

Chiang Kai Shek College

菲律賓中正學院

CKS COLLEGE

INSTITUTIONAL VISION-MISSION

Education for excellence, geared towards a united Filipino-Chinese community equipped with the basic academic skills, wisdom, and the virtues of propriety, righteousness, incorruptibility and honor, committed to nation building and international concern.

CORE VALUES

Chiang Kai Shek College challenges stakeholders to lead their lives in accordance to the four Confucian virtues:

- Li (禮, propriety, proper rite)
- Yi (義, righteousness or justice)
- Lian (廉, incorruptibility)
- Chi (恥, honor, sense of shame)

Concomitant to attaining these values are the cultivation and sustenance of the holistic approach to education, an all-around development in five domains:

- Dé (德, moral)
- Zhì (智, intellectual)
- Tǐ (體, physical)
- Qún (群, team spirit)
- Měi (美, aesthetic)

Based on these Confucian moral values, CKS College simplifies its Core Values as follows:

- Relevant Education
- Good Character
- Committed Service

COLLEGE VISION STATEMENT

To become the preferred Filipino-Chinese college that offers high quality, learner-centered, and outcome-based education to future entrepreneurs, professionals, and managers in the fields of business, IT, and education.

COLLEGE MISSION STATEMENT

CKS College is a preeminent Filipino-Chinese college that seeks to grow, educate, and train future entrepreneurs and leaders who will make significant contributions to society.

It endeavors to create a learning environment that balances theory with practice, so as to equip students with the necessary knowledge, skills, and values that will enable them to succeed in their respective fields.

In partnership with CKS College faculty, staff, and administration, and through stronger linkages with various organizations, CKSC alumni, businessmen, and professionals, it shall continuously make its degree programs more adaptive and relevant to changing educational, social, technological, and business environments, thereby bridging the gap between academe and industry.

It shall supply various sectors with capable, competent, and pro-active educators, accountants, managers, marketers, IT experts, and entrepreneurs who shall be known for their commitment, excellence, passion, and integrity.

CKS COLLEGE INSTITUTIONAL OBJECTIVES

1. To train bright and capable leaders of society
2. To prepare people for the task of building a better and stronger nation
3. To harvest and share great ideas from Eastern and Western cultures
4. To enhance friendship and understanding between Filipinos and Chinese

PROGRAM OUTCOMES (PO)

1. Common to All Programs

- 1.1 Recognize and examine the trends and developments in one's field of specialization.
- 1.2 Effectively communicate orally and in writing using English, Filipino, mother tongue language, and an appropriate Foreign Language required by the industry.
- 1.3 Work effectively and independently in multi-disciplinary and multi-cultural teams.
- 1.4 Act in recognition of professional, social, and ethical responsibilities.
- 1.5 Preserve and promote Filipino historical heritage and cultural values.
- 1.6 Engage in ongoing, voluntary, and self-motivated pursuit of knowledge (lifelong learning).
- 1.7 Demonstrate the values of propriety, righteousness, incorruptibility, and honor.

2. Common to the Business and Management Discipline

- 2.1 Perform the basic management functions, such as planning, organizing, staffing, leading, and controlling.
- 2.2 Apply proper decision making tools to critically, analytically, and creatively solve problems and drive results.
- 2.3 Apply the basic concepts that underlie each of the functional areas of business (marketing, finance, human resources management, production and operations management, information technology, and strategic management) and employ these concepts in various business situations.
- 2.4 Apply information and communication technology (ICT) skills as required by the business environment.
- 2.5 Work effectively with other stakeholders and manage conflict in the workplace.
- 2.6 Employ entrepreneurial skills in planning and implementing business activities.
- 2.7 Demonstrate high personal moral and ethical standards, organizational citizenship, and corporate social responsibility.

3. Specific to the Accountancy Program

- 3.1 Resolve business issues and problems, with a global and strategic perspective using their knowledge and technical proficiency in the areas of financial accounting & reporting, cost accounting & management, management accounting & control, taxation, and accounting information systems;
- 3.2 Conduct accountancy research through independent studies of relevant literature and appropriate use of accounting theory and methodologies;
- 3.3 Employ technology as a business tool in capturing financial and non-financial information, generating reports and making decisions;
- 3.4 Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional and certifications);
- 3.5 Confidently maintain a commitment to good corporate citizenship, social responsibility and ethical practice in performing functions as an accountant.
- 3.6 Use financial & non-financial information to conduct sustainability and strategic audit of various business organizations.

