Department of Accounting Education  
(BS Accountancy Program)  
**CWTS 1 – Course Syllabus**

**VISION**  
A leading institution of higher learning recognized for its quality transformative education serving the nation and world.

**MISSION**  
Provide a dynamic and supportive academic environment through the highest standard of instruction, research and extension in a non-sectarian institution committed to democratizing access to education.

**GOALS**  
To achieve its mission, the University aims to:

- offer academic programs that meet the changing national and international community needs;
- produce graduates who are competent leaders and productive members of society;
- harness a pool of ethical, qualified and highly trained human resources;
- provide an academic environment conducive to optimum learning through adequate state – of- the- art facilities;
- conduct researches and other scholarly activities that generate new knowledge and contribute to the improvement of the “quality of life” for all;
- engage in community services that foster self-reliance and empowerment among the marginalized community; and
- lead in the promotion and preservation of the cultural heritage of Mindanao and of the country as a whole.

**COURSE INFORMATION**

1. **Course Number**: CWTS 1  
2. **Course Name**: Civic Welfare Training Service  
3. **Course Description**: A program designed as a service component of the NSTP contributory to the general welfare and development of the community members particularly in terms of health education, safety, livelihood, recreation, environmental protection and the moral of the citizenry. The teaching learning activities is focused in the development of the students to become assets of the community, society and to the nation as a whole. Thus, making them aware of their responsibilities as individuals and integrate values education, transformational leadership and sustainable social mobilization for youth and family development, community building, national security, and global solidarity.
4. **Pre-requisite**: None  
5. **Co-requisite**: None  
6. **Credit**: 3 units  
7. **Class schedule**: 4 hours per week (1 semester)  
8. **Program Educational Objectives (PEO) of BSA:**  
   Five (5) years after graduation, graduates of the BSA program shall:
   
   1. Demonstrate technical and professional competence in the practice of the profession: private, government, academe and public accounting; and
   2. Involve in continuing professional development through participation to trainings, seminars, conferences and further studies
9. **Student Outcomes (SO) of BS Accountancy and their links to PEO:**

Upon completion of the course, students of the BSA program will be able to:

<table>
<thead>
<tr>
<th>SO</th>
<th>Description</th>
<th>PEO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Communicate effectively orally and in writing using both English and Filipino</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Work effectively and independently in multi-disciplinary and multi-cultural teams.</td>
<td>✓</td>
</tr>
<tr>
<td>3*</td>
<td>Resolve business issues and problems, with a global perspective and particular emphasis on matters confronting financial statement preparers and users, using their knowledge and technical proficiency in the areas of financial accounting and reporting, cost accounting and management, management accounting, auditing, taxation and accounting information systems.</td>
<td>✓</td>
</tr>
<tr>
<td>4</td>
<td>Conduct accounting research through independent studies of relevant literature and appropriate use of accounting theory and methodologies.</td>
<td>✓</td>
</tr>
<tr>
<td>5</td>
<td>Employ technology as a business tool in capturing financial and non-financial information, generating reports and making decisions.</td>
<td>✓</td>
</tr>
<tr>
<td>6*</td>
<td>Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional licensure and certifications).</td>
<td>✓</td>
</tr>
<tr>
<td>7*</td>
<td>Confidently maintain a professional commitment to good corporate citizenship, social responsibility and ethical practice when performing functions as a professional accountant.</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Note:** * SO being addressed in this course

10. **Course Outcomes (CO) of CWTS 1 and their links to SO:**

Upon completion of the course, the BSA students are expected to:

<table>
<thead>
<tr>
<th>CO</th>
<th>Description</th>
<th>SO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Explain the National Service Training Program, its goals and objectives, and its importance to the students in nation building.</td>
<td>L</td>
</tr>
<tr>
<td>2</td>
<td>Integrate values education and transformational leadership.</td>
<td>L</td>
</tr>
<tr>
<td>3</td>
<td>Discuss the various social problems and express responsibilities as individuals towards mankind and the environment.</td>
<td>L</td>
</tr>
</tbody>
</table>

**Legend:**

- **L** = Facilitate LEARNING of the competencies (input is provided and competency is evaluated)
- **P** = Allow student to PRACTICE competencies (no input but competency is evaluated)
- **O** = Provide OPPORTUNITY for development (no input or evaluation, but there is opportunity to practice the competencies)
Vision: UM Tagum College envisions to be a reputable non-sectarian institution recognized for its integrative education responsive to the needs of communities.

Mission: To provide a culturally responsive learning environment through quality instruction, research and extension.

