



Philippine Christian University

CHED Autonomous University Status | ISO 9001:2015 Certified



Bachelor of Science in Accountancy

ONLINE Bridging Program



ORIENTATION PROGRAM

Term 4.2, AY 2023-2024

February 12, 2024

7:00 PM

Presenter:



PROGRAM

- I. Opening Ceremonies
- II. Messages
- III. The PCU DILRFI BSA Bridging Program
- IV. Academic Policies and Standards
- V. Administrative Maters

I. OPENING ACTIVITIES

- Opening Prayer
- National Anthem
- PCU Hymn

II. MESSAGES

- Message from the PCU President
- Message from the DGMILRFI President
- Message from the PCU Dean, College of Accountancy

III. The PCU DILRFI BSA BRIDGING PROGRAM

- The BSA Bridging Program is a baccalaureate program of the Philippine Christian University in partnership with the DGM Institute of Learning and Research Foundation, Inc., for transferees or 2nd coursers from another school or other program who would like to complete their BS in Accountancy program.
- After completing the academic requirements of the program, PCU will issue the corresponding Diploma and TOR which you may use for employment and in applying for the CPALE.
- CERTS Educational Services is engaged to mainly deliver the academic components of the program by providing the learning management systems, learning contents, and training facilitation. For other details, kindly visit this link: <https://certsedu.tech/pcu-bsa-bridging-program/>

IV. ACADEMIC POLICIES AND STANDARDS

1. Expectations
2. Admission to the Program
 - 2.1 Course mapping
3. Academic Learning Environment
 - 3.1 Setting your online learning environment
 - 3.2 General systems
 - 3.3 Course Outlines
 - 3.4 Online Live Lectures
 - 3.5 Books and references
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 - 3.7 Knowledge Engineers/Facilitators
 - 3.8 APPA skills assessment and certification
 - 3.9 Academic Requirements
 - 3.9.1 Flash Score
 - 3.9.2 CPALE SIMEX
 - 3.9.3 PCU College Dean's Assessment
 - 3.9.4 Non-professional courses
 - 3.10 Other Acad Matters
 - 3.11 Line of Correspondence
 - 3.12. Academic Requirements

IV.1 Expectations

IV. ACADEMIC POLICIES AND STANDARDS

1. Expectations

1.1 Objectives

- 1.1.1 Provide a relevant alternative gateway for those who would like to continue in pursuing the Bachelor of Science in Accountancy program.
- 1.1.2 Train learners to competently and confidently take the CPA licensure examinations resulting to a passing rate much better than the national passing performance.

1.2 Strategies

- 1.2.1 Micro learning design
- 1.2.2 Relevant Learning Management Systems
- 1.2.3 Competent learning contents, delivery, feedback, and assessments

IV. ACADEMIC POLICIES AND STANDARDS

1.3 Outcomes

1.3.1 Competent and reliable graduates of BS in Accountancy

1.3.2 CPALE passers and topnotchers

IV.1 Expectations

On The Learners

- 1.4 Learners are expected as **MATURED** and **RESPONSIBLE** individuals able to manifest respect and commitment to learning schedule and activities in order to meet the required level of competencies set in this Program.
- 1.5 The focus of learning is on the Professional Courses designed to prepare you in confidently taking the CPALE .
- 1.6 Graduates of the BSA Bridging Program are expected to successfully pass the CPA Licensure Examinations (CPALE) on their first take.

IV.1 Expectations

On The Learning Management System

- 1.7 Learning is undertaken using our Learning Management System (LMS), "**certs eduonline PCU**". Learners must discover and know its functionalities, limitations, and uses.
- 1.8 Our learning model has the following MLT (module, lesson, and topic) course structure:
 - 1.8.1 module,**
 - 1.8.2 lesson, and,**
 - 1.8.3 topic**

This micro learning structure is integrated in the CERTS LMS.

IV.1 Expectations

On The Learning Management System

- 1.9 Our learning materials are already on the cloud servers awaiting for use. It is accessible thru (1) android-powered smart phone, and (2) laptop or desktop under the Windows 10 and 11, and (3) Mac OS.
- 1.10 Our learning contents include: recorded video lectures, study notes, slides, references, assignments and MCQs for exercises, practices, diagnostic tests, and assessments. Reading materials in pdf files are downloadable.
- 1.11. Our learning materials are on the cloud awaiting to be tapped by the learners and learning facilitators.

IV.1 Expectations

On The Learning Management System

- 1.12 Assessments are ready to be accessed in our website at will or at some instances, on the scheduled set by the Academic Director.
- 1.13 Training and interaction with Learning Facilitators are purely online, no physical attendance.

IV.2 Admissions to the Program

IV.2 Admission to the Program

2.1 Probationary Admission

- Submission of TOR, Report of Grades, Academic Units Earned from the portal, “Certified True and Correct” by students; Prospectus with hand written grade of students, and signed as certified correct by students
- Release of Course Mapping
- Waiver on the enrollment, subject to the submission of the administrative credentials and compliance to academic requirements
- Enrollment
- Payment
- Access to the learning materials

IV.2 Admission to the Program

2.2 Full Admission

2.2.1 To be fully accepted in the program, the requirements found in this link must be met.

<https://certsedu.tech/pcu-bsa-bridging-program/>

2.3 Course Mapping

2.3.1 Each learner shall enroll the courses according to the provided personalized Program Completion and Mapping Schedule (PCMS), or COURSE MAPPING, until s/he completes it.

IV.2 Admission to the Program

- 2.3.2 The Course Mapping is developed after an assessment of creditable units based on the TOR submitted.
- 2.3.3 In case of a failed rating in a course in a given term, the Course Mapping should be revised and the enrolment schedule for the succeeding terms would adjust accordingly.
- 2.3.4 If a student wishes to change his/her Course Mapping, the same shall be discussed with the Academic Director in the first term of enrollment. **Changes in the Course Mapping** after the first enrollment or during the tenure of the Program will be made after a payment of **two hundred pesos (P200.00)** is made.

