic Tax Management)	3	0	3	BusTax
<b>Total</b>		<b>9</b>	<b>0</b>	<b>9</b>	

### FOURTH YEAR

#### FIRST SEMESTER

Code	Course Description	Lec	Lab	Units	Prerequisites
Internship	Accounting Internship	6	0	6	4th year standing
GEC-ART	Art Appreciation	3	0	3	
Rizal	Life and Works of Rizal	3	0	3	
AccRes 2	Accountancy Research	3	0	3	AccRes1
<b>Total</b>		<b>15</b>	<b>0</b>	<b>15</b>	

## FOURTH YEAR

### SECOND SEMESTER

Code	Course Description	Lec	Lab	Units	Prerequisites
GEC-STS	Science, Technology, and Society	3	0	3	
StraBusAna	Strategic Business Analysis	2	1	3	FinMan
StraMan	Strategic Management	3	0	3	GovRiskMan, OpMan
Assessment	Competency Assessment	6	0	6	Graduating
<b>Total</b>		<b>14</b>	<b>1</b>	<b>15</b>	

### Suggested Electives

Updates in Financial Reporting  
 Human Behavior in Organizations  
 (HBO)  
 Operations Auditing  
 Valuation Concepts and Methods  
 Principles and Methods of Teaching  
 Accounting  
 Entrepreneurial Management  
 Strategic Tax Management

**BACHELOR OF SCIENCE IN ACCOUNTANCY**  
**Academic Year 2023 - 2024**

**Description of Courses**

**I. GENERAL EDUCATION COURSES**

**Course Code: GEC-UTS**  
**Course Title: Understanding the Self**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** This course aims to study the nature of identity; factors and forces that affect the development and maintenance of personal identity.

**Course Code: GEC-RPH**  
**Course Title: Readings in the Philippine History**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** This course aims primarily to study Philippine History viewed from the lens of selected primary sources in different periods, analysis, and interpretation.

**Course Code: GEC-TCW**  
**Course Title: The Contemporary World**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** This course is designed to study globalization and its impact on individuals, communities and nations, challenges, and responses.

**Course Code: GEC-MATH**  
**Course Title: Mathematics in the Modern World**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** This course covers the study of nature of mathematics, appreciation of its practical, intellectual, and aesthetic dimensions, and application of mathematical tools in daily life.

**Course Code: GEC-PCOM**  
**Course Title: Purposive Communication**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** This course prepares the student in writing, speaking, and presenting to different audiences for various purposes.

**Course Code: GEC-ART**  
**Course Title: Art Appreciation**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** This course covers the nature, function, and appreciation of the arts in contemporary society.

**Course Code: GEC-STS**  
**Course Title: Science, Technology and Society**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** Study the interactions between science and technology and social, cultural, political, and economic contexts which shape and are shaped by them; specific examples throughout human history of scientific and technological developments.

**Course Code: GEC-ETHICS**  
**Course Title: Ethics**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** This course is a study of the principles of ethical behavior in modern society at the level of the person, society and in interaction with the government and other shared resources.

**Course Code: Rizal**  
**Course Title: Life and Works of Rizal**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** The course also deals with the study of the life of Rizal as a hero, as a teacher, etc., analysis of his main works: his services and influence of the development of Philippines and the present fundamental laws governing the Philippines.

**Course Code: BSC 1**  
**Course Title: BEING Skills Course 1**  
**Course Credit: 1.5 units**

**Course Description:** The course is designed to equip students with self-awareness tools that will provide the groundwork for emotional literacy, productivity, and resilience.

**Course Code: BSC 2**  
**Course Title: BEING Skills Course 2**  
**Course Credit: 1.5 units**

**Course Description:** After the foundation has been set, the course will enable students to practice habits that contribute to healthy collaboration with peers.

**Course Code: EPC**  
**Course Title: English Proficiency Course**  
**Course Credit: 3 units**

**Course Description:** This enhancement program provides students an excellent opportunity to improve their English proficiency and to help them increase their abilities in the four language skills: speaking, listening, reading, and writing. This makes use of interactive communicative activities that will help the students learn independently through their participation in self-access learning activities appropriate to their level and developmental needs using the Tell Me More or other related software and learning platform.

**Course Code: FL**  
**Course Title: Foreign Language**  
**Credit: Three (3) units**  
**PREREQUISITE: None**

**Course Description:** The course is designed to develop the knowledge, understanding, and skills involved in learning the secondary language. It covers the development of four fundamental skills in foreign language learning: listening, reading, speaking, and writing with an emphasis on oral skills. Cultural readings and videos are included in each lesson to supplement the basic text and provide cultural insights and information.