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COURSE SYLLABUS

Course Code : ACLAW3 Course Title : Regulatory Framework and Business Issues I Credit : 3.0 Units Instructor : Class Day : Class Time : Classroom : Consultation Schedule :	Course Description: This course is a study of the provisions of the law on negotiable instruments. It includes discussions and illustrations on kinds of negotiable instruments, negotiability, purpose and functions, requirements for the instruments to be negotiable, parties to the instrument, construction of ambiguous instrument, forgery and its effect, consideration, accommodation party, negotiation, endorsements (types and how made), striking out endorsements, requisites of holder in due course, defenses of the parties (real and personal), parties liable (primary and secondary), discharge of negotiable instruments, effects of alteration, among others. Some of the major discussions will include the process of negotiation and collecting, remedies in case of non-payment, and emerging payment systems using new technology and the internet.
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Course Outcomes	Program Outcomes Addressed by the Course Outcomes
1. Explain the concept of negotiability.	2.2 Apply proper decision making tools to critically, analytically, and creatively solve problems and drive results. 3.4 Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional and certifications).
2. Enumerate the different kinds of negotiable instruments.	2.2 Apply proper decision making tools to critically, analytically, and creatively solve problems and drive results. 3.4 Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional and certifications);
3. Articulate when an instrument is negotiable.	2.2 Apply proper decision making tools to critically, analytically, and creatively solve problems and drive results. 3.4 Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional and certifications);
4. Appreciate the rationale behind the law on negotiable instruments.	2.2 Apply proper decision making tools to critically, analytically, and creatively solve problems and drive results. 3.4 Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional and certifications);
5. Work closely with team members in group activities.	2.5 Work effectively with other stakeholders and manage conflict in the workplace. 3.5 Confidently maintain a commitment to good corporate citizenship, social responsibility and ethical practice in performing functions as an accountant.
6. Formulate creative and innovative illustrations in determining negotiability.	2.5 Work effectively with other stakeholders and manage conflict in the workplace.

Course Outcomes	Program Outcomes Addressed by the Course Outcomes
	3.5 Confidently maintain a commitment to good corporate citizenship, social responsibility and ethical practice in performing functions as an accountant.

Course Requirements:

- Class Participation. Attendance to all lectures and required alternative activities is highly encouraged. Students are expected to actively participate in discussions and to be respectful of each other’s views, opinions, and insights. It is part of the student’s responsibility to prepare for each class session by reading the assigned materials (textbook, references, journals, websites, hand-outs, etc.), as indicated in the Course Plan.
- Quizzes. Two to three quizzes shall be administered before midterms and another two to three shall be administered after midterms. The schedule for the long exams are indicated in the Course Plan.
- Midterm & Final Exams. The Midterm and Final Exams shall be comprehensive and shall be administered as per the schedule set by the CKS College HEI Deans’ Council.

Grading System:

Midterm Grade
=
(Average midterm quizzes × 25%) + (Average midterm recitation × 25%) + (Midterm Exam × 50%)

Final Grade
=
(Midterm grade × 50%) + [(Average final quizzes × 25%) + (Average final recitation × 25%) + (Final Exam × 50%)] × 50%

Grade Score Equivalent (GSE):

Rating	GSE	Rating	GSE
98 to 100	1.00	77 to 79	2.75
95 to 97	1.25	75 to 76	3.00
92 to 94	1.50	< 75	5.00
89 to 91	1.75	No Grade	NG
86 to 88	2.00	Authorized	AW
83 to 85	2.25	Withdrawal	
80 to 82	2.50		

Textbook:

- De Leon, H. (2016) *The Law on negotiable instruments*. Rex Bookstore

References:

- Aquino, T. B. (2014). *Notes and cases on banking law and negotiable instruments law: Volume 1 (4th ed.)* Rex Bookstore.
- Soriano, F. (2016) *Notes in business law*. Conanan Educational Supply.
- De Leon, H. S. & De Leon, H. M. (2013). *The Philippine negotiable instruments law (and allied laws) annotated*. Rex Bookstore.
- Leon, et. al. (2016). *The law on obligations and contracts*. Rex Bookstore.
- *Republic Act No. 386 Civil code of the Philippines*