IV.2 Admission to the Program

2.3.5 The Course Mapping is developed based on the submitted digital copy of TOR or its equivalent and acceptable academic records.

2.4 Enhanced Course Mapping

2.4.1 There is also an Enhanced Course Mapping which provides the corresponding skills certification courses in relation to the Asia Pacific Professionals Association (APPA) membership and title programs.

IV.3 Academic Learning Environment

IV.3 Academic Learning Environment

3. Academic Learning Environment

- 3.1 Setting Your Online Learning Environment
- 3.2 General Academic Systems
- 3.3 Course Outlines
- 3.4 Online Live Lectures
- 3.5 Books and References
- 3.6 Rating Systems
- 3.7 Knowledge Engineers/Facilitators
- 3.8 APPA Skills Assessment
- 3.9 Other Matters
- 3.10. Academic Requirements
 - 3.10.1 Flash Score
 - 3.10.2 CPALE SIMEX
 - 3.10.3 PCU College Dean's Assessment
 - 3.10.4 Non-professional Courses

IV.3 Academic Learning Environment

3.1 Setting Your Online Learning Environment

3.1.1 Physical set up

- Study table(s)
- Chair(s)
- Learning supplies, calculator, pencil, ballpen, eraser, highlighter
- Computer devices, laptop, desktop, mobile phone(s)
- Good lightings and ventilation
- Book stand/shelves/boxes
- Etc.

IV.3 Academic Learning Environment

3.1 Setting Your Online Learning Environment

3.1.2 Internet connections

- For prepaid internet, verify that your subscription is no limited to selected app or group of apps only
- Use a different internet service provider with better coverage in your area

3.1.3 For more tips in setting your online learning environment, you may visit this link:

<https://cpale.certsedu.tech/tips-to-improve-your-online-learning-skills/>

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.2 Academic Terms

3.2.2.1 The PCU BSA Bridging Program runs on a 3-term per Academic year learning model (trimester model with more or less 15 weeks per term).

3.2.2.2 The annual academic terms are normally scheduled as follows:

Term 1 - Oct - Jan

Term 2 - Feb - May

Term 3 - June - Sep

3.2.2.3 Enrollment starts 1.5 months before the term commences.

3.2.2.4 Classes normally start in the 1st week of 2nd week of the first month of the term.

3.2.2.5 Activities are designed on a term basis.

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.3 Courses

3.2.3.1 Courses are classified as Professional Courses and Non-Professional Courses.

3.2.3.2 Professional courses are those directly related in taking the CPALE such as, but not limited to, accounting, auditing, taxation, regulatory framework for business transactions, economics, financial management, and accounting information system.

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.4 Course Rooms

3.2.4.1 Course rooms are available for professional courses. They contain various learning contents and activities.

3.2.4.2 Some non-professional courses have course rooms. While other non-professional courses have no separate course rooms such as Christian Ethics, Christian Formation, Accounting Research, and Internship. For such, the instructions for course completion is sent through emails.

3.2.4.3 General courses are normally assigned their respective course rooms.

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.5 Learning Activities and Contents

| | | | | | Topical | Lesson | Module |
|----|--|--------------------|--|--|---------|--------|--------|
| a. | Video lectures | | | | ✓ | ✓ | ✓ |
| b. | Study notes | | | | ✓ | ✓ | ✓ |
| | a.1 | slide | | | ✓ | ✓ | ✓ |
| | a.2 | pdf | | | ✓ | ✓ | ✓ |
| | | a.2.1 downloadable | | | ✓ | ✓ | ✓ |
| c. | Readings and references | | | | ✓ | ✓ | |
| d. | From the web | | | | ✓ | | |
| e. | Live internet mentoring (webconferencing) | | | | ✓ | | |
| f. | Exercises | | | | ✓ | ✓ | ✓ |
| g. | Assessments | | | | ✓ | ✓ | ✓ |
| h. | Projects | | | | ✓ | ✓ | ✓ |

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.6 Learning Assessments

3.2.6.1 Topical assessments must be taken as per course outline arrangement.

3.2.6.2 Assessments are already uploaded ready for access on scheduled time.

3.2.6.3 Modular and course assessments have extensions to indicate as such. Topical assessments have no extensions for identification.

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.7 Learning Facilitation

3.2.7.1 Training and interaction with Learning Facilitators are purely online, no physical attendance.

3.2.7.2 Online Mentoring Session (OMS) for professional courses are conducted only when there are questions submitted for discussions.

3.2.7.3 Live online mentoring session and lectures are found in this address:

<https://cpale.certsedu.tech/schedule/>

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.8 Group Chats

3.2.8.1 WE DO NOT HAVE CERTS GROUP CHAT NOR ENCOURAGE / APPROVE ANY OF IT. WE ENTERTAIN COMMENTS / REQUESTS / ISSUES only thru the CERTS FB page:

certs educational services

and our email address :

certseducationalservices@gmail.com

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.9 Learning Environment

- 3.2.9.1 We follow an open-time, open-schedule learning system where learning is made in a self-paced, self-directed, manner. It is primarily an asynchronous learning model and the schedule is at your will.
- 3.2.9.2 Our learning materials are already on the cloud servers waiting for use.
- 3.2.9.3 We have two (2) learning schedule:
- ♦ Asynchronous. For recorded video lectures, reading notes, exercises, topical assessments, modular assessments, and course assessments
 - ♦ Synchronous. Live online CPALE lectures, Integrated Accounting Review Course Assessments, and BSA CPALE SIMEX.

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.10 Class Calendar and Learning Schedule

3.2.10.1 All posted scheduled dates, including the SIMEX and online live lectures, are assumed to push through unless an announcement is made at least a day before the affected date.

3.2.10.2 Relevant learning dates:

| Classes | |
|------------------------|--------------|
| Start | Feb 5, 2024 |
| End | May 29, 2024 |
| Last day of withdrawal | Feb 19, 2024 |

3.2.10.3 Learning is made 24/7 for more or less 15 weeks unaffected by the traffic condition, travel time, location, and other disturbances in learning, except in the unusual electricity and internet connection interruptions as well as calamities.