## **II. NSTP COURSES**

**Course Code: NSTP 1**  
**Course Title: National Service Training Program 1**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** The course is pursuant to Section 12 of RA No. 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001. NSTP – CWTS 1



includes the concept on volunteerism, self-awareness and team building geared towards an understanding of service and community consciousness.

**Course Code: NSTP 2**

**Course Title: National Service Training Program 2**

**Credit : Three (3) units**

**Pre-Requisite: NSTP 1**

**Course Description:** The course is in pursuant to Section 12 of RA No. 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001. NSTP 2 is a continuation of NSTP 1. It focuses on the concepts of community consciousness and community service. Needs assessment and project implementation is designed on the second half of the semester.

### **III. Physical Education Courses**

**Course Code: PE 1**

**Course Title: Physical Fitness and Gymnastics**

**Credit : Two (2) units**

**Pre-Requisite: None**

**Course Description:** This course gives light to the concepts and objectives of Physical Education and Physical Fitness. This is intended to uplift wellness among the lives of the learners through application of the topics discussed and activities presented. In focus are physical fitness and gymnastics which invigorate development in the three domains of learning.

**Course Code: PE 2**

**Course Title: Rhythmic Activities**

**Credit : Two (2) units**

**Pre-Requisite: PE 1**

**Course Description:** This course is the study of both theoretical and practical aspects of dancing to develop the inborn sense of rhythm.

**Course Code: PE 3**

**Course Title: Individual-Dual Sports and Games**

**Credit : Two (2) units**

**Pre-Requisite: PE 2**

**Course Description:** This course is about the theories, demonstrations, and practical works of the sports – athletics, bowling, table tennis and badminton with emphasis on the development of appreciation and the skills in playing.

**Course Code: PE 4**  
**Course Title: Team Sports and Recreation**  
**Credit : Two (2) units**  
**Pre-Requisite: PE 3**

**Course Description:** This course is designed to guide the students to develop the fundamentals of team sports, the different skills in Basketball and Volleyball. It includes an adequate knowledge of the background, interpretation, and application of the rules.

#### **IV. Common Business and Management Courses**

**Course Code: OpMan**  
**Course Title: Operations Management (Total Quality Management)**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** This course examines the principles and practices of Operations Management and Total Quality Management (TQM) and shows how these can be applied in a Philippine company to improve its operations and increase its competitiveness, especially in global terms. Throughout the course, the emphasis is on the strategic dimension of quality in both manufacturing and service enterprises as well as in not-for-profit institutions. At the end of the course, the student is expected to have an appreciation of the strategic value of TQM principles, concepts, and practices, and to understand the processes and pre-requisite conditions whereby TQM becomes a way of life in an organization.

**Course Code: StraMan**  
**Course Title: Strategic Management**  
**Credit: Three (3) units**  
**Pre-requisites: GovRiskMan, OpMan**

**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 several 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.

## **V. Core Accounting Education Courses**

**Course Code: FAR**  
**Course Title: Financial Accounting & Reporting**  
**Credit : Six (6) units**  
**Pre-Requisite: None**

**Course Description:** This course provides a reinforcement of basic accounting, within the context of business and business decisions. Students obtain additional knowledge of the principles and concepts of accounting as well as their application that will enable them to appreciate the production of accounting data. Emphasis is placed on understanding the reasons underlying basic accounting concepts and providing students with an adequate background on the recording of transactions, their classifications and reporting function of accounting in a service and trading concerns through the preparation of Statement of Financial Position, Income Statement, Statement of Changes in Equity, and Cash Flow Statement. Exposure using practice sets, either manual or computerized system (MS Excel, QuickBooks) in recording and reporting transactions for service or trading firm is a requirement in this course.

**Course Code: ObliCon**  
**Course Title: Law on Obligations and Contracts**  
**Credit : Three (3) units**  
**Pre-Requisite: 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.

This course is the first in the series of three courses that cover the topic on regulatory framework governing business transactions and business organizations/associations, and of business laws including their legal implications. The courses tackle pertinent legal provisions, general principles, concepts, and underlying philosophy of the laws applicable to commerce and business.

**Course Code: ParCor**  
**Course Title: Partnership and Corporation Accounting**  
**Credit : Six (6) units**  
**Pre-Requisite: FAR**

**Course Description:** 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 Code: CFAS**

**Course Title: Conceptual Framework and Accounting Standards**

**Credit : Three (3) units**

**Pre-Requisite: FAR**

**Course Description:** This course is a study of the accounting function, its role in society, and the theory that provides the foundation for modern financial accounting. It deals with the conceptual framework for financial reporting, the Philippine Financial Reporting Standards, the Philippine Accounting Standards, and how these standards affect financial accounting and reporting for business entities. This course explains the standard-setting process, the authority attached to the standards, and the body authorized to promulgate them. It is also designed to discuss the recognition, measurement and derecognition principles as well as the pertinent disclosure requirements of the standards. The discussion focuses on the currently effective pronouncements by Financial Reporting Standards Council, Accounting Standards Council, and Philippine Interpretations Committee.

