



MALAYAN
COLLEGES LAGUNA

EXCELLENCE & VIRTUE

Student Handbook

2012

ACADEMIC YEAR 2012-2013

JUNE 2012

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JULY 2012

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JANUARY 2013

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FEBRUARY 2013

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MARCH 2013

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APRIL 2013

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MAY 2013

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FIRST TERM

JUN 4-6 - REGISTRATION
 JUN 13 - START OF CLASSES
 AUG 29-30, SEP 1,3 - FINALS

SECOND TERM

SEP 13-15 - REGISTRATION
 SEP 17 - START OF CLASSES
 DEC 4-7 - FINALS

THIRD TERM

DEC 17-19 - REGISTRATION
 JAN 3 - START OF CLASSES
 MAR 20-23 - FINALS

SUMMER 2013

APR 10-11 - REGISTRATION
 APR 12 - START OF CLASSES
 MAY 21-22 - FINALS

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(in alphabetical order)

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(in alphabetical order)



MALAYAN
COLLEGES LAGUNA

ABOUT

MALAYAN COLLEGES LAGUNA

Student Handbook
2012

EXCELLENCE & VIRTUE



THE MISSION OF MALAYAN COLLEGES LAGUNA

1. To educate students to have the entry-level technical competencies, soft skills and global perspective as to be the most sought-after graduates by industry worldwide.
2. To produce social wealth from the generation of new knowledge.
3. To help solve industry's and society's problems by the expert application of existing knowledge.

THE VISION OF MALAYAN COLLEGES LAGUNA

MCL, in being true to its nature, has to compete with other schools even as it collaborates with them in the advancement of common interests. Its stance shall be differentiation in the level of its service. Logically, it should go for the attainment of the highest quality standards.

In today's world it makes sense to reach for global standards. The market for graduates is global. The market of students is global. There is no reason why the market for research and consultancy cannot be global.

Thus the vision statement:

Malayan Colleges Laguna shall be a global steeple of excellence in professional education and research.

OUR MOTTO

EXCELLENCE AND VIRTUE

OUR LOGO



The globe represents the school's aspiration to be ultimately international in character, standard and reach. The letter "M" is for Malayan and is formed by a single helix representing a strand of DNA at the time of its replication. It represents life to the betterment of which the school commits itself.

The iconic figures stand for all the great minds that the faculty and students interact within the confines of the school: Albert Einstein representing science and technology, William Shakespeare representing the other realms of thought and expression, and Dr. Jose Rizal, Son of Laguna and "Pride of the Malay Race" representing the force of the Filipino intellect and will to change the world.

HISTORY OF MALAYAN COLLEGES LAGUNA

In 1999 the Yuchengco Group of Companies (YGC) acquired the Mapua Institute of Technology, one of the leading engineering schools in the Philippines. Soon after, the school articulated a vision of becoming a global center of excellence in education and research. It moved quickly in the area of the local and international accreditation of its engineering programs and towards the institution of new research-based graduate degree programs. It expanded its Baccalaureate degree program offerings to strengthen its multidisciplinary character and to gain University status. It expanded its geographic reach by opening a branch in Makati in 2001, the Malayan High School of Science (MHSS) in Pandacan in 2006, and the Malayan Colleges Laguna (MCL) in Cabuyao in 2007.

MCL was registered with the SEC on January 23, 2006. It received the necessary permits from the Commission on Higher Education (CHED) to offer engineering, IT and business programs in November 2006. In June 2007 it opened its doors to the youth of Southern Luzon and beyond, with the thrill of being in an area that gave birth to the nation's national hero and that now pulsates with the accelerated beat of present day industries.

MCL started with three colleges: the Mapua Institute of Technology at Laguna (MITL), the Enrique T. Yuchengco College of Business (ETYCB) and the College of Information Technology (CIT). In 2008 the Mapua-PTC College of Maritime Education and Training (CMET) was established in cooperation with the Philippine Transmarine Carriers, Inc. (PTC), one of the country's leading companies in crewing management. In 2009 MCL's College of Arts and Sciences (CAS) started the Bachelor of Arts in Communications, major in Multimedia Arts.

The maritime programs acquired ISO and DNV certification in March 2010, barely two years after establishment – a testament to the quality of MCL's systems and offerings. The preparations for the ABET accreditation of the engineering and IT programs have been started. The above initiatives reflect MCL's commitment to an outcomes-based approach to education, to continuous quality improvement, and to its delivery on its value proposition. They are meant to fulfill mission, realize vision and live by core values.

THE ACADEMIC DEPARTMENTS / COLLEGES

COLLEGE OF ARTS & SCIENCE

The College of Arts & Science offers the program

- Bachelor of Arts in Communication major in Multimedia Arts.

COLLEGE OF INFORMATION TECHNOLOGY

The College of Information Technology offers the following programs:

- Bachelor of Science in Computer Science
- Bachelor of Science in Information Technology

E. T. YUCHENGO COLLEGE OF BUSINESS

The E. T. Yuchengco College of Business offers the following programs:

- Bachelor of Science in Accountancy
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Hotel & Restaurant Management
- Bachelor of Science in Tourism Management

MAPÚA INSTITUTE OF TECHNOLOGY AT LAGUNA

The Mapúa Institute of Technology at Laguna offers the following programs:

- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Mechanical Engineering

MAPÚA-PTC COLLEGE OF MARITIME EDUCATION & TRAINING

The Mapúa-PTC College of Maritime Education and Training offers the following programs:

- Bachelor of Science in Marine Engineering
- Bachelor of Science in Marine Transportation

**THE ADMINISTRATORS AND OFFICERS
OF MALAYAN COLLEGES LAGUNA**



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Program Chair, Computer Science



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President/CEO



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Dean, Mapúa-PTC College of Maritime
Education and Training



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Executive Vice President/COO



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Administrative Officer



MALAYAN
COLLEGES LAGUNA

**ACADEMIC POLICIES
AND STUDENT SERVICES**

Student Handbook
2012

EXCELLENCE & VIRTUE



ADMISSION GUIDELINES

ADMISSION AS A FRESHMAN STUDENT

Any applicant intending to study in Malayan Colleges Laguna as a freshman college student may be admitted on the following basis:

- Performance in the Entrance Examination
- Choice of program and quota set for a specific program
- Good Moral Character

REQUIREMENTS FOR ENTRANCE EXAMINATION

To be considered for admission as freshman college student, MCL requires applicants to pass the Entrance Examination, which measures knowledge and skills in Mathematics, English, Reading, and Science Reasoning.

To take the MCL Entrance Examination, the following documents are required:

1. Duly accomplished Application Form
2. Proof of candidacy for graduation (photocopy of any of the following: current school identification card, current fourth year report card, certificate of good moral character, certification from the high school principal stating that the applicant is a candidate for graduation)
3. Two 1 ½" x 1 ½" recent identical photographs with printed name and signature at the back
4. Application and testing fee
5. The following are required for the applicants below:
 - For foreign nationals: Alien Certification of Registration (ACR) or Special Study Permit
 - For applicants who have graduated in high school for the previous year(s):
 - Photocopy of high school report card
 - Photocopy of a certification from high school principal stating that Form 137-A is still in the school file and has not been forwarded to any

colleges/universities.

- For BS Marine Transportation applicants: Must pass the Ishihara Test
- The BS Marine Engineering applicants who are interested to apply for scholarship but fail the Ishihara Test shall not be allowed to proceed with the scholarship application. However, the applicant may be allowed to enroll as a regular paying student.

Examination results, with the date of and requirements for enrolment (for eligible ones), are mailed to applicants. Examination results can be viewed online through MCL website, or can be obtained by calling the Admissions Office after three (3) working days.

REQUIREMENTS FOR ENROLLMENT (FOR BACCALAUREATE PROGRAMS)

The following documents are presented to the Admissions Office for enrollment:

1. Examination Permit or Examination Result Letter
2. Original high school report card showing applicant's eligibility for admission to college duly signed by the high school principal
3. Certificate of Good Moral Character from the high school principal/Guidance Counselor (with school seal)
4. Certified True Copy of Birth Certificate issued by the National Statistics Office (original and photocopy)
5. Two pieces 1 ½ "x 1 ½ " recent identical photographs
6. For the following applicants, the following shall be submitted:
 - For applicants who have graduated in high school for the previous year(s) - certification from the high school principal stating that Form 137-A is still in the school file and has not been forwarded to any colleges/universities
 - For valedictorians, salutatorians and first

honorable mention students (of duly accredited Philippine High Schools with at least 20 graduating students) – Certification of Honors which includes the number of graduating students signed by the high school principal (with school seal)

- For applicants with letter grades in the report card - Certification of the school's grading system from the principal or the registrar
- For foreign nationals – Alien Certificate of Registration (ACR) or Study Permit
- *Note: Foreign nationals are advised to see the section chief in charge at the Registrar's Office for information regarding additional requirements*

7. One (1) big brown envelope (Kraft/Legal Size) to contain all of the above.

An eligible applicant may defer enrolment to the succeeding terms until the third term provided that he/she has a valid reason for doing so and provided that he/she still has his/her original high school credentials with him/her.

ADMISSION AS TRANSFEREES

Applicants for transfer shall submit the following:

1. Duly filled out Application Form
2. Transcript of Records for Evaluation Purpose or Copy of Grades (certified true copy)
3. Application and Testing Fee
4. Course description

Once the applicant passed the qualifying examination, the following requirements shall be submitted for enrolment:

5. Certificate of Transfer Credential
6. Certificate of Good Moral Character (with school seal)
7. Certified true copy of birth certificate issued by the National Statistics Office (original and photocopy)
8. Two pictures, size 1 ½" x 1 ½"

9. For foreign nationals: Photocopy of Alien Certificate of Registration (ACR) or Study Permit.

Note: Foreign nationals are advised to see the section chief in charge at the Registrar's Office for information regarding additional requirements.

10. BS Marine Transportation applicants must pass the Ishihara Test.
11. The BS Marine Engineering applicants who are interested to apply for scholarship but fail the Ishihara Test shall not be allowed to proceed with the scholarship application. However, the applicant may be allowed to enroll as a regular paying student.

Notes:

- a. Applicants for transfer need to pass the qualifying examination.
- b. Scholarship applicants for marine programs shall be required to repeat all courses including PE and NSTP.
- c. Some courses may be credited based on the result of qualifying exam and previous course description. However, applicant's previous program should be CHED-accredited in order for courses to be credited.

FOR GRADUATES OF VOCATIONAL/TECHNICAL PROGRAMS

Applicants shall submit the following:

1. Duly filled out application form
2. Transcript of Records for Evaluation Purpose or Copy of Grades (certified true copy) issued by the vocational school

Once the applicant passed the qualifying examination, the following requirements shall be submitted for enrolment:

3. Certificate of good moral character issued by the vocational school (with school seal)
4. Certified true copy of birth certificate issued

by the National Statistics Office (original and photocopy)

5. Two (2) pictures, size 1 ½" x 1 ½"
6. Photocopy of Alien Certificate of Registration (ACR) or Study Permit, for foreign nationals
7. Note: Foreign nationals are advised to see the section chief in charge at the Registrar's Office for information regarding additional requirements.
8. Application and Testing Fee
9. BS Marine Transportation applicants must pass the Ishihara Test.
10. The MARE applicants who are interested to apply for scholarship but fail the Ishihara Test shall not be allowed to proceed with the scholarship application. However, the applicant may be allowed to enroll as a regular paying student.

Note: Graduates of vocational programs who apply for degree programs need to pass the qualifying examination.

FOR DEGREE HOLDERS

Applicants shall submit the following:

11. Duly filled out Application Form
12. Transcript of Records For Evaluation Purpose or Copy of Grades (certified true copy)
13. Application and Testing Fee
14. Course description

Once the applicant passed the qualifying examination, the following requirements shall be submitted for enrolment:

15. Certificate of good moral character (with school seal)
16. Certified true copy of birth certificate issued by the National Statistics Office (original and photocopy)
17. Two pictures, size 1 ½" x 1 ½"
18. Photocopy of Alien Certificate of Registration (ACR) or Study Permit, for foreign nationals

Note: Foreign nationals are advised to see the section chief in charge at the Registrar's Office for information regarding additional requirements.

19. BS Marine Transportation applicants must pass the Ishihara Test.

Note: Applicants for another degree need to pass the qualifying examination.

ADMISSION IN CERTIFICATE PROGRAMS

Applicants for certificate programs may be admitted on the following bases:

1. Has completed secondary education
2. Good moral character

The following shall be submitted for enrolment:

1. Original and photocopy of high school report card; or Original and photocopy of Transfer Credentials
2. Certificate of Good Moral Character
3. Certified True Copy of Birth Certificate issued by the National Statistics Office (original and photocopy)
4. Two pieces 1 ½" x 1 ½" recent identical photographs with plain background
5. For foreign nationals – Alien Certificate of Registration (ACR) or Study Permit

Note: Foreign nationals are advised to see the section chief in charge at the Registrar's Office for information regarding additional requirements.

6. One (1) big brown envelope (Kraft/Legal Size) to contain all of the above.

Note: Applicants are required to present the original Birth Certificate issued by National Statistics Office for verification only.

REGISTRATION GUIDELINES

Students are given a structured program of study (curriculum) once they enroll in the college. Students are expected to self-manage their registration of courses each term.

REGISTRATION IN A COURSE

A student is considered registered and enrolled upon receipt of the Certificate of Matriculation (C.M.). Subsequently, her name shall appear in the Official Class Lists of all her professors.

The following are the type of courses enrolled:

REGULAR – A course listed in the respective curriculum of the program of study and is currently offered.

TUTORIAL - A course listed in the respective curriculum of the program of study but is not offered in the particular term but was requested by less than the required number of students. Courses enrolled in tutorial are given the section "T".

AUDIT - A course that may or may not be part of the curriculum of the program of study which was enrolled by the student solely for observation purposes and not for crediting.

ENRICHMENT - A course that is not part of the student's curriculum but enrolled for purposes of her additional learning.

MAXIMUM COURSE LOAD

Under the Trimester Plus system of Malayan Colleges Laguna, the regular academic calendar consists of three (3) regular terms of twelve (12) weeks each.

A summer term consisting of six (6) weeks is also being offered.

The maximum student load per term is prescribed by the curriculum of the student. It should, however, not exceed fifteen (15) academic units for the regular terms and nine (9) units for the summer term.

PRE-REQUISITE COURSE REGULATION

As prescribed by the Commission on Higher Education, courses taken and completed without satisfying the prescribed pre-requisites shall not be given credit. A student who receives a grade of INC (INCOMPLETE) in a pre-requisite course shall not be allowed to take its advanced courses. The student must first complete/pass the pre-requisite course before he is allowed to take any of its advance courses.

CO-REQUISITE COURSE REGULATION

A co-requisite is a course which must be completed before or enrolled concurrently with, the course for which it is prescribed.

REVISION OF COURSE LOAD

A student who has paid his fees during enrollment but who wishes to apply for revision due to erroneous course load may do so at the Office of the College Registrar during the "Revision of Load" period. Students must fill out the request form available at the Office of the College Registrar.

Failure to revise the course load within the prescribed period shall mean payment of fees for dropped courses.

A student enrolled in abolished classes shall be issued a refund provided he formally applies for a revision of his course load at the Office of the College Registrar during the prescribed period. Failure to revise the load shall be construed as a waiver of the right to any refund of fees paid by the student.

No student shall be allowed to add courses to her current load after the revision period.

Revision of course load should not violate the following:

- the pre-requisite course regulation
- the co-requisite course regulation

ABOLITION OF SECTIONS AND CONVERSION TO TUTORIAL SECTIONS

- If the number of students enlisted in a class/section (of a course that is not a regular offering for the term) is below the minimum set by MCL, then the course shall be abolished. The said class/section, however, can be converted to a tutorial class.
- The Dean of the College offering the course shall post a list of "Abolished Classes," which is set on the last day of the first week of classes.
- An abolished class/section may be converted to a tutorial class section on the following grounds:

- » A request emanating from the students have been filed with the college
- » There is a faculty member available to handle the class/section
- » There are facilities available

- officially represents Malayan Colleges Laguna in external activities; and/or,
- officially represents her college to inter-collegiate activities.

OFFERING OF TUTORIAL COURSES

- A tutorial class may be requested based on the following conditions:
 - » if a student will be further delayed due to phased out courses
 - » if a student will be further delayed due to seasonally offered courses
 - » student is a candidate for graduation
- Requests for creation of tutorial classes must be submitted to the Deans not later than the deadline set by the OCR.

ATTENDANCE

No student shall be given credit in any course unless he is enrolled in the course and attends her classes regularly.

Based on the ruling of the Commission on Higher Education, a student who accumulates absences of more than 20% of the prescribed number of meeting in one (1) term may be given a final grade of "5.00" or "F" (FAILURE).

NO. OF UNITS PER COURSE (Lecture or LFD*)	NO. OF ABSENCES
1	3 absences
2	5 absences
3	7 absences
4	9 absences
5	11 absences

* LFD stands for Laboratory, Field, Design or Drawing courses

In cases of excused absences, the student concerned must present a written explanation duly approved by the Dean or the Prefect of Students.

A student is considered excused if he:

OFFICIAL DROPPING OF COURSES

student desiring to drop a course must do so not later than the deadline set by the Office of the College Registrar. Any student who is allowed by the Registrar to drop the course for justifiable reasons shall be given a grade of "DRP".

A student wishing to drop a course must fill out the APPLICATION FOR OFFICIAL DROPPING OF COURSE at the Office of the College Registrar and must do so not later than the 10th week of classes.

A student caught cheating during the examination shall not be allowed to drop a course; he must be reported to the Office of the Director for Student Services for appropriate action.

Students who intend to drop a course shall obtain clearance from the Office of the Director for Student Services and the Office of the College Registrar.

Request to Drop the course should not violate the pre-requisite course regulation.

Dropping a course that is a co-requisite of another course constitutes dropping of both courses.

In cases wherein the student fails to officially drop a course, the faculty member shall be guided by the following:

- The student shall be given a final grade of "5.00" or "F" (FAILURE); or,
- The student shall be given a final grade of "FA" (ABSENT) if he failed to show up.

The grade of "DRP" can neither be removed nor completed. It has no bearing on the rules regarding refunds or payments made as stipulated in a memorandum from the Commission on Higher Education (CHED).

EXEMPTION FROM FINAL EXAMINATIONS

Students whose class performance is consistently meritorious and who deserve a final grade of 1.75 or better may be exempted from the final examinations. However, exemption from the Final Examinations is a privilege and not a right of the student. It is entirely within the discretion of the professor to exempt students. However, no student shall be exempted from taking a departmental final examination.

THE MCL GRADING SYSTEM

The final grade of a student in any course shall be as follows:

GRADE	DESCRIPTION
1.00	EXCELLENT
1.25	SUPERIOR
1.50	VERY GOOD
1.75	GOOD
2.00	MERITORIOUS
2.25	VERY SATISFACTORY
2.50	SATISFACTORY
2.75	FAIRLY SATISFACTORY
3.00	PASSING
5.00	FAILURE
INC	INCOMPLETE
FA	ABSENT
DRP	DROPPED
P	PASSED
C	CONTINUING
F	FAILURE

Numerical grades will be used for all academic and PE courses except for Thesis, Research/Practicum and Capstone courses which are given "P", "C" or "F".

Non-academic (except PE) and correlation courses shall be given a grade of "P", "INC" or "F".

Courses using the letter grades such as, Thesis, Research/Practicum, Values Education, Personality Development, NSTP, Correlation, and Capstone courses and P.E. courses are not included in the computation of the averages. Grades earned from Enrichment Courses shall not be included in the computation of averages computation.

For regular lecture courses, the final rating shall be based on 60% Class Standing and 40% Final Examination.

The student's class standing shall be composed of all scholarly activities conducted in the class but not limited to recitation, short quizzes, long tests, experiments, and special projects.

Under no circumstance shall attendance be considered part of the Class Standing of the student.

THE GRADE OF 5.00 OR "F"

The grade of "5.00" or "F" is given to:

- students whose performance is poor;
- students who stopped attending their classes at any time without officially dropping their courses through the Office of the College Registrar;
- students who violated the policy on ATTENDANCE as defined above; and/or
- students proven to be cheating.

THE GRADE OF "FA"

The grade of "FA" is given to a student who is officially enrolled in a course but failed to show up.

The grade of "FA" shall be considered as a grade of "5.00," for courses using numeric grades, in the computation of the weighted average for one (1) term.

THE GRADE OF "INC"

The grade of "INC" shall be given to a student for failing to take the final examination due to valid reason(s) provided that the result of the final examination is substantial in passing the course;

The grade of "INC" for a course outside the program of study of a student shall not affect his scholarship privileges.

The grade of "INC" for a course within the program of study shall put the academic scholarship of the student immediately on hold for the succeeding term until the course has been successfully completed and the term weighted average recomputed.

The grade of "INC" shall not be included in the computation of the term weighted average.

No term weighted average shall be reflected in the grade report if all courses for a particular term are given the grade of "INC".

The grade of "INC" must be completed within the succeeding term.

If the student fails to complete the requirements as prescribed by the faculty within the succeeding term, the grade of "INC" lapses and the student shall be given a grade of "5.00" or "F".

The grade of "INC" shall be given a grade of "5.00" or "F" should the student opt to re-enroll the course.

HOW TO COMPLETE A GRADE OF "INC"

Students who obtained a grade of "INC" in a course shall observe the following procedure within the first week of the succeeding term:

1. The student must secure and submit the accomplished REQUEST TO COMPLETE COURSE form to the Office of the College Registrar (OCR).
2. Student proceeds to arrange the completion schedule with the professor concerned.
3. Student pays for the corresponding fee at the Office of the Treasurer.
4. Student submits duly filled out Request to Complete Course form to OCR.
5. Student proceeds to do the completion work.
6. Faculty member secures the COMPLETION GRADE form from the OCR.
7. Once the grade has been decided on, the Faculty member submits the accomplished Completion Grade form to the Office of the Dean for approval.
8. The Office of the Dean, forwards the form to the OCR.
9. The OCR personnel reflect the grade to the personal record of the student.
10. Student claims his copy of the Completion Grade form from the OCR.

THE GRADE OF "C"

The grade of "C" shall be given only for thesis or research/practicum course and NSTP courses which are not finished during the prescribed term.

The grade of "C" shall be replaced by the final grade "P" or "F" once the course is completed.

Until the grade of "C" is completed, the number of units of the said course shall be included in the maximum course load per term. If the course is not completed within one (1) year, the "C" shall automatically be completed and a grade of "F" shall be given.

For non-academic courses, the number of units will not be counted against the maximum course load per term.

The grade of "C" shall not be included in the computation of the general weighted average for a particular term.

The student must apply for residency if there are no other courses officially enrolled except for the course with a grade of "C".

THE GRADE OF "P"

The grade of "P" shall be given only for the following courses:

- Practicum courses
- Research/Thesis courses
- Research/Practicum courses
- Audit courses
- Values Education, and NSTP
- Other courses as classified by the College

The grade of "P" and "F" shall not be included in the computation of the term weighted average for a particular term and the general weighted average.

GUIDELINES FOR SHIFTING TO ANOTHER PROGRAM

SHIFTING – voluntary transfer from one program to another program.

A student with "OKAY" readmission status may request to shift from one program to another program.

A student may shift for a number of times from one program to another.

Shifting to another program shall take effect on the succeeding term after the request to shift has been approved.

A student shall not be allowed to enroll courses outside of his present curricular program prior to approval of the shifting request.

GUIDELINES FOR READMISSION TO ANOTHER PROGRAM DUE TO DISQUALIFICATION

A student disqualified from one program due to failure to comply with the academic requirements may request for transfer to another program.

A student disqualified from one program due to failure to comply with the academic requirements and who apply for transfer to another program shall not be allowed to return to the program where he was disqualified, regardless of an improved academic standing.

A student disqualified from an engineering program under the Mapúa Institute of Technology at Laguna cannot transfer to any other engineering program.

Acceptance to the new program is at the discretion of the Dean.

STATUS REVIEW (FOR BACCALAUREATE PROGRAMS)

The GENERAL WEIGHTED AVERAGE (GWA) is the weighted average of all academic courses included in the program of study of the student taken with numerical grades. The GWA is computed at the end of the third term of the academic year. This shall be the basis for the review of the academic status of the student for the succeeding academic year.

The table below shows the status of the student given the GWA.

(GWA)	STATUS
$3.50 \leq \text{GWA} \leq 1.00$	OKAY
$4.00 \leq \text{GWA} < 3.50$	PROBATIONARY STATUS
$4.50 \leq \text{GWA} < 4.00$	FINAL PROBATIONARY STATUS
$5.00 \leq \text{GWA} < 4.50$	DISQUALIFIED TO CONTINUE IN THE PROGRAM

A student disqualified to continue in the program may apply for readmission to another program (see Guidelines for Readmission to Another Program Due To Disqualification). Otherwise, he must secure Transfer Credentials from the Office of the College Registrar.

A student who has only sixty (60) units or less to graduate may still be allowed to enroll.

A student who has only sixty (60) units or less to graduate may still be allowed to enroll.

THE FINAL GRADE REPORT

At the end of each term, Malayan Colleges Laguna issues to the student an official FINAL GRADE REPORT or FGR.

The FGR contains the following information about the achievement of the student:

- Student Name
- Student Number
- Academic Year and Term
- All courses officially enrolled including the number of units and the official grade
- Term Weighted Average (TWA)
- General Weighted Average (GWA) (every third term of the academic year)
- Date printed

In the event that a student cannot claim her FGR, the parent or declared guardian may claim the FGR provided that the MCL ID of the student is presented together with any of the following valid proof of identification of the parent/guardian:

- PRC ID
- SSS/GSIS/PAGIBIG/TIN ID
- Passport
- Driver's License
- Voter's ID
- Postal ID

THE DEAN'S LISTS (FOR BACCALAUREATE PROGRAMS)

Every end of each regular term, all colleges of Malayan Colleges Laguna shall recognize the exemplary academic achievement of all its students through a DEAN'S LIST. Qualifications to become a DEAN'S LISTER are as follows:

1. Must not have any grade of "5.00", "FA" or "F";
2. Must have a TWA of 1.75 or better;
3. Must have taken at least twelve (12) academic units of course load;

4. Must not have received any disciplinary action/sanction.

A Certificate of Recognition shall be awarded to the student belonging to the DEAN'S LIST.

THE PRESIDENT'S LISTS (FOR BACCALAUREATE PROGRAMS)

Every end of each academic year, Malayan Colleges Laguna shall recognize the exemplary academic achievement of all its students through a PRESIDENT'S LIST.

Qualifications to become a PRESIDENT'S LISTER are as follows:

1. Must not have any grade of "5.00", "FA" or "F" in any course required by the program;
2. Must have a GWA of 1.50 or better;
3. Must have taken at least twelve (12) academic units of course load;
4. Must not have received any disciplinary action/sanction.

A Certificate of Recognition shall be awarded to the student belonging to the PRESIDENT'S LIST.

CORRECTION OF NAMES/DATES OR PLACE OF BIRTH

A student whose record contains incorrect information must apply for REQUEST FOR CORRECTION OF PERSONAL INFORMATION to the Office of the College Registrar.

The following documents must be attached to the form prior to submission to the Office of the College Registrar:

1. The Certified True Copy of the Certificate of Live Birth from the National Statistics Office (NSO) placed in a security paper or the Alien Certificate of Registration (ACR);
2. A personal affidavit, if of legal age or the affidavit of parents; and
3. A joint affidavit of two (2) disinterested parties.

CANCELLATION OF ENROLLMENT

Any student who wishes to discontinue his studies during the term must notify the Office of the College Registrar

in writing not later than the 10th week of the term. The cancellation shall take effect only upon receipt of his application for cancellation by the College Registrar. A student who filed for cancellation of enrollment within two (2) weeks from the beginning of classes is eligible for refund in accordance with Section 100 of the 2008 Manual of Regulations for Private Schools (MORPHE) that states:

"Unless otherwise provided by institutional policies, rules and regulations, a student who transfer or withdraws, in writing, within two (2) weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty-five percent (25%) of the total amount due for the school term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws anytime after the second week of classes."

Non-compliance with two-week cancellation period shall result in the forfeiture of the student's right to any refund of fees paid by him.

A student shall not be allowed to cancel his enrollment without the written consent of his parents or guardian. Together with the APPLICATION FOR CANCELLATION OF ENROLLMENT, the following documents must be submitted to the Office of the Registrar on or before the deadline set by the Office of the College Registrar:

1. A certificate of matriculation (CM)
2. A letter from parents or guardian
3. A medical certificate (if cancellation is due to illness)
4. A clearance from the Office of the Treasurer

A student who wishes to return in the following term after his cancellation of enrollment need not apply for reactivation.

LEAVE OF ABSENCE

A student who needs to go on leave of absence (LOA) for a period of more than one term should file a written petition to the Dean. The petition should state the reason for the leave and should specify the duration of the leave.

The college, through the Dean or his duly authorized representative, shall inform the College Registrar of

every student granted the leave of absence indicating the reasons for such leave. No leave of absence shall be granted later than two weeks before the last day of classes during the term it was filed. Failure to file for an LOA shall impinge on scholarships, awards, and honors that a student may enjoy as it affects the student's residency.

GRADUATION

Upon satisfactory compliance with all requirements as prescribed in the program, a student may be granted a degree subject to the recommendation of the Dean and the faculty members of the College under the following conditions:

1. The candidate must have completed the prescribed program, provided that the last academic year shall have been spent in residence in Malayan Colleges Laguna.
2. All requirements of the program shall have been submitted on or before the deadline set by the Office of the College Registrar.
3. The candidate must have settled all obligations with Malayan Colleges Laguna.
4. The candidate must not have any pending disciplinary case with the Office of the Prefect of Students.

A student expecting to graduate within the next two terms is advised to have her records evaluated at the Office of the College Registrar.

REQUEST FOR DIPLOMA

A graduate from Malayan Colleges Laguna is eligible for the issuance of a Diploma. The following are required prior to the release of the Diploma:

1. Duly accomplished REQUEST FOR THE ISSUANCE OF A DIPLOMA
2. One 1" x 1" colored ID picture (recent)
3. Official Receipt of payment of DIPLOMA FEE issued by the Office of the Treasurer

The diploma is issued only once. For a duplicate copy, a letter addressed to the Registrar stating the reason for the request must be submitted.

A letter of authorization to request for or to claim the diploma must be presented if the applicant is not able to do so.

REQUEST FOR TRANSCRIPT OF RECORDS

Any student may request for an official TRANSCRIPT OF RECORDS at the Office of the College Registrar.

The Transcript of Records shall be issued only to the student or to his authorized representative and/or the college or university where the student transferred. Please note that an OFFICIAL REQUEST FORM from the college or university is required together with the RETURN SLIP OF THE TRANSFER CREDENTIALS prior to the release of the Transcript of Records.

The following are required prior to the release of the transcript of records:

1. Duly accomplished REQUEST FOR TRANSCRIPT OF RECORDS
2. Official Receipt of payment of TRANSCRIPT FEE issued by the Office of the Treasurer

New graduates may only apply for her Transcript of Records after payment of the Diploma Fee.

REQUIREMENTS FOR CHED CERTIFICATION, AUTHENTICATION AND VERIFICATION (FOR BACCALAUREATE PROGRAMS)

A student requesting for CHED CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) must submit the following documents to the Office of the College Registrar:

1. Duly accomplished REQUEST FOR VARIOUS DOCUMENTS
2. A clear duplicate copy of the Official Transcript of Records
3. A clear duplicate copy of the Diploma
4. A CERTIFICATION OF ENROLLMENT (for undergraduates only)
5. A letter of authorization to transact and/or to claim (if the student is not available)
6. Official Receipt of payment of CAV from of the Office of the Treasurer

A student requesting for CHED CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) must submit the following documents to the Office of the College Registrar:

1. Duly accomplished REQUEST FOR VARIOUS DOCUMENTS
2. A clear duplicate copy of the Official Transcript of Records
3. A clear duplicate copy of the Diploma
4. A CERTIFICATION OF ENROLLMENT (for undergraduates only)
5. A letter of authorization to transact and/or to claim (if the student is not available)
6. Official Receipt of payment of CAV from of the Office of the Treasurer

REQUIREMENTS FOR DIPLOMA/TRANSCRIPT OF RECORDS AUTHENTICATION (LOCAL)

A student requesting for CERTIFICATION OF DIPLOMA/TRANSCRIPT OF RECORDS for local use must submit the following documents to the Office of the College Registrar:

1. A clear duplicate copy of the Diploma and /or Transcript of Records.
2. A letter of authorization to transact and/or to claim (if the student is not available)
3. Official Receipt of payment of DIPLOMA/TOR CERTIFICATION from of the Office of the Treasurer

MAILING OF TRANSCRIPT OF RECORDS TO OTHER ENTITIES OTHER THAN THE STUDENT ABROAD

A student may request for the Official Transcript of Records of a student of Malayan Colleges Laguna and release the document either through facsimile, electronic mail or postal mail services. The student must follow the requirements for REQUEST FOR TRANSCRIPT OF RECORDS with a letter containing the details of the addressee (Contact Person and Designation, Name of Organization, Complete Address).

The Official Transcript of Records shall be sent to the addressee within twenty one (21) working days from receipt of request and payment of transcript and mailing fees.

The CERTIFICATION shall be available for release one (1) week from the time of submission of complete documents.

TRANSFER CREDENTIALS (HONORABLE DISMISSAL)

All inactive students/graduates who shall transfer to another Higher Educational Institution should apply for her Transfer Credentials (Honorable Dismissal).

The student must submit the following documents to the Office of the College Registrar:

1. Duly accomplished REQUEST FOR TRANSFER CREDENTIALS
2. Official Receipt of payment of TRANSFER CREDENTIALS FEE from the Office of the Treasurer

Upon request for the transfer credentials, a student may also apply for the following:

1. Certified True Copy of Grades
2. Certification of Course Description
3. Certified Copy of F-137a and/or F-138
4. Certificate of Attendance/Number of Units Earned

CERTIFICATIONS

Other academic record-related certifications may be issued upon request of the student from the Office of the College Registrar.

AWARDS AND HONORS FOR BACCALAUREATE PROGRAMS

Graduating students in each baccalaureate program are entitled to the following awards:

1. The GOLD MEDAL AWARD is awarded to a student who has satisfied the following requirements:
 - a. Must have obtained the highest general weighted average but not lower than "2.00".
 - b. Must have completed a minimum of 80% of the required academic units for a degree in MCL.