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.11 Opening and Deadlines of Learning Activities

| | | |
|---|----------------|---------------|
| Prof Courses | | |
| Opening of modular and course assessments | | Apr 2, 2024 |
| Completion of course requirements | | |
| | 1st Deadline | May 22, 2024 |
| | Final Deadline | May 29,2024 |
| Non-Prof Courses | | |
| Opening of non-professional courses | | April 9, 2024 |
| Completion of course requirements | | |
| | 1st Deadline | May 22, 2024 |
| | Final Deadline | May 29,2024 |

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.12 Queries / Issues / Comments

3.2.12.1 When you inquire for answers involving explanation or solutions in an MCQ,

- a) **state the course and topic to be answered, and**
- b) **send a screen shot of the item under question.**

3.2.12.2 The CERTS office will coordinate to the concerned Reviewer. The regular responding time is 8AM to 8PM, Mondays to Saturdays.

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.13 Office Learning Services

3.2.13.1 Only skeletal personnel force is maintained during the SIMEX, Assessments, and other exams.

3.2.14 Links

3.2.14.1 Posting of link for OMS, SIMEX, and Assessments are found in the Introductory Module at least a day prior to the date of schedule.

3.2.14.2 Posting of link for Course Assessments are found in the Summary Section.

3.2.14.3 Links for live CPALE lectures and BSA CPALE SIMEX cannot be opened or used except on the date and time as indicated.

IV.3 Academic Learning Environment

3.2 General Academic Systems

3.2.15 Miscellaneous

3.2.15.1 Course requirements are to be complied and submitted promptly and accordingly.

3.2.15.2 Reading materials, Pdf files, downloadable. Slides are not downloadable.

3.2.15.3 The learning activities start within 24 hours after sending of proof of payment. You have almost 15 weeks to work for your assessments and other course requirements. Do not anymore ask to extend the already finally extended deadlines.

IV.3 Academic Learning Environment

3.3 Course Outlines

3.3.1 The course outlines are found in the CERTS LMS and used in the uploading of learning contents. Use the **“List View”** function.

IV.3 Academic Learning Environment

3.4 Online Live Lectures

- 3.4.1 CERTS conducts LIVE Online Lectures. These are strongly recommended for PCU BSA Bridging graduates and are required for those presently enrolled in the Integrated Accounting courses. The schedule is found in this link:
<https://cpale.certsedu.tech/cpale-2024-schedule/>
- 3.4.2 You may also find the said link in your course room entitled ***"CPALE Live Lecture Schedule"***
- 3.4.3 The CERTS LIVE Online CPALE Lectures cover all the 6 CPALE Course Syllabi and their Table of Specifications as provided by the Board of Accountancy.

IV.3 Academic Learning Environment

3.4 Online Live Lectures

- 3.4.4 Graduates of, as well as those in their last term of enrollment in, the PCU BSA Bridging Program are **REQUIRED** to attend the said live online lectures.
- 3.4.5 Attendance to the CERTS live online CPALE lectures is free among currently enrolled PCU BSA Bridging students.
- 3.4.6 LIVE Online Lectures are also conducted by **Invited Professional Lecturers** as a way of intervention by the PCU College of Accountancy. All concerned are strongly advised to attend. An Attendance Fee for such lectures may be assessed and paid separately.

IV.3 Academic Learning Environment

3.5 Books and References

3.5.1 For books and references in professional courses, kindly visit this link:

<https://certsedu.tech/wp-content/uploads/2022/09/Recommended-Books.-BSA-Program.pdf>

3.5.1 For books and references in the non-professional courses, you may find it in the provided course outline, if made available, or you may search the internet for materials and other sources.

IV.3 Academic Learning Environment

3.6 Rating System

3.6.1 The following are the standard grade points forwarded by PCU thru the office of DILRFI, dated January 17, 2022:

| Grade Point | % Equivalence |
|-------------|----------------------|
| 1.0 | 98 – 100 |
| 1.25 | 95 – 97 |
| 1.5 | 92 – 94 |
| 1.75 | 89 – 91 |
| 2.0 | 86 – 88 |
| 2.25 | 85 below |
| INC | Incomplete |
| OD | Officially Dropped |
| UD | Unofficially Dropped |

IV.3 Academic Learning Environment

3.6 Rating System

3.6.2 Excerpts from the PCU Student Handbook:

3.2. A grade of 4.00 (Conditional) is not given in the final grading period.

3.3. An incomplete (INC) mark is given to a student who fails to complete certain requirements in a course. It is also given to a student who fails to take the final examination due to illness or any other valid reasons. If, however, the student is not passing in his/her class standing within the semester and fails to take the final examinations for any reason, the student is given a grade of 5.00.

3.4. A student who gets an INC must complete the same within a year immediately following the semester that he obtained the INC mark. Failure to comply within the specified period will automatically mean a grade of 5.00.

IV.3 Academic Learning Environment

3.6 Rating System

3.6.2 Excerpts from the PCU Student Handbook (cont.):

3.5. After the deadline to complete an “Incomplete” grade has passed which is one (1) year, a student may still complete within a grace period of two (2) months only if the department head/dean or instructor approves the extension of the prescription period by filling out the Request for Extension of “Incomplete” Form. Otherwise, the “Inc” becomes a “5.00” subject for repeat. No request for extension of “Incomplete” will be entertained after a period of 14 months or one year and two months.

3.6. When a student drops a subject within six (6) weeks from the first day of classes, it shall be reported as “OD” (Officially Dropped); otherwise, it shall be marked either as “UD” (Unofficially Dropped) or “W/F” (Withdrawn/Failure) if no official dropping transpired, except when illness or any other valid reasons has caused the withdrawal, which must be established. The dash (-) is not to be used as a marking sign because its meaning is not specific.

IV.3 Academic Learning Environment

3.6 Rating System

3.6.3 Professional courses

- Academic rating is purely assessment-based.
- If the requirements in the professional courses are completed within the schedule completion, an additional of 3 points will be added to the final rating.