**Course Code: IBT**

**Course Title: International Business and Trade**

**Credit : Three (3) units**

**Pre-Requisite: None**

**Course Description:** This course provides an overview of the environment, concepts and basic differences involved in international business and trade. Topics include forms of foreign investment, international trade theory, government influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing.

**Course Code: ManEcon**

**Course Title: Managerial Economics**

**Credit : Three (3) units**

**Pre-Requisite: None**

**Course Description:** This course presents concepts and principles from the perspective of managerial economics. Emphasis is placed upon the importance of critical evaluation of different choices in coming up with managerial decisions in business. The course is designed such that students may understand microeconomics in a multidisciplinary manner, taking into consideration the legal, political, and social environments, among others. It provides principles to foster the goals of the organization, as well as a better

understanding of the external business environment in which an organization operates. Learners are expected to grasp the underlying concepts, understand their relationships, analyze their effects on firms and markets, and ultimately be able to apply them in real-world situations. This course presents the basic concepts of microeconomics theory with an emphasis on business applications. Its main objective is to develop students' capacity to analyze the economic environments in which business entities operate and understand how managerial decisions can vary under different constraints that each economic environment places on a manager's pursuit of his/her goals. Its focus will be on analyzing the functioning of markets, the economic behavior of firms and other economic agents under various market structures, and the economic and social implications of the outcomes. Students will learn to use economic models to isolate the relevant elements of a managerial problem, identify their relationships, and formulate them into a managerial model to which decision-making tools can be applied.

**Course Code: ManSci**

**Course Title: Management Science**

**Credit : Three (3) units**

**Pre-Requisite: None**

**Course Description:** This is a course on the use of Management Science in solving management decision problems and is meant to assist students in acquiring a special competence in the scientific management approach to problem solving. It aims to provide students with an awareness of standard tools in Management science/Operations Research (MS/OR), and an appreciation of relevant techniques in mathematical model building, mathematical programming, and decision analysis. The course also seeks to develop within the student the ability to recognize potential application areas in their future jobs, as well as the meaningful utilization of the Management Science tools and techniques in the government, the local industry, and in business, particularly in the areas of finance, marketing, production, and human resource management.

**Course Code: Income Tax**

**Course Title: Income Taxation**

**Credit : Three (3) units**

**Pre-Requisite: None**

**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. Tax forms are provided for specific topics discussed.

**Course Code: InAcc 1**

**Course Title: Intermediate Accounting 1**

**Credit : Six (6) units**

**Pre-Requisites: ParCor, CFAS**

**Course Description:** This course covers the detailed discussion, appreciation, and application of the Philippine Financial Reporting Standards (PFRS) on the assets, financial and non-financial of a business enterprise. Emphasis is given on the interpretation and application of the accounting standards on Financial Assets and their required disclosures.

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 Code: CosAcc**

**Course Title: Cost Accounting and Control**

**Credit : Six (6) units**

**Pre-Requisite: ConCurrent InAcc 1**

**Course Description:** This course is designed to orient the students to cost accounting and control framework of business. It exposes the students to different product costing procedures. It includes accounting procedures for main products and incidental products that are manufactured simultaneously in a common process. It encompasses the costing techniques and procedures for companies that use standard costs as a benchmark for costing the products. The students must be able to assemble financial statements prepared under standard costing procedures. While its emphasis particularly dwells on the manufacturing concern, it also highlights the elements and features applicable to the non-manufacturing concerns. The course aims to help the student understand the factors and aspects necessary to come up with an effective cost system. It explores on the details of the key components of manufacturing from one department to the next, specifically materials, labor, and overhead and transcends into the understanding the flow of costs during the work in process stage until the completion of goods. It will aid them in the production of the necessary deliverables and reports pertinent to the cost system. It will enhance the analyzing and problem-solving skills of students whilst teaching them the requisites of assessing the role of cost accounting as an indispensable tool for management in planning and control for decision-making. It also discussed is the impact of environmental concerns on cost.

**Course Code: BusLaws**

**Course Title: Business Laws and Regulations**

**Credit : Three (3) units**

**Pre-Requisite: None**

**Course Description:** This course is intended to give the students a broad knowledge of legal provisions governing business associations - limited liability company (LLC), 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.