- c. Must have finished the program within the length of time prescribed by his curriculum or program of study.
 - d. Must not have obtained any grade of “5.00”, “FA”, or “F” in all courses prescribed in his curriculum or program of study.
 - e. The credit grade average shall be based on grades in the student’s program only and only resident units will be considered. This includes courses that are qualified as electives as well as courses that were officially filed as equivalent courses. Courses filed for credit only will not be included in the computation.
 - f. Must be of good moral character and must not have a record of any disciplinary action meted out to him during his stay in MCL.
2. The SILVER MEDAL AWARD is awarded to a student who has obtained the second highest scholastic record and has satisfied the same requirements for residency and for academic and moral standards as those required of recipients of the GOLD MEDAL AWARD.

NOTE: There shall only be one (1) recipient of the gold medal (the student who obtains the highest general weighted average) and only one (1) recipient of the silver medal (the student who obtains the 2nd highest general weighted average).

3. **LATIN HONORS.** The LATIN HONORS are awarded to members of the graduating class who have satisfied the same requirements for residency and for academic and moral standards as those required of recipients of the GOLD MEDAL AWARD.

The following Latin Honors shall apply:

GWA	LATIN HONOR
1.25 ≤ AVE ≤ 1.00	SUMMA CUM LAUDE
1.50 ≤ AVE < 1.25	MAGNA CUM LAUDE
1.75 ≤ AVE < 1.50	CUM LAUDE

REFUND OF FEES AWARD FOR TWO YEAR PROGRAMS

The ACADEMIC ACHIEVEMENT AWARD is awarded to a graduating student under a two year program who has satisfied the following requirements:

- a. Must have obtained the highest general weighted average but not lower than “1.75”.
- b. Must have completed a minimum of 80% of the required courses for a degree in MCL.
- c. Must have finished the program within the length of time prescribed by his curriculum or program of study.
- d. Must not have obtained any grade of “5.00”, “FA”, or “FA” in all courses prescribed in his curriculum or program of study.
- e. The credit grade average shall be based on grades in the student’s program only.
- f. Must be of good moral character and must not have a record of any disciplinary action meted out to him during his stay in MCL.

TUITION FEES AND OTHER CHARGES

GENERAL INFORMATION

Matriculation Fees and other charges prescribed by Malayan Colleges Laguna are with approval from the Commission on Higher Education. All fees are itemized and posted on bulletin boards. Notice of any increase in fees is announced in advance.

All fees are payable upon admission of the student to Malayan Colleges Laguna. For the convenience of the students, procedures have been formulated by the administration allowing payments in full or under the instalment plan. All such fees must be paid in full whether the student completes his studies or not during a given term.

A student, upon enrollment, is considered enrolled for the whole term, and therefore, fees paid in full or under the instalment plan are not refundable, except in specified cases.

No deposit fees are required for the use of laboratory facilities, instruments or materials. However, students shall be held responsible for their loss or damage due to unreasonable wear and tear and shall be required to replace them.

REFUND OF FEES

Refund of fees follows Section 100 of the 2008 Manual of Regulations for Private Schools (MORPHE) to wit:

"Unless otherwise provided by institutional policies, rules and regulations, a student who transfer or withdraws, in writing, within two (2) weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty-five percent (25%) of the total amount due for the school term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws anytime after the second week of classes."

STUDENT SERVICES



OFFICE FOR STUDENT SERVICES

The Office for Student Services serves as a conduit between the students and the various student services of Malayan Colleges Laguna.

The Office for Student Services shall be the vanguard of student rights and at the same time the enforcer of student discipline.

The OSS Objectives:

- » To support the vision and mission of MCL by providing high quality services to students;
- » To enhance and deepen the students' commitment to positive values by inculcating in them a strong sense of honesty, compassion, personal responsibility and respect for others;
- » To actively partner with the faculty members in conducting student enrichment activities; and,
- » To use all resources available in providing comprehensive programs and services integral to the educational process.

The following are the responsibilities of the OSS:

- » Create a campus environment that is conducive to the learning process;
- » Identify, monitor and act upon the specific needs of students through its programs and projects ;
- » Provide an atmosphere for a wholesome student life and development;
- » Safeguard the welfare of students;
- » Establish and maintain a productive communication among students, faculty members, personnel and the administration; and,
- » Inform students about MCL's vision and mission, its core values, and relevant policies and procedures.

Centers under the Office for Student Services are the following:

- » Center for Student Activities and Discipline (CSAD)
- » Center for Guidance and Counseling (CGC)
- » Center for Scholarships and Financial Assistance (CSFA)
- » Center for Student Advising (CSA)
- » Center for Career Services (CCS)



CENTER FOR STUDENT ACTIVITIES AND DISCIPLINE

The Center for Student Activities and Discipline (CSAD) promotes student empowerment by encouraging and supporting activities that cater to the diverse needs and interests of students/student organizations and breed a sense of social responsibility, spirited citizenship, leadership skills, creativity and true self-expression among the studentry.

CSAD is also responsible for monitoring the discipline of all students and for handling student related complaints, cases and investigations.

Functions and responsibilities of CSAD

On student activities:

The Center for Student Activities and Discipline (CSAD) promotes student empowerment by encouraging and supporting activities that cater to the diverse needs and interests of students/student organizations and breed a sense of social responsibility, spirited citizenship, leadership skills, creativity and true self-expression among the studentry.

CSAD is also responsible for monitoring the discipline of all students and for handling student related complaints, cases and investigations.

and responsibilities of CSAD

On student activities:

- » Informs students of their rights and responsibilities;
- » Appraises students of the rules/codes on student discipline, and proper decorum and behavior in their association with fellow students, teaching and non-teaching employees and administrative and academic officers;
- » Organizes various activities for students/student organizations in coordination with the other centers;
- » Supervises, regulates and facilitates the co-curricular and extra-curricular activities of accredited/recognized student organizations and student councils; and,
- » Ensures access to auxiliary facilities as meeting places for recognized student organizations, and student lounges where they can interact and socialize.

On student discipline:

- » Informs students of the proper decorum inside the campus;

- » Informs student of the MCL dress code;
- » Monitors student infractions and implement their penalties; and,
- » Supervises procedures on disciplinary cases, monitors progress and compliance of students with sanctions and their compliance.



CENTER FOR GUIDANCE AND COUNSELING (CGC)

The Center for Guidance and Counseling aims to assist and guide students in the process of self-evaluation, maintaining a balanced and healthy personality, achieving academic efficiency and enhancing fundamental life skills needed to be well adjusted and highly functional persons.

Functions and Responsibilities:

On Individual assessment/ Testing

- » Assists students in identifying and understanding their uniqueness and potentials through testing; and,
- » Integrates assessment results relevant to Values Education courses.

On Consultation:

- » Assists a student in understanding her concerns, establishing goal, planning strategies to meet the established goals, and assigning responsibilities to carry out these strategies; and,
- » Guides students in addressing their personal, vocational and school related concerns.

On research and evaluation

- » Aims to provide empirically based data relevant to the development or improvement of services for the students.

On information service

- » Provide every student with sufficient educational, social and occupational data as guide in her choices and decisions through seminars, workshops, formation and talks.

On referrals

- » Considers referral to other authorities, professionals and agencies.



CENTER FOR SCHOLARSHIPS AND FINANCIAL ASSISTANCE

The Center for Scholarships and Financial Assistance (CSFA) ensures that scholarships, academic grants, financial aids and all other services offered by the Center are made available to deserving and needy students.

Functions and responsibilities of CSFA:

- » Administers the scholarship and financial assistance programs for students; and,
- » Seeks both private (individuals, corporations, associations) and government scholarships and financial assistance for students.

Scholarships (for Baccalaureate Programs)

term, students may avail of a scholarship program upon application at the Center for Scholarships and Financial Assistance (CSFA) on the basis of their academic standing in the previous term.

All academic scholars must comply with the requirements of the scholarship program.

Note: Any scholarship granted by the College shall be cancelled for any misconduct on the part of the student.

SIBLING DISCOUNTS

To avail of sibling discount, the student must have (a) sibling/s who is/are currently enrolled in MCL at the same term.

- » Second child enrolled in MCL - 10% discount on tuition fee every term.
- » Third child enrolled in MCL - 25% discount on tuition fee every term.
- » Fourth child enrolled in MCL - 40% discount on tuition fee every term.

Scholarships Sponsored by MCL

1. **ACADEMIC SCHOLARSHIP.** For students carrying a load of not less than twelve (12) units and who have obtained a credit grade average of 1.00 to 1.50 (full academic scholarship) or 1.51 - 1.75 (half academic scholarship) and who did not obtain a grade of "5.00", "FA", or "F" in any course from the previous term, including PE and NSTP.

A **FULL ACADEMIC SCHOLAR** enjoys free full tuition and L/F/D fees for one (1) term and a **HALF ACADEMIC SCHOLAR** enjoys free half tuition and L/F/D fees for one (1) term.

The scholarship is automatically indicated in the GSA (Generated Schedule and Assignment) of qualified students during enrollment. In case the scholarship is not so indicated, the

student is given two (2) weeks after the last day of the official enrollment period to claim his scholarship at the CSFA. Failure to do so will be construed as a waiver of the right to the scholarship.

2. SCHOLARSHIP FOR HIGH SCHOOL HONOR STUDENTS.

For valedictorians, salutatorians and first honorable mention students (from high school graduating classes of not less than 20 students) of all duly accredited high schools in the Philippines who pass the MALAYAN COLLEGES LAGUNA Entrance Examination (MCLEE). Certificates (with contact number of the high school and preferably with a dry seal) issued by the high school principal must be presented to the CSFA upon enrollment.

Valedictorians enjoy free tuition and L/F/D fees for two (2) consecutive terms. Salutatorians enjoy free tuition and L/F/D fees for one (1) term. First honorable mention students get free half tuition and L/F/D fees for one (1) term.

Registration fee and other miscellaneous fees are charged to the account of the student.

The scholarship is discontinued at the end of one term if the student obtains a failing grade in any course, including PE and NSTP.

A scholar who qualifies for an academic scholarship for the second term shall be awarded the benefits of only one scholarship grant - that which affords the scholar greater benefits.

Under this scholarship, a scholar who does not enroll for the second term may claim the scholarship when he returns to MCL upon presentation of an approved Leave of Absence and an approved Reactivation Status.

3. P.D. 577 (SCHOLARSHIP FOR DEPENDENTS OF MILITARY PERSONNEL). For dependents of military personnel who have died or have been incapacitated in the line of duty.

Students under this scholarship enjoy free tuition fees only.

The scholarship is discontinued should the scholar obtain a grade lower than "3.00" in any course.

Note: Any scholarship granted by the College shall be cancelled for any misconduct on the part of the student.

4. E.T. YUCHENGCO INSTITUTIONAL SCHOLARSHIP.

For incoming students whose MCLEE score is 90% or better and have passed the scholarship exam and interview. The scholarship is subject to availability of slots.

An E.T. Yuchengco Institutional Scholar enjoys free tuition, L/F/D, miscellaneous fees, and book allowance per term.

Scholars must carry a load of not less than twelve (12) units and obtain a credit grade average of 1.75 or better at the end of the term.

A student whose scholarship grant is discontinued can no longer avail of it again.

Note: All scholarship grants will apply on a regular term

5. JOSE RIZAL SCHOLARSHIP FOR EXCELLENCE IN COMMUNITY SERVICE.

As part of Malayan Colleges Laguna's commitment to providing education that complies with both local and global standards,

it also ensures that this opportunity is available to people from all sectors of the society. It is for this reason that scholarship grants are available to students who are having difficulties in financing their education at MCL.

The Jose Rizal Scholarship for Excellence in Community Service is one of these programs. It provides tuition subsidies of up to 50% of the total tuition fee for qualified grantees. This scholarship is granted by the Center for National Service Training Program.

The following are the qualifications:

- » A student must be currently enrolled in any NSTP component program;
- » The applicant must have no failing grade in the previous term.
- » If the applicant is a freshman, he must have a score of at least 90% in the MCL Entrance Examination.
- » Applicants must be endorsed by any MCL employee or faculty member, and must be cleared by the Office of Student Services from any pending case or sanctions due to violation of MCL policies, rules, and regulations.
- » Grantees must be willing to participate in MCL's community service projects and activities.
- » To avail this, students must submit the required documents like Letter of Intent, photocopy of parents' income tax return (ITR), and photocopy of the previous term's final grade report. The Center for NSTP releases a letter of approval to qualified grantees. The Student proceeds to the Center for Scholarships and Financial Assistance for scholarship validation, and proceeds to the succeeding registration procedures.



CENTER FOR STUDENT ADVISING

The Center for Student Advising (CSA) provides an integrated advising experience for all students in Malayan Colleges Laguna. CSA provides general academic advising and Academic Success Programs, in partnership with academic departments and the Center for Guidance and Counseling. The Center works collaboratively with the faculty and other offices and resources to help create student success.



CENTER FOR CAREER SERVICES

The Center for Career Services aims to help students and alumni in planning, preparing, and promoting their careers. The Center partners with local employers to bring a variety and opulence of internships and jobs to our pool of qualified applicants.



COMMUNITY SERVICE AND RELATIONS OFFICE

Community Service and Relations Office administers the social responsibility programs of Malayan Colleges Laguna. In its mission, MCL commits 'to help solve industry's and society's problems by the expert application of existing knowledge' as it strives for its vision of being 'a global steeple of excellence in professional education and research'. This commitment of MCL is geared to extending its mission not only to the academic community but also to the entire Filipino

nation through community service and corporate citizenship that is aligned to help promote the welfare of the Filipino people in these fast changing times.

Core Advocacies of Malayan Colleges Laguna

- » Participative Governance- MCL is a part of the academe which is a component of an active civil society. Aligned to this perspective, MCL commits to share with the government's function of governance by helping in the delivery of the social services to the people given MCL's capacity and ability. MCL strives to empower marginal communities that need assistance to facilitate their realization of a long-term benefit given their own capacities, and inherent potentials.
- » Sustainable Development- development is an ultimate goal for everyone but part and parcel of everyone's passion for progress is taking good stewardship of the natural environment. MCL takes the lead in promoting environmental awareness, advocacy for its protection, intergenerational equity and capacity-building for the younger generations and their stake in the natural resources.
- » Advocacy for Lifelong Learning- continuous quality improvement; and striving for excellence and virtue are the priorities of MCL. To achieve this, MCL must recognize other stakeholders in the process and must promote and share the same developmental objectives to community service. Hence, MCL advocates training teachers into becoming lifelong learners, so they could in turn facilitate a meaningful knowledge transfer and further produce social wealth through education and further research.

Functions and Responsibilities of the CSRO:

1. Organize and spearhead the community service initiatives of Malayan Colleges Laguna and its respective organizations as its response to the needs of the society.
2. Utilize the existing knowledge of the different organizations in the academe in order to bring service to the stakeholders of communities.
3. Organize and conduct services that promote social awareness into actions of positive development for students, faculty members, employees and external linkages.
4. Manage the Center of the National Service Training Program as one of its programs that ensures all activities, services and engagements are aligned with MCL's values and advocacies.
5. Assist the Office of Research Promotion and Coordination in generating profiles of partner communities.



CENTER FOR NATIONAL SERVICE TRAINING PROGRAM

The Center for National Service Training Program is created in compliance with the provisions of Republic Act 9163, otherwise known as the NSTP Law of 2001. The Center is the servicing unit of all NSTP courses being taken by the students of different colleges. The Center is under the supervision and control of the Community Service and Relations Office. The CSRO and the Center for NSTP work together to ensure that NSTP civic engagements are aligned with MCL's social responsibility program.

Functions and Responsibilities of the Center:

1. Manage all NSTP course offerings for the students every term including but not limited

- to organization of courses, enlistment and registration procedures;
2. Maintain proper information dissemination system for all students regarding all NSTP Activities, projects, and requirements;
 3. Recruit and organize a cluster of NSTP facilitators who will handle NSTP courses and community service initiatives;
 4. Organize and conduct activities that will promote sociocivic- awareness and social concern among students;
 5. Ensure that NSTP courses provide an exposure for the students to gain knowledge of the needs of communities so in the long run students may develop this social concern and passion to help other through sharing their acquired knowledge;
 6. Coordinate with the different Colleges and Departments on activities and matters pertinent to NSTP.
 7. Report to the Commission on Higher Education (CHED), school authorities and other administrative bodies on the conduct of NSTP activities, and the progress of the students under the training program.



INSTITUTE FOR EXCELLENCE IN CONTINUING EDUCATION AND LIFELONG LEARNING (I-EXCELL)

I-ExCELL is the business development arm of Malayan Colleges Laguna. The Institute works together with various stakeholders in developing programs that are basically non-baccalaureate, but still at par with the growing needs of a globalized workforce to contribute to the nation's struggle for competitiveness and our country's share in the global economy.

Through I-ExCELL's programs and services for continuing education, MCL leads in forming industry leaders who commit themselves to continuous training and lifelong learning which will later be valuable in generating new knowledge for the industries and the society at large.

Furthermore, through I-ExCELL, MCL maximizes its strength as an academic and a research institution by offering its competent teaching force, world-class facilities, and globally accepted program standards as alternative business opportunities, and a parcel of our commitment to our clients for continuous quality improvement.

Vision

I-ExCELL is envisioned to be a leader in continuing education and the promotion of lifelong learning to both skilled and professional workforce in the region by providing training and skills development programs that are needed by industries worldwide.

Mission

I-ExCELL's mission is geared to support the mission of Malayan Colleges Laguna.

The Institute stands committed:

- » To help create industry leaders who are equipped with the needed skills and training for deployment to the technical workforce.
- » To be an agent of effective transmission of social wealth to industry practitioners through competency-based training programs.
- » To provide opportunities for continuous improvement of our clients' technical competencies, soft skills, and global perspective through our services;
- » To help solve industry's and society's problems by the promotion of continuing education and lifelong learning.



ADMINISTRATIVE OFFICE

The Administrative Office is responsible for implementing MCL's administrative policies, strategies, programs and procedures.

Functions and Responsibilities of the Office:

1. Provides students, faculty members and employees with the necessary facilities and equipment that shall enable them to effectively discharge their duties and responsibilities
2. Implements rules and procedures defining tasks and activities for the CDMO, Security Department and Janitorial Services;
3. Keeps track on records keeping regarding inventory, maintenance and repair of MCL equipment/furniture, infrastructure projects and housekeeping services in coordination with the CDMO;
4. Interacts with unit heads and staff of various departments to provide support for each department's requirement concerning logistics, room reservations, equipment / furniture transfer, and other matters concerning operations;
5. Implements and controls the efficient and effective flow of dispatching MCL Company Service Vehicles between the point of origin and destination and vice versa, in order to meet each department's needs;
6. Coordinates with the CDMO in overseeing the safe and secure operation and maintenance of all MCL assets in a cost effective manner aimed at long-term preservation of the asset value;
7. Supervises the Security Department in providing physical security for MCL officers, employees, staff, students, visitors, personnel,

buildings, property and installations

8. Supervises the Janitorial Services for the cleanliness and overall housekeeping of buildings and grounds;



CONTINUOUS QUALITY IMPROVEMENT OFFICE

To uphold MCL's Quality Policy and to support its mission and vision, the Continuous Quality Improvement Office ensures that necessary Quality Management System process are adequately defined, effectively implemented, and continual improvement is maintained.

Related activities directly affecting students that CQIO is engaged in are as follows:

1. Taking the initiative in the acquisition of the school's certification or accreditation

Continuous improvement in the implementation of policies and procedures in the entire education process of MCL shall be observed due to the certification of MCL to ISO 9001:2008 and the DNV MA:2004 of the Mapua-PTC CMET Program. CQI Office shall continue to prepare the management system of MCL for further acquisition of possible accreditations for other programs.

2. Monitoring implementation of Study Progression and Intervention among students

Students' performance during the first examination shall be monitored. Students who failed to pass in the examination shall be assisted and be given an intervention of either tutorial, peer mentoring, and/or counselling to help them improve their academic performance.

3. Meeting customers' needs and satisfaction

Students' Satisfaction Survey shall be conducted to students at random. Results of the survey are discussed during Operations Meeting and actions taken are implemented immediately.

Classroom Teaching Evaluation shall be conducted among students. Results of this activity shall improve the quality of teaching and delivery of classroom instructions.



LABORATORY MANAGEMENT OFFICE

The Laboratory Management Office (LMO) is the institutionalized administrative center for all laboratories in Malayan Colleges Laguna.

The office has the following objectives:

1. Aims to guarantee that qualified laboratory personnel, appropriate facilities, equipment, and materials are available as required in the program curricula offered by Malayan Colleges Laguna.
2. Aims to develop, manage, and ensure implementation of policies, procedures, and programs for good laboratory practice in each laboratory of Malayan Colleges Laguna.
3. Aims to secure that all facilities, equipment, and materials in the laboratory are provided with their corresponding safety guidelines that will protect the students, faculty members, and staff from potential health hazards and accidents.

At minimum, the office shall have the following responsibilities:

1. LMO shall ensure that each laboratory personnel clearly understand the tasks they are to perform and where necessary, provide training for these functions.
2. LMO shall be responsible in safe keeping all the laboratory equipment and materials. The office shall maintain an updated record of inventories, inspection, maintenance, calibration and etc. of all laboratory equipment.
3. LMO shall be responsible in acquisitions, repairs, and maintenance of all the required equipment and materials for the laboratories.
4. LMO shall provide services and assistance to the students and faculty members throughout the laboratory period.
5. LMO shall offer monitoring on the implementations of the policies, procedures, and programs of all laboratories of MCL.
6. LMO shall provide all staff, faculty, and students who work with identified potential safe hazard equipment an opportunity to receive medical attention.
7. LMO shall offer a regular safety training program to all staff, faculty, and students who will use the laboratory. The office
8. LMO shall ensure that the proper disposals of wastes generated by the laboratory are always in accordance with the law set by the MCL and the government.



CENTER FOR LEARNING AND INFORMATION RESOURCES

The MCL Center for Learning and Information Resources (CLIR) exists in support of the teaching, research and

extension functions of MCL. It shall serve the needs of the academic community, specifically the students and the faculty members through equitable access to high quality information resources and services.

Guided by the goals and objectives of MCL, CLIR affirms itself to be the resource center of excellence in information, especially in the field of technology through the following objectives:

- » Procure, organize and provide a well-balanced collection to complement the academic programs of MCL;
- » Provide and maintain appropriate facilities and equipment that shall enable users to fully utilize the center's resources;
- » Produce skilled researchers by providing timely and instant access to various formats of information in any part of the country and of the world;
- » Create an environment that encourages learning through quality services; and,
- » Develop an efficient staff that shall guide students and other researchers in their quest for learning.

The center is open to all MCL students, academic and administrative officers, teaching and non-teaching employees, and outside researchers with referral letters from their respective colleges/universities.

General Loan Policies

1. CLIR patrons must present their valid MCL issued ID when borrowing materials. Borrowing must be done in person. The borrower must see to it that all materials in their possession have been properly checked out before leaving the center.
2. CLIR patrons are held responsible for all materials charged to their names via the automated circulation system and date due slips.
3. The borrower must ensure that items checked out to him are returned on or before the date due. Notices sent by CLIR serve only as a reminder and non-receipt of the notices does

not absolve anyone from paying fines or other penalties.

4. Borrowers may not "sub-lend" books and other library materials.
5. Borrowers shall be held responsible for any mutilation [including defacement] found in materials when returned. They must check and report any mutilation found before borrowing the materials.
6. All materials must be returned immediately when recalled.
7. Materials are considered to be on loan to members until the materials are properly checked in. Loans must have been cancelled before leaving the counter.
8. Borrowers must report the loss of a material to the circulation section of the Library. Fines shall be charged according to the rates of fines, from the date due to the date when the material was reported lost, or if found, until the date the material is returned.
9. Borrowers who lose a material are liable for payment of the current cost of the material [including binding costs if applicable] or replace the material with the current edition/ issue or copy [preferably hard bound for books]
10. External patrons are not allowed to take home materials. Materials borrowed are for center use only.
11. Fines are charged on overdue materials. Fines must be paid before the next loan transaction.
12. Patron privileges shall be suspended if overdue materials are not returned on time.
13. Photocopying services shall be provided subject to copyright laws

SPECIFIC LOAN POLICIES

FICTION BOOKS

- » A maximum of two (2) books may be borrowed at one time.
- » Overdue fine: Php 10.00 a day/book (Excluding holidays but Sundays Included)

CIRCULATION BOOKS

- » One week loan period.
- » A maximum of two books may be borrowed at one time.
- » Overdue fine: Php 10.00 a day/book (Excluding holidays but Sundays Included)

RESERVE BOOKS

- » One (1) reserve book may be borrowed for overnight use, but must be returned not later than 10:00 AM the next school day.
- » Overdue fine: Php2.00 an hour or 20.00 a book/day (Excluding holidays but Sundays Included)

GENERAL REFERENCE AND FILIPINIANA COLLECTION (encyclopedias, dictionaries, atlases, almanacs)

- » Non-circulating
- » Photocopying of selected book pages shall be handled at the reference desk.

PERIODICALS (JOURNALS, MAGAZINES, ETC.)

- » Current periodicals/Bound Periodicals: For room use only
- » Photocopying of articles shall be handled at the periodical desk

CDs, DVDs, ETC.

- » Two-day check-out
- » A maximum of two (2) materials may be borrowed at one time.
- » Overdue fine: P50.00 a day/material (Excluding holidays but Sundays Included)

EXAMINATION PAPERS, ETC.

- » For room use only.
- » Any person who consults archival collections, academic exercises or research studies must not quote from them without due acknowledgment.

RULES AND REGULATIONS GOVERNING CLIR

- » Prejudicial behavior to the proper use of the center is forbidden.
- » Internet Service: Only CLIR account and not personal account will be used in the internet. Usage of personal peripherals is not allowed in the internet. No personal headset, pornographic surfing or saving is allowed.
- » Writing on books, mutilation or tearing of pages of a book and taking out without permission any material or property are strictly prohibited. Violators shall be subject to suspension or expulsion as the case may be or to a fine recommended by the CLIR Director.
- » Students are expected to maintain silence at all times in the library.
- » Eating (including chewing of gum), sleeping, smoking, defacing furniture, writing on walls and tables, and other forms of misbehavior shall be punishable according to MCL rules and regulations.
- » Use of watch alarms, mobile phones and pagers are not allowed in the center. They should be switched off or in "silent mode" before entering the center.
- » Seats in the center may not be reserved.
- »
- » No bags [except for pouches and small shoulder bags], blue prints, mechanical drawing boards and cases or parcels larger than 15 [L] x 10 [H] x 6 [T] inches may be brought into the center. The center shall not be held responsible for the loss of personal belongings of users.
- » Please note that the center personnel has the right to
 - › ask users to leave the library if they are inappropriately dressed or are causing a disturbance
 - › remove any book, file, bag, food or any other personal belongings left on the reading tables.

- » Personnel including security guards assigned to the center must be accorded due courtesy.
- » The center shall be open from seven o'clock in the morning until five o'clock from Mondays to Saturdays.
- » The following must obtain a clearance from center:
 - › teaching and non-teaching employees and administrators who are resigning or applying for a leave of absence, or are separated from the College.
 - › students who apply for honorable dismissal.
 - › graduating students.

REGISTRATION TO AVAIL OF CLIR SERVICES

Students who are officially enrolled for the term do not need to register to avail of the services of the center. This becomes automatic upon payment of appropriate matriculation fees and issuance of the Certificate of Matriculation (CM).

Non-students or non-employees who wish to use the facilities of the center must present a valid ID and pay a registration fee of seventy five pesos (PhP 75.00) per term to avail of a special ID of the center which may be renewed on a per term basis. Any change in address or telephone number must be relayed to the center personnel for proper recording.

CLIR SERVICES AND FACILITIES

1. Loan of materials via the automated library system
2. Written and e-mail notification of overdue library materials
3. Interlibrary loans with local libraries [members of the Philippine Association of Academic and Research Libraries network]. Go to the Circulation Section to avail of this service.
4. Referral Service: Referral letters/forms for visiting other libraries may be obtained from

the Reference Section for a fee of PhP10.00.

5. Readers Assistance: Assists users in the selection of library materials on the subject of inquiry; directs researchers to appropriate sources of information available in the MCL library.
6. Searching Assistance: Gives instruction and assistance in the use of electronic catalogues, databases, internet, etc.
7. Online Information Search Service or Online Public Access Catalog (OPAC): Materials needed [books, periodicals, indexes, theses/feasibility studies, electronic/AV materials] for research can be accessed easily through a user friendly online catalog. Patrons can also access their status information as to outstanding fine balances, estimated fines for items currently overdue, items on loan and items on reserve.
8. Accommodation of outside researchers: The center attends to visiting users up to a maximum of five persons at one time. Outside researcher's fee is PhP 50.00 per day. Visiting Researchers are required to present the referral letter from their library.
9. Orientation and Library Tour: Gives short information/lecture to patrons and visitors of the library with regard to library facilities, services and policies.
10. Internet Service: Supports the speedy exchange of information and the instructional/research needs of the academic community through electronic mail and the Internet

CLIR PUBLIC SERVICES

CIRCULATION. This service aims to support the instructional and research programs of MCL. It is along this line that MCL aims to strengthen its collection, by making available materials that will meet the needs of students, faculty members and the entire MCL Community.

PERIODICAL. The section keeps a control record of the holdings of serial publications (magazines, journals, newspapers, etc.) received by the library. It also answers questions regarding holdings of specific titles.

CYBER SEARCH . It supports the speedy exchanges of information and the instructional and research needs of the academic community through electronic mail and access to the Internet.

REFERENCE. It is the section of the center where you can find materials that provide quick and direct information (encyclopedias, dictionaries, almanacs, atlases, handbooks, etc.). Reference materials are for "room use only."

FILIPINIANA This section contains books on Philippine society and culture, authored by foreign and Filipino authors. This collection is for "in-house use only".



CENTER FOR HEALTH SERVICES AND WELLNESS

In accordance with the present policy of the government requiring a yearly medical examination of all students enrolled in all private schools, colleges and universities, MCL has maintained a Center for Health Services and Wellness (CHSW) for that purpose. The services of a medical director and a staff of physicians together with a staff of nurses have been engaged by MCL to take charge of the protection health maintenance of the MCL population especially the students.

Functions and Responsibilities:

- » Administers physical examination of incoming freshmen which includes chest x-ray, urine, and dental check up;
- » Provides first aid treatment of walk-in patients with wounds, fever, headaches, sore eyes, colds, cough, diarrhea, asthma, sprain and other minor illnesses;
- » Refers cases requiring medical specialist/s for further evaluation and management;
- » Provides emergency care in case of serious illness or injury;
- » Maintains medical health records.

SECURITY SERVICES

The Security Office is entrusted with the responsibility of keeping peace and protecting persons and property within the College, thus:

- » Spot and random verification of ID shall be regularly done by MCL security officers.
- » Doers of wrongful acts causing physical injuries, damage to property, vandalism, theft and other criminal acts within the MCL compound shall be apprehended and brought to the Center for Student Activities and Discipline (CSAD) for investigation and proper action.
- » Violation of other misdemeanors by the student shall also be reported by the apprehending officers to the Prefect and the department where the student belongs.
- » Bags, bundles, knapsacks, etc. of students entering the MCL premises shall be inspected by MCL security officers in order to prevent entry of prohibited or dangerous materials within the premises.
- » Any unauthorized person, intruder or outsider found or apprehended within the premises must be duly identified; his name recorded in the MCL Security Service Logbook, and brought directly to the nearest police precinct for investigation and proper action.
- » Severe disciplinary measures and legal action, if proper, shall be brought against any person or persons participating or involved in hazing.
- » Strict prohibitions must be enforced against the carrying of firearms or other weapons within the campus. The weapons may be turned over to the police.

FOOD SERVICES (CAFETERIA)

The MCL cafeteria is located on the ground floor of the E.T. Yuchengco Hall.

Breakfast, lunch and early dinner as well as snacks are served. The cafeteria is open from six in the morning until six in the evening (6:00 AM - 6:00 PM).

BOOKSTORE SERVICES

The bookstore is open from 7:00 AM to 6:00 PM, Monday to Saturday. It offers the following services:

- » supplies uniforms for PE and NSTP
- » sells textbooks and laboratory manuals
- » offers photocopying services
- » sells school supplies

CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE

The Campus Development and Maintenance Office (CDMO) carry out the following functions:

- » Maintains a campus environment that is conducive to learning through a regular upkeep of buildings and grounds and all facilities and equipment therein.
- » Provides students, faculty members and employees with the necessary facilities and equipment that shall enable them to effectively discharge their duties and responsibilities.
- » Implements corrective measures for the improvement of student and personnel services.
- » Maintains a clean and safe environment through sanitation and waste management.



DEVELOPMENT OFFICE FOR INFORMATION TECHNOLOGY

on the excellent and state of the art Information Technology infrastructure of Malayan Colleges Laguna,

students enrolled in Malayan Colleges Laguna enjoy these privileges once enrolled under the administration of the Development Office for Information Technology (DO-IT).

RADIO FREQUENCY (RF) IDENTIFICATION SYSTEM

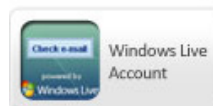
Each student is given an identification card (MCL ID) with unique security features based on radio frequencies or contact-less SMART card technology. The MCL ID shall serve as the primary badge for access to all entrance points of the MCL buildings.



THE MCL WEBSITE

Students, applicants and other interested parties may visit the official website of Malayan Colleges Laguna for the latest news articles, announcements, and important dates to remember among other relevant and pertinent information pertaining to Malayan Colleges Laguna and all its colleges.

The site's URL is www.mcl.edu.ph.



ELECTRONIC MAIL SYSTEM

Each student, while staying in Malayan Colleges Laguna to study shall be provided with an electronic mail box with a size of 500 MB. This electronic mail shall be used by the student for personal use and for submission of required projects via the Internet using the SMTP protocol. The student email shall be constructed using the format:

<First Name>.<Last Name>@live.mcl.edu.ph

The email system is in partnership with Microsoft Philippines through the Microsoft hotmail portal.

Students are advised to proceed to DO-IT (Second Floor, Jose Rizal Hall) for activation.