3.6.4 Non-professional courses

- Submit the requirements to get a higher score.
- The base grade is 100.
- The following are DEDUCTIONS from the non-prof rating:
 - Non-submission of the course requirements (-20).
 - Late submission of the course requirement (-10).
 - Inferior quality of materials submitted (-5).

IV.3 Academic Learning Environment

3.6 Rating System

3.6.5 “INC” Rating

- If the course requirement is not submitted within the final extension deadline, the rating to be given is "INC". The course requirement must be completed within 45 days from the start of the immediately following term, otherwise, the rating will become unofficially dropped, "UD".

IV.3 Academic Learning Environment

3.6 Rating System

3.6.6 Minimum assessment rating . Professional Courses

- The minimum assessment rating is 75 percent, unless otherwise stated in a course.
- The minimum assessment rating in the **Integrated Accounting Review Courses** is 80 percent.

IV.3 Academic Learning Environment

3.6 Rating System

3.6.7 Assessments and Rating

| | |
|---------|------------|
| Topical | 30 |
| Modular | 40 |
| Course | 30 |
| Total | <u>100</u> |

3.6.7.1 Topical assessments (open from beginning to end)

- Unlimited number of takes
- Average of the 3 highest scores

3.6.7.2 Modular assessments (with opening schedule)

- Limited to three (3) takes (*required to be taken 3 times*)
- Average of the 3 scores

3.6.7.3 Course assessments (with opening schedule)

- Limited to one (1) take only

IV.3 Academic Learning Environment

3.6 Rating System

Assessments and Rating

- 3.6.7.4 If there are no modular and course assessments, the topical assessment score is transmuted to be the 100 score.
- 3.6.7.5 If there is course assessment, the topical and modular assessment scores are transmuted to be the 100 score.
- 3.6.7.8 If a topic has no assessment, the same is not considered in the computation of the course rating.
- 3.6.7.9 Prompt submitters get a 3-point additional adjustment on their professional course rating.

IV.3 Academic Learning Environment

3.6 Rating System

- 3.6.7.10 Late submitters will get the following demerits:
with first extension, -2% on their rating.
2nd and final extension, you get a maximum of 85% rating.
- 3.6.7.11 Course assessments, will use Test Bank 2
- 3.6.7.12 CPALE SIMEX, will use Test Bank 3

IV.3 Academic Learning Environment

3.6 Rating System

- 3.6.7.13 Course requirements submitted late beyond the final extension will not be considered in determining the final rating. *A minute of late is still late.*
- 3.6.7.14 Always complete the requirements on time. You have practically 15 weeks to work for the course requirements.
- 3.6.7.15 INC Rating must be completed within 1.5 months from the date of the immediately succeeding term.

IV.3 Academic Learning Environment

3.6 Rating System

3.6.7.16 Rating on Integrated Accounting Review Courses

- The minimum rating is 80/100.
- Required to take all the available assessments: topical, modular, and course.
- Required to take the SIMULATION EXAMS.

IV.3 Academic Learning Environment

3.7 Knowledge Engineers / Facilitators

3.7.1 Kindly visit this link for your knowledge engineers and learning facilitators:

<https://cpale.certsedu.tech/cpale-reviewers/>

IV.3 Academic Learning Environment

3.8 APPA Skills Assessments and Certification

Professional Titles as Members in the CERTS Professional Certification Program

IV.3 Academic Learning Environment

3.8 APPA Skills Assessments and Certification

- 3.8.1 The CERTS Professional Certification Program **Assessments** are advised to be taken.
- 3.8.2 Training and assessments are free.
- 3.8.3 Certification is not free.
- 3.8.4 You may join the corresponding Online Mentoring Session of your chosen assessment date without charge.

Registrations and Certifications¹

| Bookkeeping | |
|--|--|
| 1 | Certified Bookkeeper |
| 2 | Certified Professional Bookkeeper |
| Financial Accounting and Reporting | |
| 3 | Registered Financial Accountant I |
| 4 | Registered Financial Accountant II |
| 6 | Certified Financial Accountant |
| Government Accounting and Reporting | |
| 7 | Registered Government Financial Accountant |

¹ A person being granted a REGISTRATION or CERTIFICATION in the professional or technical membership possesses the required skill certificate(s) issued by an accredited assessing entity in a given level of certification.

Registrations and Certifications

| Cost Accounting | | | |
|------------------------------|---|--|--|
| 8 | Registered Materials Accountant | | |
| 9 | Registered Payroll Accountant | | |
| 10 | Certified Cost Accountant | | |
| Management Accounting | | | |
| 11 | Associate Financial Planner | | |
| 12 | Registered Management Accountant | | |
| 13 | Certified Management Accountant Asia | | |
| 14 | Certified Management Accountant Global | | |
| Financial Management | | | |
| 15 | Registered Financial Analyst | | |
| 16 | Registered Personal Finance Practitioner | | |
| 17 | Registered Corporate Finance Practitioner | | |
| 18 | Certified Financial Manager | | |

Registrations and Certifications

| | Auditing | | |
|-----------------|--|--|--|
| 19 | Registered Internal Auditor | | |
| 20 | Registered Public Auditor | | |
| 21 | Registered Government Auditor | | |
| 22 | Registered Forensic Auditor | | |
| Taxation | | | |
| 23 | Registered Income Tax Practitioner | | |
| 24 | Registered Business and Transfer Taxation Practitioner | | |
| 25 | Certified Tax Accountant | | |

IV.3 Academic Learning Environment

3.9 Academic Requirements

3.9.1 **Flash Score.** It is purely based on your assessment ratings.

3.9.2 **CERTS BSA CPALE SIMEX.** It is REQUIRED to all graduating student and graduates of the program before issuing their Transcript of Records for the CPALE.

3.9.3 **PCU College Dean's Assessment**

3.9.4 Non-professional courses. Read and follow the instructions carefully. Many of the non-professional courses have course outlines containing their respective instructions while other of such courses' instructions are given through email.