**Course Code: IApp**

**Course Title: IT Application Tools in Business**

**Credit : Three (3) units**

**Pre-Requisite: None**

**Course Description:** The course introduces information technology and applications. The course addresses the computer proficiency requirement for future accounting professionals. Topics to be covered include word processing, spreadsheet analysis and data management, business graphics, and presentation techniques. The course provides hands-on training using the Microsoft Office (MS Word, Excel, PowerPoint) to expose students to different business applications of computers and software and how they are applied to business environment. It also seeks to expose students in understanding the business processes of a business enterprise from the start of the business transaction down to the end process where they are exposed to a multi-tiered level of user, application processing and data management. Exposure on how data is collected, stored, and used by each student to understand the appetite of the business enterprise on the level of information system it would like to adapt.

**Course Code: InAcc 2**

**Course Title: Intermediate Accounting 2**

**Credit : Six (6) units**

**Pre-Requisite: InAcc 1**

**Course Description:** This course is a continuation of Intermediate Accounting I. It is designed to cover the discussion, appreciation, and application of the Philippine Financial Reporting Standards (PFRS) on the liabilities, financial and non-financial, and shareholders' equity including disclosure requirements. It also deals with contemporary issues such as leases, employee benefits, and income taxes. Financial liabilities shall include accounts and other trade payable, loans payable, commercial paper, derivative financial liabilities, accrued expense payable, returnable deposits and current of maturities of long-term debt, bonds payable, long-term notes payable while Non-financial liabilities shall include advances / deposits from customers, agency liabilities (VAT, SSS, Withholding tax, Income tax, Property tax), and warrants. Accounting for shareholders' equity shall cover contributed capital, retained earnings and other shareholders' equity accounts such as revaluation surplus, unrealized losses in FA@FVTOCI, Foreign currency translation adjustment. The related internal control, ethical issues and management of liabilities and shareholders' equity are also covered. It also deals with



contemporary issues such as borrowing costs, leases, employees retirement benefits, deferred income tax, other provisions, and contingencies.

**Course Code: BusTax**

**Course Title: Business Taxation**

**Credit : Three (3) units**

**Pre-Requisite: IncomeTax**

**Course Description:** This course involves an intensive study of the Bureau of Internal Revenue rulings of business and transfer taxes systems, including preferential taxes. The relationship between the three-taxation system: business taxes, 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 taxation under the government, tariffs and codes are also discussed. Topics include excise tax, Value Added Tax, Percentage Tax, Estate Tax and Donor's Tax.

**Course Code: RFLIB**

**Course Title: Regulatory Framework and Legal Issues in Business**

**Credit : Three (3) units**

**Pre-Requisite: BusLaws**

**Course Description:** This course is the third in the series of three courses that cover the topic on regulatory framework governing business transactions and business organizations/associations, and of business laws including their legal implications. The courses provide the students an understanding of the pertinent legal provisions, general principles, concepts, and underlying philosophy of the laws applicable to commerce and business. The students are given working knowledge to apply the various regulatory framework measures and the pertinent provisions of the law relative to business scenarios. They are also familiarized with clients' rights and remedies, with the handling of disputes on regulatory issues. The various regulatory offices that they will be interacting with are discussed including basic regulations that they will derive benefit from.

This course deals with the law on sales, its nature, form, and requisites. It discusses the rights and obligations of the vendor and vendee including remedies in case of defaults. It also covers applicable laws on installment sales. The course also provides the students an understanding of the law on credit transactions such as pledges, real mortgages, and chattel mortgages. It also discusses the insolvency law as well as corporate rehabilitation. This course also provides basic knowledge on the Law on Cooperatives and other laws on other business transactions, to wit: PDIC Law, Secrecy of Bank Deposits and Unclaimed Balances Law, General Banking Law with emphasis on loans, AMLA Law with emphasis on covered transactions, suspicious transactions and reportorial requirements, the New Central Bank Act with emphasis on legal tender power over coins and notes, conservatorship and receivership and closures, and the Intellectual Property Law (except provisions under part I) with emphasis on the Law on Patents, the Law on Trademark, Service Marks and Trade Names, and the Law on Copyright.

**Course Code: CosMan**  
**Course Title: Strategic Cost Management**  
**Credit : Three (3) units**  
**Pre-Requisite: CosAcc**

**Course Description:** This course is designed to orient the students to the 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. The students are provided with the skills and expertise to contribute to the strategic decision-making and management of organizations through advanced management accounting and cost management analysis. SCM exists to support decision-makers as they develop, communicate, implement, evaluate, and modify organizational strategy.