WI-FI ACCESS ANYTIME AND ANYWHERE

Anywhere in the campus, be it in the cafeteria, student lounges, the Center for Learning and Information Resources, Auditorium, the gardens, or at the Track Oval, you can access the Internet using your personal laptop computers.

Students with personal laptop computers are advised to visit DO-IT (Second Floor, Jose Rizal Hall) for one time activation and configuration.

THE OPEN LABORATORY

Need to surf the Internet, print reports and assignments? The Open Laboratory (R210, J. P. Rizal Hall) is open to all bona fide students of Malayan Colleges Laguna to take advantage of the various licensed software installed and connection to the Internet. With a minimal fee of PhP 30.00 per hour, the student can take advantage of this facility.

STUDENT RULES AND REGULATIONS

OVERVIEW

Education is a cooperative enterprise of both the teacher and the learner. It requires a mutual and coordinated effort on the part of both. For MCL, to achieve its desired educational goals, it is imperative that the entire academic community subscribe and adhere not only to the fundamental objectives of effective learning but also to the development of moral character expected of enlightened men and women.

The authority of MCL to instill discipline is based on the Manual of Regulations for Private Schools (DECS Order No 92, s. 1992) Section 74, which states that:

"Every private school shall maintain good school discipline inside the school campus as well as outside the school premises when pupils or students are engaged in activities authorized by the school!"

MCL is obliged to discipline students within the campus during class hours. However, MCL's authority to discipline its community members can also be applied even outside the premises and after class hours

- a. in cases of violations of MCL policies or regulations occurring in connection with an off-campus school sponsored activity;
- b. in cases where the misconduct of the student involves his status as a student or affects the good name or reputation of MCL.

Also, compliance with rules and regulations is not the sole responsibility of the student but also of the parents. Hence, the refusal of parents to follow the rules and regulations of MCL may be a legal ground for denying the student's re-admission.

All students and faculty members are therefore enjoined to abide by the rules and regulations set forth hereof. They are urged to refrain from committing any offense which is detrimental to the good of the students in particular and the whole academic community in general.

RIGHTS AND RESPONSIBILITIES IN THE CLASSROOM

Both freedom to teach and freedom to learn should flourish in the classroom. The manner and conduct of classroom work is the primary responsibility of the professor, in the discharge of which he shall encourage maximum participation among his students.

- a. The data or views presented by the professor may be reasonably assumed as the truth as it is known and documented at the moment. Students are free to take exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.
- b. Students are responsible for meeting standards of performance established for each course in which they are enrolled. Performance in the course shall be the sole criterion in passing or failing students.

CODE OF CONDUCT FOR STUDENTS IN THE CAMPUS

RATIONALE

A student enrolling in MCL in a specific college assumes an obligation to conduct himself/herself in a proper and irreproachable manner as a bona fide member of the academic community and should not hamper MCL from the discharge of its educational functions. He/ She must accept the rules and regulations which MCL prescribes for the members of the academic community to enable it to effectively fulfil its educational mission.

The right of MCL to impose sanctions against improper student conduct is derived from, and is inherent in its primary obligation to:

- a. exemplify moral values, ethics and ideals
- b. protect its property and the property of the members of the community
- c. protect the health of persons in the academic community and ensure their safety
- d. preserve peace and ensure orderly procedures
- e. protect its good name as an educational institution
- f. respect human rights
- g. maintain and strengthen student morale

The students of the College shall at all times abide by all the laws of the country, all memoranda issued by the Commission on Higher Education (CHED) and all rules and regulations of MCL.

Apart from MCL Rules and Regulations, Mapua-PTC CMET students must also follow the Midshipmen Rules and Regulations Handbook.

The Office of the Director for Student Services has jurisdiction over disciplinary cases. The Committee on Decorum (COD) exercises jurisdiction to decide cases involving gross misconduct and grave immorality as defined in this catalogue, circulars and memorandum orders of the Commission on Higher Education, the local laws of the city of Cabuyao and the province of Laguna, and statutes enacted by the Congress of the Republic of the Philippines.

The COD is composed of the following:

- a. Director for Student Services
- b. Head, Center for Student Activities and Discipline
- c. Legal Counsel
- d. Faculty Member
- e. Non-teaching Employee
- f. Student representative

TYPES OF MISCONDUCT

OFFENSES

Any of the following sanctions may be imposed on students found guilty of gross misconduct or grave immorality:

- » Suspension for a period of less than one term; with counseling
- » Suspension for one (1) term; with counseling
- » Suspension for two (2) terms or more; with counseling
- » Dismissal (Exclusion) from the College
- » Expulsion

Gross misconduct or grave immorality includes the following but are not limited to:

- » Physical assault upon or any threat to any member of the administration, teaching and non-teaching staff, or any student, or visitor of MCL.
- » Defamation, abusive behavior or discourtesy committed against any student, professor or any official of MCL or his authorized representative.
- » Academic dishonesty or any form of cheating in examinations, homework or assigned projects; plagiarism or copying in connection with any academic work.
- » Dishonesty, lending or borrowing of

- the official MCL ID, Official Receipt, Certificate of Matriculation, or other official documents and presenting another person's documents as one's own; tampering of the official ID and using it to gain entry into MCL.
- » Forgery; alteration or misuse of school documents, records or credentials; knowingly furnishing false or fraudulent information and/or documents to MCL in connection with official matters, and making, publishing or circularizing false information about the administration, its officials, employees or students.
 - » Stealing or attempting to steal; damage to property of MCL or of its constituents.
 - » Forcible entry into MCL or the unauthorized use of its facilities and services.
 - » Vandalism, or the wilful destruction of any property of MCL which includes, but is not limited to such acts as tearing off or defacing any material in the Center for Learning and Information Resources; writing, drawing, or posting unauthorized notices on walls or pieces of furniture; breakage of glass windows, showcases, cabinet doors, electrical and mechanical devices or contrivances; unauthorized removal of official notices and posters from bulletin boards; and other similar acts.
 - » Hazing or the infliction of any physical or mental harm or ordeal on any person, which act injures, degrades, or disgraces or that tends to injure, degrade, or disgrace any fellow student or any person in MCL.
 - » Illegal possession or use of prohibited drugs or chemicals or other banned substances such as LSD, marijuana, heroin, shabu, cannabis, amphetamines, barbiturates or opiates in any form within the premises of MCL.
 - » Intoxication due to alcoholic beverages and drinking of alcoholic beverages within the premises of MCL.
 - » Engaging in lewd, obscene or immoral conduct within the MCL premises. A public display of intimacy which offends or tends to offend the sensibilities of the academic community, and which may be deemed or perceived as vulgar or repulsive based on generally accepted traditions and culture of the Philippines.
 - » Illegal possession or use of explosives, incendiary devices or other deadly weapons.
 - » Engaging in any form of gambling within the premises of MCL.
 - » Smoking at anytime within the restricted premises of MCL.
 - » All forms of student protests whose distinctive characteristics are physical force, violence, threat and intimidation.
 - » Violation of any penal statute or of rules and regulations promulgated by the Commission on Higher Education, of the policies and regulations of MCL or of any valid order by proper authorities.
 - » Posting and/or distributing literature, pamphlets, pictures, news items or any announcement whatsoever without any written permit from the Center for Student Activities and Discipline.
 - » Organizing, participating in and/or supporting any activity inside the campus, without any written permit from the Center for Student Activities and Discipline.
 - » Forming and/or joining any surreptitious, clandestine or illegal organization, not officially recognized by MCL.
 - » Any other conduct which threatens endangers or adversely affects the health or safety of any person inside the MCL premises. When the need arises, MCL

shall require the members of its Security Office to conduct searches on all persons and vehicles entering the MCL premises to prevent transport of deadly weapons, explosives, incendiary devices, prohibited drugs and other illegal materials. Persons who refuse to cooperate in this respect and in any other emergency measures shall not be allowed entry into the premises of MCL.

- » Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence.
- » Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent in connection with matters pertaining to MCL.
- » Embezzlement of funds of a student organization and/or student council.
- » Abuse of I.T. resources and privileges in violation of rules and regulations on the use of I.T. resources such as but not limited to lending or borrowing of user accounts, unauthorized copying of files, installation and/or use of unlicensed software (such as application software and games), alteration of computer configuration and settings, unauthorized use of computer terminals and other I.T. related equipment (e.g., LCD projectors, printers, speakers), unauthorized access to network resources and facilities, breach of network security through any means (e.g., denial of service, malicious attacks, installation of Trojans and worms, hacking), extraction of protected, copyrighted and/or confidential information by any electronic means through the use of the vast I.T. infrastructure of Malayan Colleges Laguna.
- » Wilful failure to comply with summons or notices issued for purposes of

investigation conducted in connection with discipline related offenses.

- » Perjury or presenting false documents in administrative proceedings.
- » Taking an examination for another student (in which case both parties shall be held liable).
- » Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes.

MINOR OFFENSES

Any of the following sanctions may be imposed on students found guilty of a minor offense.

- a. Verbal or written notice of warning with counseling
- b. Verbal and written notice of warning with counseling, and community service
- c. Community service with counselling

TYPES OF MINOR OFFENSES

1. Not wearing the official MCL ID while in campus
2. Disrupting or disturbing classes or making excessive noise within the premises of the College
3. Losing or forgetting one's ID more than two times
4. Spitting, littering or throwing waste paper or other rubbish within the premises
5. Loitering in corridors during class sessions
6. Eating and/or drinking inside the classrooms, laboratories or no-eating places within the College
7. Use of mobile phones, pagers or other similar communication devices during classes
8. Wearing of inappropriate campus attire
9. Violation of parking regulations
10. Discourtesy or disrespect to faculty members, students, employees or visitors of the College
11. Misbehavior during school programs, activities or competitions

12. Activating the fire alarm without valid reason
13. Disrespect for national symbols.

ADMINISTRATION OF STUDENT DISCIPLINE

DETERMINATION OF THE OFFENSE

- a. For disciplinary measures, each faculty member has the authority to censure and advise student(s) for offenses committed inside the classroom. For serious offense(s), a formal complaint should be filed by the concerned teaching employee at the Center for Student Activities and Discipline (CSAD) for appropriate action.
- b. For cases of gross misconduct and grave immorality, the Office of the Director for Student Services shall conduct a preliminary investigation and shall gather all evidences including documents and materials.
- c. Results of the preliminary investigation together with all the relevant documents, materials and evidences including the names of witnesses shall be forwarded to the Committee on Decorum and Investigation for formal investigation, hearing, and recommendation.

NOTICE OF HEARING

- a. A written notice shall be served by the Committee on Decorum (COD) at least three (3) days before the scheduled date of the hearing. A written response denying the complaint shall not hamper the schedule and/or proceedings of the hearing.
- b. Refusal of the respondent to acknowledge receipt of the notice of hearing shall not hamper the proceedings.

HEARING

- a. The COD shall ensure that due process is duly satisfied.

- b. The respondent shall be informed in writing of the nature and cause of the complaint.
- c. The respondent shall be granted the right to answer the charges filed against him and shall be informed of the evidence(s) against him.
- d. The absence of the respondent at the initial hearing after due notice shall be noted and the COD shall proceed to receive evidence(s) from the complainant. In the event that no additional evidence is submitted, the COD shall render judgment based on the merits of the evidence(s) presented and admitted.
- e. The respondent shall be informed in the event that additional evidence is submitted and shall have the right to adduce the evidence on her behalf.
- f. The official hearings shall be held continually. Any delay shall not be allowed except for justifiable reasons as may be determined by the COD.
- g. During the hearing, the complainant and the respondent shall each present evidence(s) and witnesses, unless otherwise waived. Witnesses shall testify under oath; complainants shall be the first to do so, followed by the respondent.
- h. After all parties have presented their evidences, the COD shall proceed to evaluate the evidences and testimonies on their merits.
- i. The Chair of the COD shall exercise complete control over the proceedings, using every reasonable means to ascertain facts as objectively as possible and without regard to the technicalities of law or procedure, all in the interest of due process.
- j. Should a respondent admit to the charges against him, he shall be required to execute a written admission or confession of guilt under oath and shall be made to appear before the COD to affirm the admission or confession. Sanctions shall be enforced immediately but with considerations.

RESOLUTION

- a. The COD shall recommend appropriate sanction(s) for specific offenses within a reasonable time from the last hearing date. The COD shall endorse the findings and recommendations to the Office of the Executive Vice President. The Office of the President, Office of the College Registrar, the Security Office, the Dean, the faculty member/s concerned, the student(s) concerned and the students' parents, shall be given copies of the decision.
- b. Should the respondent find the decision unfavorable, he may file an appeal with the Office of the Executive Vice President within five (5) working days from the receipt of the decision. If the appeal is not filed within the indicated time period, the decision of the Executive Vice President shall be final, unappealable and executory.
- c. Should the Committee on Decorum or the Office of the Executive Vice President find the respondent not guilty of the offense(s), the charge(s) shall be erased from the respondent's record and her rights restored.

STANDARD ATTIRE ON CAMPUS

GENERAL CONSIDERATION

Students are enjoined to improve their personal appearance through neatness, simplicity, modesty, and decency.

RECOMMENDED ATTIRE (MALE STUDENTS)

- a. Short-sleeved shirts
- b. Long-sleeved shirts
- c. T-shirts with sleeves but without patches or indecent letterings or pictures
- d. All custom-made pants except those that are torn, unstitched or with untrimmed edges.

Well-polished shoes (leather or other materials) or washed rubber shoes.

- e. Allowable length of haircut is "barely touching the normal collar line with eyes and ears clearly exposed"
- f. Wearing of slippers or sandals is not allowed
- g. Wearing of earrings is not allowed

RECOMMENDED ATTIRE (FEMALE STUDENTS)

- a. Simple dresses
- b. Blouses except those with bare-midriff or spaghetti straps
- c. T-shirts without patches or indecent letterings or pictures
- d. Long pants or skirts.
- e. Wearing of slippers or sandals is not allowed

During Summer Classes, students are allowed to wear decent shorts. Allowable length is one inch above the knee.

GUIDELINES FOR HOLDING ACTIVITIES WITHIN OR OUTSIDE THE CAMPUS

Co-curricular activities are variety of activities that are attended alongside the standard study curriculum to enrich students' learning experience. These include but are not limited to technical seminar, plant visit, educational trip, conference, orientation, quiz show, writing contest, course competition, and presentation.

Extra-curricular activities are activities performed by students that fall outside the realm of the normal curriculum. These include but are not limited to sports festival, team building, outreach program, cultural shows, prayer meeting, general assembly, and intramurals.

1. Students or student organizations or student councils who wish to conduct a co-curricular and/or an extra-curricular activity must fill out a STUDENT ACTIVITY FORM
2. All STUDENT ACTIVITY FORM must be filed at least seven days (7) before the scheduled activity date. It is important to plan the activity in advance. If the activity is filed in less than a week, the approving office shall have the

- prerogative to disapprove the extra-curricular activity.
3. The adviser or student organizer shall not finalize any arrangement or contract with the outsiders –like performer/s, sponsor/s, guest/s, speaker/s, resource person/s, resort personnel, plant personnel, factory representative/s, transportation company staff, etc., until the application is approved. Violation of this rule shall be ground for the disapproval of the application.
 4. The application form shall be accompanied by the following:
 - (a) a detailed agenda or program of the activity
 - (b) a financial projections , including individual contributions, ticket sales, donations, sponsorships, etc.
 5. The approving office shall have the authority to ask for additional information or documents from the organizer, if necessary, before approving the co-/extra-curricular activity. It shall check and note if the application guidelines are followed. Major extra-curricular activity pertains to the activity involving 60% or more of the members of the class or organization. Minor extra-curricular activity pertains to the activities involving less than 60% of the members of the class or organization.
 6. For an extra-curricular activity that has a “fund-raising” component (raffle draw, ticket selling, or donation), the activity shall be first discussed with the Office of the Vice President for Finance, endorsed by the Office of the Prefect of Students, and approved by the Office of the Executive Vice President before its implementation.
 7. An off-campus extra-curricular activity shall require an OFF CAMPUS ACTIVITY APPLICATION FORM and a PARENTAL CONSENT FORM. The form must be signed by the parent or the guardian before the activity date. A “NO PARENT’S CONSENT, NO OUTSIDE TRIP” policy shall be implemented.
 8. The organizer (adviser or class officer) shall provide approving office with a complete list of the participants for the off-campus activity before the scheduled date.
 9. The organizer shall conduct a post-evaluation of the activity. The post-event evaluation forms for student activity are available at the CSAD. At least 30% or more of the participants are expected to fill out the evaluation forms.
 10. Within three (3) days after holding the activity, the organizer shall submit the evaluation report together with the evaluation forms to the college (through the Dean)/CSAD. This evaluation report should include the executive summary of the activity, the participants’ evaluation summary, and statement of actual revenue and expenses. Dean’s office / CSAD shall verify the evaluation report. Any irregularity or anomaly found shall be a ground for disciplinary action on the organizer or on those directly responsible for the activity and shall be endorsed to the CSAD for appropriate action.
 11. The evaluation report shall be used in the planning and in applying improvement measures on future co-/extra-curricular activities. Before the end of the school year, the evaluation results shall be presented to their respective student organizations, advisers and CSAD.
 12. No co-/extra-curricular activities shall be allowed one (1) week before the final examinations and within the final examinations week.

LEADERSHIP AND SERVICE AWARDS

The prestigious Leadership and Service awards are given annually to MCL student leaders, who have shown exemplary leadership performance and dedication to service. These are the student leaders who have provided

invaluable support and genuine service to their fellow students and to the academic community. The Center for Student Activities and Discipline facilitates the submission of requirements and the selection process.

The selection process involves:

- m. The formation of the Screening Committee composed of one administrator, one faculty member and two former student leaders
- n. The evaluation of the student leader's performance within a period of one year based on a set of criteria and qualifications
- o. The validation of the scores or percentages acquired by the nominees; the nominee with the highest score will receive the Leadership award, and the ten (10) student leaders with high scores will receive the Service awards.

QUALIFICATIONS

- » For the Leadership Award : A cumulative average of at least 2.75 with no failing grade
- » For the Service Awards : A cumulative average of at least 2.75
- » Residence at MCL for at least 2 years
- » Officer or committee chair or head of one recognized/accredited student organization for at least one year, and conduct of relevant major activities
- » Of good moral character or with no record of any major offense

GUIDELINES FOR THE USE OF MCL FACILITIES

POLICY

MCL facilities such as Master Classrooms, Auditorium, Laboratories, etc. may be used as venue by the faculty members, non-teaching employees, and students for events and other activities.

RESERVATION

- a. No one is allowed to use these facilities without the required permit.
- b. Reservation forms are available at the Office of the Vice President for Administration.
- c. Reservation forms must be fully accomplished for the request to be processed.
- d. Only the Deans or Program Chairs, Department Chair or Subject Chairs, Department heads and advisers are authorized to sign the application form.
- e. Reservation is on a first-come, first-served basis.
- f. Final approval of requests for reservation shall come from the Office of the Vice President for Administration.

GUIDELINES

- a. Students shall not be allowed to enter the facilities without an accompanying teacher.
- b. Users are expected to observe total cleanliness and orderliness. The adviser or teacher concerned shall be responsible for the conduct of the students.
- c. Policies on the proper use of the specific facilities must be observed..
- d. Any damage and/or loss of property shall be the responsibility of the requesting party/ department.
- e. Bringing in of office furniture and equipment must have prior approval from the Office of the Vice President for Administration.
- f. Physical set-up must also have prior approval.

RULES AND REGULATIONS GOVERNING STUDENT ORGANIZATIONS

RULE I – GENERAL POLICIES

Section 1. RATIONALE FOR THE ESTABLISHMENT OF STUDENT ORGANIZATIONS - Subject to the limitations

provided for under these rules, the establishment and operation of student organizations shall be allowed to provide students opportunities to make productive use of their free time by engaging in constructive and wholesome extracurricular activities to complement their academic development, through guided group planned studies and projects, aimed at developing student leadership qualities and fostering a closer and a more harmonious relationship, not only among the members within the student organization but also with the faculty members and the administration as well. Furthermore, as part of a realistic and progressive policy of the Center for Student Activities and Discipline, the Administration recognizes the need for student participation in co-curricular and extra-curricular activities, provided, however, that such activities shall be confined only to scientific, technological, spiritual, cultural, civic, or sports related objectives and provided further, that these shall previously be approved by the Head of the Center for Student Activities and Discipline.

Section 2. AUTHORITY TO OPERATE – Subject to rules and regulations promulgated by the Commission of Higher Education (CHED), the Center for Student Activities and Discipline shall authorize the establishment and operation of the student organizations upon compliance with the requirements of CHED and the College.

Section 3. SUPERVISION OF THE ORGANIZATION'S ACTIVITIES – The Head of the Center for Student Activities and Discipline shall have the authority to supervise and regulate the operation as well as activities of all duly accredited or recognized student organizations for the purpose of directing their resources and efforts toward the attainment of their avowed and approved objectives.

Section 4. The Center for Student Activities and Discipline shall enforce the provisions of this set of rules and regulations and shall:

- a. Review and screen all new and renewal applications of student organizations and make the necessary recommendations for the accreditation or recognition of the organizations by Malayan Colleges Laguna.
- b. Regulate and supervise student activities and conduct hearings in cases involving violations of any of these rules and regulations. Serious violations shall be referred to the Committee on Decorum (COD).
- c. Review, revise and formulate rules and regulations governing student organizations in the College and recommend them to the

Director for Student Services and the Vice President for Academic Affairs.

Section 5. STUDENT PUBLICATIONS – No student organization, or group of students or any individual student shall utilize or avail of the use of the name of the MALAYAN COLLEGES LAGUNA, its logo or emblem and/ or the name, logo or emblem of any department, office or school in the College in any publication, be it a magazine, newsletter, newspaper, periodical, handbill or circular of any form.

The publisher or circular of any publication shall be directly liable and responsible for the contents of the materials published or circulated. MCL shall in no way or manner be liable or responsible for the consequences arising from or in connection with the unofficial publications.

RULE II – DEFINITION OF TERMS

Section 6. Definition – The use of the following terms in these rules and regulations shall be understood and taken as defined below:

- a. Student organization- means any organization composed of bona fide MCL students whose membership in general comes from a school or department, or from different schools or departments of the College. The number of members of the organization should not be lower than thirty (30) students.
- b. Accredited student organization – refers to a recognized student organization that has attained a high compliance score (81% and above) or has satisfied all requirements during the accreditation process.
- c. Recognized student organization – a student organization that has attained a score of 70% to 80% compliance with accreditation requirements.
- d. On-probation student organization – a student organization that has attained low compliance score during the accreditation of student organizations.
- e. MCL– refers to MALAYAN COLLEGES LAGUNA.
- f. Committee on Decorum (COD) – refers to the

- special committee created by the President to assist him and the Vice Presidents of the College.
- g. Executive Vice President – refers to the Chief Operating Officer of Malayan Colleges Laguna.
 - h. Vice President for Academic Affairs – refers to the official of MCL involved in the supervision of academic services (admissions and registration) and student services.
 - i. Director for Student Services– refers to the official of MCL involved in the supervision of student services.
 - j. Dean – refers to the head of an academic college of Malayan Colleges Laguna.
 - k. Adviser – refers to the faculty member designated to directly supervise a student organization.

RULE III – ACCREDITATION

Section 7. APPLICATION – Any group of thirty (30) students of MCL may apply at the Center for Student Activities and Discipline (CSAD) for a permit to organize a student organization provided, that for the specific purpose of accreditation of such organization, the total membership thereof shall not be less than thirty (30) students at the time of the issuance of its certificate of accreditation or recognition.

Section 8. CERTIFICATE OF ACCREDITATION OR RECOGNITION – The accreditation of the student organization shall be a pre-condition for its operation in MCL. A corresponding certificate of accreditation or recognition shall be issued by CSAD to each student organization upon compliance with the requirements herein prescribed (Sec. 13), provided, however, that such certificate shall be effective for one year only and subject to renewal for a similar period and provided, further, that the certificate may be revoked or cancelled for violation of rules and regulations.

Student organizations seeking recognition shall comply with the following requirements:

- a. Student organizations applying for recognition shall fall under any of the following classifications:

- i. Scientific or technological groups (academic/ technical)
 - ii. Cultural groups (social dent)
 - iii. Civic groups (community service)
 - iv. Religious groups (spiritual development)
 - v. Sports oriented groups (physical development and recreation)
- b. No student organizations falling under any of the following categories shall be permitted to operate within MCL:
 - i. Organizations that carry Greek letter names
 - ii. Organizations that are political in nature
 - iii. Regional organizations such as Ilocano organization, Bicolano group, etc.
 - iv. Organizations that confine their activities to purely social affairs.
 - v. Secret societies
 - vi. Organizations that practice religious or racial intolerance.
 - vii. Organizations whose policies and practices are not in consonance with the rules and regulations of MCL and the laws of the land.
 - c. Purposes and/or objectives of the organization shall be clearly stated.
 - d. Only student organizations officially accredited and recognized by MCL may use the name MALAYAN COLLEGES LAGUNA. The name should not, however, be directly or indirectly used in connection with any extracurricular activities, without the prior approval of the Director for Student Services and the Executive Vice President.
 - e. Any student organization desiring to hold any activity whether on or off-campus shall fill out the required application forms and secure the written approval of the Center for Student Activities and Discipline and the Office for Student Services at least one week before the event takes place and before notices of the

affair are posted or published. For off-campus activities, parental consent of the participants are necessary, and should be presented to the Center for Student Activities and Discipline. The officers and members of the student organization concerned, shall be held jointly and severally responsible for any injury to persons and/or damage of property or facilities arising from the holding of any activity either on or off-campus. The adviser shall, however, be held liable for any consequence resulting from his negligence.

- f. No student organization or their officers and members shall individually represent MCL in activities of existing or proposed national or international youth groups or endorse their objectives without the approval of the Director for Student Services, and the Vice President for Academic Affairs or the Executive Vice President.
- g. All student organizations duly recognized shall comply with the rules and regulations of MCL. Any organization that violates or circumvents this set of rules and regulations and those of the college shall have its officers and members subjected to individual and collective disciplinary action.
- h. The application for recognition of a proposed student organization shall not be considered if there is already an existing organization with the same nature, objectives and purposes.
- i. No recognized student organization shall be allowed to affiliate with outside or extramural organizations without the approval of the Executive Vice President and endorsed by the Prefect of Students. Any violation of this rule will mean the immediate cancellation and withdrawal of the recognition of the organization. In the event that a student

organization is allowed to affiliate with outside or extramural organizations, the rules, regulations and policies of MCL shall prevail over the rules, regulations and policies of the outside organization.

Similarly, chapters of outside or extramural organizations shall not be established in MCL without likewise complying with the same requirements supra, plus other requirements that may be imposed on such organizations.

Section 9. CONSTITUTION AND BY-LAWS - Each student organization shall have a constitution and by-laws which shall be approved by the Director for Student Services as endorsed by the Center for Student Activities and Discipline. No student organization shall be allowed to function in MCL without the prior approval herein required.

Section 10. ADVISERS - Each student organization must have an adviser with the following qualifications:

- a. The advisers of recognized or accredited student organizations shall be recommended and chosen by the officers and members of the respective student organizations.
- b. The adviser shall be a full-time faculty member.
- c. The adviser shall coordinate with the Center for Student Activities and Discipline in the supervision of the student organization.
- d. The adviser shall be required to sign a letter of acceptance, signifying her willingness to act in an advisory capacity and to be held responsible to the MCL Administration and to the government authorities for the proper conduct of the organization and its members.
- e. The adviser shall be required to sign a letter of assurance that he would be present in the general meetings and major affairs of the student organization and shall be jointly responsible with the officers for the conduct of such activities.
- f. The adviser shall review, correct, revise and submit for the approval of the Center for

Student Activities and Discipline all proposed programs, press releases and publications of the organization, and shall see to it that everything contained therein is in accordance with the MCL rules and regulations and that the materials are decent and of good taste. He shall also see to it that the names and designation of the officers of the MCL administration (including the Deans, Heads of offices and departments, Program Chairs, Department Chair, Subject Chairs, and faculty members) are correctly printed in accordance with the MCL prospectus.

- The adviser shall:
 - i. Submit all requests for permission to hold meetings and other activities of the organization to the CSAD and to the other concerned departments.
 - ii. Certify all official letters and reports of the student organization and copies thereof before they are forwarded to the CSAD and other departments.
 - iii. Review the constitution and by-laws of the student organization.
 - iv. Check the qualifications of student nominees for elective positions of the organization and inform CSAD accordingly.
 - iv. Supervise the election of officers and certify the election results and submit the same to CSAD.
- v. Supervise all activities of the organization and submit written reports and evaluation results thereof to CSAD.
- g. No faculty member shall act as adviser to more than one student organization nor shall any student organization have more than two (2) advisers. No honorary advisers shall be allowed.
- h. No faculty member shall accept advisorship to any student organization if her duties as

adviser shall conflict with her teaching and/or administrative duties in MCL.

- i. The adviser shall help in promoting and instilling the core values, the mission and the vision of MCL to the officers and members of the student organization.

Section 11. ELECTIONS AND QUALIFICATIONS OF OFFICERS – The officers of each student organization, as provided for in its approved constitution and by-laws, shall be elected by the members thereof; provided, however, that the election of officers of the organization shall be under the supervision of, and subject to regulation by, the adviser/s, and provided further, that each nominee for election or appointment or designation to any position of the organization shall possess the following qualifications:

- a. He must be a bona fide student of MCL and must have been actually enrolled and duly registered.
- b. He must be a responsible person with high moral and ethical standards, without any previous conviction in any court of law.
- c. He must have had no disciplinary action of any kind meted out to him for violation of MCL rules and regulations.

Section 12. MEMBERSHIP – Admission for membership in the student organization shall be in accordance with the provisions of the approved constitution and by-laws of the organization and shall be in compliance with the following:

- a. Every organization shall hold an open ceremony (not closed or secret) for admitting new members at least once a year.
- b. Every candidate for admission to a student organization shall be informed beforehand of the proposed calendar of events and the estimated total amount of dues and expenses which the applicant will incur during the school year.
- c. Only enrolled and bona fide MCL students are eligible for membership to any student organization.

- d. All applicants for membership below twenty one (21) years of age shall submit a written evidence of parental or guardian consent and duly approved by the Center for Student Activities and Discipline.
- e. NO HAZING OR INITIATION IN ANY FORM SHALL BE ALLOWED.

RULE IV – REGISTRATION OF STUDENT ORGANIZATIONS

Section 13. APPLICATION OF NEW STUDENT ORGANIZATIONS – Students wanting to organize and establish an organization recognized by MCL shall apply for registration at the Center for Student Activities and Discipline. The Application Form is available at CSAD. The following documents shall be submitted in a transparent white folder:

- a. Duly accomplished Application for Accreditation from CSAD
- b. Roster of Members which includes the complete list of incorporating members with their signatures (at least thirty members including the interim officers)
- c. Authorization to Join Student Organizations or parental consent for members below the age of twenty one (21)
- d. Duly compiled and crafted Constitution and By Laws containing the nature, objectives and purpose of the organization to which it shall be organized
- e. Duly accomplished Acceptance Of Advisorship Form
- f. Roster of Officers which includes their term of office and Bio
- g. Proposed activities with respective dates
- h. Certificate of Affiliation (from external organizations establishing chapters in MCL) (if necessary)

Section 14. RENEWAL OF REGISTRATION OF STUDENT ORGANIZATIONS – Within the period set forth by MCL, Renewal of registration of student organizations shall be accepted and processed by the Center for Student

Activities and Discipline. The following documents shall be submitted in a transparent white folder:

- a. Duly accomplished Application for Renewal of Accreditation from CSAD
- b. President's Report (stating the accomplishments of the organization based on the proposed activities of the organization) duly signed by the President and noted by the adviser of the organization
- c. A copy of the Constitution and By-Laws of the organization containing the nature, objectives and purpose of the organization to which it shall be organized (only if it was revised, replaced or amended during the previous registration)
- d. Complete list of members with their signatures (at least thirty members from the time of renewal)
- e. Authorization to Join Student Organizations or parental consent for members below the age of twenty one (21) .
- f. Duly accomplished Advisorship Acceptance Form
- g. List of all duly elected officers which includes and Bio Data
- h. Proposed activities with respective dates
- i. Complete report of post activities inclusive of financial reports duly signed by the adviser
- j. Certificate of Affiliation (from external organizations establishing chapters in MCL) (if necessary)

LEADERSHIP AND SERVICE AWARDS

The prestigious Leadership and Service awards are given annually to MCL student leaders, who have shown exemplary leadership performance and dedication to service. These are the student leaders who have provided invaluable support and genuine service to their fellow students and to the academic community. The Center for Student Activities and Discipline facilitates the submission of requirements and the selection process.

The selection process involves:

- a. The formation of the Screening Committee composed of one administrator, one faculty member and two former student leaders
- b. The evaluation of the student leader's performance within a period of one year based on a set of criteria and qualifications
- c. The validation of the scores or percentages acquired by the nominees; the nominee with the highest score will receive the Leadership award, and the ten (10) student leaders with high scores will receive the Service awards.

QUALIFICATIONS

- » For the Leadership Award : A cumulative average of at least 2.75 with no failing grade
- » For the Service Awards : A cumulative average of at least 2.75
- » Residence at MCL for at least 2 years
- » Officer or committee chair or head of one recognized/accredited student organization for at least one year, and conduct of relevant major activities
- » Of good moral character or with no record of any major offense

GUIDELINES FOR THE USE OF MCL FACILITIES

POLICY

MCL facilities such as Master Classrooms, Auditorium, Laboratories, etc. may be used as venue by the faculty members, non-teaching employees, and students for events and other activities.

RESERVATION

- a. No one is allowed to use these facilities without the required permit.
- b. Reservation forms are available at the Office of

the Vice President for Administration.

- c. Reservation forms must be fully accomplished for the request to be processed.
- d. Only the Deans or Program Chairs, Department Chair or Subject Chairs, Department heads and advisers are authorized to sign the application form.
- e. Reservation is on a first-come, first-served basis.
- f. Final approval of requests for reservation shall come from the Office of the Vice President for Administration.

GUIDELINES

- a. Students shall not be allowed to enter the facilities without an accompanying teacher.
- b. Users are expected to observe total cleanliness and orderliness. The adviser or teacher concerned shall be responsible for the conduct of the students.
- c. Policies on the proper use of the specific facilities must be observed..
- d. Any damage and/or loss of property shall be the responsibility of the requesting party/ department.
- e. Bringing in of office furniture and equipment must have prior approval from the Office of the Vice President for Administration.
- f. Physical set-up must also have prior approval.