Course Plan:

Week	Inclusive Date/s	Learning Outcome/s	Topic/s	Reference/s	Teaching-Learning Activities	Assessment Methods
1		<ul style="list-style-type: none"> Gain an overview of the different types of negotiable instruments. 	<ul style="list-style-type: none"> Introduction to & Functions of Negotiable Instruments Distinguished from Assignment 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 1 	<ul style="list-style-type: none"> Lecture Class Discussion 	<ul style="list-style-type: none"> Recitation Quiz Drill Assignment
2		<ul style="list-style-type: none"> Differentiate the kinds of negotiable instruments. 	<ul style="list-style-type: none"> Characteristics of Negotiable Instruments Promissory Note vs. Bill of Exchange vs. Check Promissory Note – Sec. 184 <ul style="list-style-type: none"> Bill of Exchange – Sec. 126 Check – Sec. 185 Forms and Interpretation 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 1 	<ul style="list-style-type: none"> Lecture Class Discussion 	<ul style="list-style-type: none"> Recitation Quiz Drill Assignment
3		<ul style="list-style-type: none"> Remember all requisites of negotiability. Differentiate between the promise and order to pay. Identify key distinguishing characteristics of each requisite of negotiability. Discuss factors which won't affect negotiability 	<ul style="list-style-type: none"> Requisites of Negotiability <ul style="list-style-type: none"> Writing, Signed by Maker or Drawer Unconditional Promise or Order to Pay Sum Certain in Money Payable at fixed or Determinable Future Time Payable on Demand Payable to Order or to Bearer If addressed to a Drawee What Won't Affect Negotiability 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 1 	<ul style="list-style-type: none"> Lecture Class Discussion 	<ul style="list-style-type: none"> Recitation Quiz Drill Assignment
4						
5						
6		<ul style="list-style-type: none"> Enumerate the rules of interpreting instruments. 	<ul style="list-style-type: none"> Incomplete Instruments Rules of Constructions When Parties Who do not Sign Will Still be Liable 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 1 	<ul style="list-style-type: none"> Lecture Class Discussion 	<ul style="list-style-type: none"> Recitation Quiz Drill Assignment
7		<ul style="list-style-type: none"> Synthesize the effects of forgeries and fraud vis-à-vis the liabilities of the parties. 	<ul style="list-style-type: none"> Forgeries and Effects Fraud 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 1 	<ul style="list-style-type: none"> Lecture Class Discussion 	<ul style="list-style-type: none"> Recitation Quiz Drill Assignment
8		<ul style="list-style-type: none"> Differentiate among the effects on the instruments of transactions with consideration. 	<ul style="list-style-type: none"> Considerations <ul style="list-style-type: none"> Presumptions of Law Effect of Absence of Consideration 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 2 	<ul style="list-style-type: none"> Lecture Class Discussion 	<ul style="list-style-type: none"> Recitation Quiz Drill Assignment