IV.3 Academic Learning Environment

3.10 Other Academic Matters

3.10.1 Research courses

- 3.10.1.1 Research courses, feasibility study or equivalents are creditable in this bridging program.
- 3.10.1.2 Rating on these courses, if required to enrol, shall be based on the Course Requirement to be submitted at the end of the term.

IV.3 Academic Learning Environment

3.10 Other Academic Matters

3.10.2 Internship

3.10.2.1 Practicum, on-the-job-training or equivalents are creditable in this bridging program under the **Recognized Learning Activity** (RLA) system.

3.10.2.2 Those who lack credit units in this course would be given an alternative practical learning activity (PLA) to be performed during the term. The choices for learning activities would be discussed in the first week of the term.

3.10.2.3 An separate orientation program will be conducted on Feb 20, 2024, 7:00PM.

IV.3 Academic Learning Environment

3.10 Other Academic Matters

3.10.2.4 Other Internship course information

| | |
|----------------------------|---|
| FOR INTERSHIP INSTRUCTIONS | |
| | https://certsedu.tech/wp-content/uploads/2023/08/Internship-Course-Requirement.pdf |
| FOR INTERSHIP REGISTRATION | |
| | https://docs.google.com/forms/d/e/1FAIpQLSctEpD-AYYMj_CB5JZAVFtyq-8KhW3GnWfinPWLOfH9xpyYmw/viewform |
| | |

IV.3 Academic Learning Environment

3.10 Other Academic Matters

3.10.3 Facilitation for professional courses

3.10.3.1 All enrollees in the Integrated Accounting Review courses are **REQUIRED TO ATTEND** the live online lectures. Check the schedule in:

<https://cpale.certsedu.tech/cpale-2024-schedule/>

3.10.3.2 Other students are encouraged to attend the CPALE Live Lectures.

IV.3 Academic Learning Environment

3.10 Other Academic Matters

3.10.4 Student Manual

3.10.4.1 Enrollees in the BSA Bridging Program must comply with the standards promulgated in the PCU Student Handbook, except for cases being modified to suit to the standards applied in the Bridging Program.

3.10.4.2 The said handbook is downloadable at:

<https://manila.pcu.edu.ph/wp-content/uploads/2019/09/PCU-Students-Manual-2018-FINAL.pdf>

IV.3 Academic Learning Environment

3.10 Other Academic Matters

3.10.5 BSA Prospectus

3.10.5.1 The Bachelor of Science in Accountancy program of the university must be complied with in order to be granted the degree in the said program.

3.10.6 Enrolment – New Students

3.10.6.1 Fill out the Registration Form used by the DGM Institute of Learning and Research Foundation, Inc.

3.10.6.2 Write the courses you will enrol based on your personalized **Program Completion and Mapping Schedule (PCMS)**, or simply **“Course Mapping”**.

IV.3 Academic Learning Environment

3.10 Line of Correspondence

3.10.7 Enrolment – New Students

- 1 You may enroll while the current term is ongoing or while awaiting for the release of your Course Rating.
- 2 Follow items "1.4", "2.1", and "2.3" found in this link: <https://certsedu.tech/bsa-enrollment-procedure/>
- 3 Use the same login credentials and check if your certs app is updated.
- 4 For other details, please visit this link: <https://certsedu.tech/certified-financial-accountant/bsa-enrollment-procedure/>

IV.3 Academic Learning Environment

3.11 Line of Correspondence

- 3.11.1 The official correspondence is the fb page: **certs educational services**
- 3.11.1 Submit the academic requirements for non-professional courses thru: **academics.pcu.online.program@gmail.com**
- 3.11.2 Do not expect a reply on email for the course requirements you have submitted.
- 3.11.3 Issues reported and not covered on the day it is reported / submitted will be covered in the following business day.
- 3.11.4 For queries, consult the orientation materials and the website.

IV.3 Academic Learning Environment

3.11 Line of Correspondence

3.11.6 CERTS Hot lines

FB : certs educational services

Mobile No. : 0917 704 3328

0917 8874876 / 0917 3123727

IV.3 Academic Learning Environment

3.11 Line of Correspondence

- 3.11.7 When the FB is used, kindly send attachment as a “picture file”.
- 3.11.8 When referring to a previously sent image, kindly re-attach the image.
- 3.11.9 The pcu.online.program@gmail.com email address is maintained by CERTS.
- 3.11.20 Sunday is a rest day in the CERTS office.

4

V. Administrative Matters

V. ADMINISTRATIVE MATTERS

5.1. IDs, Official Receipts and Certificate of Enrollment, Transfer Credentials, TOR, Diploma, and Graduation

5.1.1 PCU IDs are to be processed by DILRFI.

5.1.2 ORs are issued after full payment has been made.

5.1.3 Certificate of Enrollment is issued by the DILRFI but is processed by CERTS.

V. ADMINISTRATIVE MATTERS

5.2 Transfer Credentials and Honorable Dismissal

5.2.1 Transfer Credentials and Transcript of Records are submitted to DILRFI in the following address:

Dean Don M. Magpantay
President, DGM Institute of Learning and Research
Foundation, Inc.

40 China St., Better Living Subdivision, Don
Bosco, Parañaque, Metro Manila, Philippines
dgminstitutelrfi@gmail.com

0906 0012045

0915 7602083

V. ADMINISTRATIVE MATTERS

5.2.2 Transfer credentials to PCU

- PCU may send the letter of request or you can go directly to your previous school and request.

5.2.3 Transfer credentials from PCU

- The request of transfer from PCU must be coursed thru DILRFI or directly to PCU.

V. ADMINISTRATIVE MATTERS

- 5.2.4 Process of Obtaining the Transfer of Records, if not yet on hand, from Previous School as Applied for Transferees and Courses.
- 5.2.4.1 Enroll in the PCU BSA Bridging program.
 - 5.2.4.2 Get the Transfer Credentials from your previous school. Submit it to PCU thru DILRFI.
 - 5.2.4.3 PCU will send the Return Slip of your transfer credentials to your previous school with the request to transmit your Transcript of Records with notation "COPY FOR PCU".