Student Outcomes

1. Communicate effectively orally and in writing using both English and Filipino.
2. Work effectively and independently in multi-disciplinary and multi-cultural teams.
3. Resolve business issues and problems, with a global perspective and particular emphasis on matters confronting financial statement preparers and users, using their knowledge and technical proficiency in the areas of financial accounting and reporting, cost accounting and management, management accounting, auditing, taxation and accounting information systems.
4. Conduct accounting research through independent studies of relevant literature and appropriate use of accounting theory and methodologies.
5. Employ technology as a business tool in capturing financial and non-financial information, generating reports and making decisions.
6. Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional licensure and certifications).
7. Confidently maintain a professional commitment to good corporate citizenship, social responsibility and ethical practice when performing functions as a professional accountant.

Course Outcomes (CO)

1. Explain the National Service Training Program, its goals and objectives, and its importance to the students in nation building.
2. Integrate values education and transformational leadership.
3. Discuss the various social problems and express responsibilities as individuals towards mankind and the environment.

Program Educational Objectives (PEO)

1. Demonstrate technical and professional competence in the practice of the profession: private, government, academe and public accounting.
2. Involve in continuing professional development through participation to trainings, seminars, conferences and further studies.
# CO and Assessment Task Alignment

<table>
<thead>
<tr>
<th>CO</th>
<th>Assessment Task</th>
<th>Assessment Schedule</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain the National Service Training Program, its goals and</td>
<td>Multiple Choice Questions</td>
<td>Introspective</td>
<td>Lesson 1-2</td>
</tr>
<tr>
<td>objectives, and its importance to the students in nation building.</td>
<td></td>
<td>Analysis (Self-</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Awareness)</td>
<td></td>
</tr>
<tr>
<td>2. Integrate values education and transformational leadership.</td>
<td>Multiple Choice Questions</td>
<td>Short Essay</td>
<td>Lesson 3-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflection Paper</td>
<td></td>
</tr>
<tr>
<td>3. Discuss the various social problems and express responsibilities</td>
<td>Multiple Choice Questions</td>
<td>Short Essay</td>
<td>Lesson 5-6</td>
</tr>
<tr>
<td>as individuals towards mankind and the environment.</td>
<td></td>
<td>Reflection Paper</td>
<td></td>
</tr>
</tbody>
</table>

*Final assessment will be a comprehensive examination (from first topic to the last) in a Multiple Choice Questions*

### 11. Assessment Task Details (Theory-based)

<table>
<thead>
<tr>
<th>Assessment Schedule</th>
<th>Coverage</th>
<th>Assessment Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Examination</td>
<td>Lesson 1 &amp; 2</td>
<td>Multiple Choice (50 items)</td>
<td>You are expected to exhibit deep knowledge about the historical and legal bases of NSTP, understand its goals and objectives, and explain its importance to the Filipino youth in nation building. This task is also designed for you to engage in introspective analysis and understand oneself through self-discovery, thus, making you aware of your great role as individuals to the development of the nation.</td>
</tr>
<tr>
<td>Second Examination</td>
<td>Lesson 3 &amp; 4</td>
<td>Multiple Choice (50 items)</td>
<td>You are expected to show deep knowledge of the nature and definition of values that must be subscribed to and translated into virtues for personal development. This task is also designed for you to understand, cultivate and encourage the positive virtues, values, attitudes, and the development of service-oriented characteristics as individuals that can contribute to nation building, improve your life, and those of others.</td>
</tr>
<tr>
<td>Third Examination</td>
<td>Lesson 5 &amp; 6</td>
<td>Multiple Choice (50 items)</td>
<td>You are expected to demonstrate knowledge on the basic concepts in drug abuse, environmental problems, domestic violence, child abuse, juvenile delinquency, poverty and other social issues. Further, this assessment task is designed for you to be aware of your responsibilities as individuals towards</td>
</tr>
</tbody>
</table>
mankind and the environment and help in the promotion of GAD, drug awareness and environmental protection.

| Final Examination | Lesson 1-8 | Multiple Choice (100 items) | This assessment task is designed for you to demonstrate a comprehensive understanding of the basic principles and positive values that can contribute to self-improvement and character building, improve the life of others, and attain national development. |