**Course Code: GovRiskMan**  
**Course Title: Governance, Business Ethics, Risk Management, and Internal Control**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** This course is designed to prepare students for a high standard of responsibility as they enter the corporate world which continues to change in dramatic ways, where demand for competency and professionalism is always present. It aims to prepare them to be future business leaders who will play a central part in the management and resolution of critical issues involving businesses and people. They will also be equipped with basic knowledge and skills to thrive in difficult situations like economic volatility and geo-politics, among other timely issues. Topics covered include leadership as it relates to the professional accountant, the recognition and management of risks concerning an enterprise, and the application of internal control concepts and standards to contribute to organizational stability and growth. Also discussed in detail are the Professional Code of Ethics and the Revised Accountancy Law.

**Course Code: AIS**  
**Course Title: Accounting Information System**  
**Credit : Three (3) units**  
**Pre-Requisite: FAR**

**Course Description:** This course is designed to provide Accountancy students with basic knowledge of the design, operations, risks, and controls of accounting information systems (AIS). Emphasis is placed on financial transaction cycles and core business processes vis-à-vis risks and controls involved in the processing of accounting information in a computerized environment. This course also covers analysis of the current issues in accounting information systems that have business implications and ethical considerations. 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. The course familiarizes

students with the overall data flow systems emphasizing financial information and computerized systems for accounting. It covers discussion on basic client server technology and security for electronic transactions, general and application processing controls, and various types of electronic systems used for transaction processing. It will develop in the students the ability to identify active and passive threats to information systems and an understanding of the risks associated with the various transaction cycles and recognize the controls that reduce risks.

**Course Code: EconDev**

**Course Title: Economic Development**

**Credit : Three (3) units**

**Pre-Requisite: ManEcon**

**Course Description:** Special emphasis is given to economic development including study of the Philippine agrarian reform; study of the Philippine tax system; and study of export promotion and tourism. The aim of the course, on a broader perspective, is to provide students with an understanding of the immense and varied economic challenges facing the world's impoverished and developing economies in general, and what practical and effective policies can be implemented to address these challenges.

**Course Code: FinMark**

**Course Title: Financial Markets**

**Credit : Three (3) units**

**Pre-Requisite: FAR**

**Course Description:** This course gives fundamental knowledge on the structure, function, and role of the financial system in light of the complex web of links and interconnections with the banking sector. The course will cover financial intermediaries, financial instruments, and the different markets where credit institutions are active players. Students will learn how the money market provides debt claims for short-term money management; how the equity and bond markets provide issuers with long-term financing; how newly created financial assets are introduced through the primary market; and how electronic and floor-based equity markets differ. The course also presents an overview of the financial system and its various financial markets, instruments, and institutions. You will investigate the nature and role of the main financial markets within the domestic and global environment. It also helps students to develop a series of applications of principles from finance and economics that explore the connection between financial markets, financial institutions, and the economy.

This course is intended to help students understand the role of financial institutions and markets play in the business environment that students will face in the future. It also helps students to develop a series of applications of principles from finance and economics that explore the connection between financial markets, financial institutions, and the economy. Students will learn commercial banks, investment banks, insurance companies, mutual funds, the Bangko Sentral ng Pilipinas, and their role of in the economy.

**Course Code: StatAna**

**Course Title: Statistical Analysis with Software Application**

**Credit : Three (3) units**

**Pre-Requisite: None**

**Course Description:** This course provides a fundamental understanding of the concepts of statistical inference necessary to effectively employ statistical methods in contemporary business situations. It is designed to use the appropriate statistical techniques and any available software application that will facilitate a data-driven decision-making process in the field of business and other related areas. In addition to the more complex software for data analysis, it required that the students to be highly proficient with the use of MS excel for Statistical Analysis.

**Course Code: FinMan**

**Course Title: Financial Management**

**Credit : Three (3) units**

**Pre-Requisite: FinMark**

**Course Description:** This is a three-unit course which exposes the students to the accounting aspects of finance to develop appropriate financial strategies. It also includes various ways on how to interpret the figures presented in the financial statements. The analysis of the financial statements may be under horizontal analysis, vertical analysis, or ratio analysis. The students are therefore expected to prepare financial statements and make a corresponding analysis on these prepared financial statements. It covers different ways on how to manage the current assets and current liabilities of the business. It further includes the optimal level of cash, different policies over receivables management, optimal level of inventory and management of discounts taken over accounts payable settlement. It considers the proper valuation of bonds and stocks together with the appropriate risks that come with it. It encompasses the corresponding costs of different capital which may come from various sources, namely, (1) long-term debt, (2) preference shares, (3) ordinary shares and (4) retained earnings. It emphasizes the computation of costs of equity capital which may be done under Gordon growth model or capital asset pricing model. It incorporates different techniques use to analyses investment decisions, namely, (1) accounting rate of return, (2) payback period, (3) bailout period, (4) break-even time, (5) net present value, (6) profitability index and (7) internal rate of return. The students should be able to prepare a report regarding investment decisions over mutually exclusive projects and mutually independent projects.