V. ADMINISTRATIVE MATTERS

5.2.5 Honorable Dismissal from the previous school is required for the following:

5.2.5.1 Transferees

5.2.5.2 Enrollees whose TOR have no stamped "COPY FOR PCU" or who have not submitted the transfer credential slip.

V. ADMINISTRATIVE MATTERS

5.3 PCU TOR, Diploma, and Graduation

5.3.1 Issuance of TOR to completers

5.3.1.1 The TOR is to be applied separately by the graduate to PCU thru the DILRFI.

5.3.2 Graduation ceremonies

5.3.2.1 Graduation schedule and ceremonies shall be taken separately with DILRFI and PCU.

5.3.3 CPALE Review Program

5.3.31 It is not covered in the BSA Bridging Program. You have the option to take a separate CPALE Review Program.

V. ADMINISTRATIVE MATTERS

5.4 Downloading the CERTS App

<https://certsedu.tech/app-download/>

5.5 The “**certs eduonline PCU**”, or CERTS LMS, will be used in the PCU BSA Bridging Program to supplement the University’s Blue Book.

5.6 Students will be given a video link to be guided on the "how" of the certs app platform.

V. ADMINISTRATIVE MATTERS

5.7 Line of Correspondence

DILRFI Website : www.dgmilrfi.com

CERTS website : www.certsedu.tech

Email addresses

Enrolment and payment : finance.pcu.onlineprogram@gmail.com

Submission of academic requirements for non-professional courses: academics.pcu.onlineprogram@gmail.com

Announcement : pcu.online.program@gmail.com

TUITION AND OTHER FEES

V. TUITION AND OTHER FEES

5.11 Payment of tuition

5.11.1 Pay your tuition and other fees on time.

5.11.2 When inquiring on tuition, state the first TERM of your enrollment. Students should remember their Enrollment Batch, the term they first enrolled in the program, e.g., Term 4.1, AY 2023-2024.

5.11.3 The tuition shall be the same within 2 years from the date of the first term of enrollment, except for those whose original Course Mapping is beyond 2 years. After such, the new prevailing tuition and other fees shall apply.

V. TUITION AND OTHER FEES

- 5.11.4 Those who dropped after the published dropping period are required to pay their outstanding balance before enrollment in the following term.
- 5.11.5 Christian Formation and Christian Ethics would have an additional of P1,000 assessment for each course.
- 5.11.6 Password recovery or change in password would cost you two hundred pesos (P200) per service.
- 5.11.7 Tuition and schedule of payments in Term 4.2**

<https://certsedu.tech/pcu-bsa-bridging-program/>

V. TUITION AND OTHER FEES

5.11.8 Password recovery or change in password would cost you two hundred pesos (P200) per service.

5.11.9 Send the digital copy of each of your tuition payments to: finance.pcu.online.program@gmail.com

5.11.10 For those dropping within the prescribed period, there paid tuition shall be refunded, subject to ten percent (10%) deduction based of the total tuition to be paid during the term.

GOOD LUCK TO ALL!

Terms and Terminologies

Terms and Terminologies

Academic Year. “AY” for short, is a length of learning and training time within a year; it starts from September of the present year and ends in August of the immediately following term

Academic Term. The PCU-DILRFI Program follows the 3-term academic year. It covers a more or less 15 weeks of learning and training time within an academic year.

APPA. It stands for Asia Pacific Professionals Association a certification issuing body

1

Terms and Terminologies

Batch. It is identified as to the AY it relates and is further identified as to batch. For example:

Batch 1.1 – AY 2020-2021, Term 1

Batch 1.2 – AY 2020-2021, Term 2

Batch 1.3 – AY 2020-2021, Term 3

Batch 2.1 – AY 2021-2022, Term 2.1

Batch 2.2 – AY 2021-2022, Term 2.2

Etc.

1

Terms and Terminologies

BSA Bridging Program. The BSA Bridging Program is a baccalaureate program of the Philippine Christian University in partnership with the DGM Institute of Learning and Research Foundation, Inc., for transferees or 2nd coursers from another school or other program who would like to complete the BS in Accountancy program.

CERTS. The CERTS Educational Services, Inc. is contractually authorized by DILRFI to handle the academic activities in the BSA Bridging program.

1

Terms and Terminologies

Course. Also called as subject, e.g., Fundamentals of Accounting, Intermediate Accounting, Ethics, Philippine Popular Culture, etc.; there are 66 courses in the PCU BSA program.

Course Developer. A professional who designs the course room and creates or supervises the preparation and uploading of the learning contents.

CPALE. Certified Public Accountant Licensure Examinations.

Terms and Terminologies

DILRFI. The DGM Institute of Learning and Research Foundation, Inc., is the Co-Administrator of PCU in operating the BSA Bridging Program by virtue of a memorandum executed by the PCU and DILRFI.

Learning Facilitator. A professional who guides, counsels, and monitors the daily or periodic learning activities.

Lesson. A set of related knowledge in a module

Learning platform. CERTS educ online - PCU

Module. A major set of related knowledge in a course.

1

Terms and Terminologies

Non-professional courses. Those not classified as professional courses.

PCU. The Philippine Christian University, an ISO certified training institution and a CHED autonomous university, is authorized by the Philippine government to issue Diploma to graduates of the Bachelor of Science in Accountancy

1

Terms and Terminologies

Professional courses. These are courses directly related to the CPALE. It includes the following:

- Financial Accounting and Reporting
- Conceptual Framework and Accounting Standards
- Intermediate Accounting 1
- Intermediate Accounting 2
- Intermediate Accounting 3
- Cost Accounting and Control
- Strategic Cost Management

1

Terms and Terminologies

Professional courses include the following (cont.):

- Accounting for Special Transactions
- Accounting for Government and Non-profit Organization
- Accounting for Business Combinations
- Governance, Business Ethics, Risk Management, and Internal Control
- Auditing and Assurance Principles
- Auditing and Assurance Concepts & Applications 1
- Auditing and Assurance Concepts & Applications 2

1

Terms and Terminologies

Professional courses include the following (cont.):

- Auditing and Assurance Services in Specialized Industries
- Auditing in CIS Environment
- Managerial Economics
- Economic Development
- Financial Management
- Accounting Information System
- Strategic Business Analysis

1

Terms and Terminologies

Professional courses include the following (cont.):

- Operations Management and Total Quality Management
- Law on Obligations and Contracts
- Business Laws and Regulations
- Regulatory Framework and Legal Issues in Business
- Income Taxation
- Business Taxation

1

Terms and Terminologies

Program. Bachelor of Science in Accountancy

Topic. A set of related knowledge in a lesson.