RULES AND REGULATIONS GOVERNING STUDENT ORGANIZATIONS

RULE I – GENERAL POLICIES

Section 1. RATIONALE FOR THE ESTABLISHMENT OF STUDENT ORGANIZATIONS - Subject to the limitations provided for under these rules, the establishment and operation of student organizations shall be allowed to provide students opportunities to make productive use of their free time by engaging in constructive and wholesome extracurricular activities to complement their academic development, through guided group planned studies and projects, aimed at developing student

leadership qualities and fostering a closer and a more harmonious relationship, not only among the members within the student organization but also with the faculty members and the administration as well. Furthermore, as part of a realistic and progressive policy of the Center for Student Activities and Discipline, the Administration recognizes the need for student participation in co-curricular and extra-curricular activities, provided, however, that such activities shall be confined only to scientific, technological, spiritual, cultural, civic, or sports related objectives and provided further, that these shall previously be approved by the Head of the Center for Student Activities and Discipline.

Section 2. AUTHORITY TO OPERATE – Subject to rules and regulations promulgated by the Commission of Higher Education (CHED), the Center for Student Activities and Discipline shall authorize the establishment and operation of the student organizations upon compliance with the requirements of CHED and the College.

Section 3. SUPERVISION OF THE ORGANIZATION'S ACTIVITIES – The Head of the Center for Student Activities and Discipline shall have the authority to supervise and regulate the operation as well as activities of all duly accredited or recognized student organizations for the purpose of directing their resources and efforts toward the attainment of their avowed and approved objectives.

Section 4. The Center for Student Activities and Discipline shall enforce the provisions of this set of rules and regulations and shall:

- a. Review and screen all new and renewal applications of student organizations and make the necessary recommendations for the accreditation or recognition of the organizations by Malayan Colleges Laguna.
- b. Regulate and supervise student activities and conduct hearings in cases involving violations of any of these rules and regulations. Serious violations shall be referred to the Committee on Decorum (COD).
- c. Review, revise and formulate rules and regulations governing student organizations in the College and recommend them to the Director for Student Services and the Vice President for Academic Affairs.

Section 5. STUDENT PUBLICATIONS – No student organization, or group of students or any individual student shall utilize or avail of the use of the name of the MALAYAN COLLEGES LAGUNA, its logo or emblem and/ or the name, logo or emblem of any department, office or school in the College in any publication, be it a magazine, newsletter, newspaper, periodical, handbill or circular of any form.

The publisher or circular of any publication shall be directly liable and responsible for the contents of the materials published or circulated. MCL shall in no way or manner be liable or responsible for the consequences arising from or in connection with the unofficial publications.

RULE II – DEFINITION OF TERMS

Section 6. Definition – The use of the following terms in these rules and regulations shall be understood and taken as defined below:

- a. Student organization- means any organization composed of bona fide MCL students whose membership in general comes from a school or department, or from different schools or departments of the College. The number of members of the organization should not be lower than thirty (30) students.
- b. Accredited student organization – refers to a recognized student organization that has attained a high compliance score (81% and above) or has satisfied all requirements during the accreditation process.
- c. Recognized student organization – a student organization that has attained a score of 70% to 80% compliance with accreditation requirements.
- d. On-probation student organization – a student organization that has attained low compliance score during the accreditation of student organizations.
- e. MCL– refers to MALAYAN COLLEGES LAGUNA.
- f. Committee on Decorum (COD) – refers to the special committee created by the President

- to assist him and the Vice Presidents of the College.
- g. Executive Vice President – refers to the Chief Operating Officer of Malayan Colleges Laguna.
 - h. Vice President for Academic Affairs – refers to the official of MCL involved in the supervision of academic services (admissions and registration) and student services.
 - i. Director for Student Services– refers to the official of MCL involved in the supervision of student services.
 - j. Dean – refers to the head of an academic college of Malayan Colleges Laguna.
 - k. Adviser – refers to the faculty member designated to directly supervise a student organization.

RULE III – ACCREDITATION

Section 7. APPLICATION – Any group of thirty (30) students of MCL may apply at the Center for Student Activities and Discipline (CSAD) for a permit to organize a student organization provided, that for the specific purpose of accreditation of such organization, the total membership thereof shall not be less than thirty (30) students at the time of the issuance of its certificate of accreditation or recognition.

Section 8. CERTIFICATE OF ACCREDITATION OR RECOGNITION – The accreditation of the student organization shall be a pre-condition for its operation in MCL. A corresponding certificate of accreditation or recognition shall be issued by CSAD to each student organization upon compliance with the requirements herein prescribed (Sec. 13), provided, however, that such certificate shall be effective for one year only and subject to renewal for a similar period and provided, further, that the certificate may be revoked or cancelled for violation of rules and regulations.

Student organizations seeking recognition shall comply with the following requirements:

- a. Student organizations applying for recognition shall fall under any of the following classifications:

- i. Scientific or technological groups (academic/ technical)
 - ii. Cultural groups (social dent)
 - iii. Civic groups (community service)
 - iv. Religious groups (spiritual development)
 - v. Sports oriented groups (physical development and recreation)
- b. No student organizations falling under any of the following categories shall be permitted to operate within MCL:
 - i. Organizations that carry Greek letter names
 - ii. Organizations that are political in nature
 - iii. Regional organizations such as Ilocano organization, Bicolano group, etc.
 - iv. Organizations that confine their activities to purely social affairs.
 - v. Secret societies
 - vi. Organizations that practice religious or racial intolerance.
 - vii. Organizations whose policies and practices are not in consonance with the rules and regulations of MCL and the laws of the land.
 - c. Purposes and/or objectives of the organization shall be clearly stated.
 - d. Only student organizations officially accredited and recognized by MCL may use the name MALAYAN COLLEGES LAGUNA. The name should not, however, be directly or indirectly used in connection with any extracurricular activities, without the prior approval of the Director for Student Services and the Executive Vice President.
 - e. Any student organization desiring to hold any activity whether on or off-campus shall fill out the required application forms and secure the written approval of the Center for Student

Activities and Discipline and the Office for Student Services at least one week before the event takes place and before notices of the affair are posted or published. For off-campus activities, parental consent of the participants are necessary, and should be presented to the Center for Student Activities and Discipline. The officers and members of the student organization concerned, shall be held jointly and severally responsible for any injury to persons and/or damage of property or facilities arising from the holding of any activity either on or off-campus. The adviser shall, however, be held liable for any consequence resulting from his negligence.

- f. No student organization or their officers and members shall individually represent MCL in activities of existing or proposed national or international youth groups or endorse their objectives without the approval of the Director for Student Services, and the Vice President for Academic Affairs or the Executive Vice President.
- g. All student organizations duly recognized shall comply with the rules and regulations of MCL. Any organization that violates or circumvents this set of rules and regulations and those of the college shall have its officers and members subjected to individual and collective disciplinary action.
- h. The application for recognition of a proposed student organization shall not be considered if there is already an existing organization with the same nature, objectives and purposes.
- i. No recognized student organization shall be allowed to affiliate with outside or extramural organizations without the approval of the

Executive Vice President and endorsed by the Prefect of Students. Any violation of this rule will mean the immediate cancellation and withdrawal of the recognition of the organization. In the event that a student organization is allowed to affiliate with outside or extramural organizations, the rules, regulations and policies of MCL shall prevail over the rules, regulations and policies of the outside organization.

Similarly, chapters of outside or extramural organizations shall not be established in MCL without likewise complying with the same requirements supra, plus other requirements that may be imposed on such organizations.

Section 9. CONSTITUTION AND BY-LAWS - Each student organization shall have a constitution and by-laws which shall be approved by the Director for Student Services as endorsed by the Center for Student Activities and Discipline. No student organization shall be allowed to function in MCL without the prior approval herein required.

Section 10. ADVISERS - Each student organization must have an adviser with the following qualifications:

- a. The advisers of recognized or accredited student organizations shall be recommended and chosen by the officers and members of the respective student organizations.
- b. The adviser shall be a full-time faculty member.
- c. The adviser shall coordinate with the Center for Student Activities and Discipline in the supervision of the student organization.
- d. The adviser shall be required to sign a letter of acceptance, signifying her willingness to act in an advisory capacity and to be held responsible to the MCL Administration and to the government authorities for the proper conduct of the organization and its members.
- e. The adviser shall be required to sign a letter of assurance that he would be present in the general meetings and major affairs of the student organization and shall be jointly

- responsible with the officers for the conduct of such activities.
- f. The adviser shall review, correct, revise and submit for the approval of the Center for Student Activities and Discipline all proposed programs, press releases and publications of the organization, and shall see to it that everything contained therein is in accordance with the MCL rules and regulations and that the materials are decent and of good taste. He shall also see to it that the names and designation of the officers of the MCL administration (including the Deans, Heads of offices and departments, Program Chairs, Department Chair, Subject Chairs, and faculty members) are correctly printed in accordance with the MCL prospectus.
 - g. The adviser shall:
 - i. Submit all requests for permission to hold meetings and other activities of the organization to the CSAD and to the other concerned departments.
 - ii. Certify all official letters and reports of the student organization and copies thereof before they are forwarded to the CSAD and other departments.
 - iii. Review the constitution and by-laws of the student organization.
 - iv. Check the qualifications of student nominees for elective positions of the organization and inform CSAD accordingly.
 - v. Supervise the election of officers and certify the election results and submit the same to CSAD.
 - vi. Supervise all activities of the organization and submit written reports and evaluation results thereof to CSAD.
 - h. No faculty member shall act as adviser to more than one student organization nor shall any student organization have more than two (2) advisers. No honorary advisers shall be allowed.

- i. No faculty member shall accept advisorship to any student organization if her duties as adviser shall conflict with her teaching and/or administrative duties in MCL.
- j. The adviser shall help in promoting and instilling the core values, the mission and the vision of MCL to the officers and members of the student organization.

Section 11. ELECTIONS AND QUALIFICATIONS OF OFFICERS – The officers of each student organization, as provided for in its approved constitution and by-laws, shall be elected by the members thereof; provided, however, that the election of officers of the organization shall be under the supervision of, and subject to regulation by, the adviser/s, and provided further, that each nominee for election or appointment or designation to any position of the organization shall possess the following qualifications:

- a. He must be a bona fide student of MCL and must have been actually enrolled and duly registered.
- b. He must be a responsible person with high moral and ethical standards, without any previous conviction in any court of law.
- c. He must have had no disciplinary action of any kind meted out to him for violation of MCL rules and regulations.

Section 12. MEMBERSHIP – Admission for membership in the student organization shall be in accordance with the provisions of the approved constitution and by-laws of the organization and shall be in compliance with the following:

- a. Every organization shall hold an open ceremony (not closed or secret) for admitting new members at least once a year.
- b. Every candidate for admission to a student organization shall be informed beforehand of the proposed calendar of events and the estimated total amount of dues and expenses which the applicant will incur during the school year.
- c. Only enrolled and bona fide MCL students

are eligible for membership to any student organization.

- d. All applicants for membership below twenty one (21) years of age shall submit a written evidence of parental or guardian consent and duly approved by the Center for Student Activities and Discipline.
- e. NO HAZING OR INITIATION IN ANY FORM SHALL BE ALLOWED.

RULE IV – REGISTRATION OF STUDENT ORGANIZATIONS

Section 13. APPLICATION OF NEW STUDENT ORGANIZATIONS – Students wanting to organize and establish an organization recognized by MCL shall apply for registration at the Center for Student Activities and Discipline. The Application Form is available at CSAD. The following documents shall be submitted in a transparent white folder:

- a. Duly accomplished Application for Accreditation from CSAD
- b. Roster of Members which includes the complete list of incorporating members with their signatures (at least thirty members including the interim officers)
- c. Authorization to Join Student Organizations or parental consent for members below the age of twenty one (21)
- d. Duly compiled and crafted Constitution and By Laws containing the nature, objectives and purpose of the organization to which it shall be organized
- e. Duly accomplished Acceptance Of Advisorship Form
- f. Roster of Officers which includes their term of office and Bio
- g. Proposed activities with respective dates
- h. Certificate of Affiliation (from external organizations establishing chapters in MCL) (if necessary)

Section 14. RENEWAL OF REGISTRATION OF STUDENT ORGANIZATIONS – Within the period set forth by MCL, Renewal of registration of student organizations shall

be accepted and processed by the Center for Student Activities and Discipline. The following documents shall be submitted in a transparent white folder:

- a. Duly accomplished Application for Renewal of Accreditation from CSAD
- b. President's Report (stating the accomplishments of the organization based on the proposed activities of the organization) duly signed by the President and noted by the adviser of the organization
- c. A copy of the Constitution and By-Laws of the organization containing the nature, objectives and purpose of the organization to which it shall be organized (only if it was revised, replaced or amended during the previous registration)
- d. Complete list of members with their signatures (at least thirty members from the time of renewal)
- e. Authorization to Join Student Organizations or parental consent for members below the age of twenty one (21) .
- f. Duly accomplished Advisorship Acceptance Form
- g. List of all duly elected officers which includes and Bio Data
- h. Proposed activities with respective dates
- i. Complete report of post activities inclusive of financial reports duly signed by the adviser
- j. Certificate of Affiliation (from external organizations establishing chapters in MCL) (if necessary)

RULE V – ORGANIZATION FUNDS

Section 15. DUES, COLLECTIONS AND FINANCES

- a. No student organization, group of students, party or parties shall collect, solicit and receive funds, contributions, donations or any form of exaction from students for any purpose or project, except from their own membership or officially approved projects.
- b. No student organization, group of students or any individual student is/are permitted to engage the assistance, services or

- representation of any department of MCL, any member of MCL's faculty members and/or non-teaching employees in collecting, soliciting or keeping of the said funds, collections or donations.
- c. Student organizations may collect a reasonable amount as Annual Membership Fee from the members provided, however, that every collection shall be correspondingly covered by a receipt issued by the Treasurer of the organization. The Permit to Collect Annual Membership Fee must have been previously approved by the Center for Student Activities and Discipline
 - d. Collections and dues shall not exceed the amount stated in the approved permit.
 - e. Collections shall be solicited only from members of the organization. No solicitation or fund raising project of any kind shall be made unless previous permission has been granted by the Center for Student Activities and Discipline, the Prefect of Students, the Vice President for Finance and the Executive Vice President. The FUND RAISING ACTIVITY FORM is available at CSAD.
 - f. Advisers shall see to it that a permit has been granted by CSAD, the Director for Student Services, the Vice President for Finance, and the Executive Vice President to the organization to make collections for any activity. They shall see to it that collection to raise the necessary amount to meet the expenses of the affair is done before the activities are held and not after. A list of possible expenses shall be attached to the letter of application.
 - g. Within one (1) week after an activity is held, a detailed financial report of said activity must be submitted to the CSAD.
 - h. All and any amount as may accrue to the organization, whether from voluntary contributions of the members or otherwise, shall likewise be included and/or accounted for in the financial report and a copy of the report thereof shall be submitted to CSAD.
 - i. The list of contributions for all student activities, together with the amounts contributed, and the financial reports of activities shall be posted in a conspicuous place for the information of all concerned.

Section 16. BOOK OF ACCOUNTS or Financial Record Book – A Book of Accounts shall be maintained by each student organization, on which shall be indicated all collections and disbursements of the organization. The Book of Accounts may be inspected and shall be open for inspection, during regular office hours, by any member of the organization and by the assigned adviser or by CSAD whenever the need for such inspection arises.

Section 17. DISBURSEMENTS – Authority for all disbursement from the funds of the student organization shall be affected only upon the previous approval by its governing board with the concurrence of the adviser of the organization. The bank withdrawal slip for any amount withdrawn shall carry the signatures of both the President and the Treasurer of the organization. Furthermore, if the organization maintains a checking account, all checks shall be signed jointly by the President and the Treasurer of the organization.

Section 18. AUDIT AND REPORT – Each student organization shall submit its financial statement on or before the end of term per major activity to the Center for Student Activities and Discipline and to the Office of the Vice President for Finance. The financial statement, containing total receipts and expenditures, shall be prepared by the Treasurer of the organization, audited by the Auditor of the organization, approved by the President of the organization, and duly noted by the adviser of the organization.

This financial statement should be included in the portfolio of requirements (Plan, Do, Check and Assess documents) per major activity. This shall be a requisite for re-application or renewal of the permit previously granted to the organization to function in the College.

CSAD may order that the financial statement of each student organization be audited by a competent official of the College at least once every year, and that whenever there is a finding of misappropriation of the funds of the organization, the officers of the organization shall be held administratively liable jointly and severally without prejudice to criminal prosecution if the evidence so warrants.

RULE VI – MEETINGS AND ACTIVITIES

Section 19. MEETINGS – No secret meetings shall be allowed. Permission to hold meetings and/or to post notices must be requested from the Director for Student Services at least seven (7) days before the meeting takes place. Requests for meetings shall state the agenda of the meetings and shall bear the recommendation of the adviser. The College, upon the advice of the Prefect, reserves the right to cancel for cause any permit previously granted any organization to hold a meeting.

Section 20. ACTIVITIES - Permission to hold an activity must be requested from MCL through CSAD at least one (1) week before the event takes place and before notices of the affair are posted or published. The following regulations shall be observed and implemented:

- a. The College, upon the advice of CSAD reserves the right to cancel for cause any authority previously granted to any student organization to hold an affair.
- b. All extracurricular or co-curricular activities shall not conflict with the official calendar of activities of the College. Academic, co-curricular and official College activities shall take precedence over extra-curricular activities of student organizations.
- c. Permission to hold an affair that will entail expenses will be granted by MCL only after the officers of the organization planning the activity shall have submitted a written assurance duly certified by the adviser, that the organization has on demand, a sufficient amount to cover all needed expenses. Expensive affairs shall not be allowed. Participation in all activities must be purely voluntary and activities must be characterized by austerity and moderation.
- d. When a permit previously issued is cancelled or when the activity is postponed, a new permit shall be applied for.
- e. No meetings or major extra-curricular activities of any kind shall be allowed one (1) week before the final examinations and during the final examinations week. Co-curricular activities

may be allowed subject to the approval of the Dean, as endorsed by CSAD, and noted by the Prefect of Students.

RULE VII – USE OF SCHOOL FACILITIES

Section 21. LIMITED ONLY TO RECOGNIZED STUDENT ORGANIZATIONS – The use of available facilities shall be limited only to such student organizations which are duly recognized under the rules and regulations of the College. The appropriate offices and/or departments of MCL shall have the discretion to approve or disapprove the use of facilities.

Section 22. CHARGES FOR USE OF FACILITIES - Subject to the applicable rules and policies, the use of facilities of MCL by a student organization shall be upon payment of such reasonable fee or charges as may be deemed necessary for the operation, depreciation and/or maintenance, and subject to a contract to be executed by the Prefect and the Vice President for Finance.

Section 23. RESPONSIBILITY - The officers of the student organizations concerned shall be jointly and severally responsible and liable for any injury to persons and/or damage to the property or facilities of the Institute and of other third parties arising from the use thereof by the organization.

RULE VIII – RENEWAL OF AUTHORITY AND DISSOLUTION OF ORGANIZATIONS

Section 24. RENEWAL OF AUTHORITY – Each recognized student organization shall apply for renewal of its authority to operate within two (2) weeks from the start of classes of the first term. All requirements and conditions for renewal are contained in the application form available in the Center for Student Activities and Discipline. Failure by the organization to apply for renewal of its authority to operate as provided herein shall be considered sufficient cause for the cancellation of the organization from the official list of student organizations of MCL.

Section 25. FORMAL DISSOLUTION – When the dissolution of the student organization is through the voluntary action of its members, it shall be the responsibility of its President or governing board (whichever is applicable), subject to the consultation with the adviser, to formally issue a corresponding written

notice to the Office of the Prefect of Students, who shall record such dissolution in the official list of student organizations of MCL.

Section 26. CERTIFICATE OF CLEARANCE – Whether the dissolution of the student organization is voluntary or otherwise the officers of the organization shall be required to secure a certificate of clearance for money, property, civil or criminal liabilities from the adviser and the Center for Student Activities and Discipline. Dissolution of an organization does not absolve the organization from liabilities and responsibilities arising from previous activities for which they will still be held liable jointly and severally.

RULE IX – STUDENT CONDUCT AND DISCIPLINE

Section 27 GENERAL BEHAVIOR – Every student shall observe and obey the laws of the land, the rules and regulations of MCL, and the standards of good society; shall be courteous and considerate on all occasions as befitting men and women of refinement and good breeding; and shall always act with fairness, tolerance, moderation, respect for the opinion and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principles and core values.

Section 28. PROHIBITED ACTIVITIES - Activities which partake of the nature of subversion or insurgency, or which are deemed to be unlawful under existing legislations or under the rules and regulations of MCL are strictly prohibited. The members as well as the officers of any student organization including the adviser, if warranted by the circumstances of each case, shall be administratively liable jointly and severally for any illegal activity of the organization and in condition, the case shall be referred to proper government authorities for proper action.

As a general rule student organizations as such shall not be allowed to engage in political partisan activities within the campus in keeping with the non-partisan and independent policy of MCL. However, such prohibition shall not deny the student as an individual his political right as guaranteed by the Constitution of the Republic of the Philippines.

Section 29. ADMINISTRATIVE SANCTION – In addition to the revocation of the authority to operate the student organization as provided under CHED Rules and the Manual of Regulations for Private Schools, thereof, the

members as well as the officers of the organization who may be found guilty of violating any of the foregoing regulations, shall either be reprimanded, suspended, or dropped from the rolls of students of MCL, or may be recommended for expulsion.

RULE VII – USE OF SCHOOL FACILITIES

Section 21. LIMITED ONLY TO RECOGNIZED STUDENT ORGANIZATIONS – The use of available facilities shall be limited only to such student organizations which are duly recognized under the rules and regulations of the College. The appropriate offices and/or departments of MCL shall have the discretion to approve or disapprove the use of facilities.

Section 22. CHARGES FOR USE OF FACILITIES - Subject to the applicable rules and policies, the use of facilities of MCL by a student organization shall be upon payment of such reasonable fee or charges as may be deemed necessary for the operation, depreciation and/or maintenance, and subject to a contract to be executed by the Prefect and the Vice President for Finance.

Section 23. RESPONSIBILITY - The officers of the student organizations concerned shall be jointly and severally responsible and liable for any injury to persons and/or damage to the property or facilities of the Institute and of other third parties arising from the use thereof by the organization.

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Section 24. RENEWAL OF AUTHORITY – Each recognized student organization shall apply for renewal of its authority to operate within two (2) weeks from the start of classes of the first term. All requirements and conditions for renewal are contained in the application form available in the Center for Student Activities and Discipline. Failure by the organization to apply for renewal of its authority to operate as provided herein shall be considered sufficient cause for the cancellation of the organization from the official list of student organizations of MCL.

Section 25. FORMAL DISSOLUTION – When the dissolution of the student organization is through the voluntary action of its members, it shall be the responsibility of its President or governing board (whichever is applicable), subject to the consultation with

the adviser, to formally issue a corresponding written notice to the Office of the Prefect of Students, who shall record such dissolution in the official list of student organizations of MCL.

Section 26. CERTIFICATE OF CLEARANCE – Whether the dissolution of the student organization is voluntary or otherwise the officers of the organization shall be required to secure a certificate of clearance for money, property, civil or criminal liabilities from the adviser and the Center for Student Activities and Discipline. Dissolution of an organization does not absolve the organization from liabilities and responsibilities arising from previous activities for which they will still be held liable jointly and severally.

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Section 28. PROHIBITED ACTIVITIES - Activities which partake of the nature of subversion or insurgency, or which are deemed to be unlawful under existing legislations or under the rules and regulations of MCL are strictly prohibited. The members as well as the officers of any student organization including the adviser, if warranted by the circumstances of each case, shall be administratively liable jointly and severally for any illegal activity of the organization and in condition, the case shall be referred to proper government authorities for proper action.

As a general rule student organizations as such shall not be allowed to engage in political partisan activities within the campus in keeping with the non-partisan and independent policy of MCL. However, such prohibition shall not deny the student as an individual his political right as guaranteed by the Constitution of the Republic of the Philippines.

Section 29. ADMINISTRATIVE SANCTION – In addition to the revocation of the authority to operate the student organization as provided under CHED Rules and the

Manual of Regulations for Private Schools, thereof, the members as well as the officers of the organization who may be found guilty of violating any of the foregoing regulations, shall either be reprimanded, suspended, or dropped from the rolls of students of MCL, or may be recommended for expulsion.

RULE X – MISCELLANEOUS PROVISIONS

Section 30. – FUNCTIONAL COORDINATION – In the interest of national security, the President of Malayan Colleges Laguna shall coordinate closely with the Chairman of the Commission on Higher Education or their duly authorized representatives, toward the effective and proper implementation of these rules and regulations, per Letter of Instruction No. 438 issued by the President of the Republic of Philippines.

Section 31. DATE OF EFFECTIVITY – These rules shall take effect upon the approval of the President of MALAYAN COLLEGES LAGUNA.

RULES AND REGULATIONS GOVERNING COLLEGE STUDENT COUNCILS

I. THERE WILL BE A COLLEGE STUDENT COUNCIL FOR:

- Mapua Institute of Technology at Laguna
- E.T. Yuchengco College of Business at Laguna
- College of Information Technology
- Mapua-PTC College of Maritime Education and Training
- College of Arts and Science

II. THE FOLLOWING ARE THE ELECTIVE POSITIONS:

- President
- Vice President
- Secretary for Information and Communication
- Secretary for Treasury
- Secretary for Audit
- Year Level Representative (per college)

III. TERM OF OFFICE

The duly elected officers shall hold office for one academic year. No officer shall serve in the same position for more than two (2) academic years.

IV. QUALIFICATIONS OF CANDIDATES

1. He must be a bona fide student of Malayan Colleges Laguna and is currently enrolled.
2. He must be a person of good moral character and must have no disciplinary action of any kind meted out to him.
3. He/she must have residency of at least three consecutive regular terms at Malayan Colleges Laguna with no less than nine (9) academic units in each term.
4. He must have passed all his courses with a weighted average of three (3) or higher in the term immediately preceding his election.
5. He must not be occupying any top two (2) positions of any other student organization in the campus.

V. ELECTIONS

The officers of each College Student Council shall be elected by a simple majority vote of all bona fide MCL students belonging to the same college. In cases where there is only one (1) party that is formed, a single vote is sufficient for a candidate to be elected. No officer elected shall be re-nominated for re-election to the same or lower position for the next school year.

VI. CESSATION OF TENURE

Any incumbent officer of the College Student Council shall be terminated for any of the following causes:

1. Upon final approval of a competent authority of her application for leave of absence.
2. Upon disqualification from re-enrollment during the academic year in her program of study.
3. Upon illness or other cause which prevents him from discharging her functions.
4. Upon her receipt of a written notice of suspension or dismissal issued by the Prefect of Students.

VII. ELECTORAL BOARD

A. The Electoral Board is composed of the following:

1. The Director for Student Services
2. Two (2) faculty members
3. Two (2) students (non-candidate)

B. Functions of the Electoral Board

1. To formulate and implement guidelines and procedures, as well as supervise the proper conduct and coordination of elections.
2. To evaluate the qualifications of candidates
3. To investigate and settle protests against the results of the elections
4. To disqualify candidates who fail to comply with election requirements
5. To canvass and check all election results
6. To certify the results of elections and to submit them to the President of MCL

VIII. ELECTION ACTIVITIES

ELECTION WEEK

Elections shall be held not later than the fifth (5th) week after the first official day of the start of classes (First term).

A. ELECTION REQUIREMENTS

1. Filing of application of candidacy certifying that the candidate is qualified and of good academic standing at the Center for Student Activities and Discipline (CSAD).
2. Submission of Bio-data and photos of candidates.
3. A certification of candidacy signed by the Dean (or authorized representative)
4. Submission of party or individual platforms.

B. FAILURE TO COMPLY

Failure to meet the election requirements shall be sufficient ground for the disqualification of the candidate.

C. OFFICIAL LIST OF CANDIDATES

1. The official list of candidates shall be released during the election period.

2. Any protest against the qualifications of the candidates must be filed before Election Day with the Electoral Board.

D. CAMPAIGN PERIOD

1. The campaign period shall start at the third (3rd) week (Monday to Friday) of the first term and must be completed within at least three (3) days before Election Day.
2. Room to room campaign is subject to the approval of the Deans, Program Chairs, and faculty members concerned.
3. An official convocation may be held so that all official candidates can be presented to the electorate.

E. CAMPAIGN MATERIALS

1. Posters (maximum size: 1/2 of standard sized cartolina) must be placed only on bulletin boards.
2. Removal of election paraphernalia shall be the responsibility of the part/candidate.

F. ELECTION DAY

1. The elections shall be held on the last day of the election week (Friday), from 8:00 AM till 5:00 PM.
2. The canvassing of elections shall be computerized and shall be supervised by the DO-IT.
3. Election assistants may be designated by the Electoral Board.
4. Campaigning is not allowed during Election Day.

G. VOTING PROCEDURE

1. The voting student must present her CM before voting. He /she shall log in her student number for verification in the computer program.
2. The student shall choose her candidates.
3. No student shall be allowed to vote twice.

IX. COUNTING/CANVASSING OF BALLOTS

The canvassing of votes shall be done by DO-IT in the presence of the Electoral Board, party representatives, and advisers.

X. BREAKING THE TIE

In case of a tie, the winner shall be decided through a toss coin.

XI. OFFICIAL RESULTS

DO-IT shall submit the official results of the election to the Electoral Board who shall certify the validity of the final and official results. All members of the Electoral Board shall sign the certification.

XII. PROCLAMATION

The Electoral Board shall proclaim the winning candidates for all positions. The copy of the list of duly elected College Student Council officers shall be forwarded to the Prefect of Students, Deans, VPAA, EVP, and President of MCL.

XIII. POST ELECTION PROTESTS

A. ELECTORAL COMMITTEE FOR PROTEST INVESTIGATION (ECPI)

The EVP shall select the members of the ECPI who shall study and decide on any protest filed against a candidate. It shall be composed of two (2) Deans, one (1) faculty member, and one (1) non-partisan student.

B. FILING OF PROTESTS

Post-election protest shall be filed to the ECPI not later than three (3) working days relative to the last day of election.

C. HEARING

The decision of the ECPI shall be final and executory. It shall be submitted to the Electoral Board.

APPENDIX A

REPUBLIC ACT 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREOF

Be it enacted by the Senate and House of Representative of the Philippines in Congress assembled.

SEC. 1. Hazing as used in this act is an initiation rite or practice as a pre-requisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to menial, silly, foolish and similar tasks or activities otherwise subjecting him to physical or psychological suffering or injury.

The term organization shall include any club of the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen's Military Training, or Citizen's Army Training. The physical, mental and psychological testing and training procedures and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of the National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for purposes of this act.

SEC 2. No hazing or initiation rites in any form or manner by a fraternity, sorority, or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

SEC 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school organization, as the case may be, to be present during the initiation. It is duty of such representative to see it to that no physical harm or any kind shall be inflicted upon a recruit, neophyte or applicant.

SEC 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. the penalty of reclusion perpetual if death, rape, sodomy or mutilation results there from;
2. the penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind;
3. the penalty of reclusion temporal in its medium period if in consequence of the hazing of the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member or shall have become incapacitated for the activity or work in which he was habitually engaged:
4. the penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days;
5. the penalty prison mayor in its minimum period if in consequence of the hazing the victim shall been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for more than thirty (30) days;
6. the penalty of prison mayor in its medium period if in consequence of the hazing of the victim shall been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period;

7. the penalty of prison may or its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period; and
8. the penalty of prison correctional in its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate sanctions on the person or persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

- a. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- b. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- c. When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, through force, violence, threat or intimidation;
- d. When the hazing is committed outside the school or institution; or,
- e. When the victim is below twelve (12) years of age at the time of hazing.

The owner of the place where hazing is conducted shall be liable as an compliance, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization,

the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent t the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, the former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by introducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

The presence of any person during the hazing is prima facie evidence of participation therein as a principal unless he prevented the commission of the act punishable herein.

Any person charged under this provision shall be entitled to the mitigating circumstances that there was no intention to commit so grave a wrong.

This section shall apply to the president manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SEC.5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

SEC. 6. All laws, orders rules or regulations which are inconsistent with or contrary to the provision of this Act are hereby amended or repealed accordingly.

SEC. 7. This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspaper of general circulation.

APPENDIX B

COMMISSION ON HIGHER EDUCATION OFFICE OF THE PRESIDENT

CHED Order No. 4
Series of 1995

PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation-building. They are encouraged further to join all kinds of organizations that foster camaraderie and instil brotherhood.
2. Historically, fraternities were founded to promote camaraderie among groups of people, including students in colleges and universities. Fraternities and other student-organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channelled and utilized for collective development.
3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students' dedication to study, respect for authority, and observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.
4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested:
 - a. monthly meetings of heads of fraternities in a Council of Equals;
 - b. regular gatherings of fraternities members through sports, cultural events and joint community projects where there are cross membership;
 - c. reporting a potential conflict to the head of the fraternity as a standard procedure. The head in turn will patch it up with his counterpart;
 - d. internal policing by the fraternities themselves;
 - e. long-term re-orientation of role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood;
 - f. more interaction between the School Administration and the fraternities;
 - g. informing parents about the participation of their children in fraternities;
 - h. use of the fraternity alumni members to counsel resident members; and,
 - i. oblige fraternities to observe ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.
5. In order to deter violence among fraternities the following sanctions shall be strictly carried out:

5.1 Automatic expulsion of any fraternity member for:

- a. starting or taking the offensive action that clearly provokes violence;
- b. carrying knives, sticks, pipes, guns, and other deadly weapons in schools; and
- c. extortion.

5.2 60 days suspension of all officers of a fraternity found guilty of acting that will provoke violence; and

5.3 Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.

6. Higher Education institution must fully assume authority and responsibility in dealing with fraternities and other student aggregations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.
7. Immediate dissemination for this order is desired.