12. COURSE OUTLINE AND TIME FRAME

<table>
<thead>
<tr>
<th>TIME FRAME</th>
<th>TOPICS</th>
<th>TLA</th>
<th>Required Readings</th>
</tr>
</thead>
</table>
| 3 Saturdays (June) | ➢ Internalize the University's Mission, Vision and Goals  
➢ To get acquainted with one another as well as with the grading system  
➢ To observe and execute proper conduct inside and outside the campus  
➢ To formulate a flow chart about the historical and legal bases of NSTP  
➢ Lesson 1 NSTP Guiding Principles  
➢ Self-awareness  
➢ Lesson II  
➢ My declaration of self esteem  
➢ My personal alphabet  
➢ My personal development  
➢ JOHARI WINDOW: An exercise in self disclosure | ➢ Concept web on the Vision, Mission and Goals of UM Tagum College  
➢ Questions & answer approach about the grading system and rules & regulations  
➢ Flow chart on the topic in which students learn to apply critical thinking  
➢ Lecture/Discussion  
➢ Audio-Visual Presentation (JOHARI WINDOW)  
➢ Group Work  
➢ Brainstorming | 1. UMTC Student Handbook  
2. NSTP Module |
| 4 Saturdays (July) | ➢ Lesson III  
➢ Values Development  
➢ Basic Values | ➢ Discussion  
➢ Question and Answer  
➢ Approach  
➢ Demonstration (Cheer Dance Competition) | NSTP Module  
| 4 Saturdays (August) | ➢ The Good Citizenship Values  
➢ Faith in the Almighty  
➢ Respect for life  
➢ Order  
➢ Work  
➢ Concern for the family and future generations  
➢ Pagka-makatao  
➢ Freedom  
➢ Truth  
➢ Justice  
➢ Pagka-makabayan | ➢ Group Work  
➢ Lecture/Discussion  
➢ Group Sharing of Insights or Experiences | NSTP Module  
### CWTS 1 – Course Syllabus

<table>
<thead>
<tr>
<th>Date</th>
<th>Lesson/Activity</th>
<th>Activity/Workshop</th>
<th>References</th>
</tr>
</thead>
</table>
| 4 Saturdays (September) | Lesson IV  
- Leadership and Teambuilding  
- Servant Leadership  
- Teamwork  
- Characteristics of an Effective Team  
- Attributes of High Performance Team | Group Work  
- Gaming Exercise  
- Tower Building | NSTP Manual Pp. 31-35  
Viray, Firma (2011) NSTP (II).pp. 15-23 |
|                       |                                                                                 | SECOND EXAMINATION                              |                                                 |
| 3 Saturdays (October)  | Lesson V  
- Drug Abuse and its Prevention  
- Basic Concepts in Drug Abuse  
- Phases of Drug Dependence  
- Causes and Effects of Drug Abuse  
- Weapons to Combat Drug Menace | Group discussion  
- Question & Answer  
- Symposium on Drug Awareness  
- Open Forum | NSTP Module, pp. 36-43 |
| Week 8                | Lesson VI  
- Environmental Problem  
- Natural Calamities (Earthquake, Flooding)  
- Deforestation  
- Pollution (Air, Water, Noise and Land)  
- R.A 9003 - Solid Waste Management Act.  
- Lesson VII  
- Safety First and Aid and Disaster Preparedness | Symposium on  
Natural Disaster Risk Management  
Open Forum  
Actual Segregation of Waste  
Ecological Solid Waste Management Act | NSTP Module, pp. 45-56 |
|                       |                                                                                 | THIRD EXAMINATION                               |                                                 |
| Week 9                | Lesson VIII  
- Other Relevant Concerns: Social Issues  
- Violence against Women  
- Child Abuse  
- Alcoholism  
- Poverty  
- Juvenile Delinquency (Minors in Conflict with the Law) | Lecture Discussion  
- Symposium on Sexually Transmitted Diseases (HIV)  
- GAD Symposium  
- Open Forum | NSTP Module, pp. 57-73 |
|                       |                                                                                 | FINAL EXAMINATION                               |                                                 |
13. TEXTBOOK
   A. NSTP Module

14. REFERENCES

15. COURSE EVALUATION

<table>
<thead>
<tr>
<th>Assessment Methods</th>
<th>Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMINATIONS</td>
<td></td>
</tr>
<tr>
<td>First Exam</td>
<td>10%</td>
</tr>
<tr>
<td>Second Exam</td>
<td>10%</td>
</tr>
<tr>
<td>Third Exam</td>
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</tr>
<tr>
<td>Final Exam</td>
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</tr>
<tr>
<td>CLASS PARTICIPATIONS</td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
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</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Oral Recitation</td>
<td>10%</td>
</tr>
<tr>
<td>Research</td>
<td>15%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

14. POLICIES AND GUIDELINES
   a. Attendance is counted from the first regular class meeting.
   b. A validated student identification card must always be worn by all students while attending classes.
   c. Cheating is strictly prohibited. Any form of dishonesty shall be dealt with accordingly. Honesty is called for at all times.
   d. Valid examination permits are necessary in taking the examinations as scheduled. PRESCRIBED PRC CALCULATORS are allowed during EXAMINATIONS.
   e. Base-15 grading policy should be observed. Students who obtained failing scores in major exams are recommended to attend the tutorial class.
Department of Accounting Education
(BS Accountancy Program)

CWTS 1– Course Syllabus

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