1

ACRONYMS

| | |
|--------|--|
| CERTS | CERTS Educational Services |
| Course | Traditionally refers to “academic subject” |
| CPALE | Certified Professional Accountant Licensure Examinations |
| DILRFI | DGM Institute of Learning and Research Foundation, Inc. |
| OMS | Online Mentoring Sessions |
| PCU | Philippine Christian University |



BSA ORIENTATION PROGRAM

OPERATING MATTERS

FAQs

1. Q. Where can I find more details about the PCU BSA Bridging program.
A. For more details of program information, kindly visit the CERTS website.
2. Q. Am I allowed to take the CPALE after completing the BSA Bridging Program?
A. Yes

FAQs

3. Q. What is the learning mode?

A. The PCU BSA Bridging Program runs on a 3-term per Academic year learning model (trimester model with more or less 15 weeks per term).

Learning is undertaken using our CERTS Learning Management System (LMS), "certs eduonline"

Our learning app runs thru (1) android-powered smart phone, and (2) laptop or desktop under the windows 10 and Mac operating systems. The beta version for the iphone and ipad access will be released in Jan 2024.

We follow an open-time, open-schedule learning system where learning is made in a self-paced, self-directed, manner. It is primarily an asynchronous learning model and the schedule is at your will.

FAQs

3. Q. What is the learning mode?

A. (continuation)

Our learning materials are already on the cloud servers waiting to be used.

Our e-Learning systems contents include: recorded video lectures; study notes, slides, references, assignments and MCQs for exercises, practices, diagnostic tests, topical tests, modular tests and course assessments. Reading materials are downloadable.

Assessments are already uploaded ready to be accessed at will or scheduled set by the Academic Director.

Students are also strongly urged to attend the regular CERTS LIVE ONLINE LECTURES relating to all topics covered in the CPALE. The links for the Live Online Lectures are posting in the course room "Live Lecture Schedule". Also, the related schedule is found in the CERTS website (<https://certsedu.tech>).

FAQs

3. Q. What is the learning mode?
A. (continuation)

Training and interaction with Learning Facilitators are basically online. Intervention classes may be held on a face-to-face or online mode. Intervention classes are held at the option of the College Dean. Online mentoring sessions (OMS) may be conducted at the request of the learners.

CERTS has no official group chat and such organized by our learners are not authorized. Talk to us thru our FB page: certs educational services.

Learning is self-responsibility.

For other details, please visit this link: <https://certsedu.tech/pcu-bsa-bridging-program/>

FAQs



LEARNING ENVIRONMENT

4. What are the program admission requirements?

ADMISSION AND ENROLLMENT TO THE PROGRAM

Admission, enrollment, training, credits, completion, and certifications

- 1 Enrollment
 - 1.1 Evaluation of academic documents
 - 1.1 Release of course mapping
 - 1.1 Submission of accomplished forms
 - 1.1 Payment
- 2 Training
 - 2.1 Access
 - 2.2 Study
 - 2.3 Assessments
 - 2.4 Ratings
- 3 Repeat processes 1 and every term

ADMISSION AND ENROLLMENT TO THE PROGRAM

4 Academic completion

5 Official Admission to the Program

5.1 Submission program admissions requirements

6 Graduation

6.1 Issuance of TOR for general purposes other than for CPALE

7 Issuance of TOR for CPALE

7.1 CPALE SIMEX

7.2 PCU Assessment

THE CERTS APP

- 1 Structure
- 2 How to use the certs app and course rooms: structure, contents, etc.
Show the modular, lesson, and topical arrangement
- 3 In what devices is it running at?
- 4 List View functionality, to emphasize

THE COURSES

- 1 Why are courses classified as professionals and non-professionals?
- 2 Course requirements: what and when?
 - 2.1 Professional courses
 - 2.2 Non-professional courses
- 3 Extensions in the submission of course requirements due to contingencies, recurring brown outs, death of an immediate member of the family, slow internet, ?
- 4 Professional course requirements
 - 4.1 1st deadline, with 3 points incentive
 - 4.2 Final deadline, rating is based on flash score for prof courses
 - 4.3 Extended final deadline to complete the INC Rating, 85% is the highest rating to be given: (85% = 85% to 100%)
- 5 Non-professional course requirements. Rating for the non-professional courses are read in relation to slide no. 43.

COURSE ROOMS

1. Opening of the course rooms
2. Available courses in the learning app . . Date of opening, what are the courses with course rooms
 - 2.1 Professional courses
 - 2.2 Non-professional courses
- 3 Internship course; Christian courses
- 4 Instructions on the non-prof courses
 - 4.1 Synchronous and asynchronous learning schedule

ENROLLMENT

- 1 In the succeeding academic terms, do I have to wait for the release of the Academic Rating Report before proceeding to enrollment?
- 2 What are the procedures for enrollment in the following terms? What are the differences from that of the first term of enrollment?
- 3 Are old students allowed to enroll even before the issuance of the Academic Rating Report?