APPENDIX C

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

Be it enacted by the Senate and the House of Representative of the Philippines in Congress assembled:

Section 1. Title - This Act shall be known as the "Anti-Sexual Harassment Act of 1995"

Section 2. Declaration of Policy – The state shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect of human rights and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

Section 3. Work, Education or Training Harassment Defined – Work education or training related to sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, or any other person, who, having authority influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request, require for submission is accepted by the object of said Act.

a. In a work-related environment or employment, sexual harassment is committed when:

1. the sexual favor is made as a condition in the hiring or in the employment re-employment or continued employment of said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor result in the limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
2. the above acts impair the employee's rights or privilege under existing labor laws; or
3. the above acts result in an intimidating, hostile, or offensive environment for the employee.

b. In an education or training environment, sexual harassment is committed:

1. against one who is under the care, custody or supervision of the offender;
2. against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
3. when the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarship or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
4. when the sexual advances result in intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be held liable under this Act.

Section 4. Duty of the Employer or Head of Office in a Work-related Education or Training Environment – It shall be the duty of the employer or the head of the work-related, educational or training environment or institution to prevent or defer the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

- » promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanction therefore.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection

- a. shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.
- b. create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with the officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged case constituting sexual harassment.

In the case of work-related environment, the committee shall be composed of at least one (1) representative each

from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institutions shall disseminate or post a copy of this Act for the information of all concerned.

Section 5. Liability of the Employer, Head of Office, Educational or Training Institution – The employer or head of office, educational or training institution shall be solidly liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party no immediate action is taken thereon.

Section 6. Independent Action for Damages – Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Section 7. Penalties – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of no less than one (1) month nor more than six (6) months, or a fine or not less than ten thousand pesos (10,000) or more than twenty thousand (20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

Section 8. Separability Clause – If any portion or provisions of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

Section 9. Repealing Clause – All laws, decrees, orders, rules and regulation, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 10. Effectivity Clause – This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.



MALAYAN
COLLEGES LAGUNA

PROGRAM
DESCRIPTION

Student Handbook
2012

EXCELLENCE & VIRTUE



PROGRAMS OFFERED BY THE COLLEGES



COLLEGE OF ARTS AND SCIENCE

- Bachelor of Arts in Communication
Major in Multimedia Arts



COLLEGE OF INFORMATION TECHNOLOGY

- Bachelor of Science in Computer Science
- Bachelor of Science in Information Technology



E.T. YUCHENGO COLLEGE OF BUSINESS

- Bachelor of Science in Accountancy
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Hotel and Restaurant Management
- Bachelor of Science in Tourism Management



MAPÚA INSTITUTE OF TECHNOLOGY AT LAGUNA

- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Mechanical Engineering



MAPÚA- PTC COLLEGE OF MARITIME EDUCATION AND TRAINING

- Bachelor of Science in Marine Engineering
- Bachelor of Science in Marine Transportation

PROGRAMS EDUCATIONAL OBJECTIVES AND OUTCOMES

CONTINUOUS QUALITY IMPROVEMENT (CQI) ON THE DELIVERY OF INSTRUCTION

Malayan Colleges Laguna envisions service excellence as meeting and further exceeding, local and international standards on the delivery of quality education. We have continuously established assurance parameters to guard the process of delivering quality instructions to students, our prime stakeholder. In order to meet the standards of the global community, MCL ensures that the professional programs are rightfully administered and governed by objectives that holistically mold each student to his intended specialization.

Hence, we align our programs to international standards for global competitiveness; and in this regard, we accordingly align our terminologies as well. The following are the internationally-patterned terms that MCL has adopted, and shall be commonly used in our shared understanding of the programs.

PROGRAM EDUCATIONAL OBJECTIVES

Program Educational Objectives or PEOs are statements that describe the career and professional accomplishments that the graduates are expected to achieve after completing the program. These objectives serve as guidelines in designing the curriculum, courses and learning activities of the program in order to prepare the students for the demands of the industry after graduation.

STUDENT OUTCOMES

These are specific statements that describe what students are expected to know and be able to do after the completion of a specific program. These outcomes are program outputs of students that distinguish their amount of learning and their ability to apply such knowledge through milestone projects, research and other comprehensive assessments.

COURSE OBJECTIVES

Course Objectives are statements that describe the knowledge and skills that the graduates are expected to achieve after completing a specific course. These

objectives serve as guidelines in designing activities for the course in order to achieve the desired learning. The attained learning is then needed for the integration of previous and future courses that the student is about to undertake within a specific program.

LEARNING OUTCOMES

A learning outcome is the specification of what a student should learn as the result of a period of specified and supported study. Learning outcomes are concerned with the achievements of the learner, how he understands the topics included in the course, and how he will be able to apply it practically. The output of each activity is used to assess the amount of learning a student has achieved.

BACHELOR OF ARTS IN COMMUNICATION MAJOR IN MULTIMEDIA ARTS

PROGRAM DESCRIPTION

The Bachelor of Arts in Communication Major in Multimedia Arts (AB COM-MMA) program is the Malayan Colleges Laguna's response to the global need for highly-motivated, intellectually capable, and intensively-trained multimedia professionals who are equipped with the necessary understanding of varied communication structures and contexts as well as the will, confidence and skills that can address the needs of a rapidly changing world.

PROGRAM EDUCATIONAL OBJECTIVES

Inspired by the patriotic legacy of the Great Malayan Dr. Jose Rizal, MCL's AB Communication Major in Multimedia Arts (AB COM – MMA) graduates are expected to:

1. Be a well-grounded scholar and highly-trained world class professional in the utilization of new media technologies.
2. Project homegrown values of self-sustainability and identities.
3. Be active members of their communities, or professional organizations; animated with their passion for local and global progress.
4. Take on varied functions of a researcher, artist, leader and advocate in various social contexts.

STUDENT OUTCOMES

Towards the end of this program, the AB COM – MMA graduate is expected:

- a. Express and simplify complex ideas into workable concepts or aesthetically pleasing but socially relevant visual representations;
- b. Initiate communication programs and projects founded on tested traditional media theories and new media industry practices;
- c. Internalize positive values as actualized through observable behaviors to achieve community and professional objectives; and
- d. Demonstrate the ability and willingness to understand peoples of other cultures and identities through tested as well as evolving communication theories and praxis.

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

PROGRAM DESCRIPTION

The Bachelor of Science in Computer Science program prepares students to become computer scholars equipped with the complete tools in planning, organizing, researching, analyzing, and developing algorithms, computer systems and software applications. Furthermore, students can attain skills in installing, managing, maintaining, and administering networks using various platforms. This prepares them to solve problems encountered in typical network setups, further sharpens their programming acumens and skills, and prepares them to develop medium-scale to enterprise level software applications. The program focuses on the application of various knowledge and skills and in formal research in the field of computer science.

The program's thrust is on the utilization of programming techniques and tools as a method of transforming organizations and on the integration of I.T. infrastructure in its operations.

PROGRAM EDUCATIONAL OBJECTIVES

Graduates of the Bachelor of Science in Computer Science program are expected to:

1. Obtain positions analyzing, developing, maintaining or supporting real world computing systems.
2. Be valued employees as demonstrated by advancement, either within their company or by taking a superior position at another firm.
3. Pursue life-long learning enabling them to adapt and grow as organizational responsibilities change.
4. Deal appropriately with the ethical situations encountered in the workplace.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Computer Science program are expected to demonstrate knowledge and hands-on competence in:

- a. Applying knowledge of computing and mathematics appropriate to the discipline;
- b. Analyzing a problem, and identifying and defining the computing requirements appropriate to its solution;
- c. Designing, implementing and evaluating a computer-based system, process, component, or program to meet designed needs;
- d. Functioning effectively on teams to accomplish a common goal;
- e. Understanding of professional, ethical, legal, security, and social issues and responsibilities;
- f. Communicating effectively with a range of audiences;
- g. Analyzing the local and global impact of computing on individuals, organizations and society, including ethical, legal security and global policy issues;
- h. Recognizing the need for, and ability to engage in, continuing professional development; and
- i. Using current techniques, skills and tools necessary for computing practices.

- j. An ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices.
- k. An ability to apply design and development principles in the construction of software systems of varying complexity.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

The Information Technology program prepares students to become IT professionals equipped with the complete tools in planning, analyzing, developing, testing, installing, operating and maintaining software applications for standard windows and web technologies. Furthermore, students shall be equipped with the skills in installing, managing, maintaining, and administering networks using various platforms and shall be prepared to solve problems encountered in typical network setups.

The core of the program is the utilization of programming techniques and tools as a method of transforming organizations and on the integration of I.T. infrastructure in its operations.

PROGRAM EDUCATIONAL OBJECTIVES

Graduates of the Bachelor of Science in Information Technology program are expected to:

1. Be prepared to gain employment as an IT professional.
2. Function effectively as individuals and team members in the workplace, growing into highly technical or project management and leadership roles.
3. Pursue life-long learning enabling them to adapt and grow as organizational responsibilities change.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Information Technology program are expected to demonstrate knowledge and hands-on competence in:

- a. Applying knowledge of computing and mathematics appropriate to the discipline;
- b. Analyzing a problem, and identifying and defining the computing requirements appropriate to its solution;
- c. Designing, implementing and evaluating a computer-based system, process, component, or program to meet designed needs;
- d. Functioning effectively on teams to accomplish a common goal;
- e. Understanding of professional, ethical, legal, security, and social issues and responsibilities;
- f. Communicating effectively with a range of audiences;
- g. Analyzing the local and global impact of computing on individuals, organizations and society, including ethical, legal security and global policy issues;
- h. Recognizing the need for, and ability to engage in, continuing professional development;
- i. Using current techniques, skills and tools necessary for computing practices;
- j. Using and applying current technical concepts and practices in the core information technologies;
- k. Identifying and analyzing user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems;
- l. Integrating effectively IT-based solutions into the user environment;
- m. Understanding best practices and standards and their application; and
- n. Assisting in the creation of an effective project plan.

BACHELOR OF SCIENCE IN ACCOUNTANCY

PROGRAM DESCRIPTION

The Bachelor of Science in Accountancy program provides a foundation on professional knowledge, skills, ethics, values and attitudes necessary to produce competent and globally competitive professional accountants. The program is designed to equip the students with the competency requirements not only for the CPA licensure exam but also for the actual workplace. The Accountancy program's ultimate aim is to produce graduates who will be successful in their chosen careers.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Accountancy program aims to:

1. Enable its graduates to practice as successful accounting professionals who adhere to the rule of law.
2. Promote professionalism in the accounting practice.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Accountancy program are expected to demonstrate:

- a. An ability to show core accounting and finance knowledge as well as proficiency in the related international standards;
- b. An ability to exhibit sound knowledge on internal control in computer-based systems, development standards and practices for business systems, management of the adoption, implementation and use of IT, evaluation of computer business systems and managing the security of information;
- c. Broad knowledge of macro-environmental, economic and industry issues, business process structures, functions and practices;
- d. Knowledge in areas such as economics, quantitative methods and business statistics, organization behavior, marketing and operations management, international business, ethics and corporate governance;
- e. An ability to be conversant with Information

- Technology concepts for business systems;
- f. An understanding of the different cultures, international perspective in order to be able to adapt to foreign business practices and deal with foreign partners;
- g. Logical and critical thinking skills in dealing with business problems;
- h. Interpersonal skills in working as a team player;
- i. An ability to communicate effectively both orally and in writing, deliver impressive presentations, and negotiate effectively;
- j. Adherence to professional values like integrity, objectivity and independence, professional competence and due care, and confidentiality; and,
- k. An ability to discern what is morally right and wrong.

BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT

PROGRAM DESCRIPTION

The Bachelor of Science in Hotel & Restaurant Management program facilitates learning through practical experience and classroom theory to assist the students to gain the understanding, skills and techniques needed to qualify for related job opportunities, put up and manage their own lifestyle business and to help them achieve their career goals in the hotel and restaurant business.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Hotel & Restaurant Management program aims to:

1. Enable its graduates to be successful hospitality professionals who can help in the growth of the hospitality industry.
2. Promote professionalism in the hospitality practice.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Hotel and Restaurant Management program are expected to:

- a. Perform work activities effectively and efficiently to the standards expected in the operation of the hotel and restaurant industry;
- b. Undertake task, functions, duties and activities in the operation of the hotels, restaurants, travel, government and non-government agencies in accordance with the competency standards;
- c. Analyze situation, identify problems, formulate solutions and implement corrective and/or mitigating measures and actions; and
- d. Demonstrate personal qualities like sense of responsibility, self-esteem, sociability, self-management, integrity, and honesty.

BACHELOR OF SCIENCE IN TOURISM MANAGEMENT

PROGRAM DESCRIPTION

The Bachelor of Science in Tourism Management equips individuals with the knowledge and skills necessary in planning and managing a tourism-industry-related-businesses. The program also provides the students an avenue for doing tourism-related research which can be valuable in their future careers. The program's ultimate aim is to produce graduates who will have successful careers as tourism consultants or business owners in the local and international market.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Tourism Management program aims to:

1. Enable its graduates to be successful hospitality professionals who can help in the growth of the hospitality industry.
2. Promote professionalism in the hospitality practice.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Tourism Management program are expected to:

- a. Apply business principles to all aspects of the dynamic and growing global tourism;
- b. Demonstrate the skills needed to operate and manage a travel & tourism office;
- c. Perform work that is at par with international standards in the tourism industry; and
- d. Demonstrate personal qualities like sense of responsibility, self-esteem, sociability, self management, integrity and honesty.

BACHELOR OF SCIENCE IN ENTREPRENEURSHIP

PROGRAM DESCRIPTION

The Bachelor of Science in Entrepreneurship program prepares individuals to start and manage and eventually expand their own business to compete in the global market. It will equip students with technical expertise in management, marketing, accounting and business law and develop business sense in terms of identifying opportunities and developing business plans and strategies to make their business grow. The Entrepreneurship program's ultimate aim is to produce graduates who will become successful business owners and managers.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Entrepreneurship program aims to:

1. Enable its graduates to be successful entrepreneurs who will help the growth of the economy.
2. Promote professionalism in business.

STUDENT OUTCOMES

Graduates of Bachelor of Science in Entrepreneurship are expected to:

- a. Gain expertise in analyzing the business environment;
- b. Identify business opportunities, conceptualize business models, prepare feasibility studies and create business plan;

- c. Acquire skills in accomplishing documentary and other pertinent requirements needed to start a business;
- d. Operate and manage a business effectively and efficiently;
- e. Provide appropriate solutions to business challenges locally and globally;
- f. Introduce innovative business strategies and products or services; and
- g. Demonstrate personal and entrepreneurial qualities like self-confidence, integrity, honesty, sociability, sense of urgency and commitment.

BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING

PROGRAM DESCRIPTION

The Bachelor of Science in Chemical Engineering program provides an opportunity for developing skills, knowledge, and competencies not only in basic engineering but also in areas related to chemical industries such as in the production of chemicals, drugs, food, materials, cement, energy, and other consumer products. The program is based on the application of mathematics, chemistry, physics, material science, and economics. Computer applications are vital to the program.

Its curriculum is designed to prepare the graduates to work in a wide range of chemical industries, process control, and research facilities. It includes core courses such as mass and energy balances, thermodynamics, momentum, mass and heat transfer, separation processes, chemical reaction engineering, and plant design. Also included are environmental engineering, safety engineering, process control and biochemical engineering. A one-term industry immersion is required from each student enrolled in the program which should be conducted in actual setting. In doing so, it enables the student to acquire the hands-on experience and apply the principles learned in the courses to real situations and problems of the industry.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Chemical Engineering program aims to:

1. Enable its graduates to practice as successful engineers for the advancement of society; and
2. Promote professionalism in engineering practice.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Chemical Engineering program are expected to demonstrate:

- a. An ability to apply knowledge of mathematics, science, and engineering;
- b. An ability to design and conduct experiments, as well as to analyze and interpret data;
- c. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability;
- d. An ability to function on multi-disciplinary teams;
- e. An ability to identify, formulate, and solve engineering problems;
- f. An understanding of professional and ethical responsibility;
- g. An ability to communicate effectively;
- h. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context;
- i. A recognition of the need for, and an ability to engage in life-long learning;
- j. A knowledge of contemporary issues; and
- k. An ability to use the techniques, skills and modern engineering tools necessary for engineering practice.

BACHELOR OF SCIENCE IN CIVIL ENGINEERING

PROGRAM DESCRIPTION

The Bachelor of Science in Civil Engineering program aims to provide the highest quality, broad-based technical, scientific, and liberal education to enable students to qualify for graduate or advanced education and professional work in a wide range of civil engineering activities. The program is a balanced learning experience covering geotechnical engineering, structural engineering, transportation and traffic engineering, water resources engineering, environmental engineering, construction engineering and management, and project planning and administration. The program's thrust is to create and maintain an educational environment that promotes diverse skills and practical applications designed to prepare students for their entry into the profession and to foster in them the need to observe ethical standards.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Civil Engineering program aims to:

1. Enable its graduates to practice as successful engineers for the advancement of society; and
2. Promote professionalism in engineering practice.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Civil Engineering program are expected to demonstrate:

- a. An ability to apply knowledge of mathematics, science, and engineering;
- b. An ability to design and conduct experiments, as well as to analyze and interpret data;
- c. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability;
- d. An ability to function on multi-disciplinary teams;

- e. An ability to identify, formulate, and solve engineering problems;
- f. An understanding of professional and ethical responsibility;
- g. An ability to communicate effectively;
- h. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context;
- i. A recognition of the need for, and an ability to engage in life-long learning;
- j. A knowledge of contemporary issues; and
- k. An ability to use the techniques, skills and modern engineering tools necessary for engineering practice.

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

PROGRAM DESCRIPTION

The Bachelor of Science in Computer Engineering program provides students with the required skills and competencies needed in the field of computer, communication and information technology. The program will help develop fundamental understanding of computer engineering, its applications and its underlying concepts. Graduates are expected to understand computer hardware and software and their interdependencies as computer engineering focuses on the areas of digital systems, computer architecture, microprocessors, computer programming using machine level and high level languages, data communications, computer networks and operating systems, among others.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Computer Engineering program aims to:

1. Enable its graduates to practice as successful engineers for the advancement of society; and
2. Promote professionalism in engineering practice.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Computer Engineering program are expected to demonstrate:

- a. An ability to apply knowledge of mathematics, science, and engineering;
- b. An ability to design and conduct experiments, as well as to analyze and interpret data;
- c. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability;
- d. An ability to function on multi-disciplinary teams;
- e. An ability to identify, formulate, and solve engineering problems;
- f. An understanding of professional and ethical responsibility;
- g. An ability to communicate effectively;
- h. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context;
- i. A recognition of the need for, and an ability to engage in life-long learning;
- j. A knowledge of contemporary issues; and
- k. An ability to use the techniques, skills and modern engineering tools necessary for engineering practice.

BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING

PROGRAM DESCRIPTION

The Bachelor of Science in Electrical Engineering program deals with the study and use of technology and applied science involving electrical phenomena. It is important that the student builds a good foundation in the areas of mathematics and physical science. It is oriented towards the understanding of the basic theory and concepts needed for entry into any of the many activities in the

profession including but not limited to design, operations and management, teaching, sales and consulting. Laboratory experience is emphasized to provide familiarity with electrical, electronic and computing equipment and with experimental techniques. Modern tools and laboratory equipment are available for electrical and electronic circuits, machines, power systems and computers.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Electrical Engineering program aims to:

1. Enable its graduates to practice as successful engineers for the advancement of society; and
2. Promote professionalism in engineering practice.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Electrical Engineering program are expected to demonstrate:

- a. An ability to apply knowledge of mathematics, science, and engineering;
- b. An ability to design and conduct experiments, as well as to analyze and interpret data;
- c. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability;
- d. An ability to function on multi-disciplinary teams;
- e. An ability to identify, formulate, and solve engineering problems;
- f. An understanding of professional and ethical responsibility;
- g. An ability to communicate effectively;
- h. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context;
- i. A recognition of the need for, and an ability to engage in life-long learning;
- j. A knowledge of contemporary issues; and
- k. An ability to use the techniques, skills and modern engineering tools necessary for engineering practice.

BACHELOR OF SCIENCE IN ELECTRONICS ENGINEERING

PROGRAM DESCRIPTION

The Bachelor of Science in Electronics Engineering program provides an infrastructure that will allow the full development of the student in preparation for professional life as an electronics and communications engineer. Its curriculum provides diverse activities and opportunities in the fields of telecommunications and electronics engineering. This program includes such topics as device physics, device operation, design of integrated circuits, communications and network systems, audio and video processing, robotics, electromagnetic and antenna systems and electronic materials to name a few.

Instructional facilities enable students to obtain hands-on experience in a variety of courses including electronic circuits, control systems, digital signal processing, microprocessors and broadcasting and communication systems.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Electronics Engineering program aims to:

1. Enable its graduates to practice as successful engineers for the advancement of society; and
2. Promote professionalism in engineering practice.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Electronics Engineering program are expected to demonstrate:

- a. An ability to apply knowledge of mathematics, science, and engineering;
- b. An ability to design and conduct experiments, as well as to analyze and interpret data;
- c. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability;
- d. An ability to function on multi-disciplinary teams;

- e. An ability to identify, formulate, and solve engineering problems;
- f. An understanding of professional and ethical responsibility;
- g. An ability to communicate effectively;
- h. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context;
- i. A recognition of the need for, and an ability to engage in life-long learning;
- j. A knowledge of contemporary issues; and
- k. An ability to use the techniques, skills and modern engineering tools necessary for engineering practice.

BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING

PROGRAM DESCRIPTION

The Industrial Engineering program deals in the design, improvement and installation of products, processes and integrated systems of people, materials, information, equipment and energy. The program must have a specialized knowledge and skills in the mathematical, physical and social sciences together with the principles and methods of engineering analysis and design to specify, predict, and evaluate the results to be obtained from such systems. The program provides a broad spectrum including production planning and control, manufacturing systems and processes, facilities design, human factors, occupational safety, quality control, systems reliability, and systems analysis and design with a strong emphasis on advanced computing. A total systems approach is used to optimize the various aspects of operations in both manufacturing and service industries.

Graduates of the program use many analytical approaches to improve productivity, safety, and quality of working life while reducing operating costs.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Industrial Engineering program aims to:

- Enable its graduates to practice as successful engineers for the advancement of society; and
- Promote professionalism in engineering practice.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Industrial Engineering program are expected to demonstrate:

- a. An ability to apply knowledge of mathematics, science, and engineering;
- b. An ability to design and conduct experiments, as well as to analyze and interpret data;
- c. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability;
- d. An ability to function on multi-disciplinary teams;
- e. An ability to identify, formulate, and solve engineering problems;
- f. An understanding of professional and ethical responsibility;
- g. An ability to communicate effectively;
- h. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context;
- i. A recognition of the need for, and an ability to engage in life-long learning;
- j. A knowledge of contemporary issues; and
- k. An ability to use the techniques, skills and modern engineering tools necessary for engineering practice.

BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING

PROGRAM DESCRIPTION

The Bachelor of Science in Mechanical Engineering program draws upon a number of basic and applied sciences to design, build and improve devices, machines, processes and systems that involve mechanical forces, work and energy. It emphasizes the study of the efficient transformation of energy from one form to another and the behavior of solids, liquids and gases.

The program includes the design and manufacture of structures used in industrial, biomedical, instrumentation and transportation systems. It also includes converting thermal and chemical energy into mechanical work through engines and power plants; transporting energy via devices like heat exchangers, pipelines, gears and linkages; and utilizing energy, forces and structures to perform a variety of tasks. Since all manufactured products contain parts that transmit forces, mechanical engineering is considered vital in designing and selecting materials that will ensure the structural integrity of almost every product.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Mechanical Engineering program aims to:

- Enable its graduates to practice as successful engineers for the advancement of society; and
- Promote professionalism in engineering practice.

STUDENT OUTCOMES

Graduates of the Bachelor of Science in Mechanical Engineering program are expected to demonstrate:

- a. An ability to apply knowledge of mathematics, science, and engineering;
- b. An ability to design and conduct experiments, as well as to analyze and interpret data;
- c. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability;
- d. An ability to function on multi-disciplinary teams;

- e. An ability to identify, formulate, and solve engineering problems;
- f. An understanding of professional and ethical responsibility;
- g. An ability to communicate effectively;
- h. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context;
- i. A recognition of the need for, and an ability to engage in life-long learning;
- j. A knowledge of contemporary issues; and
- k. An ability to use the techniques, skills and modern engineering tools necessary for engineering practice.

BACHELOR OF SCIENCE IN MARINE TRANSPORTATION

PROGRAM DESCRIPTION

The Bachelor of Science in Marine Transportation is a program incorporating nautical science, marine operations and maritime shipping business management. It deals with the art and science of ship operations, navigating, and loading, discharging different types of cargo. It also deals with ship stability under various conditions of operations.

Being a dynamic program, the BSMT curriculum is organized, planned and periodically reviewed to comply with the latest industry standards to develop those skills and abilities that are necessary in pursuing a professional career at sea and as global maritime practitioners.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Marine Transportation Program aims to:

1. Produce and provide the maritime industry with well-rounded, qualified, well-trained complete marine deck officers to meet the human resource requirements of the global maritime industry, ashore and afloat.
2. Prepare, ensure and make the graduates available to the world in general and the Philippines in particular as ship professionals capable of

meeting the ever expanding global need of as shipboard officers, marine surveyors and maritime executives and as leaders in the maritime industry, the transportation field in particular to meet the present and future challenges. Graduates should not only be familiar with the state-of-the-art environment but also with different cultures with different ways of thinking in his globalized milieu. That they should not only be experts locally but also globally and capable of performing under highly varied and stressful situations and locations.

3. Inculcate to our graduates that as players in the global maritime playing field and everything being equal, there is an ethical standard in the practice of the profession and therefore righteousness, fair play, self-discipline, pride in the profession and respect to all must be afforded.
4. Produce maritime professionals as a party to ensure that the Philippines continues to maintain its position as the leading provider of quality maritime manpower worldwide and the pride to be Filipinos and be able to contribute their share in whatever capacity.
5. Develop those skills and abilities that are necessary in pursuing a professional career at sea and to ensure that the students have a greater understanding of shipping operation, the business aspects of the maritime industry to ensure that they graduate professionally competent, trained for leadership and responsibility, well-rounded intellectually and a good citizen of the Philippines and of the world.
6. Comply with the requirements as set forth in the International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1995, as well as the STCW Code in subsequent related amendments, bearing in mind that the maritime profession is the most globally regulated of all professions.

7. Prepare graduates to discharge responsible duties as leaders in the allied fields of the maritime industry as ship managers, ship operators, maritime educators, marine surveyors and port managers, at retirement and/or stop serving ships and or naval and coast guard officers upon graduation.
8. Inculcate in our graduates what Globalization is and make them realize the interdependence of between maritime professionals and global trade and commerce

STUDENT OUTCOMES

The graduates of Bachelor of Science in Marine Transportation Program are expected to:

- a. Have the necessary competences required by the STCW (at a theoretical and practical level A-II/1, A-II/2, A-II/2, A-VI/1-1, A-VI/1-4, A-VI/1-4, A-VI/2) and serve as Officers in Charge of a Navigational Watch after attaining their OIC Navigation Watch licenses.
- b. Attain and show knowledge of General job-related competences by developing ability to work towards solving problems in the sense of being able to identify and analyse complex problem situations in a professional context independently and ability to develop and apply useful solution strategies.
- c. Attain and show knowledge of on Discipline-specific scientific competences by acquiring the understanding of basic scientific knowledge specific to the marine transportation and nautical sciences.
- d. Attain and develop the sense of analytical and critical thinking and knowledge of research methods and techniques (quantitative and qualitative) and the ability to apply them.
- e. Develop the sense of problem-driven thinking and problem-solving actions.
- f. Attain and develop social responsibility in the professional context (environmental awareness, safety on board and in port).

BACHELOR OF SCIENCE IN MARINE ENGINEERING

PROGRAM DESCRIPTION

The Bachelor of Science in Marine Engineering Program is a program incorporating the operation of the ship's main engine, auxiliaries and other propulsion and adjunct machinery. The marine engineers are responsible for efficient and smooth operation and maintenance of the ship propulsion plant, taking care of all the engineering equipment installed in the ship including the electrical and refrigeration machine.

Being a dynamic program, the BS MarE curriculum is organized, planned and periodically reviewed to comply with the latest industry standards to develop those skills and abilities that are necessary in pursuing a professional career at sea and as global maritime practitioners.

PROGRAM EDUCATIONAL OBJECTIVES

The Bachelor of Science in Marine Engineering Program aims to:

1. Produce and provide the maritime industry with well-rounded, qualified, well-trained complete marine engine officers to meet the human resource requirements of the global maritime industry, ashore and afloat.
2. Prepare, ensure and make the graduates available to the world in general and the Philippines in particular as ship professionals capable of meeting the ever expanding global need of as shipboard officers, marine surveyors and maritime executives and as leaders in the maritime industry, the transportation field in particular to meet the present and future challenges.
3. Produce graduates who are not only familiar with the state-of-the art engine room but also with different cultures with different ways of thinking in his globalized milieu. That they should not only be experts locally but also globally and capable of performing under highly varied and stressful situations and locations.
4. Inculcate to our graduates that as players in the global maritime playing field, that everything

being equal, there is an ethical standard in the practice of the profession and therefore righteousness, fair play, self-discipline, pride in the profession and respect to all must be afforded.

5. Produce maritime professionals as a party to ensure that the Philippines continues to maintain its position as the leading provider of quality maritime manpower worldwide and the pride to be Filipinos and be able to contribute their share in whatever capacity.
6. Develop those skills and abilities that are necessary in pursuing a professional career at sea and to ensure that the students have a greater understanding of shipping operation, the business aspects of the maritime industry to ensure that they graduate professionally competent, trained for leadership and responsibility, well-rounded intellectually and a good citizen of the Philippines and of the world.
7. Comply with the requirements as set forth in the International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1995, as well as the STCW Code in subsequent related amendments, bearing in mind that the maritime profession is the most globally regulated of all professions.
8. Prepare graduates to discharge responsible duties as leaders in the allied fields of the maritime industry as ship managers, ship operators, maritime educators, marine surveyors, technical superintendent and port managers, at retirement and/or stop serving ships and or naval and coast guard officers upon graduation.
9. Inculcate in our graduates what Globalization is and make them realize the interdependence of between maritime professionals and global trade and commerce.

STUDENT OUTCOMES

The graduates of Bachelor of Science in Marine Engineering Program are expected to:

- a. Have the necessary competences required by the STCW (at a theoretical and practical level A-II/1, A-II/2, A-III/2, A-VI/1-1, A-VI/1-4, A-VI/1-4, A-VI/2) and serve as Officers in Charge of a Navigational Watch after attaining their OIC Navigation Watch licenses.
- b. Attain and show knowledge of General job-related competences by developing ability to work towards solving problems in the sense of being able to identify and analyse complex problem situations in a professional context independently and ability to develop and apply useful solution strategies.
- c. Attain and show knowledge of on Discipline-specific scientific competences by acquiring the understanding of basic scientific knowledge specific to the marine transportation and nautical sciences.
- d. Attain and develop the sense of analytical and critical thinking and knowledge of research methods and techniques (quantitative and qualitative) and the ability to apply them.
- e. Develop the sense of problem-driven thinking and problem-solving actions.
- f. Attain and develop social responsibility in the professional context (environmental awareness, safety on board and in port).