Week	Inclusive Date/s	Learning Outcome/s	Topic/s	Reference/s	Teaching-Learning Activities	Assessment Methods
			<ul style="list-style-type: none"> Partial Failure of Consideration Accommodation Party 			
9						• Midterm Exam
10		<ul style="list-style-type: none"> Differentiate between the various kinds of endorsement. 	<ul style="list-style-type: none"> Negotiation <ul style="list-style-type: none"> Endorsement Special Endorsement Restrictive Endorsement Qualified Endorsement Conditional Endorsement 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 3 	<ul style="list-style-type: none"> Lecture Class Discussion Case Study 	<ul style="list-style-type: none"> Recitation Quiz Assignment
11		<ul style="list-style-type: none"> Understand the effects of being a holder in due course and one who is not. 	<ul style="list-style-type: none"> Rights of Holders in Due Course Who is a Holder in Due Course Real vs. Personal Defenses 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 4 	<ul style="list-style-type: none"> Lecture Class Discussion Case Study 	<ul style="list-style-type: none"> Recitation Quiz Assignment
12		<ul style="list-style-type: none"> Enumerate the liabilities of the parties. 	<ul style="list-style-type: none"> Liabilities of the Parties Order of Liabilities Presentation for Payment Notice of Dishonor 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 5 – 7 	<ul style="list-style-type: none"> Lecture Class Discussion Case Study 	<ul style="list-style-type: none"> Recitation Quiz Assignment
13		<ul style="list-style-type: none"> Identify the rules on alterations and discharge of instrument. 	<ul style="list-style-type: none"> Discharge of Negotiable Instrument Effect of Alteration of Instruments Material Alterations 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 8 	<ul style="list-style-type: none"> Lecture Class Discussion Case Study 	<ul style="list-style-type: none"> Recitation Quiz Assignment
14		<ul style="list-style-type: none"> Differentiate between the civil and criminal aspects of issuing unfunded checks 	<ul style="list-style-type: none"> Bills of Exchange Promissory Notes and Checks <ul style="list-style-type: none"> Crossing of Checks BP 22 Estafa for Bouncing Check Access Device Fraud 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Chapter 9 – 16 	<ul style="list-style-type: none"> Lecture Class Discussion Case Study 	<ul style="list-style-type: none"> Recitation Quiz Assignment
15		<ul style="list-style-type: none"> Identify the various kinds of documents of title and differentiate their application with the NIL. 	<ul style="list-style-type: none"> Negotiable Document of Title Warehouse Receipt Law 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Part II 	<ul style="list-style-type: none"> Lecture Class Discussion Case Study 	<ul style="list-style-type: none"> Recitation Quiz Assignment
16		<ul style="list-style-type: none"> Understand the different factors, provisions, and laws affecting credit transactions. 	<ul style="list-style-type: none"> Review of Credit Transactions 	<ul style="list-style-type: none"> Suggested Readings: <ul style="list-style-type: none"> De Leon, Part II 	<ul style="list-style-type: none"> Lecture Class Discussion 	<ul style="list-style-type: none"> Recitation Quiz

Week	Inclusive Date/s	Learning Outcome/s	Topic/s	Reference/s	Teaching-Learning Activities	Assessment Methods
17			<ul style="list-style-type: none">Loans, Commodatum, and MutuumDepositsGuaranty and Suretyship (Art. 2047-2048)Pledge (Art. 2085-2123)Real Mortgage (Art. 2124-2131)Chattel Mortgage (Art. 2140-2041)Antichresis (Art. 2132-2139)Concurrence and Preference of Credits (Art. 2236-2251)		<ul style="list-style-type: none">Case Study	<ul style="list-style-type: none">Assignment
18						<ul style="list-style-type: none">Final Exam

Course Policies:

Academic Integrity	CKSian values include propriety, righteousness, incorruptibility, and honor. Students should exercise such values both inside and outside the classroom. Students are expected to value the importance of education and should recognize that such involves hard work and sacrifice. Academic dishonesty— whether in the form of plagiarism (intentional or unintentional), cheating in exams and assignments, or the like– shall not be tolerated and shall strictly be subjected to the penalties indicated in the CKS College Student Handbook.
Tardiness	A student who incurs more than 12 hours of absences or twenty (20) percent of the prescribed number of class periods during the semester would be given a failing grade and given no credit for the course or subject. A student may be accepted in class even if he/she arrives late provided that it is not more than 25% of the class/session. A recorded tardiness is considered 1/3-absence, which if added to two other recorded tardiness will be equivalent to a full absence recorded against a student.
Use of Mobile Devices	Once inside the classroom, the student is expected to focus on his role as a learner. Distractions should be avoided. Students are not allowed to use mobile phones, tablets, or other gadgets in class. Mobile phones should be switched off or placed in silent mode.
Make-Up Quizzes/ Exams	For quizzes/exams, make-up exams may be given only upon presentation of an approved Application for Excuse Absence. For students who are unable to take the Midterm or the Final Exams, an approved Application for Excuse Absence and an approved Application for Special Examination should be submitted to the instructor before the make-up exam can be scheduled and administered.
Consultation	If needed, students are highly encouraged to schedule consultation with the faculty within the consultation schedule provided. Such shall be conducted at the consultation area in the CKS College Faculty Room.
Others	Both student and faculty are responsible for maximization of class contact hours to ensure satisfaction of course learning outcomes. Once the class period has started, no one is allowed to leave the classroom, unless officially requested by the Administration Office and/or allowed by the instructor. Leaving the classroom at any time within the scheduled class period, whether for short or extended periods of time, is strongly discouraged. Students should go to the toilet before or after class, or during the scheduled break within 3-hour class periods.

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