**Course Code: InAcc 3**

**Course Title: Intermediate Accounting 3**

**Credit : Three (3) units**

**Pre-Requisite: InAcc 2**

**Course Description:** This course is the culmination of Intermediate Financial Accounting cluster. It deals with the presentation of general-purpose financial statements in

accordance with Philippine Financial Reporting Standards (PFRS, PASs) including Statement of Financial Position, Statement of Comprehensive Income, Statement of Changes in Owners' 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, cash basis to accrual accounting, single-entry system, accounting change, correction of errors, interim reporting, segment reporting, discontinued operation, book value per share, earnings per share, accounting for changing prices and application of PFRS for SMEs.

**Course Code: StraBusAna**

**Course Title: Strategic Business Analysis**

**Credit : Three (3) units**

**Pre-Requisite: FinMan**

**Course Description:** Strategic Business Analysis seeks to provide specialization-level knowledge to accountants and financially motivated general managers in the interface areas between modern managerial accounting and the business functions of strategic planning, marketing, manufacturing, and human resource management. This course will introduce a framework to strategically analyze and value businesses and build a comprehensive practical knowledge and skills in Strategic analysis, Accounting analysis, financial modelling, and valuation that helps to fully analyze any company's financial statements and reveal its true condition and value.

**Course Code: AccRes 1**

**Course Title: Accounting Research Methods**

**Credit : Three (3) units**

**Pre-Requisite: StatAna**

**Course Description:** This course concerns the fundamental research methodology and thesis/feasibility study writing. It also includes knowledge of different research design and application of statistical methods for testing the hypothesis, gathering, analyzing and presentation of data from which conclusion are drawn. The course introduces the forms of written corporate communication and proper formats for professional and scholarly writing. The output is a pre-oral in which the research output should be defended before the panel of examiners or thesis committee. Sarbanes-Oxley Act of 2002/Section 404, and technological and global business developments, have had a significant impact on the field of accounting. 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 several document requirements and structures and write strategically for a variety of audiences.

**Course Code: PerDev**  
**Course Title: Personality Development**  
**Credit : Three (3) units**  
**Pre-Requisite: None**

**Course Description:** This course deals with the dynamics of personality development and then proceeds to guide students in comparing themselves to the ideal. Activities are also meant to deeper their self-realization as they reflect on their existing value system, their life philosophy, paradigms, and perceptions.

**Course Code: Internship**  
**Course Title: Accounting Internship**  
**Credit : Six (6) units**  
**Pre-Requisite: 4<sup>th</sup> year standing**

**Course Description:** This field-based course is intended for the learners in their final year in the Accountancy Program. This On-the-Job Training course provides an industry-based placement to undergraduate Accounting students with the opportunity to undertake fully coordinated and supervised work experience that assist them in the refinement of their accounting skills including enhancement of discipline-based competencies and selected functional areas, as they continue to develop their professional portfolio and become more responsive to the demands of the Accounting profession.

This course exposes the learners to the first-hand experience in an actual working environment relevant to their chosen field of specialization. This cooperative work experience in the field of accounting allows them an opportunity to operationalize the knowledge, skills and abilities gained in the four corners of the classroom. This competency-based progression culminates in the learners who take an active role within their placement site, as they prepare to enter the workforce.

**Course Code: AccRes 2**  
**Course Title: Accountancy Research**  
**Credit : Three (3) units**  
**Pre-Requisite: AccRes 1**

**Course Description:** This course is a continuation of the research activities the output of which should be an oral defense before a recognized panel of experts.

**Course Code: Assessment**  
**Course Title: Competency Assessment**  
**Credit : Six (6) units**  
**Pre-Requisite: Graduating**

**Course Description:** This course tests the candidates' conceptual knowledge of the board examination subjects. Candidates should know and understand the objectives, concepts, principles, terminologies, including related issues and applications of financial and management accounting and reporting, auditing, taxation, and regulatory framework

for business transactions. At the end of the course, the students should be able to pass the competency assessment examination.

## **PROFESSIONAL COURSES**

### **A. COGNATE/MAJOR/PROFESSIONAL COURSES**

**Course Code: AudPrin**

**Course Title: Auditing and Assurance Principles**

**Credit : Three (3) units**

**Pre-Requisite: InAcc2**

**Course Description:** This course is designed to provide students with the conceptual knowledge and understanding of the fundamental theory of auditing and assurance services, and the philosophy underlying audits with emphasis on external auditing as performed by independent Certified Public Accountants and the management of public accounting practice. The course covers Generally Accepted Auditing Standards [specifically, Philippine Standards on Auditing (PSA)], the Philippine Accountancy Law, internal and external auditing, internal controls, manual records, audit objectives, audit techniques, audit programs and procedures, and audit reports. Ethical standards affecting the accountancy profession are also taken up.