Bachelor of Science in Accountancy

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	ACT101-1	FUNDAMENTALS OF ACCOUNTING 1A	4.5	-	3.0		
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	1	MATH011	ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS012	GENERAL PSYCHOLOGY	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				24.0	5.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	ACT101-2	FUNDAMENTALS OF ACCOUNTING 1B	4.5	-	3.0	ACT101-1	
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	IT010	I.T. FUNDAMENTALS	3.0	-	2.0		IT010L
1	2	IT010L	I.T. FUNDAMENTALS (LAB)	-	3.0	1.0		IT010
1	2	MATH015	BUSINESS AND INVESTMENT MATHEMATICS	4.5	-	3.0	MATH011	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SCI015	PHYSICAL SCIENCE	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)		
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	ACT102-1	FUNDAMENTALS OF ACCOUNTING 2A	4.5	-	3.0	ACT101-2	
1	3	BIO011	GENERAL BIOLOGY	4.5	-	3.0		
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	MGT101	PRINCIPLES OF MANAGEMENT AND ORGANIZATION	4.5	-	3.0		
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
1	3	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
Total				22.5	5.5	15.0		

Bachelor of Science in Accountancy

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	ACT102-2	FUNDAMENTALS OF ACCOUNTING 2B	4.5	-	3.0	ACT102-1	
2	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	1	FIN101	BASIC FINANCE	4.5	-	3.0		
2	1	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				22.5	2.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	ACT111-1	FINANCIAL ACCOUNTING AND REPORTING 1A	4.5	-	3.0	ACT102-2	
2	2	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
2	2	HUM012	PHILOSOPHY OF THE HUMAN PERSON	4.5	-	3.0		
2	2	IT121P	FUNDAMENTALS OF PROGRAMMING AND DATA BASE THEORY AND APPLICATIONS	3.0	4.5	3.0	IT010, ,IT010L	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	TAX101	INCOME TAXATION	4.5	-	3.0		
Total				21.0	7.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	ACT111-2	FINANCIAL ACCOUNTING AND REPORTING 1B	4.5	-	3.0	ACT111-1	
2	3	FIL003	MASINING NA PAGPAPAHAYAG	4.5	-	3.0	FIL002	
2	3	MATH024	CALCULUS FOR BUSINESS	4.5	-	3.0	MATH015	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	SS019	PHILIPPINE HISTORY, GOVERNMENT AND CONSTITUTION	4.5	-	3.0		
2	3	TAX102	BUSINESS AND TRANSFER TAXES	4.5	-	3.0	TAX101	
Total				22.5	2.5	15.0		

Bachelor of Science in Accountancy

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	ACT112-1	FINANCIAL ACCOUNTING AND REPORTING 2A	4.5	-	3.0	ACT111-2	
3	1	ACT198-10	BASIC REVIEW	-	3.0	(1.0)	ACT111-1	
3	1	ECO101	MICROECONOMICS THEORY AND PRACTICE	4.5	-	3.0	SS013	
3	1	HUM110	FOREIGN LANGUAGE	4.5	-	3.0		
3	1	LAW101	LAW ON OBLIGATIONS AND CONTRACTS	4.5	-	3.0		
3	1	MATH111	BUSINESS STATISTICS	4.5	-	3.0	MATH015	
Total				22.5	3.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	ACT112-2	FINANCIAL ACCOUNTING AND REPORTING 2B	4.5	-	3.0	ACT112-1	
3	2	ACT121	COST ACCOUNTING AND MANAGEMENT 1	4.5	-	3.0	ACT111-2	
3	2	LAW102	LAW ON BUSINESS ORGANIZATIONS	4.5	-	3.0	LAW101	
3	2	MATH145	QUANTITATIVE TECHNIQUES IN BUSINESS	4.5	-	3.0	MATH111	
3	2	MGT102	HUMAN BEHAVIOR IN ORGANIZATIONS	4.5	-	3.0	MGT101, SS012	
Total				22.5	0.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	ACT113	FINANCIAL ACCOUNTING AND REPORTING 3	4.5	-	3.0	ACT112-2	
3	3	ACT122	COST ACCOUNTING AND MANAGEMENT 2	4.5	-	3.0	ACT121	
3	3	ACT176P	SYSTEM ANALYSIS AND DESIGN WITH IT CONCEPTS (PAIRED)	3.0	4.5	3.0	IT121P	
3	3	MGT103	OPERATIONS MANAGEMENT	4.5	-	3.0	MATH145, , MGT101	
3	3	MGT500	IMAGE MANAGEMENT FOR BUSINESS PROFESSIONALS	3.0	-	(2.0)	3rd Year Standing	
3	3	MKT101	PRINCIPLES OF MARKETING	4.5	-	3.0		
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				25.5	4.5	15.0		

Bachelor of Science in Accountancy

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	ACT141	ADVANCED FINANCIAL ACCOUNTING & REPORTING 1	4.5	-	3.0	ACT113	
4	1	ACT151	MANAGEMENT ACCOUNTING 1	4.5	-	3.0	ACT122	
4	1	ECO102	MACROECONOMIC THEORY AND PRACTICE	4.5	-	3.0	ECO101	
4	1	FIN102	FINANCIAL MANAGEMENT 1	4.5	-	3.0	FIN101	
4	1	MGT104	GOOD GOVERNANCE AND SOCIAL RESPONSIBILITY	4.5	-	3.0	LAW102, , MGT101	
Total				22.5	0.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	ACT142	ADVANCED FINANCIAL ACCOUNTING & REPORTING 2	4.5	-	3.0	ACT141	
4	2	ACT152	MANAGEMENT ACCOUNTING 2	4.5	-	3.0	ACT151	
4	2	ACT161	ASSURANCE PRINCIPLES, PROFESSIONAL ETHICS AND GOOD GOVERNANCE 1	4.5	-	3.0	ACT113	
4	2	MGT105	STRATEGIC MANAGEMENT AND BUSINESS POLICY	4.5	-	3.0	FIN102, , MGT104, , MKT101	
4	2	SS017	SOCIETY, CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				22.5	0.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	ACT143	GOVERNMENT, NOT FOR PROFIT ORGANIZATIONS & SPECIALIZED INDUSTRIES ACCOUNTING	4.5	-	3.0	ACT142	
4	3	ACT162	ASSURANCE PRINCIPLES, PROFESSIONAL ETHICS AND GOOD GOVERNANCE 2	4.5	-	3.0	ACT161	
4	3	ACT177P	ACCOUNTING INFORMATION SYSTEM (PAIRED)	3.0	4.5	3.0	ACT176P	
4	3	LAW103	LAW ON NEGOTIABLE INSTRUMENTS	4.5	-	3.0	LAW101	
4	3	RES111	METHODS OF RESEARCH FOR BUSINESS	4.5	-	3.0	ENG023, , MATH111, 4th Year Standing	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				22.5	4.5	15.0		

Bachelor of Science in Accountancy

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	4	ACT199R	PRACTICUM	-	20.0	3.0	4th Year Standing	
4	4	ACT200-1	THESIS-FEASIBILITY STUDY	4.5	-	3.0	4th Year Standing	
Total				4.5	20.0	6.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	ACT153	MANAGEMENT CONSULTANCY	4.5	-	3.0	ACT152	
5	1	ACT163	PRACTICAL AUDITING 1	4.5	-	3.0	ACT142, , ACT162	
5	1	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
5	1	FIN103	FINANCIAL MANAGEMENT 2	4.5	-	3.0	FIN102	
5	1	LAW104	SALES, AGENCY AND OTHER COMMERCIAL LAWS	4.5	-	3.0	LAW101	
Total				18.0	3.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	2	ACT164	PRACTICAL AUDITING 2	4.5	-	3.0	ACT143, , ACT163	
5	2	ACT178	AUDITING IN A CIS ENVIRONMENT	4.5	-	3.0	ACT177P	
5	2	ACT198-21	ACCOUNTING REVIEW - Business Law & Taxation	3.0	-	2.0	5th Year Standing	
5	2	ACT198-22	ACCOUNTNG REVIEW - Theory of Accounts	3.0	-	2.0	5th Year Standing	
5	2	ACT198-23	ACCOUNTING REVIEW - Practical Accounting 1	3.0	-	2.0	5th Year Standing	
5	2	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
Total				18.0	3.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	3	ACT198-24	ACCOUNTING REVIEW - Practical Accounting 2	3.0	-	2.0	5th Year Standing	
5	3	ACT198-25	ACCOUNTING REVIEW - Management Services	3.0	-	2.0	ACT153	
5	3	ACT198-26	ACCOUNTING REVIEW - Auditing Theory	3.0	-	2.0	5th Year Standing	
5	3	ACT198-27	ACCOUNTING REVIEW - Auditing Problems	3.0	-	2.0	ACT164	
5	3	ACT200-2	SYNTHESIS	1.5	-	1.0	FOR CANDIDATE	
5	3	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
Total				13.5	3.0	10.0		

Total Academic Units : 222.00

Bachelor of Science in Civil Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	DRAW021W	ENGINEERING DRAWING 1 (DRAW)	-	3.0	1.0		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
1	1	MATH011	ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS016	PHILIPPINE HISTORY	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				19.5	8.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	DRAW022W	ENGINEERING DRAWING 2 (DRAW)	-	3.0	1.0	DRAW021W	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	2	MATH011-2	ADVANCED ALGEBRA	3.0	-	2.0	MATH011	
1	2	MATH012	PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH011	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	DRAW023L	COMPUTER-AIDED DRAFTING & DESIGN (LAB)	-	3.0	1.0	DRAW022W	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	HUM016	ADVANCED LOGIC AND REASONING	4.5	-	3.0	HUM011	
1	3	MATH013	ANALYTIC GEOMETRY	4.5	-	3.0	MATH012	
1	3	MATH014	SOLID MENSURATION	3.0	-	2.0	MATH012	
1	3	MATH021	CALCULUS 1	4.5	-	3.0	MATH012	MATH013
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				21.0	8.5	15.0		

Bachelor of Science in Civil Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM021	GENERAL CHEMISTRY 1	3.0	-	2.0		
2	1	CHM021L	GENERAL CHEMISTRY 1 (LAB)	-	3.0	1.0		CHM021
2	1	CS001P	COMPUTER FUNDAMENTALS & PROGRAMMING 1 (PAIRED)	1.5	3.0	2.0		
2	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	1	MATH022	CALCULUS 2	4.5	-	3.0	MATH013, , MATH021	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	PHY021	PHYSICS 1	4.5	-	3.0	MATH021	
2	1	PHY021L	PHYSICS 1 (LAB)	-	3.0	1.0	MATH021	PHY021
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	CHM022	GENERAL CHEMISTRY 2	3.0	-	2.0	CHM021	
2	2	CHM022L	GENERAL CHEMISTRY 2 (LAB)	-	3.0	1.0	CHM021, , CHM021L	CHM022
2	2	CS002P	COMPUTER FUNDAMENTALS & PROGRAMMING 2 (PAIRED)	1.5	3.0	2.0	CS001P	
2	2	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
2	2	MATH023	CALCULUS 3	4.5	-	3.0	MATH022	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	PHY022	PHYSICS 2	4.5	-	3.0	MATH022, , PHY021	
2	2	PHY022L	PHYSICS 2 (LAB)	-	3.0	1.0	MATH022, , PHY021, , PHY021L	PHY022
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CHM023	GENERAL CHEMISTRY 3	3.0	-	2.0	CHM022	
2	3	CHM023L	GENERAL CHEMISTRY 3 (LAB)	-	3.0	1.0	CHM022, , CHM022L	CHM023
2	3	ECE120L	INTRODUCTION TO MATLAB (LAB)	-	3.0	1.0	2nd Year Standing	
2	3	MATH025	DIFFERENTIAL EQUATIONS	4.5	-	3.0	MATH023	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	PHY023	PHYSICS 3	4.5	-	3.0	PHY022	
2	3	PHY023L	PHYSICS 3 (LAB)	-	3.0	1.0	PHY022, , PHY022L	PHY023
2	3	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				16.5	11.5	14.0		

Bachelor of Science in Civil Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	EE104	BASIC ELECTRICAL ENGINEERING	4.5	-	3.0	PHY023,, PHY023L	
3	1	MATH110	PROBABILITY AND STATISTICS	4.5	-	3.0	MATH011	
3	1	MATH115	ADVANCED ENGINEERING MATHEMATICS	4.5	-	3.0	MATH025	
3	1	ME123	BASIC MECHANICAL ENGINEERING	4.5	-	3.0	PHY023,, PHY023L	
3	1	MEC101	STATICS OF RIGID BODIES	4.5	-	3.0	MATH022,, PHY022	
Total				22.5	0.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	CE101	SURVEYING 1	4.5	-	3.0	MATH011-2,, MATH012	
3	2	CE101F	SURVEYING 1 (FIELD)	-	4.5	1.0	MATH011-2,, MATH012	CE101
3	2	MATH140	DISCRETE MATHEMATICS	4.5	-	3.0	MATH011	
3	2	MEC102	DYNAMICS OF RIGID BODIES	3.0	-	2.0	MEC101	
3	2	RES101P	METHODS OF RESEARCH (PAIRED)	1.5	3.0	2.0	MATH110	
3	2	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
Total				18.0	7.5	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	BEC198	BASIC ENGINEERING CORRELATION	-	3.0	(1.0)	CHM023,, MATH115,, PHY023	
3	3	CE102	SURVEYING 2	4.5	-	3.0	CE101	
3	3	CE102F	SURVEYING 2 (FIELD)	-	4.5	1.0	CE101,, CE101F	CE102
3	3	CE121	MECHANICS OF FLUIDS	3.0	-	2.0	MEC102	
3	3	CE121L	MECHANICS OF FLUIDS (LAB)	-	4.5	1.0	MEC102	CE121
3	3	CE131P	STRUCTURAL THEORY 1 (PAIRED)	4.5	3.0	4.0	MEC101	MEC103
3	3	MEC103	MECHANICS OF DEFORMABLE BODIES	4.5	-	3.0	MEC101	
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				18.0	15.0	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	4	SS017	SOCIETY,CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				4.5	0.0	3.0		

Bachelor of Science in Civil Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	CE101P	BUILDING DESIGN 1 (PAIRED)	1.5	4.5	2.0	DRAW022W	
4	1	CE122	HYDROLOGY	4.5	-	3.0	CE121,, CE121L	
4	1	CE123	HYDRAULICS	3.0	-	2.0	CE121	
4	1	CE123L	HYDRAULICS (LAB)	-	4.5	1.0	CE121,, CE121L	CE123
4	1	CE132P	STRUCTURAL THEORY 2 (PAIRED)	4.5	3.0	4.0	CE131P,, MATH115	
4	1	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
4	1	SAF101	SAFETY MANAGEMENT	1.5	-	1.0	4th Year Standing	
Total				15.0	15.0	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	CE101P-1	BUILDING DESIGN 2 (PAIRED)	1.5	4.5	2.0	CE101P	
4	2	CE103	HIGHWAY ENGINEERING	4.5	-	3.0	CE102,, CE102F	
4	2	CE133	STRUCTURAL DESIGN 1: RCD	4.5	-	3.0	CE132P	
4	2	CE133L	STRUCTURAL DESIGN 1: RCD (LAB)	-	4.5	1.0	CE132P	CE133
4	2	CE151	GEOTECHNICAL ENGINEERING 1	4.5	-	3.0	MEC103	
4	2	CE151L	GEOTECHNICAL ENGINEERING 1 (LAB)	-	4.5	1.0	MEC103	CE151
4	2	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
Total				15.0	16.5	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	CE134	STRUCTURAL DESIGN 2: STEEL & TIMBER	4.5	-	3.0	CE133	
4	3	CE134L	STRUCTURAL DESIGN 2: STEEL & TIMBER (LAB)	-	4.5	1.0	CE133,, CE133L	CE134
4	3	CE152	GEOTECHNICAL ENGINEERING 2 (FOUNDATION)	4.5	-	3.0	CE151	
4	3	CE152L	GEOTECHNICAL ENGINEERING 2 (LAB)	-	4.5	1.0	CE151	CE152
4	3	CE198	CE CORRELATION 1	-	3.0	(1.0)	CE101,, CE101P,, CE102,, CE103,, CE133,, CE151	EECO101
4	3		CE ELECTIVE 1	*	-	3.0		
4	3	EECO101	ENGINEERING ECONOMY	4.5	-	3.0		
4	3	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				15.0+	15.0	15.0		

Bachelor of Science in Civil Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	CE105	TRANSPORTATION ENGINEERING	4.5	-	3.0	CE103	
5	1	CE141	CONSTRUCTION MATERIALS & TESTING	3.0	-	2.0	MEC103	
5	1	CE141L	CONSTRUCTION MATERIALS & TESTING (LAB)	-	4.5	1.0	MEC103	CE141
5	1	CE200D-3	CE CAPSTONE PROJECT 1	-	3.0	1.0	RES101P	
5	1		CE ELECTIVE 2	*	-	3.0		
5	1	MATH160	NUMERICAL METHODS	4.5	-	3.0	MATH025	
Total				12.0+	7.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	2	CE124	WATER RESOURCES ENGINEERING	4.5	-	3.0	CE123	
5	2	CE142	CONSTRUCTION METHODS AND PROJECT MANAGEMENT	4.5	-	3.0	5th Year Standing	
5	2	CE142L	CONSTRUCTION METHODS AND PROJECT MANAGEMENT (LAB)	-	4.5	1.0	5th Year Standing	CE142
5	2	CE200D-4	CE CAPSTONE PROJECT 2	-	3.0	1.0	CE200D-3	
5	2		CE ELECTIVE 3	*	-	3.0		
5	2	EENV101	ENVIRONMENTAL ENGINEERING	3.0	-	2.0	CHM023, , CHM023L	
Total				12.0+	7.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	3	CE181	CE LAWS, CONTRACTS AND ETHICS	4.5	-	3.0	5th Year Standing	
							CE101P-1, , CE105, , CE124, , CE134, , CE141, , CE142, , CE151, , CE152, , CE198	
5	3	CE198-1	CE CORRELATION 2	-	3.0	(1.0)		
5	3	CE200D-5	CE CAPSTONE PROJECT 3	-	3.0	1.0	CE200D-4	
5	3		CE ELECTIVE 4	*	-	3.0		
5	3	EMGT101	ENGINEERING MANAGEMENT	4.5	-	3.0		
5	3	MSE101	FUNDAMENTALS OF MATERIAL SCIENCE AND ENGINEERING	4.5	-	3.0		
Total				13.5+	6.0	13.0		

Total Academic Units : 215.00

Bachelor of Science in Civil Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

ELECTIVES FOR BATCH 2012

* SEE TABLE OF SPECS FOR ELECTIVES

+ ADD LECTURE AND LABORATORY HOURS OF CHOSEN ELECTIVE COURSES AS REFLECTED IN THE TABLE OF SPECS

Elective Type: CE FREE ELECTIVES 2012 (12)

Required Units: 12.00

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	CE133-1	EARTHQUAKE ENGINEERING	4.5 -		4.5	CE133	
5	1	CE133-2	PRESTRESSED CONCRETE DESIGN	4.5 -		4.5	CE133-1	
5	2	CE133-3	BRIDGE ENGINEERING	4.5 -		4.5	CE134	
5	3	CE133-4	SPECIAL TOPICS IN STRUCTURAL ENGINEERING	4.5 -		4.5	CE133-3	

Bachelor of Science in Chemical Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	DRAW021W	ENGINEERING DRAWING 1 (DRAW)	-	3.0	1.0		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
1	1	MATH011	ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS016	PHILIPPINE HISTORY	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				19.5	8.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	DRAW022W	ENGINEERING DRAWING 2 (DRAW)	-	3.0	1.0	DRAW021W	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	2	MATH011-2	ADVANCED ALGEBRA	3.0	-	2.0	MATH011	
1	2	MATH012	PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH011	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	DRAW023L	COMPUTER-AIDED DRAFTING & DESIGN (LAB)	-	3.0	1.0	DRAW022W	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	HUM016	ADVANCED LOGIC AND REASONING	4.5	-	3.0	HUM011	
1	3	MATH013	ANALYTIC GEOMETRY	4.5	-	3.0	MATH012	
1	3	MATH014	SOLID MENSURATION	3.0	-	2.0	MATH012	
1	3	MATH021	CALCULUS 1	4.5	-	3.0	MATH012	MATH013
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				21.0	8.5	15.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM021	GENERAL CHEMISTRY 1	3.0	-	2.0		
2	1	CHM021L	GENERAL CHEMISTRY 1 LABORATORY	-	3.0	1.0		CHM021
2	1	CS001P	COMPUTER FUNDAMENTALS & PROGRAMMING 1 (PAIRED)	1.5	3.0	2.0		
2	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	1	MATH022	CALCULUS 2	4.5	-	3.0	MATH013,, MATH021	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	PHY021	PHYSICS 1	4.5	-	3.0	MATH021	
2	1	PHY021L	PHYSICS 1 (LAB)	-	3.0	1.0	MATH021	PHY021
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	CHM022	GENERAL CHEMISTRY 2	3.0	-	2.0	CHM021	
2	2	CHM022L	GENERAL CHEMISTRY 2 (LAB)	-	3.0	1.0	CHM021,, CHM021L	CHM022
2	2	CS002P	COMPUTER FUNDAMENTALS & PROGRAMMING 2 (PAIRED)	1.5	3.0	2.0	CS001P	
2	2	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
2	2	MATH023	CALCULUS 3	4.5	-	3.0	MATH022	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	PHY022	PHYSICS 2	4.5	-	3.0	MATH022,, PHY021	
2	2	PHY022L	PHYSICS 2 (LAB)	-	3.0	1.0	MATH022,, PHY021,, PHY021L	PHY022
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CHM023	GENERAL CHEMISTRY 3	3.0	-	2.0	CHM022	
2	3	CHM023L	GENERAL CHEMISTRY 3 LABORATORY	-	3.0	1.0	CHM022,, CHM022L	CHM023
2	3	ECE120L	INTRODUCTION TO MATLAB (LAB)	-	3.0	1.0	2nd Year Standing	
2	3	MATH025	DIFFERENTIAL EQUATIONS	4.5	-	3.0	MATH023	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	PHY023	PHYSICS 3	4.5	-	3.0	PHY022	
2	3	PHY023L	PHYSICS 3 (LAB)	-	3.0	1.0	PHY022,, PHY022L	PHY023
2	3	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				16.5	11.5	14.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	CHM130	ANALYTICAL CHEMISTRY	4.5	-	3.0	CHM023, , CHM023L	
3	1	CHM130L	ANALYTICAL CHEMISTRY LABORATORY	-	9.0	2.0	CHM023, , CHM023L	CHM130
3	1	CHM141	ORGANIC CHEMISTRY 1	3.0	-	2.0	CHM023, , CHM023L	
3	1	CHM141L	ORGANIC CHEMISTRY 1 (LAB)	-	3.0	1.0	CHM023, , CHM023L	CHM141
3	1	MATH115	ADVANCED ENGINEERING MATHEMATICS	4.5	-	3.0	MATH025	
3	1	MEC101	STATICS OF RIGID BODIES	4.5	-	3.0	MATH022, , PHY022	
Total				16.5	12.0	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	CHE111P	CHEMICAL ENGINEERING CALCULATIONS 1 (PAIRED)	7.5	-	3.0	CHM130, , MATH011-2	
3	2	CHM142	ORGANIC CHEMISTRY 2	3.0	-	2.0	CHM141	
3	2	CHM142L	ORGANIC CHEMISTRY 2 (LAB)	-	3.0	1.0	CHM141, , CHM141L	CHM142
3	2	CHM155	PHYSICAL CHEMISTRY FOR ENGINEERS 1	4.5	-	3.0	CHM130, , CHM130L, , MATH022	
3	2	CHM155L	PHYSICAL CHEMISTRY FOR ENGINEERS 1 (LAB)	-	4.5	1.0	CHM130, , CHM130L, , MATH022	CHM155
3	2	MATH110	PROBABILITY AND STATISTICS	4.5	-	3.0	MATH011	
3	2	MEC102	DYNAMICS OF RIGID BODIES	3.0	-	2.0	MEC101	
Total				22.5	7.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	BEC198	BASIC ENGINEERING CORRELATION	-	3.0	(1.0)	CHM023, , MATH115, , PHY023	
3	3	CHE112P	CHEMICAL ENGINEERING CALCULATIONS 2 (PAIRED)	7.5	-	3.0	CHE111P	
3	3	CHE123	CHEMICAL ENGINEERING THERMODYNAMICS 1	4.5	-	3.0	CHM155	
3	3	CHE130	PRINCIPLES OF TRANSPORT PROCESSES	4.5	-	3.0	CHE111P, , MATH025	
3	3	CHM156	PHYSICAL CHEMISTRY FOR ENGINEERS 2	4.5	-	3.0	CHM155	
3	3	CHM156L	PHYSICAL CHEMISTRY FOR ENGINEERS 2 (LAB)	-	4.5	1.0	CHM155, , CHM155L	CHM156
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				22.5	7.5	13.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	4	MATH140	DISCRETE MATHEMATICS	4.5	-	3.0	MATH011	
3	4	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
3	4	SS017	SOCIETY, CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				13.5	0.0	9.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	CHE124	CHEMICAL ENGINEERING THERMODYNAMICS 2	4.5	-	3.0	CHE123	
4	1	CHE131	MOMENTUM TRANSFER	4.5	-	3.0	CHE130	
4	1	CHM150	INDUSTRIAL CHEMISTRY	3.0	-	2.0	CHM142	
4	1	CHM150L	INDUSTRIAL CHEMISTRY (LAB)	-	4.5	1.0	CHM142, , CHM142L	CHM150
4	1	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
4	1	MEC103	MECHANICS OF DEFORMABLE BODIES	4.5	-	3.0	MEC101	
4	1	RES101P	METHODS OF RESEARCH (PAIRED)	1.5	3.0	2.0	MATH110	
Total				18.0	10.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	CHE132	INTRODUCTION TO PARTICLE TECHNOLOGY	3.0	-	2.0	CHE131	
4	2	CHE133	HEAT AND MASS TRANSFER	4.5	-	3.0	CHE131	
4	2	CHE150	CHEMICAL PROCESS INDUSTRIES	4.5	-	3.0	CHM142	
4	2	EE105	BASIC ELECTRICAL AND ELECTRONICS ENGINEERING	3.0	-	2.0	PHY023, , PHY023L	
4	2	EE105L	BASIC ELECTRICAL AND ELECTRONICS ENGINEERING (LAB)	-	4.5	1.0	PHY023, , PHY023L	EE105
4	2	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
4	2	MATH160	NUMERICAL METHODS	4.5	-	3.0	MATH025	
Total				19.5	7.5	15.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	BIO181	INTRODUCTION TO BIOTECHNOLOGY	4.5	-	3.0	CHM142	
4	3	CHE134P	SEPARATION PROCESSES (PAIRED)	7.5	-	3.0	CHE124,, CHE133	
4	3	CHE180	PROCESS DYNAMICS AND CONTROL	4.5	-	3.0	MATH115	
4	3	CHE198	CHE CORRELATION 1	-	3.0	(1.0)	CHE112P,, CHE124,, CHE150,, CHM130,, CHM142,, CHM156,, MATH110,, MEC102,, MEC103	
4	3	EEO101	ENGINEERING ECONOMY	4.5	-	3.0		
4	3	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
4	3	SAF101	SAFETY MANAGEMENT	1.5	-	1.0		
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				24.0	6.0	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	4	CHE199R	CHE INDUSTRY IMMERSION	-	40.0	2.0		
Total				0.0	40.0	2.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	CHE102	SAFETY IN THE PROCESS INDUSTRY	3.0	-	2.0	SAF101	
5	1	CHE131L	CHEMICAL ENGINEERING LABORATORY 1	-	4.5	1.0	CHE132,, CHE133	
5	1	CHE141	EQUIPMENT DESIGN	3.0	-	2.0	CHE134P	
5	1	CHE171	CHEMICAL REACTION ENGINEERING 1	4.5	-	3.0	CHE124,, MATH115	
5	1	CHE184L	COMPUTER APPLICATIONS IN CHEMICAL ENGINEERING	-	4.5	1.0	5th Year Standing	
5	1	CHE200D-1	CHE CAPSTONE PROJECT 1	-	3.0	1.0	CHE134P,, EEO101	CHE141
5	1		CHE PROFESSIONAL ELECTIVE	*	*	3.0	*	*
5	1	EENV101	ENVIRONMENTAL ENGINEERING	3.0	-	2.0	CHM023,, CHM023L	
Total				13.5+	12.0+	15.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	2	CHE132L	CHEMICAL ENGINEERING LABORATORY 2	-	4.5	1.0	CHE131L	
5	2	CHE172	CHEMICAL REACTION ENGINEERING 2	1.5	-	1.0	CHE171	
5	2	CHE182	BIOCHEMICAL ENGINEERING	4.5	-	3.0	BIO181, CHE171	
5	2	CHE200D-2	CHE CAPSTONE PROJECT 2	-	3.0	1.0	CHE200D-1	
5	2		CHE PROFESSIONAL ELECTIVE	*	*	3.0	*	*
5	2	EMGT101	ENGINEERING MANAGEMENT	4.5	-	3.0		
5	2	MSE101	FUNDAMENTALS OF MATERIAL SCIENCE AND ENGINEERING	4.5	-	3.0	CHM142	
Total				15.0+	7.5+	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	3	CHE181	ChE LAWS AND ETHICS	3.0	-	2.0	5th Year Standing	
5	3	CHE183F	CHE FIELD TRIPS AND SEMINARS	-	4.5	1.0	5th Year Standing	
5	3	CHE185	INDUSTRIAL WASTE MANAGEMENT AND CONTROL	4.5	-	3.0	CHE182	
5	3	CHE198-1	CHE CORRELATION 2	-	3.0	(1.0)	CHE102, , CHE132, , CHE134P, , CHE172, , CHE182, , EENV101, , MSE101	
5	3	CHE200D-3	CHE CAPSTONE PROJECT 3	-	3.0	1.0	CHE200D-2	
5	3		CHE PROFESSIONAL ELECTIVE	*	*	3.0	*	*
5	3	EMGT102	QUANTITATIVE METHODS IN MANAGEMENT	4.5	-	3.0	EMGT101	
Total				12.0+	10.5+	13.0		

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ELECTIVES FOR BATCH 2012

Elective Type: CHE TECHNICAL ELECTIVES 2012

Required Units: 9.00

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
		CHE190	RENEWABLE ENERGY TECHNOLOGIES	4.5	-	3.0		
		CHE190-1	ENERGY MANAGEMENT	4.5	-	3.0		
		CHE191	AIR POLLUTION CONTROL	4.5	-	3.0		
		CHE191-1	SOLID WASTE MANAGEMENT	4.5	-	3.0		
		CHE192	SOAPS AND DETERGENT	4.5	-	3.0		
		CHE192-1	FOOD PROCESSING TECHNOLOGIES	4.5	-	3.0		
Total				27.0	0.0	18.0		

Total Academic Units : 227.00

- * See table of Specs for Electives
- * Add lecture and laboratory hours of chosen Elective courses as reflected in the table of Specs.

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	DRAW021W	ENGINEERING DRAWING 1 (DRAW)	-	3.0	1.0		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	1	MATH011	ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS016	PHILIPPINE HISTORY	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				19.5	8.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	DRAW022W	ENGINEERING DRAWING 2 (DRAW)	-	3.0	1.0	DRAW021W	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	HUM016	ADVANCED LOGIC AND REASONING	4.5	-	3.0	HUM011	
1	2	MATH011-2	ADVANCED ALGEBRA	3.0	-	2.0	MATH011	
1	2	MATH012	PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH011	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	DRAW023L	COMPUTER-AIDED DRAFTING & DESIGN (LAB)	-	3.0	1.0	DRAW022W	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
1	3	MATH013	ANALYTIC GEOMETRY	4.5	-	3.0	MATH012	
1	3	MATH014	SOLID MENSURATION	3.0	-	2.0	MATH012	
1	3	MATH021	CALCULUS 1	4.5	-	3.0	MATH012	MATH013
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				21.0	8.5	15.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM021	GENERAL CHEMISTRY 1	3.0	-	2.0		
2	1	CHM021L	GENERAL CHEMISTRY 1 (LAB)	-	3.0	1.0		CHM021
2	1	CS001P	COMPUTER FUNDAMENTALS & PROGRAMMING 1 (PAIRED)	1.5	3.0	2.0		
2	1	MATH022	CALCULUS 2	4.5	-	3.0	MATH013,, MATH021	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	PHY021	PHYSICS 1	4.5	-	3.0	MATH021	
2	1	PHY021L	PHYSICS 1 (LAB)	-	3.0	1.0	MATH021	PHY021
2	1	SS017	SOCIETY,CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	CHM022	GENERAL CHEMISTRY 2	3.0	-	2.0	CHM021	
2	2	CHM022L	GENERAL CHEMISTRY 2 (LAB)	-	3.0	1.0	CHM021,, CHM021L	CHM022
2	2	CS002P	COMPUTER FUNDAMENTALS & PROGRAMMING 2 (PAIRED)	1.5	3.0	2.0	CS001P	
2	2	MATH023	CALCULUS 3	4.5	-	3.0	MATH022	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	PHY022	PHYSICS 2	4.5	-	3.0	MATH022,, PHY021	
2	2	PHY022L	PHYSICS 2 (LAB)	-	3.0	1.0	MATH022,, PHY021,, PHY021L	PHY022
2	2	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CHM023	GENERAL CHEMISTRY 3	3.0	-	2.0	CHM022	
2	3	CHM023L	GENERAL CHMISTRY 3 (LAB)	-	3.0	1.0	CHM022,, CHM022L	CHM023
2	3	ECE120L	INTRODUCTION TO MATLAB (LAB)	-	3.0	1.0		
2	3	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	3	MATH025	DIFFERENTIAL EQUATIONS	4.5	-	3.0	MATH023	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	PHY023	PHYSICS 3	4.5	-	3.0	PHY022	
2	3	PHY023L	PHYSICS 3 (LAB)	-	3.0	1.0	PHY022,, PHY022L	PHY023
Total				16.5	11.5	14.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM021	GENERAL CHEMISTRY 1	3.0	-	2.0		
2	1	CHM021L	GENERAL CHEMISTRY 1 (LAB)	-	3.0	1.0		CHM021
2	1	CS001P	COMPUTER FUNDAMENTALS & PROGRAMMING 1 (PAIRED)	1.5	3.0	2.0		
2	1	MATH022	CALCULUS 2	4.5	-	3.0	MATH013,, MATH021	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	PHY021	PHYSICS 1	4.5	-	3.0	MATH021	
2	1	PHY021L	PHYSICS 1 (LAB)	-	3.0	1.0	MATH021	PHY021
2	1	SS017	SOCIETY,CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	CHM022	GENERAL CHEMISTRY 2	3.0	-	2.0	CHM021	
2	2	CHM022L	GENERAL CHEMISTRY 2 (LAB)	-	3.0	1.0	CHM021,, CHM021L	CHM022
2	2	CS002P	COMPUTER FUNDAMENTALS & PROGRAMMING 2 (PAIRED)	1.5	3.0	2.0	CS001P	
2	2	MATH023	CALCULUS 3	4.5	-	3.0	MATH022	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	PHY022	PHYSICS 2	4.5	-	3.0	MATH022,, PHY021	
2	2	PHY022L	PHYSICS 2 (LAB)	-	3.0	1.0	MATH022,, PHY021,, PHY021L	PHY022
2	2	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CHM023	GENERAL CHEMISTRY 3	3.0	-	2.0	CHM022	
2	3	CHM023L	GENERAL CHEMISTRY 3 (LAB)	-	3.0	1.0	CHM022,, CHM022L	CHM023
2	3	ECE120L	INTRODUCTION TO MATLAB (LAB)	-	3.0	1.0		
2	3	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	3	MATH025	DIFFERENTIAL EQUATIONS	4.5	-	3.0	MATH023	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	PHY023	PHYSICS 3	4.5	-	3.0	PHY022	
2	3	PHY023L	PHYSICS 3 (LAB)	-	3.0	1.0	PHY022,, PHY022L	PHY023
Total				16.5	11.5	14.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	BEC198	BASIC ENGINEERING CORRELATION	-	3.0	(1.0)	CHM023, , MATH115, , PHY023	
3	3	CPE101	LOGIC CIRCUITS AND SWITCHING THEORY	4.5	-	3.0	ECE101	
3	3	CPE101L	LOGIC CIRCUITS AND SWITCHING THEORY (LAB)	-	4.5	1.0	ECE101, , ECE101L	CPE101
3	3	CPE131	COMPUTER SYSTEMS ORGANIZATION WITH ASSEMBLY LANGUAGE PROGRAMMING	4.5	-	3.0	CS106	
3	3	CPE131L	COMPUTER SYSTEMS ORGANIZATION WITH ASSEMBLY LANGUAGE PROGRAMMING (LAB)	-	4.5	1.0	CS106	
3	3	ECE102	ELECTRONIC CIRCUIT ANALYSIS AND DESIGN	4.5	-	3.0	ECE101	
3	3	ECE102L	ELECTRONIC CIRCUIT ANALYSIS AND DESIGN (LAB)	-	4.5	1.0	ECE101, , ECE101L	ECE102
3	3	IT111P	OOP 1 - CONCEPTS IN OBJECT ORIENTED PROGRAMMING (PAIRED)	3.0	4.5	3.0	CS106	
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				18.0	21.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	CPE102P	ADVANCED LOGIC CIRCUITS AND SWITCHING THEORY (PAIRED)	4.5	4.5	4.0	CPE101	
4	1	ECE131	FEEDBACK AND CONTROL SYSTEMS	4.5	-	3.0		
4	1	ECE131L	FEEDBACK AND CONTROL SYSTEMS (LAB)	-	4.5	1.0		
4	1	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
4	1	IT112P	OOP 2 - PROGRAMMING USING WINDOWS FORMS (PAIRED)	3.0	4.5	3.0		
4	1	RES101P	METHODS OF RESEARCH (PAIRED)	1.5	3.0	2.0		
Total				13.5	19.5	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	CPE103	MICROPROCESSOR SYSTEM	4.5	-	3.0	CPE101	
4	2	CPE103L	MICROPROCESSOR SYSTEM (LAB)	-	4.5	1.0	CPE101, , CPE101L	CPE103
4	2	CPE132	COMPUTER SYSTEM ARCHITECTURE	4.5	-	3.0	CPE131	
4	2	CPE132L	COMPUTER SYSTEM ARCHITECTURE (LAB)	-	4.5	1.0	CPE131, , CPE131L	CPE132
4	2	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
4	2	MATH140	DISCRETE MATHEMATICS	4.5	-	3.0	MATH011	
4	2	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
Total				18.0	12.0	15.0		