ACADEMIC RATING and REPORT

- 1 Are academic ratings released or published? Where and When?
- 2 Flash Score. . . Minimum flash score rating, how is it computed
- 3 Opening date of courses to complete the INC rating in term 3.2

COURSE MAPPING

1 Course Mapping and Revision in the Course Mapping

ACADEMIC CALENDAR

1. Academic Calendar

Manage your activities by beating the calendar

Do not put unnecessary stress on yourself

Read the info in the website

Read all the policies

Understand well what you read

And ask only those essentials

SCHOOL ID, OFFICIAL RECEIPTS, TOR, DIPLOMA, CERTIFICATE OF ENROLLMENT, CERTIFICATE OF GRADES

To send the ORIGINAL copies of the registration credentials for ENROLLMENT, request for TRANSFER CREDENTIALS, request for the SCHOOL ID, OFFICIAL RECEIPTS, Statement of Accounts, certification of enrollment, and other documentary requirements, kindly coordinate to DILRFI thru the following contact information:

Dean Don M. Magpantay

DGM Institute of Learning and Research Foundation, Inc.

40 China St., Better Living Subd., Sec 2, Brgy. Don Bosco, Paranaque, Metro Manila

Mobile No. **+63 0906 0012045** / Email address: dgminstitutelrfi@gmail.com

ASSESSMENTS

1. What are the different types of assessments?
When are they accessible?
What are their relationship to the Rating System?

CERTS CERTIFICATIONS

1. What else do I get from the PCU DILRFI BSA Bridging Program aside from the diploma in BSA and the TOR for CPALE from PCU?

CERTS Certifications

<https://certsedu.tech/products/micro> skills certifications

TUITION AND OTHER FEES

- 1 Explaining the tuition and other fees structure
- 2 Payment schedule
- 3 Non-payment of the tuition and other fees
- 4 How to compute the total tuition and other fees?
How much is the installment payments?

LIVE CPALE LECTURES

1. Access to the CPALE Live Online Lectures
 - 1.1 Required to PCU BSA Bridging graduates and IAR course students.
 - 1.2 Other students are encouraged to attend the CPALE Live Lectures.

THE CERTS WEBSITE

- 1 <https://certsedu.tech>
- 2 Make it a habit to always visit the website

CPALE SIMEX and PCU ASSESSMENT

- 1 CPALE SIMEX Schedule
<https://certsedu.tech/bsa-cpale-simex/bsa-cpale-simex-schedule/>
- 2 Those who had been issued the TOR for CPALE need to retake the CPALE SIMEX, except for those who had passed the CPALE SIMEX in the 2023 assessments.

OTHER MATTERS

- 1 Special lecture in grammar and mathematics.
 - 1.1 Meanings and uses of either/or, neither/nor, and/or, or, and etc.
 - 1.2 Business math, others

TO ALL THOSE WHOSE NAMES ARE INCLUDED IN THE LIST OF ACADEMIC COMPLETERS

| | |
|-----|---|
| 1 | Steps to join the graduation ceremonies |
| 1.1 | The DILRFI will still have to coordinate with PCU Registrar for the accreditation of the units earned and the endorsement of the PCU Dean for the completion of the academic units earned. |
| 1.2 | Coordinate with DILRFI for the graduation processing. |
| 1.3 | Attend the graduation ceremonies. |
| 2 | Steps in securing the TOR for "BOARD EXAM PURPOSES" |
| 2.1 | Take the PCU College Assessment. Coordinate with DILRFI. |
| 2.2 | Attend the CERTS Live Online CPALE lectures. Check the schedule here: https://cpale.certsedu.tech/cpale-2023-schedule/ |
| 2.3 | Take and pass the CPALE SIMEX. Check the schedule here: https://certsedu.tech/bsa-cpale-simex/bsa-cpale-simex-schedule/ |
| 2.4 | The policies relating to the CPALE SIMEX are posted at https://certsedu.tech/bsa-cpale-simex/ |

F A Qs

Q1. After graduation, do we need to still enroll just to take the BSA CPALE SIMEX and the PCU College Assessment?

A1. No. There is no need for enrollment to take the BSA CPALE SIMES and the PCU College Assessment after completing all the academic requirements.

Q2. Specific date and time of the OMS and live lecture access

A2. Always consult the website for details and related matters

Q3. How do I compute my tuition and other fees for an academic term?
How much do I pay for the installment basis?

A3.1 Kindly consult the CERTS website.

A3.2 Send your proof of payment both to the
pcu.online.program@gmail.com and the certs fb page

A3.2 Pay as you are instructed based by SOA sent by CERTS.

Q4. After completing the program academic requirements, to whom shall I deal already?

A4. After completing the academic credentials, deal with DILRFI and/or PCU.

SPECIAL NOTES

SPECIAL NOTES

The course mapping is an agreement between PCU and the enrollee and must be complied with and completed before being declared as an academic completer

Amendment in course mapping after the first time of enrollment is chargeable at P200 per service.

You are strongly advised to attend the Live Online CPALE lectures. CERTS does not publish online lecture recording.

When you send a document in the fb page, kindly send it in picture file.

There is “Live CPALE Lecture Schedule” course room. Open it and find the schedule link in the introduction lesson in each module of FAR, AFAR, AUDITING, TAXATION, RFBT, and MS.

Academic completers vs. Candidates for graduation

| | | |
|--|----------------|--------------|
| Term 4.1, AY 2023-2024 | | |
| Prof Courses ¹ | | |
| Opening of modular and course assessments | | Apr 2, 2024 |
| Completion of course requirements ² | | |
| | 1st Deadline | May 22, 2024 |
| | Final Deadline | May 29, 2024 |
| Non-Prof Courses | | |
| Opening of non-professional courses | | Apr 9, 2024 |
| Completion of course requirements ² | | |
| | 1st Deadline | May 22, 2024 |
| | Final Deadline | May 29, 2024 |

¹ If the requirements in the professional courses are completed until the deadline for completion, an additional of 3 points will be added to the final rating.

² if the requirement is not submitted within the final extension deadline, the rating to be given is "INC". The course requirement must be completed within 45 days from the start of the immediately following term, otherwise, the rating will become unofficially dropped, "UD".

³ Some non-professional courses have no separate course room. The instructions for such course completion is sent through emails.

THANK YOU