**Course Code: AFAR 1**

**Course Title: Accounting for Business Combinations**

**Credit : Six (6) units**

**Pre-Requisite: InAcc 3**

**Course Description:** This course deals mainly with consolidation and mergers, parent-subsidiary 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 a business entity, accounting variations among countries.

**Course Code: AFAR 2**

**Course Title: Accounting for Special Transactions**

**Credit : Three (3) units**

**Pre-Requisite: Concurrent AFAR 1**

**Course Description:** This course deals with specialized accounting problems likely to be encountered by accountants. It exposes the learners to accounting for transactions and activities that relate to business organizations other than the corporate form. 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.



**Course Code: AFAR 3**

**Course Title: Accounting for Government and Non-profit Organizations**

**Credit : Three (3) units**

**Pre-Requisite: AFAR 1**

**Course Description:** This course involves accounting and reporting the government transactions using the Philippine Government Accounting Standards (PGAS) and the New Government Accounting System (NGAS) prescribed by the Commission on Audit and International Public-Sector Accounting Standards (IPSAS). It also covers accounting and reporting the financial and operating results of not-for-profit organizations such as NGOs, charitable institutions as well as specialized industries such as universities, hospitals, Voluntary Health and Welfare Organizations (VHWOs), banks, insurance, and extractive industries.

**Course Code: AudApp 1**

**Course Title: Auditing and Assurance: Concepts and Applications**

**Credit : Six (6) units**

**Pre-Requisite: AudPrin, AIS**

**Course Description:** This course is designed to orient the students in the application of the audit standards techniques and procedures in the risk-based audit process. The course will cover the stages of the risk-based audit process, namely risk assessment (preliminary engagement activities, planning the audit and performance of the risk assessment procedures) and risk response (designing and tests of controls and substantive test of transactions in the revenue and collection cycle, expenditure cycle and financing and investing cycle. The application of audit procedures in performing substantive tests of transactions and account balances of cash, receivables and sales shall also be included.

This course covers the detailed approaches on problems and situations ordinarily encountered in the independent examination of cash, receivable, inventories, biological assets and agricultural produce, investments (including hedging instruments), and property, plant, and equipment. It deals specifically with the application of auditing standards, techniques and procedures, the evaluation of internal control, the preparation of audit working papers with computer application, and the preparation of audit adjustments pertaining to a manufacturing, trading, and service concern.

**Course Code: AudApp 2**

**Course Title: Auditing and Assurance: Specialized Industries**

**Credit : Three (3) units**

**Pre-Requisite: AudApp 1**

**Course Description:** This course is designed to orient the students in the application of the audit standards techniques and procedures in the risk-based audit process in specialized industries. Specialized industries includes government agencies (GOCC's & LGU's) , banking, insurance, real estate, not for profit entities, BPOs, broadcasting companies, hospitals, cooperative, academe, telecommunications, and construction

companies The course will cover the stages of the risk-based audit process, namely risk assessment (preliminary engagement activities, planning the audit and performance of the risk assessment procedures) and risk response (designing and tests of controls and substantive test of transactions in the revenue and collection cycle, expenditure cycle and financing and investing cycle. The application of audit procedures in performing substantive tests of transactions and account balances.

**Course Code: AudCIS**

**Course Title: Auditing in CIS Environment**

**Credit : Three (3) units**

**Pre-Requisite: AudPrin**

**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 features and understanding of the risks involved in auditing in a CIS environment, the CIS controls they would expect to find in this 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.

This course complements the course in Auditing but limited to the areas that have an immediate consequence to information technology (IT) as used in business. It discusses the impact of information technology on the auditor's study and evaluation of internal controls with emphasis on the previously learned IT-related risks and controls in a CIS environment. It tackles the audit of IT function as a whole and the audit of CIS in support of financial statement audit. It introduces tools and techniques in auditing around, auditing through, and auditing with the computer (using Audit Command Language [ACL] as generalized audit software [GAS]). Moreover, the course also covers emerging IT-related topics affecting the public accounting profession such as cloud computing and artificial intelligence.