Bachelor of Science in Computer Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	CPE104P	MEMORY AND INPUT/OUTPUT SYSTEMS (PAIRED)	3.0	4.5	3.0	CPE103	
4	3	CPE151	OPERATING SYSTEMS	4.5	-	3.0	CPE131	
4	3	CPE151L	OPERATING SYSTEMS (LAB)	-	4.5	1.0	CPE131,, CPE131L	CPE151
4	3	CPE198	CPE CORRELATION 1	-	3.0	(1.0)	CPE102P,, CPE103,, CPE132, , ECE131,, MATH140	
4	3	ECE141	COMMUNICATIONS 1	4.5	-	3.0	ECE102,, MATH115	
4	3	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
4	3	MATH160	NUMERICAL METHODS	4.5	-	3.0	MATH025	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				18.0	15.0	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	4	CPE199R	CPE PRACTICUM	-	20.0	3.0		
Total				0.0	20.0	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	CPE200D-3	CPE CAPSTONE PROJECT 1 (DESIGN)	-	3.0	1.0	RES101P	
5	1		CPE ELECTIVE 1 (PAIRED)	*	*	3.0		
5	1	CS103P	SYSTEM ANALYSIS AND DESIGN (PAIRED)	3.0	4.5	3.0	CS106,, IT111P	
5	1	CS150	SOFTWARE ENGINEERING	4.5	-	3.0	CS106	
5	1	EENV101	ENVIRONMENTAL ENGINEERING	3.0	-	2.0	CHM023,, CHM023L	
5	1	MGT110	ENTREPRENEURSHIP AND MANAGEMENT	4.5	-	3.0	5th Year Standing	
Total				15.0+	7.5+	15.0		

Bachelor of Science in Computer Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	2	CPE191F	CPE SEMINARS AND FIELD TRIPS (FIELD)	-	4.5	1.0	5th Year Standing	
5	2	CPE200D-4	CPE CAPSTONE PROJECT 2 (DESIGN)	-	3.0	1.0	CPE200D-3	
5	2		CPE ELECTIVE 2 (PAIRED)	*	*	3.0		
5	2	ECE121	SIGNALS, SPECTRA AND SIGNAL PROCESSING	4.5	-	3.0	ECE120L, , MATH110, , MATH115	
5	2	ECE121L	SIGNALS, SPECTRA AND SIGNAL PROCESSING (LAB)	-	4.5	1.0	ECE120L, , MATH110, , MATH115	ECE121
5	2	EECO101	ENGINEERING ECONOMY	4.5	-	3.0		
5	2	IT130-1	DATA COMMUNICATIONS AND INTRODUCTION TO NETWORK TECHNOLOGIES	4.5	-	3.0	ECE141	
Total				13.5+	12.0+	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	3	CPE181	ENGINEERING ETHICS AND COMPUTER LAWS	3.0	-	2.0	5th Year Standing	
5	3	CPE198-1	CPE CORRELATION 2	-	3.0	(1.0)	CPE104P, , CPE151, , CS103P, CS150, , ECE121, EECO101, , IT130- 1, , MATH160	
5	3	CPE200D-5	CPE CAPSTONE PROJECT 3 (DESIGN)	-	3.0	1.0	CPE200D-4	
5	3		CPE ELECTIVE 3 (PAIRED)	*	*	3.0		
5	3	EMGT101	ENGINEERING MANAGEMENT	4.5	-	3.0		
5	3	IT131	COMPUTER NETWORKS	4.5	-	3.0	IT130-1	
5	3	IT131L	COMPUTER NETWORKS (LAB)	-	4.5	1.0	IT130-1	IT131
Total				12.0+	10.5+	13.0		

Total Academic Units : 227.00

Bachelor of Science in Computer Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

ELECTIVES FOR BATCH 2012

- * SEE TABLE OF SPECS FOR ELECTIVES
 - + ADD LECTURE AND LABORATORY HOURS OF CHOSEN ELECTIVE COURSES AS REFLECTED IN THE TABLE OF SPECS
- Elective Type: CPE FREE ELECTIVES 2012 (9)
 Required Units: 9.00

TRACK 1: EMBEDDED SYSTEMS

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	ECE135P	INDUSTRIAL CONTROL AND INSTRUMENTATION SYSTEMS	3.0	3.0	6.0	ECE131,ECE131L	
5	2	CPE161P-1	EMBEDDED SYSTEMS DESIGN AND PROGRAMMING	3.0	3.0	6.0	CPE103,CPE103L	
5	3	CPE161P-2	FIELD-PROGRAMMABLE GATE ARRAY(FPGA) DESIGN AND PROGRAMMING	3.0	3.0	6.0	CPE101, CPE101L	
Total				9.0	9.0	9.0		

TRACK 2: NETWORK ADMINISTRATION

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	IT131P	CCNA 1 - NETWORKING BASICS	3.0	4.5	7.5		
5	2	IT132P	CCNA 2 - ROUTERS AND ROUTING BASICS	3.0	4.5	7.5	IT131P	
5	3	IT133P	CCNA 3 - SWITCHING BASICS AND INTERMEDIATE ROUTING	3.0	4.5	7.5	IT132P	
Total				9.0	13.5	9.0		

Bachelor of Science in Computer Science

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CS100	INTRODUCTION TO COMPUTER SYSTEMS	4.5	-	3.0		
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	IT010	I.T. FUNDAMENTALS	3.0	-	2.0		
1	1	IT010L	I.T. FUNDAMENTALS (LAB)	-	3.0	1.0		
1	1	IT100	ALGORITHMS AND PROBLEM SOLVING	4.5	-	3.0		
1	1	MATH011	ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)		
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
1	2	HUM012	PHILOSOPHY OF THE HUMAN PERSON	4.5	-	3.0		
1	2	IT110P	COMPUTER PROGRAMMING CONCEPTS (PAIRED)	3.0	4.5	3.0	IT100	
1	2	MATH012	PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH011	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	10.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)		
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
1	3	IT111P	OOP 1 - CONCEPTS IN OBJECT ORIENTED PROGRAMMING (PAIRED)	3.0	4.5	3.0	IT110P	
1	3	MATH013	ANALYTIC GEOMETRY	4.5	-	3.0	MATH011, , MATH012	
1	3	MATH140	DISCRETE MATHEMATICS	4.5	-	3.0	MATH011	
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				21.0	10.0	15.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM015	GENERAL CHEMISTRY	4.5	-	3.0		
2	1	CHM015L	GENERAL CHEMISTRY (LAB)	-	3.0	1.0		CHM015
2	1	CS102P	DATA STRUCTURES AND FILE ORGANIZATION (PAIRED)	3.0	4.5	3.0	IT110P	
2	1	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
2	1	IT112P	OOP 2 - PROGRAMMING USING WINDOWS FORMS (PAIRED)	3.0	4.5	3.0	IT111P	
2	1	MATH014	SOLID MENSURATION	3.0	-	2.0	MATH012	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
Total				18.0	14.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	BIO011	GENERAL BIOLOGY	4.5	-	3.0		
2	2	CS103	SYSTEMS ANALYSIS AND DESIGN 1	4.5	-	3.0	CS102P	
2	2	IT113P	OOP 3 - PROGRAMMING USING ACTIVE DATA OBJECTS (PAIRED).	3.0	4.5	3.0	IT112P	
2	2	MATH021	CALCULUS 1	4.5	-	3.0	MATH013	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
Total				21.0	7.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CS104P	SYSTEMS ANALYSIS AND DESIGN 2 (PAIRED)	3.0	4.5	3.0	CS103	
2	3	CS105P	INTRODUCTION TO RELATIONAL DATA BASE MANAGEMENT (PAIRED)	3.0	4.5	3.0	IT112P	
2	3	CS120	STRUCTURE OF PROGRAMMING LANGUAGES	4.5	-	3.0	CS102P	
2	3	IT114P	OOP 4 - PROGRAMMING USING WEB (PAIRED).	3.0	4.5	3.0	IT112P	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				18.0	16.0	15.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	4	PHY015	GENERAL PHYSICS	4.5	-	3.0	MATH011	
2	4	PHY015L	GENERAL PHYSICS (LAB)	-	3.0	1.0	MATH011	PHY015
2	4	SS017	SOCIETY, CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				9.0	3.0	7.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	CPE101-1P	DIGITAL DESIGN (PAIRED)	3.0	4.5	3.0		
3	1	CS121	DESIGN AND ANALYSIS OF ALGORITHMS	4.5	-	3.0	CS102P	
3	1	IT117P	JAVA PROGRAMMING (PAIRED)	3.0	4.5	3.0	IT112P	
3	1	MATH022	CALCULUS 2	4.5	-	3.0	MATH021	
3	1	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
Total				19.5	9.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	CPE131-1P	COMPUTER SYSTEMS ORGANIZATION AND ARCHITECTURE WITH ASSEMBLY LANGUAGE PROGRAMMING (PAIRED)	3.0	4.5	3.0		
3	2		CS/IT FREE ELECTIVE 1	*	*	3.0	*	*
3	2	IT130	DATA COMMUNICATIONS AND INTRODUCTION TO NETWORKING TECHNOLOGIES	4.5	-	3.0		
3	2	MATH110	PROBABILITY AND STATISTICS	4.5	-	3.0	MATH011	
3	2	SS018	CIVILIZATION AND DEVELOPMENT IN ASIA	4.5	-	3.0		
Total				16.5+	4.5+	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	CS151	OPERATING SYSTEMS	4.5	-	3.0		
3	3		CS SPECIALIZATION ELECTIVE 1	*	*	3.0	*	*
3	3	HUM013	LITERATURE AND CREATIVE ARTS	4.5	-	3.0		
3	3	IT127	INFORMATION MANAGEMENT	4.5	-	3.0		
3	3	RES110P	METHODS OF RESEARCH (PAIRED)	3.0	4.5	3.0	MATH110	
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE012	
Total				18.0+	4.5+	15.0		

Bachelor of Science in Computer Science

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	CS122	AUTOMATA AND LANGUAGE THEORY	4.5	-	3.0	MATH140	
4	1	CS150P	SOFTWARE ENGINEERING (PAIRED)	3.0	4.5	3.0	CS104P	
4	1	CS200P-1	THESIS 1 (PAIRED)	1.5	4.5	2.0	RES110P	
4	1		CS SPECIALIZATION ELECTIVE 2	*	*	3.0	*	*
4	1		CS/IT FREE ELECTIVE 2	*	*	3.0	*	*
4	1	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
Total				9.0+	12.0+	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	CS180F	C.S. FIELD TRIPS (FLD)	-	4.5	1.0	FOR CANDIDATE	
4	2	CS200P-2	THESIS 2 (PAIRED)	1.5	4.5	2.0	CS200P-1	
4	2		CS SPECIALIZATION ELECTIVE 3	*	*	3.0	*	*
4	2		CS/IT FREE ELECTIVE 3	*	*	3.0	*	*
4	2	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
4	2	IT181	ETHICS AND I.T. LAWS	4.5	-	3.0	4th Year Standing	
Total				6.0+	12.0+	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	CS123	MODELLING AND SIMULATION	4.5	-	3.0	MATH022	
4	3	CS198L	COMPREHENSIVE EXAMINATION MODULE (LAB)	-	4.5	(1.0)	FOR CANDIDATE	
4	3	CS200P-3	THESIS 3 (PAIRED)	1.5	4.5	2.0	CS200P-2	
4	3		CS SPECIALIZATION ELECTIVE 4	*	*	3.0	*	*
4	3	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				7.5+	12.0+	9.0		

Required Units of Specialization : 12.00

Bachelor of Science in Computer Science

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

TRACK FOR GAME DEVELOPMENT

Specialization Code: GAMEDEV

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	CS141P	GD 1 - GAME THEORIES AND METHODOLOGIES (PAIRED)	3.0	.5	3.0		
Total				3.0	.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	CS142P	GD 2 - GAME PROGRAMMING 1 (PAIRED)	3.0	4.5	3.0		
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	CS143P	GD 3 - GAME PROGRAMMING 2 (PAIRED)	3.0	4.5	3.0		
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	CS144P	GD 4 - GAME DEVELOPMENT PROJECT (PAIRED)	3.0	4.5	3.0		
Total				3.0	4.5	3.0		

Bachelor of Science in Computer Science

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

TRACK FOR NETWORK ADMINISTRATION

Specialization Code: CCNA

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	IT131P	CCNA 1 - NETWORKING BASICS	3.0	4.5	3.0		
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	IT132P	CCNA 2 - ROUTERS AND ROUTING BASICS	3.0	4.5	3.0		
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	IT133P	CCNA 3 - SWITCHING BASICS AND INTERMEDIATE ROUTING	3.0	4.5	3.0		
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	IT134P	CCNA 4 - WAN TECHNOLOGIES	3.0	4.5	3.0		
Total				3.0	4.5	3.0		

Bachelor of Science in Computer Science

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

ELECTIVES FOR BATCH 2012

Elective Type: CIT FREE ELECTIVES 2012 (9)

Required Units: 9.00

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
		IT116P	OOP 6 - INTRODUCTION TO MOBILE PROGRAMMING (PAIRED)	3.0	.5	.0	T117P	
		LANG111-1	STANDARD JAPANESE LANGUAGE 1	4.5	-	3.0		
		MGT110	ENTREPRENEURSHIP AND MANAGEMENT	4.5	-	3.0		
Total				12.0	4.5	.0		

Total Academic Units : 179.00

- * See table of Specs for Electives
- * Add lecture and laboratory hours of chosen Elective courses as reflected in the table of Specs.

Bachelor of Science in Electronics Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	DRAW021W	ENGINEERING DRAWING 1 (DRAW)	-	3.0	1.0		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	1	MATH011	ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS016	PHILIPPINE HISTORY	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				19.5	8.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	DRAW022W	ENGINEERING DRAWING 2 (DRAW)	-	3.0	1.0	DRAW021W	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	HUM016	ADVANCED LOGIC AND REASONING	4.5	-	3.0	HUM011	
1	2	MATH011-2	ADVANCED ALGEBRA	3.0	-	2.0	MATH011	
1	2	MATH012	PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH011	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	DRAW023L	COMPUTER-AIDED DRAFTING & DESIGN (LAB)	-	3.0	1.0	DRAW022W	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
1	3	MATH013	ANALYTIC GEOMETRY	4.5	-	3.0	MATH012	
1	3	MATH014	SOLID MENSURATION	3.0	-	2.0	MATH012	
1	3	MATH021	CALCULUS 1	4.5	-	3.0	MATH012	MATH013
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				21.0	8.5	15.0		

Bachelor of Science in Electronics Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM021	GENERAL CHEMISTRY 1	3.0	-	2.0		
2	1	CHM021L	GENERAL CHEMISTRY 1 (LAB)	-	3.0	1.0		CHM021
2	1	CS001P	COMPUTER FUNDAMENTALS & PROGRAMMING 1 (PAIRED)	1.5	3.0	2.0		
2	1	MATH022	CALCULUS 2	4.5	-	3.0	MATH013, , MATH021	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	PHY021	PHYSICS 1	4.5	-	3.0	MATH021	
2	1	PHY021L	PHYSICS 1 (LAB)	-	3.0	1.0	MATH021	PHY021
2	1	SS017	SOCIETY,CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	CHM022	GENERAL CHEMISTRY 2	3.0	-	2.0	CHM021	
2	2	CHM022L	GENERAL CHEMISTRY 2 (LAB)	-	3.0	1.0	CHM021, , CHM021L	CHM022
2	2	CS002P	COMPUTER FUNDAMENTALS & PROGRAMMING 2 (PAIRED)	1.5	3.0	2.0	CS001P	
2	2	MATH023	CALCULUS 3	4.5	-	3.0	MATH022	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	PHY022	PHYSICS 2	4.5	-	3.0	MATH022, , PHY021	
2	2	PHY022L	PHYSICS 2 (LAB)	-	3.0	1.0	MATH022, , PHY021, , PHY021L	PHY022
2	2	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CHM023	GENERAL CHEMISTRY 3	3.0	-	2.0	CHM022	
2	3	CHM023L	GENERAL CHMISTRY 3 (LAB)	-	3.0	1.0	CHM022, , CHM022L	CHM023
2	3	ECE120L	INTRODUCTION TO MATLAB (LAB)	-	3.0	1.0	2nd Year Standing	
2	3	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	3	MATH025	DIFFERENTIAL EQUATIONS	4.5	-	3.0	MATH023	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	PHY023	PHYSICS 3	4.5	-	3.0	PHY022	
2	3	PHY023L	PHYSICS 3 (LAB)	-	3.0	1.0	PHY022, , PHY022L	PHY023
Total				16.5	11.5	14.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	4	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
2	4	MEC101	STATICS OF RIGID BODIES	4.5	-	3.0	MATH022, , PHY022	
Total				9.0	0.0	6.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	ECE113	ELECTROMAGNETICS 1	4.5	-	3.0	MATH022	
3	1	EE101	CIRCUITS 1	4.5	-	3.0	MATH025, , PHY023	
3	1	EE101L	CIRCUITS 1 (LAB)	-	4.5	1.0	MATH025, , PHY023, , PHY023L	EE101
3	1	MATH110	PROBABILITY AND STATISTICS	4.5	-	3.0	MATH011	
3	1	MATH115	ADVANCED ENGINEERING MATHEMATICS	4.5	-	3.0	MATH025	
3	1	MEC102	DYNAMICS OF RIGID BODIES	3.0	-	2.0	MEC101	
Total				21.0	4.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	ECE101	ELECTRONIC DEVICES AND CIRCUITS	4.5	-	3.0	EE101	
3	2	ECE101L	ELECTRONIC DEVICES AND CIRCUITS (LAB)	-	4.5	1.0	EE101, , EE101L	ECE101
3	2	ECE113-1	ELECTROMAGNETICS 2	4.5	-	3.0	ECE113, , PHY023	
3	2	EE102	CIRCUITS 2	4.5	-	3.0	EE101	
3	2	EE102L	CIRCUITS 2 (LAB)	-	4.5	1.0	EE101, , EE101L	EE102
3	2	MEC103	MECHANICS OF DEFORMABLE BODIES	4.5	-	3.0	MEC101	
3	2	SAF101	SAFETY MANAGEMENT	1.5	-	1.0	3rd Year Standing	
Total				19.5	9.0	15.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	BEC198	BASIC ENGINEERING CORRELATION	-	3.0	(1.0)	CHM023, , MATH115, , PHY023	
3	3	CPE101	LOGIC CIRCUITS AND SWITCHING THEORY	4.5	-	3.0	ECE101	
3	3	CPE101L	LOGIC CIRCUITS AND SWITCHING THEORY (LAB)	-	4.5	1.0	ECE101, , ECE101L	CPE101
3	3	ECE102	ELECTRONIC CIRCUIT ANALYSIS AND DESIGN	4.5	-	3.0	ECE101	
3	3	ECE102L	ELECTRONIC CIRCUIT ANALYSIS AND DESIGN (LAB)	-	4.5	1.0	ECE101, , ECE101L	ECE102
3	3	ME111	THERMODYNAMICS	4.5	-	3.0	MATH023, , PHY023	
3	3	RES101P	METHODS OF RESEARCH (PAIRED)	1.5	3.0	2.0	MATH110	
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				16.5	15.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	CPE103	MICROPROCESSOR SYSTEM	4.5	-	3.0	CPE101	
4	1	CPE103L	MICROPROCESSOR SYSTEM (LAB)	-	4.5	1.0	CPE101, , CPE101L	CPE103
4	1	ECE103	ELECTRONICS 3	4.5	-	3.0	ECE102	
4	1	ECE103L	ELECTRONICS 3 (LAB)	-	4.5	1.0	ECE102, , ECE102L	ECE103
4	1	ECE141	COMMUNICATIONS 1	4.5	-	3.0	ECE102, , MATH115	
4	1	ECE141L	COMMUNICATIONS 1 (LAB)	-	4.5	1.0	ECE102, , MATH115	ECE141
4	1	EENV101	ENVIRONMENTAL ENGINEERING	3.0	-	2.0		
4	1	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
Total				16.5	16.5	15.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	ECE131	FEEDBACK AND CONTROL SYSTEMS	4.5	-	3.0	ECE102,, ECE120L,, MATH115	
4	2	ECE131L	FEEDBACK AND CONTROL SYSTEMS (LAB)	-	4.5	1.0	ECE102,, ECE102L,, ECE120L,, MATH115	ECE131
4	2	ECE142	COMMUNICATIONS 2	4.5	-	3.0	ECE141	
4	2	ECE142L	COMMUNICATIONS 2 (LAB)	-	4.5	1.0	ECE141	ECE142
4	2	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
4	2	IT131P	CCNA 1 - NETWORKING BASICS	3.0	4.5	3.0		
4	2	MATH140	DISCRETE MATHEMATICS	4.5	-	3.0	MATH011	
Total				16.5	16.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	CPE198	CPE CORRELATION 1	-	3.0	(1.0)		
4	3	ECE121	SIGNALS, SPECTRA AND SIGNAL PROCESSING	4.5	-	3.0	ECE120L,, MATH110,, MATH115	
4	3	ECE121L	SIGNALS, SPECTRA AND SIGNAL PROCESSING (LAB)	-	4.5	1.0	ECE120L,, MATH110,, MATH115	
4	3	ECE143	COMMUNICATIONS 3	4.5	-	3.0	ECE113-1,, ECE142	
4	3	ECE143L	COMMUNICATIONS 3 (LAB)	-	4.5	1.0	ECE113-1,, ECE142,, ECE142L	ECE143
4	3	ECE198	ECE CORRELATION 1	-	3.0	(1.0)	CPE103,, ECE103, , ECE113-1,, ECE131,, ECE141, , EE102,, ME111,, MEC102,, MEC103	
4	3		ECE ELECTIVE 1	*	*	3.0		
4	3	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				10.5+	18.0+	12.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	ECE147	ADVANCED DATA COMMUNICATIONS	3.0	-	2.0	ECE142,, ECE142L	
5	1	ECE200D-1	ECE CAPSTONE PROJECT 1	-	3.0	1.0	RES101P	
5	1		ECE ELECTIVE 2	*	*	3.0		
5	1	EE112	ELECTROMECHANICAL ENERGY CONVERSION	4.5	-	3.0	EE102	
5	1	EE112L	ELECTROMECHANICAL ENERGY CONVERSION (LAB)	-	4.5	1.0	EE102,, EE102L	EE112
5	1	MATH160	NUMERICAL METHODS	4.5	-	3.0	MATH025	
5	1	MATH160L	NUMERICAL METHODS (LAB)	-	4.5	1.0	MATH025	MATH160
Total				12.0+	10.5+	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	2	ECE148	WIRE AND WIRELESS COMMUNICATIONS	3.0	-	2.0	ECE143	
5	2	ECE181	ECE LAWS, CODES AND ETHICS	4.5	-	3.0	5th Year Standing	
5	2	ECE200D-2	ECE CAPSTONE PROJECT 2	-	3.0	1.0	ECE200D-1	
5	2		ECE ELECTIVE 3	*	*	3.0		
5	2	EECO101	ENGINEERING ECONOMY	4.5	-	3.0		
5	2	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
Total				16.5+	1.5+	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	3	ECE149	BROADCAST ENGINEERING AND ELECTRONIC NAVIGATIONAL AIDS	3.0	-	2.0	ECE141	
5	3	ECE191F	ECE SEMINARS AND FIELD TRIPS (FIELD)	-	4.5	1.0	5th Year Standing	
5	3	ECE198-1	ECE CORRELATION 2	-	3.0	(1.0)	ECE121,, ECE143,, ECE181,, EE112,, EECO101,, MATH160	
5	3	ECE200D-3	ECE CAPSTONE PROJECT 3	-	3.0	1.0	ECE200D-2	
5	3		ECE ELECTIVE 4	*	*	3.0		
5	3	EMGT101	ENGINEERING MANAGEMENT	4.5	-	3.0		
5	3	MSE101	FUNDAMENTALS OF MATERIAL SCIENCE AND ENGINEERING	4.5	-	3.0	CHM023,, PHY023	
Total				12.0+	10.5+	13.0		

Total Academic Units : 220.00

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

ELECTIVES FOR BATCH 2012

- * SEE TABLE OF SPECS FOR ELECTIVES
- + ADD LECTURE AND LABORATORY HOURS OF CHOSEN ELECTIVE COURSES AS REFLECTED IN THE TABLE OF SPECS

Elective Type: ECE FREE ELECTIVES 2012 (12)

Required Units: 12.00

ELECTIVE

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	ECE135P	INDUSTRIAL CONTROL AND INSTRUMENTATION SYSTEMS	3.0	3.0	6.0		
Total				3.0	3.0	3.0		

TRACK 1: CONTROL SYSTEM TRACK

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	ECE135P-1	Supervisory Control and Data Acquisition System	3.0	3.0	6.0		
5	2	ECE135P-2	Mechatronics 1 - Fundamentals Of Mechatronics	3.0	3.0	6.0		
5	3	ECE135P-3	Mechatronics 2 - Robotics	3.0	3.0	6.0		
Total				9.0	9.0	9.0		

TRACK 2: CISCO TRACK

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	IT132P.CCNA2	Routers and Routing Basics (Paired)	3.0	4.5	7.5		
5	2	IT133P.CCNA3	Switching Basics and Intermediate Routing (Paired)	3.0	4.5	7.5		
5	3	IT134P.CCNA4	WAN Rechnologies (Paired)	3.0	4.5	7.5		
Total				9.0	13.5	9.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	DRAW021W	ENGINEERING DRAWING 1 (DRAW)	-	3.0	1.0		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	1	MATH011	ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS016	PHILIPPINE HISTORY	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				19.5	8.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	DRAW022W	ENGINEERING DRAWING 2 (DRAW)	-	3.0	1.0	DRAW021W	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	HUM016	ADVANCED LOGIC AND REASONING	4.5	-	3.0	HUM011	
1	2	MATH011-2	ADVANCED ALGEBRA	3.0	-	2.0	MATH011	
1	2	MATH012	PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH011	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	DRAW023L	COMPUTER-AIDED DRAFTING & DESIGN (LAB)	-	3.0	1.0	DRAW022W	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
1	3	MATH013	ANALYTIC GEOMETRY	4.5	-	3.0	MATH012	
1	3	MATH014	SOLID MENSURATION	3.0	-	2.0	MATH012	
1	3	MATH021	CALCULUS 1	4.5	-	3.0	MATH012	MATH013
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				21.0	8.5	15.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM021	GENERAL CHEMISTRY 1	3.0	-	2.0		
2	1	CHM021L	GENERAL CHEMISTRY 1 (LAB)	-	3.0	1.0		CHM021
2	1	CS001P	COMPUTER FUNDAMENTALS & PROGRAMMING 1 (PAIRED)	1.5	3.0	2.0		
2	1	MATH022	CALCULUS 2	4.5	-	3.0	MATH013,, MATH021	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	PHY021	PHYSICS 1	4.5	-	3.0	MATH021	
2	1	PHY021L	PHYSICS 1 (LAB)	-	3.0	1.0	MATH021	PHY021
2	1	SS017	SOCIETY,CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	CHM022	GENERAL CHEMISTRY 2	3.0	-	2.0	CHM021	
2	2	CHM022L	GENERAL CHEMISTRY 2 (LAB)	-	3.0	1.0	CHM021,, CHM021L	CHM022
2	2	CS002P	COMPUTER FUNDAMENTALS & PROGRAMMING 2 (PAIRED)	1.5	3.0	2.0	CS001P	
2	2	MATH023	CALCULUS 3	4.5	-	3.0	MATH022	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	PHY022	PHYSICS 2	4.5	-	3.0	MATH022,, PHY021	
2	2	PHY022L	PHYSICS 2 (LAB)	-	3.0	1.0	MATH022,, PHY021,, PHY021L	PHY022
2	2	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CHM023	GENERAL CHEMISTRY 3	3.0	-	2.0	CHM022	
2	3	CHM023L	GENERAL CHEMISTRY 3 (LAB)	-	3.0	1.0	CHM022,, CHM022L	CHM023
2	3	ECE120L	INTRODUCTION TO MATLAB (LAB)	-	3.0	1.0	2nd Year Standing	
2	3	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	3	MATH025	DIFFERENTIAL EQUATIONS	4.5	-	3.0	MATH023	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	PHY023	PHYSICS 3	4.5	-	3.0	PHY022	
2	3	PHY023L	PHYSICS 3 (LAB)	-	3.0	1.0	PHY022,, PHY022L	PHY023
Total				16.5	11.5	14.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	DRAW021W	ENGINEERING DRAWING 1 (DRAW)	-	3.0	1.0		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	1	MATH011	ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS016	PHILIPPINE HISTORY	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				19.5	8.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	DRAW022W	ENGINEERING DRAWING 2 (DRAW)	-	3.0	1.0	DRAW021W	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	HUM016	ADVANCED LOGIC AND REASONING	4.5	-	3.0	HUM011	
1	2	MATH011-2	ADVANCED ALGEBRA	3.0	-	2.0	MATH011	
1	2	MATH012	PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH011	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	DRAW023L	COMPUTER-AIDED DRAFTING & DESIGN (LAB)	-	3.0	1.0	DRAW022W	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
1	3	MATH013	ANALYTIC GEOMETRY	4.5	-	3.0	MATH012	
1	3	MATH014	SOLID MENSURATION	3.0	-	2.0	MATH012	
1	3	MATH021	CALCULUS 1	4.5	-	3.0	MATH012	MATH013
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				21.0	8.5	15.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM021	GENERAL CHEMISTRY 1	3.0	-	2.0		
2	1	CHM021L	GENERAL CHEMISTRY 1 (LAB)	-	3.0	1.0		CHM021
2	1	CS001P	COMPUTER FUNDAMENTALS & PROGRAMMING 1 (PAIRED)	1.5	3.0	2.0		
2	1	MATH022	CALCULUS 2	4.5	-	3.0	MATH013, , MATH021	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	PHY021	PHYSICS 1	4.5	-	3.0	MATH021	
2	1	PHY021L	PHYSICS 1 (LAB)	-	3.0	1.0	MATH021	PHY021
2	1	SS017	SOCIETY, CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	CHM022	GENERAL CHEMISTRY 2	3.0	-	2.0	CHM021	
2	2	CHM022L	GENERAL CHEMISTRY 2 (LAB)	-	3.0	1.0	CHM021, , CHM021L	CHM022
2	2	CS002P	COMPUTER FUNDAMENTALS & PROGRAMMING 2 (PAIRED)	1.5	3.0	2.0	CS001P	
2	2	MATH023	CALCULUS 3	4.5	-	3.0	MATH022	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	PHY022	PHYSICS 2	4.5	-	3.0	MATH022, , PHY021	
2	2	PHY022L	PHYSICS 2 (LAB)	-	3.0	1.0	MATH022, , PHY021, , PHY021L	PHY022
2	2	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CHM023	GENERAL CHEMISTRY 3	3.0	-	2.0	CHM022	
2	3	CHM023L	GENERAL CHEMISTRY 3 (LAB)	-	3.0	1.0	CHM022, , CHM022L	CHM023
2	3	ECE120L	INTRODUCTION TO MATLAB (LAB)	-	3.0	1.0	2nd Year Standing	
2	3	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	3	MATH025	DIFFERENTIAL EQUATIONS	4.5	-	3.0	MATH023	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	PHY023	PHYSICS 3	4.5	-	3.0	PHY022	
2	3	PHY023L	PHYSICS 3 (LAB)	-	3.0	1.0	PHY022, , PHY022L	PHY023
Total				16.5	11.5	14.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	4	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
2	4	MATH140	DISCRETE MATHEMATICS	4.5	-	3.0	MATH011	
2	4	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
Total				13.5	0.0	9.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	ECE113	ELECTROMAGNETICS 1	4.5	-	3.0	MATH022	
3	1	EE101	CIRCUITS 1	4.5	-	3.0	MATH025, , PHY023	
3	1	EE101L	CIRCUITS 1 (LAB)	-	4.5	1.0	MATH025, , PHY023, , PHY023L	EE101
3	1	MATH115	ADVANCED ENGINEERING MATHEMATICS	4.5	-	3.0	MATH025	
3	1	MEC101	STATICS OF RIGID BODIES	4.5	-	3.0	MATH022, , PHY022	
3	1	SAF101	SAFETY MANAGEMENT	1.5	-	1.0	3rd Year Standing	
Total				19.5	4.5	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	ECE101	ELECTRONIC DEVICES AND CIRCUITS	4.5	-	3.0	EE101	
3	2	ECE101L	ELECTRONIC DEVICES AND CIRCUITS (LAB)	-	4.5	1.0	EE101, , EE101L	ECE101
3	2	EE102	CIRCUITS 2	4.5	-	3.0	EE101	
3	2	EE102L	CIRCUITS 2 (LAB)	-	4.5	1.0	EE101, , EE101L	EE102
3	2	EE121	ELECTRICAL ENGINEERING SAFETY	1.5	-	1.0	SAF101	
3	2	MATH110	PROBABILITY AND STATISTICS	4.5	-	3.0	MATH011	
3	2	MEC102	DYNAMICS OF RIGID BODIES	3.0	-	2.0	MEC101	
Total				18.0	9.0	14.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	BEC198	BASIC ENGINEERING CORRELATION	-	3.0	(1.0)	CHM023, , MATH115, , PHY023	
3	3	ECE102	ELECTRONIC CIRCUIT ANALYSIS AND DESIGN	4.5	-	3.0	ECE101	
3	3	ECE102L	ELECTRONIC CIRCUIT ANALYSIS AND DESIGN (LAB)	-	4.5	1.0	ECE101, , ECE101L	ECE102
3	3	EE103	CIRCUITS 3	3.0	-	2.0	EE102	
3	3	EE103L	CIRCUITS 3 (LAB)	-	4.5	1.0	EE102, , EE102L	EE103
3	3	ME111	THERMODYNAMICS	4.5	-	3.0	MATH023, , PHY023	
3	3	MEC103	MECHANICS OF DEFORMABLE BODIES	4.5	-	3.0	MEC101	
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				18.0	12.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	4	EECO101	ENGINEERING ECONOMY	4.5	-	3.0		
3	4	EMGT101	ENGINEERING MANAGEMENT	4.5	-	3.0		
3	4	MSE101	FUNDAMENTALS OF MATERIAL SCIENCE AND ENGINEERING	4.5	-	3.0	CHM023, , PHY023	
Total				13.5	0.0	9.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	CE121	MECHANICS OF FLUIDS	3.0	-	2.0	MEC102	
4	1	ECE103	ELECTRONICS 3	4.5	-	3.0	ECE102	
4	1	ECE103L	ELECTRONICS 3 (LAB)	-	4.5	1.0	ECE102, , ECE102L	ECE103
4	1	ECE141	COMMUNICATIONS 1	4.5	-	3.0	ECE102, , MATH115	
4	1	ECE141L	COMMUNICATIONS 1 (LAB)	-	4.5	1.0	ECE102, , MATH115	ECE141
4	1	EE106	DC MACHINERY	3.0	-	2.0	EE102	
4	1	EE106L	DC MACHINERY (LAB)	-	4.5	1.0	EE102, , EE102L	EE106
4	1	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
Total				15.0	16.5	14.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	ECE131	FEEDBACK AND CONTROL SYSTEMS	4.5	-	3.0	ECE102,, ECE120L,, MATH115	
4	2	EE107	AC MACHINERY	4.5	-	3.0	EE103,, EE106	
4	2	EE107L	AC MACHINERY (LAB)	-	4.5	1.0	EE103,, EE106,, EE106L	EE107
4	2	EE122	AC APPARATUS AND DEVICES	3.0	-	2.0		EE107
4	2	EE122L	AC APPARATUS AND DEVICES (LAB)	-	4.5	1.0		EE107,, EE122
4	2	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
4	2	RES101P	METHODS OF RESEARCH (PAIRED)	1.5	3.0	2.0	MATH110	
Total				13.5	15.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	EE111	ILLUMINATION ENGINEERING DESIGN	3.0	-	2.0	4th Year Standing	
4	3	EE111L	ILLUMINATION ENGINEERING DESIGN (LAB)	-	4.5	1.0	4th Year Standing	EE111
4	3	EE123	ELECTRICAL EQUIPMENT OPERATION AND MAINTENANCE	4.5	-	3.0	EE107,, EE122	
4	3	EE131	ELECTRICAL TRANSMISSION AND DISTRIBUTION SYSTEM	4.5	-	3.0	EE107	
4	3	EE131L	ELECTRICAL TRANSMISSION AND DISTRIBUTION SYSTEM (LAB)	-	4.5	1.0	EE107,, EE107L	EE131
4	3	EE198	EE CORRELATION 1	-	3.0	(1.0)	ECE103,, ECE113, , ECE131,, ECE141,, EE121,, EE122,, MATH110,, ME111	
4	3	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				13.5	15.0	11.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	4	EE199R	EE PRACTICUM	-	13.5	3.0	4th Year Standing	
Total				0.0	13.5	3.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	ECE132	INSTRUMENTATION AND CONTROL	3.0	-	2.0	ECE103,, ECE131	
5	1	ECE132L	INSTRUMENTATION AND CONTROL (LAB)	-	4.5	1.0	ECE103,, ECE103L,, ECE131	ECE132
5	1	EE109	ELECTRICAL SYSTEM DESIGN	3.0	-	2.0	EE111	
5	1	EE109L	ELECTRICAL SYSTEM DESIGN (LAB)	-	4.5	1.0	EE111,, EE111L	EE109
5	1	EE191F	EE SEMINARS AND FIELD TRIPS (FIELD)	-	4.5	1.0	5th Year Standing	
5	1	EE200D-1	EE CAPSTONE PROJECT 1	-	3.0	1.0	RES101P	
5	1	MATH160	NUMERICAL METHODS	4.5	-	3.0	MATH025	
5	1	MATH160L	NUMERICAL METHODS (LAB)	-	4.5	1.0	MATH025	MATH160
Total				10.5	21.0	12.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	2	CPE101	LOGIC CIRCUITS AND SWITCHING THEORY	4.5	-	3.0	ECE101	
5	2	CPE101L	LOGIC CIRCUITS AND SWITCHING THEORY (LAB)	-	4.5	1.0	ECE101,, ECE101L	CPE101
5	2	EE132	POWER SYSTEM ANALYSIS AND DESIGN	4.5	-	3.0	EE131	
5	2	EE132L	POWER SYSTEM ANALYSIS AND DESIGN (LAB)	-	4.5	1.0	EE131,, EE131L	EE132
5	2	EE133	POWER PLANT ENGINEERING	3.0	-	2.0		EE132
5	2	EE133L	POWER PLANT ENGINEERING (LAB)	-	4.5	1.0		EE132,, EE132L,, EE133
5	2	EE200D-2	EE CAPSTONE PROJECT 2	-	3.0	1.0	EE200D-1	
Total				12.0	16.5	12.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	3	CPE103	MICROPROCESSOR SYSTEM	4.5	-	3.0	CPE101	
5	3	CPE103L	MICROPROCESSOR SYSTEM (LAB)	-	4.5	1.0	CPE101, , CPE101L	CPE103
5	3	EE181	EE LAWS, CODES AND ETHICS	3.0	-	2.0	5th Year Standing	
5	3	EE198-1	EE CORRELATION 2	-	3.0	1.0	CE121, , CPE101, , ECE132, , EE109, , EE123, , EE133, , EECO101, , EMGT101, , MEC102, , MEC103, , MSE101	
5	3	EE200D-3	EE CAPSTONE PROJECT 3	-	3.0	1.0	EE200D-2	
5	3	EENV101	ENVIRONMENTAL ENGINEERING	3.0	-	2.0	CHM023, , CHM023L	
5	3	IT123	INFORMATION TECHNOLOGY	3.0	-	2.0	CE141	
5	3	IT123L	INFORMATION TECHNOLOGY (LAB)	-	4.5	1.0	CE141	IT123
Total				13.5	15.0	2.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Required Units of Specialization : 12.00