## **B. PROFESSIONAL ELECTIVES**

**Course Code: Elec 1**

**Course Title: Professional Elective 1 (HBO)**

**Credit : Three (3) units**

**Pre-Requisite: None**

**Course Description:** This course provides a broad introduction to the structure and function of organizations and the behavior of people in them. It provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to examine human behavior in a work environment and determine its impact on job structure, performance, communication, motivation, and leadership. The course seeks an understanding of human behavior in the hope that such an understanding will enhance management practice. Topics include your own behavior and its impact on others (individual and group behavior), mentoring, culture, structure, the decision-making

process, hiring process, job satisfaction and commitment, employee relations, productivity, employee empowerment, motivation, diversity, managing conflict, power and politics, negotiation, communication, leadership and working in groups and teams, managing change, and managing stress and ethical issues.

**Course Code: Elec 2**

**Course Title: Professional Elective 2 (Entrepreneurial Management)**

**Credit : Three (3) units**

**Pre-Requisite: None**

**Course Description:** The course aims to teach the approach entrepreneurs use in identifying opportunity and creating new ventures, the analytic skills that are needed to practice this approach and the background knowledge and managerial skills that are necessary for dealing with the recurring issues involved in starting, growing and harnessing the value of new ventures.

**Course Code: Elec 3**

**Course Title: Professional Elective 3 (Operations Auditing)**

**Credit : Three (3) units**

**Pre-Requisite: AudPrin**

**Course Description:** Operational Audit allows the assessment and evaluation of the operation activities and processes of the enterprise. The students will determine the roles of auditors in influencing management to achieve operational excellence. The student should also have acquired a good knowledge of concepts and models relevant to operations auditing. Furthermore, the student should be able to analyze an organization with a focus on risk exposure and internal control – proposing how the internal auditing process should be designed. They will also learn how to employ various methods, tools, and skills to collect and analyze operational information and data, identify causes of operational issues and risk exposures, and develop solutions to enhance the operational performance of business activities, processes, and / or resources deployed across the organization.

**Course Code: Elec 4**

**Course Title: Professional Elective 4 (Strategic Tax Management)**

**Credit : Three (3) units**

**Pre-Requisite: BusTax**

**Course Description:** The course Strategic Tax Management involves financial analysis and decision-making while proactively controlling tax position so that legal requirements are met. This introduces to the student's different cases of consolidating the students' knowledge of tax laws and practical skills to apply established tax principles, practices, and case law decisions to analyze various business situations and problems. Tax planning, incentives, and consequences of noncompliance are of primary concern.

## BACHELOR OF SCIENCE IN ACCOUNTANCY

### I. Policy Title: Policy on Admission and Retention

#### II. Rationale:

In line with the school's mission to provide quality education, and producing globally competitive Accountants, the College of Business Administration will ensure that the quality objective of "obtaining above the national passing rate in the PRC Board Exam" shall be achieved, hence this policy.

### III. Criteria for Admission and Retention

#### First Year

Before one is accepted in the program, a student should have passed the college entrance examination with a rating of **stanine 4**.

#### Second Year

Before one is allowed to enroll as second year student, he or she should have maintained **weighted average of 2.50** and above in (FAR) Financial Accounting and Reporting and (ParCor) Partnership and Corporation Accounting and satisfactorily passed the interview with the Dean/Department Chair of the College.

#### Third Year

1. To qualify retention to the Accountancy program, a student should have obtained at least a grade of **2.50** (81%) based on the following criteria:
  - i. 20% of the Final grade in InAcc1;
  - ii. 20% of the Final grade in InAcc2; and
  - iii. 60% of the Exam grade in the actual qualifying examination.
2. A weighted average of at least **2.25** in General Education Courses.
3. \*Students who do not comply with the foregoing requirements are advised to shift to BSBA Major in Financial and
4. Management Accounting.

#### Fourth Year

1. The incoming fourth year student should have earned a weighted average of at least **2.75 in all professional subjects**.
2. \*Students who do not comply with the foregoing requirements are advised to shift to BSBA Major in Financial Management Accounting.

### **Requirements for Graduation**

1. To qualify for graduation in the Accountancy program, the student:
2. Must have satisfactorily passed all professional subjects and General Education courses.
3. Must have satisfactorily passed the Assessment Exam (SO).
4. Must have passed the Comprehensive Mock Board Examination.

### **TRANSFEREES**

1. Must present honorable dismissal, certificate of good moral character from the school last attended.
2. Must have passed the validating exam for the major/professional courses taken
3. Must have passed the school entrance examination
4. Must not have failing grades from the school last attended

### **PRE-REQUISITES**

1. All students must observe the proper sequence of courses.
2. Courses taken and completed without satisfying the pre-requisites will not be given credit.

### **IV. EFFECTIVITY**

This criteria for Admission and Retention shall be implemented effective Academic Year 2023-2024.

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## **COLLEGE OF BUSINESS ADMINISTRATION**

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