TRACK FOR POWER SYSTEM PROTECTION

Specialization Code: POWERSYS

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	EE135P-1	PROTECTION OF ALTERNATORS, TRANSFORMERS, BUSBARS, AND LINES	3.0	3.0	3.0	EE107,, EE107L,, EE122,, EE122L	
Total				3.0	3.0	.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	EE135P-2	PROTECTIVE RELAYING	3.0	3.0	.0		
Total				3.0	3.0	.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	2	EE135P-3	SURGE PROTECTION IN POWER SYSTEM	3.0	3.0	3.0		
Total				3.0	3.0	.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	3	EE135P-4	HIGH VOLTAGE INSULATION ENGINEERING	3.0	3.0	.0		
Total				3.0	3.0	.0		

Total Academic Units : 235.00

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	ACT101-9	FUNDAMENTALS OF ACCOUNTING FOR BUSINESS	4.5	-	3.0		
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
1	1	MATH001	COLLEGE ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SCI015	PHYSICAL SCIENCE	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				24.0	5.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
1	2	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	2	MATH015	BUSINESS AND INVESTMENT MATHEMATICS	4.5	-	3.0	MATH001	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS012	GENERAL PSYCHOLOGY	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				24.0	5.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	FIL003	MASINING NA PAGPAPAHAYAG	4.5	-	3.0	FIL002	
1	3	FIN101	BASIC FINANCE	4.5	-	3.0		
1	3	HUM012	PHILOSOPHY OF THE HUMAN PERSON	4.5	-	3.0		
1	3	MGT101	PRINCIPLES OF MANAGEMENT AND ORGANIZATION	4.5	-	3.0		
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				22.5	5.5	15.0		

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(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	ACT111-9	FINANCIAL ACCOUNTING FOR BUSINESS	4.5	-	3.0	ACT101-9	
2	1	CHM015	GENERAL CHEMISTRY	4.5	-	3.0		
2	1	ENT101	ENTREPRENEURIAL BEHAVIOR	4.5	-	3.0	SS012	
2	1	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				22.5	2.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	ENT102	BUSINESS OPPORTUNITIES 1	4.5	-	3.0	ENT101	
2	2	IT010	I.T. FUNDAMENTALS	3.0	-	2.0		IT010L
2	2	IT010L	I.T. FUNDAMENTALS (LAB)	-	3.0	1.0		IT010
2	2	MATH111	BUSINESS STATISTICS	4.5	-	3.0	MATH015	
2	2	MGT102	HUMAN BEHAVIOR IN ORGANIZATIONS	4.5	-	3.0	MGT101, SS012	
2	2	MKT101	PRINCIPLES OF MARKETING	4.5	-	3.0		
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
Total				21.0	5.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	ACT121-9	COST ACCOUNTING FOR BUSINESS	4.5	-	3.0	ACT111-9	
2	3	ENT103	BUSINESS OPPORTUNITIES 2	4.5	-	3.0	ENT102	
2	3	IT121P	FUNDAMENTALS OF PROGRAMMING AND DATA BASE THEORY AND APPLICATIONS	3.0	4.5	3.0	IT010, IT010L	
2	3	MATH145	QUANTITATIVE TECHNIQUES IN BUSINESS	4.5	-	3.0	MATH111	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	SS019	PHILIPPINE HISTORY, GOVERNMENT AND CONSTITUTION	4.5	-	3.0		
Total				21.0	7.0	15.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	ECO101	MICROECONOMICS THEORY AND PRACTICE	4.5	-	3.0	SS013	
3	1	ENT151	FRANCHISING	4.5	-	3.0	MKT101	
3	1	MKT102	MARKETING RESEARCH	4.5	-	3.0	MKT101	
3	1	TAX101	INCOME TAXATION	4.5	-	3.0		

Total **18.0** **0.0** **12.0**

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	ENT121	BUSINESS PLAN 1	4.5	-	3.0	ENT103	
3	2	LAW101	LAW ON OBLIGATIONS AND CONTRACTS	4.5	-	3.0		
3	2	MGT107	HUMAN RESOURCES DEVELOPMENT	4.5	-	3.0	MGT102	
3	2	SS017	SOCIETY, CULTURE AND FAMILY LIFE	4.5	-	3.0		
3	2	TAX102	BUSINESS AND TRANSFER TAXES	4.5	-	3.0	TAX101	

Total **22.5** **0.0** **15.0**

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	ENT122	BUSINESS PLAN 2	4.5	-	3.0	ENT121	
3	3	ENT156	EVENTS MANAGEMENT PLANNING	4.5	-	3.0		
3	3	IE129	OPERATIONS RESEARCH	4.5	-	3.0	MATH001	
3	3	LAW102	LAW ON BUSINESS ORGANIZATIONS	4.5	-	3.0	LAW101	
3	3	MGT103	OPERATIONS MANAGEMENT	4.5	-	3.0	MATH145, MGT101	
3	3	MGT500	IMAGE MANAGEMENT FOR BUSINESS PROFESSIONALS	3.0	-	(2.0)	3rd Year Standing	
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	

Total **27.0** **0.0** **15.0**

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	4	ENT160	BUSINESS IMMERSION	-	20.0	4.0	MGT103, MGT107	
Total				0.0	20.0	4.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	ACT159	MANAGEMENT ACCOUNTING FOR BUSINESS	4.5	-	3.0	ACT121-9	
4	1	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
4	1	ENT130	ENTREPRENEURSHIP INTEGRATION	4.5	-	3.0	ENT122	
4	1	MGT104	GOOD GOVERNANCE AND SOCIAL RESPONSIBILITY	4.5	-	3.0	LAW102, MGT102	
4	1	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
Total				18.0	3.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
4	2	ENT152	EXPORT MARKETING	4.5	-	3.0	MKT101	
4	2	ENT153	E-COMMERCE	4.5	-	3.0	IT010, IT010L	
4	2	ENT200R-11	BUSINESS PLAN IMPLEMENTATION 1	-	22.5	5.0	ENT130	
4	2	MGT105	STRATEGIC MANAGEMENT AND BUSINESS POLICY	4.5	-	3.0	FIN101, MGT104, MKT101	
Total				13.5	25.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
4	3	ENT200R-12	BUSINESS PLAN IMPLEMENTATION 2	-	22.5	5.0	ENT200R-11	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				1.5	25.5	6.0		

Total Academic Units : 170.00

Bachelor of Science in Hotel and Restaurant Management

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	ACT101-9	FUNDAMENTALS OF ACCOUNTING FOR BUSINESS	4.5	-	3.0		
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	HUM013	LITERATURE AND CREATIVE ARTS	4.5	-	3.0		
1	1	MATH001	COLLEGE ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	TRM101	PRINCIPLES OF TOURISM 1	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				24.0	5.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	HRM100	PRINCIPLES OF SAFETY, HYGIENE AND SANITATION	4.5	-	3.0		
1	2	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	2	IT010	I.T. FUNDAMENTALS	3.0	-	2.0		IT010L
1	2	IT010L	I.T. FUNDAMENTALS (LAB)	-	3.0	1.0		IT010
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	TRM102	PRINCIPLES OF TOURISM 2	4.5	-	3.0	TRM101	
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	MATH015	BUSINESS AND INVESTMENT MATHEMATICS	4.5	-	3.0	MATH001	
1	3	MGT101	PRINCIPLES OF MANAGEMENT AND ORGANIZATION	4.5	-	3.0		
1	3	PE027	PHYSICAL EDUCATION 3A: BASIC SWIMMING	-	2.5	(1.5)		
1	3	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
1	3	TRM104P	CULINARY ARTS AND SCIENCES (PAIRED)	1.5	9.0	3.0	HRM100	
Total				19.5	14.5	15.0		

Bachelor of Science in Hotel and Restaurant Management

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	4	HUM012	PHILOSOPHY OF THE HUMAN PERSON	4.5	-	3.0		
1	4	SS019	PHILIPPINE HISTORY, GOVERNMENT AND CONSTITUTION	4.5	-	3.0		
Total				9.0	0.0	6.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	ACT158	COST AND MANAGEMENT ACCOUNTING FOR HRM	4.5	-	3.0	ACT101-9	
2	1	ENG037	WORKPLACE ENGLISH FOR THE HOSPITALITY INDUSTRY	4.5	-	3.0	ENG023	
2	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	1	HRM151P	ASIAN CUISINE 1 (PAIRED)	1.5	9.0	3.0	TRM104P	
2	1	PE028	PHYSICAL EDUCATION 4A: ADVANCED SWIMMING	-	2.5	(1.5)	PE027	
2	1	SS012	GENERAL PSYCHOLOGY	4.5	-	3.0		
Total				19.5	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
2	2	HRM103P	FOOD AND BEVERAGE SERVICE PROCEDURES (PAIRED)	3.0	4.5	3.0	HRM100, TRM102	
2	2	HRM155P	WESTERN CUISINE (PAIRED)	1.5	9.0	3.0	HRM151P	
2	2	MATH111	BUSINESS STATISTICS	4.5	-	3.0	MATH015	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	TRM103	TOTAL QUALITY MANAGEMENT	4.5	-	3.0		
Total				18.0	16.0	15.0		

Bachelor of Science in Hotel and Restaurant Management

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	ENV011	ENVIRONMENTAL SCIENCE	4.5	-	3.0		
2	3	FIN101	BASIC FINANCE	4.5	-	3.0		
2	3	HRM021L	PERSONALITY DEVELOPMENT 1	-	3.0	(1.0)		
2	3	HRM154P	BAR MANAGEMENT	3.0	4.5	3.0	HRM103P	
2	3	MKT101	PRINCIPLES OF MARKETING	4.5	-	3.0		
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	TRM105	ENTREPRENEURSHIP AND BUSINESS PLANNING	4.5	-	3.0		
2	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				22.5	10.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	4	HRM199R-1	PRACTICUM 1	-	25.0	4.0	HRM154P, HRM155P	
Total				0.0	25.0	4.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	HRM022L	PERSONALITY DEVELOPMENT 2	-	3.0	(1.0)	HRM021L	
3	1	HRM107P	ROOMS DIVISION MANAGEMENT AND CONTROL SYSTEM WITH HOUSEKEEPING PROCEDURES (PAIRED)	3.0	4.5	3.0	MGT101, TRM102	
3	1	HRM108P	FRONT OFFICE OPERATIONS AND MANAGEMENT (PAIRED)	3.0	4.5	3.0	MGT101, TRM102	
3	1	IT125	MANAGEMENT INFORMATION SYSTEMS	4.5	-	3.0	IT010, IT010L	
3	1	MGT102	HUMAN BEHAVIOR IN ORGANIZATIONS	4.5	-	3.0	MGT101, SS012	
3	1	TRM114-1	TOURISM AND HOSPITALITY RESEARCH METHODS & TECHNIQUES I	4.5	-	3.0	ENG023, MATH111,3rd Year Standing	
Total				19.5	12.0	15.0		

Bachelor of Science in Hotel and Restaurant Management

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	HRM023L	PERSONALITY DEVELOPMENT 3 (FOREIGN LANGUAGE AND CULTURE 1)	-	3.0	(1.0)	HRM022L	
3	2	HRM106	FOOD AND BEVERAGE CONTROL SYSTEM	4.5	-	3.0	ACT158, MATH001	
3	2	HRM109	FACILITIES PLANNING, DESIHN AND LAYOUT	4.5	-	3.0	HRM107P, HRM108P	
3	2	HRM156	CRUISE MANAGEMENT	4.5	-	3.0	MGT101, TRM102	
3	2	HRM158P	BAKERY PRODUCTION	1.5	9.0	3.0	HRM155P	
3	2	TRM114-2	TOURISM AND HOSPITALITY RESEARCH METHODS & TECHNIQUES II	4.5	-	3.0	TRM114-1	
Total				19.5	12.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	HRM024L	PERSONALITY DEVELOPMENT 4 (FOREIGN LANGUAGE AND CULTURE 2)	-	3.0	(1.0)	HRM023L	
3	3	HRM105P	BANQUET, FUNCTION AND CATERING SERVICES PROCEDURES (PAIRED)	3.0	4.5	3.0	HRM154P	
3	3	HRM157P	QUANTITY FOOD PRODUCTION (PAIRED)	1.5	9.0	3.0	HRM106,, HRM109, HRM155P	
3	3	HRM200	HRM COMPREHENSIVE EVALUATION MODULE	-	4.5	(1.0)	HRM103P, HRM107P, HRM108P, HRM154P, TRM104P	
3	3	TRM106	TOURISM PLANNING AND DEVELOPMENT	4.5	-	3.0	TRM102	
3	3	TRM200F	EVENTS MANAGEMENT (FLD)	-	12.0	4.0	3rd Year Standing	
3	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				10.5	33.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	4	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
3	4	SS017	SOCIETY, CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				9.0	0.0	6.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	HRM199R-2	PRACTICUM 2	-	40.0	8.0	FOR CANDIDATE	
Total				0.0	40.0	8.0		

Total Academic Units : 157.00

Bachelor of Science in Industrial Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	DRAW021W	ENGINEERING DRAWING 1 (DRAW)	-	3.0	1.0		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
1	1	MATH011	ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS016	PHILIPPINE HISTORY	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				19.5	8.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	DRAW022W	ENGINEERING DRAWING 2 (DRAW)	-	3.0	1.0	DRAW021W	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	2	MATH011-2	ADVANCED ALGEBRA	3.0	-	2.0	MATH011	
1	2	MATH012	PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH011	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	DRAW023L	COMPUTER-AIDED DRAFTING & DESIGN (LAB)	-	3.0	1.0	DRAW022W	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	HUM016	ADVANCED LOGIC AND REASONING	4.5	-	3.0	HUM011	
1	3	MATH013	ANALYTIC GEOMETRY	4.5	-	3.0	MATH012	
1	3	MATH014	SOLID MENSURATION	3.0	-	2.0	MATH012	
1	3	MATH021	CALCULUS 1	4.5	-	3.0	MATH012	MATH013
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				21.0	8.5	15.0		

Bachelor of Science in Industrial Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM021	GENERAL CHEMISTRY 1	3.0	-	2.0		
2	1	CHM021L	GENERAL CHEMISTRY 1 (LAB)	-	3.0	1.0		CHM021
2	1	CS001P	COMPUTER FUNDAMENTALS & PROGRAMMING 1 (PAIRED)	1.5	3.0	2.0		
2	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	1	MATH022	CALCULUS 2	4.5	-	3.0	MATH013, MATH021	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	PHY021	PHYSICS 1	4.5	-	3.0	MATH021	
2	1	PHY021L	PHYSICS 1 (LAB)	-	3.0	1.0	MATH021	PHY021
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	CHM022	GENERAL CHEMISTRY 2	3.0	-	2.0	CHM021	
2	2	CHM022L	GENERAL CHEMISTRY 2 (LAB)	-	3.0	1.0	CHM021, CHM021L	CHM022
2	2	CS002P	COMPUTER FUNDAMENTALS & PROGRAMMING 2 (PAIRED)	1.5	3.0	2.0	CS001P	
2	2	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
2	2	MATH023	CALCULUS 3	4.5	-	3.0	MATH022	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	PHY022	PHYSICS 2	4.5	-	3.0	MATH022, PHY021	
2	2	PHY022L	PHYSICS 2 (LAB)	-	3.0	1.0	PHY021, PHY021L, MATH022	PHY022
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CHM023	GENERAL CHEMISTRY 3	3.0	-	2.0	CHM022	
2	3	CHM023L	GENERAL CHEMISTRY 3 (LAB)	-	3.0	1.0	CHM022, CHM022L	CHM023
2	3	ECE120L	INTRODUCTION TO MATLAB (LAB)	-	3.0	1.0	2nd Year Standing	
2	3	MATH025	DIFFERENTIAL EQUATIONS	4.5	-	3.0	MATH023	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	PHY023	PHYSICS 3	4.5	-	3.0	PHY022	
2	3	PHY023L	PHYSICS 3 (LAB)	-	3.0	1.0	PHY022, PHY022L	PHY023
2	3	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				16.5	11.5	14.0		

Bachelor of Science in Industrial Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	ACT101-9	FUNDAMENTALS OF ACCOUNTING FOR BUSINESS	4.5	-	3.0		
3	1	EECO101	ENGINEERING ECONOMY	4.5	-	3.0		
3	1	MATH110	PROBABILITY AND STATISTICS	4.5	-	3.0	MATH011	
3	1	MATH115	ADVANCED ENGINEERING MATHEMATICS	4.5	-	3.0	MATH025	
3	1	MEC101	STATICS OF RIGID BODIES	4.5	-	3.0	MATH022, PHY022	
Total				22.5	0.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	ACT111-9	FINANCIAL ACCOUNTING FOR BUSINESS	4.5	-	3.0	ACT101-9	
3	2	EMGT101	ENGINEERING MANAGEMENT	4.5	-	3.0		
3	2	IE102	INDUSTRIAL MATERIALS AND PROCESSES	3.0	-	2.0	CHM023, DRAW021W, PHY023	
3	2	IE102L	INDUSTRIAL MATERIALS AND PROCESSES (LAB)	-	4.5	1.0	CHM023, DRAW021W, PHY023	IE102
3	2	IE104	ADVANCED STATISTICS	4.5	-	3.0	MATH110	
3	2	MEC102	DYNAMICS OF RIGID BODIES	3.0	-	2.0	MEC101	
3	2	SAF101	SAFETY MANAGEMENT	1.5	-	1.0	3rd Year Standing	
Total				21.0	4.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	ACT154	MANAGERIAL ACCOUNTING	4.5	-	3.0	ACT111-9	
3	3	BEC198	BASIC ENGINEERING CORRELATION	-	3.0	(1.0)	CHM023, MATH115, PHY023	
3	3	IE103	INDUSTRIAL QUALITY CONTROL	4.5	-	3.0	IE104	
3	3	IE111	METHODS STUDY 1	3.0	-	2.0	EMGT101, IE102, MATH110	
3	3	IE111L	METHODS STUDY 1 (LAB)	-	4.5	1.0	EMGT101, IE102, IE102, MATH110	IE111
3	3	MATH160	NUMERICAL METHODS	4.5	-	3.0	MATH025	
3	3	MEC103	MECHANICS OF DEFORMABLE BODIES	4.5	-	3.0	MEC101	
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				22.5	7.5	15.0		

Bachelor of Science in Industrial Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	ECO103	PRINCIPLES OF ECONOMICS	4.5	-	3.0	MATH011	
4	1	EENV101	ENVIRONMENTAL ENGINEERING	3.0	-	2.0	CHM023, CHM023L	
4	1	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
4	1	IE112	METHODS STUDY 2	3.0	-	2.0	IE111	
4	1	IE112L	METHODS STUDY 2 (LAB)	-	4.5	1.0	IE111, IE111L	IE112
4	1	IE121	OPERATIONS RESEARCH 1	4.5	-	3.0	MATH115	
4	1	ME111	THERMODYNAMICS	4.5	-	3.0	MATH023, PHY023	
Total				19.5	7.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
4	2	IE113	STATISTICAL QUALITY CONTROL	4.5	-	3.0	IE112, IE112L	
4	2	IE114L	IE COMPUTER APPLICATIONS (LAB)	-	4.5	1.0	EECO101, IE112, IE112L	
4	2	IE115	ERGONOMICS	4.5	-	3.0	IE112	
4	2	IE115L	ERGONOMICS (LAB)	-	4.5	1.0	IE112, IE112L	IE115
4	2	IE122	OPERATIONS RESEARCH 2	4.5	-	3.0	IE121, IE104	
4	2	SS017	SOCIETY, CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				18.0	12.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
4	3	IE131	PRODUCTION SYSTEMS	4.5	-	3.0	IE112, IE121	
4	3	IE141P	SYSTEMS SIMULATION (PAIRED)	1.5	4.5	2.0	IE113, IE122	
4	3	IE198	IE CORRELATION 1	-	3.0	(1.0)	EECO101, IE103, IE115, IE122	
4	3		IE ELECTIVE 1	*	*	3.0		
4	3	MATH140	DISCRETE MATHEMATICS	4.5	-	3.0	MATH011	
4	3	RES101P	METHODS OF RESEARCH (PAIRED)	1.5	3.0	2.0	MATH110	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				13.5+	13.5+	14.0		

Bachelor of Science in Industrial Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	IE132	FACILITIES PLANNING AND DESIGN PRINCIPLES	4.5	-	3.0	IE131	
5	1	IE151	PROJECT FEASIBILITY PRINCIPLES	3.0	-	2.0	ACT154, IE131	
5	1	IE152	SYSTEMS ENGINEERING	4.5	-	3.0	5th Year Standing	
5	1	IE200D-1	IE CAPSTONE PROJECT 1	-	3.0	1.0	RES101P	
5	1		IE ELECTIVE 2	*	*	3.0		
Total				12.0+	3.0+	12.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	2	EE104	BASIC ELECTRICAL ENGINEERING	4.5	-	3.0	PHY023, PHY023L	
5	2	IE151F	PROJECT FEASIBILITY (FIELD)	-	4.5	1.0	IE151	
5	2	IE181	ENGINEERING VALUES AND ETHICS	3.0	-	2.0	5th Year Standing	
5	2	IE200D-2	IE CAPSTONE PROJECT 2	-	3.0	1.0	IE200D-1	
5	2		IE ELECTIVE 3	*	*	3.0		
5	2	IT120	INFORMATION SYSTEMS	3.0	-	3.0	CS002P	
Total				10.5+	7.5+	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	3	IE191F	IE SEMINARS AND PLANT VISITS (FIELD)	-	4.5	1.0	5th Year Standing	
5	3	IE198-1	IE CORRELATION 2	-	3.0	(1.0)	IE132, IE151, IE152, MEC103	
5	3	IE200D-3	IE CAPSTONE PROJECT 3	-	3.0	1.0	IE200D-2	
5	3		IE ELECTIVE 4	*	*	3.0		
5	3	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
Total				4.5+	10.5+	8.0		

Total Academic Units : 209.00

Bachelor of Science in Industrial Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

- * See table of Specs for Electives
- + Add Lecture and Laboratory hours of chosen Elective courses as reflected in the table of Specs

ELECTIVES FOR BATCH 2012

Elective Type: IE ELECTIVES FOR BATCH 2012

Required Units: 12.00

Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
IE171	SIX SIGMA AND LEAN MANUFACTURING	4.5	-	3.0		
IE134	RISK ANALYSIS AND MANAGEMENT	4.5	-	3.0		
IE172	NEW TRENDS IN IE	4.5	-	3.0		
IE173	SPECIAL TOPICS IN IE	4.5	-	3.0		
IE411	COGNITIVE ENGINEERING	4.5	-	3.0		
IE422	COMPENSATION ADMINISTRATION	4.5	-	3.0		
IE133	OCCUPATIONAL SAFETY AND HEALTH	4.5	-	3.0		
IE135	TOTAL PRODUCTIVE MAINTENANCE AND RELIABILITY	4.5	-	3.0		
IE161P	SAP ERP 6.0	1.5	6	3.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CS100	INTRODUCTION TO COMPUTER SYSTEMS	4.5	-	3.0		
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	IT010	I.T. FUNDAMENTALS	3.0	-	2.0		
1	1	IT010L	I.T. FUNDAMENTALS (LAB)	-	3.0	1.0		
1	1	IT100	ALGORITHMS AND PROBLEM SOLVING	4.5	-	3.0		
1	1	MATH005	FUNDAMENTALS OF ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0	FOR CANDIDATE	
1	2	HUM012	PHILOSOPHY OF THE HUMAN PERSON	4.5	-	3.0		
1	2	IT110P	COMPUTER PROGRAMMING CONCEPTS (PAIRED)	3.0	4.5	3.0	IT100	
1	2	MATH006	FUNDAMENTALS OF PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH005	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	10.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
1	3	IT111P	OOP 1 - CONCEPTS IN OBJECT ORIENTED PROGRAMMING (PAIRED)	3.0	4.5	3.0	IT110P	
1	3	MATH007	FUNDAMENTALS OF ANALYTIC GEOMETRY	4.5	-	3.0	MATH006, MATH005	
1	3	MATH140	DISCRETE MATHEMATICS	4.5	-	3.0	MATH005	
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				21.0	10.0	15.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM015	GENERAL CHEMISTRY	4.5	-	3.0		
2	1	CHM015L	GENERAL CHEMISTRY (LAB)	-	3.0	1.0		CHM015
2	1	CS102	DATA STRUCTURES AND FILE ORGANIZATION	4.5	-	3.0	IT110P	
2	1	CS152	HUMAN COMPUTER INTERACTION	4.5	-	3.0		
2	1	IT112P	OOP 2 - PROGRAMMING USING WINDOWS FORMS (PAIRED)	3.0	4.5	3.0	IT111P	
2	1	MATH014	SOLID MENSURATION	3.0	-	2.0	MATH006	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
Total				19.5	10.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	BIO011	GENERAL BIOLOGY	4.5	-	3.0		
2	2	CS103	SYSTEMS ANALYSIS AND DESIGN 1	4.5	-	3.0	CS102	
2	2	IT113P	OOP 3 - PROGRAMMING USING ACTIVE DATA OBJECTS (PAIRED).	3.0	4.5	3.0	IT112P	
2	2	MATH020	BASIC CALCULUS	4.5	-	3.0	MATH007	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
Total				21.0	7.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CS104P	SYSTEMS ANALYSIS AND DESIGN 2 (PAIRED)	3.0	4.5	3.0	CS103	
2	3	CS105P	INTRODUCTION TO RELATIONAL DATA BASE MANAGEMENT (PAIRED)	3.0	4.5	3.0	IT112P	
2	3	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
2	3	IT114P	OOP 4 - PROGRAMMING USING WEB (PAIRED).	3.0	4.5	3.0	IT112P	
2	3	IT130	DATA COMMUNICATIONS AND INTRODUCTION TO NETWORKING TECHNOLOGIES	4.5	-	3.0		
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
Total				18.0	16.0	15.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	4	PHY015	GENERAL PHYSICS	4.5	-	3.0	MATH005	
2	4	PHY015L	GENERAL PHYSICS (LAB)	-	3.0	1.0	MATH005	PHY015
2	4	SS017	SOCIETY, CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				9.0	3.0	7.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	CPE132P	COMPUTER SYSTEMS ORGANIZATION AND ARCHITECTURE	3.0	4.5	3.0		
3	1	HUM013	LITERATURE AND CREATIVE ARTS	4.5	-	3.0		
3	1	IT117P	JAVA PROGRAMMING (PAIRED)	3.0	4.5	3.0	IT112P	
3	1		IT SPECIALIZATION ELECTIVE 1	*	*	3.0		
3	1	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
Total				15.0+	9.0+	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2		CS/IT FREE ELECTIVE 1	*	*	3.0		
3	2	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
3	2	IT150P	MULTIMEDIA SYSTEMS	3.0	4.5	3.0	CS152, IT112P	
3	2		IT SPECIALIZATION ELECTIVE 2	*	*	3.0		
3	2	SS018	CIVILIZATION AND DEVELOPMENT IN ASIA	4.5	-	3.0		
Total				7.5+	7.5+	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	CS151	OPERATING SYSTEMS	4.5	-	3.0		
3	3	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
3	3		IT SPECIALIZATION ELECTIVE 3	*	*	3.0		
3	3	IT127	INFORMATION MANAGEMENT	4.5	-	3.0		
3	3	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				15.0+	3.0+	13.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	CS150P	SOFTWARE ENGINEERING (PAIRED)	3.0	4.5	3.0	CS104P	
4	1		CS/IT FREE ELECTIVE 2	*	*	3.0		
4	1	IT128	INFORMATION ASSURANCE AND SECURITY	4.5	-	3.0		
4	1		IT SPECIALIZATION ELECTIVE 4	*	*	3.0		
4	1	MATH110	PROBABILITY AND STATISTICS	4.5	-	3.0	MATH005	
Total				12.0+	4.5+	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	ACT101-9	FUNDAMENTALS OF ACCOUNTING FOR BUSINESS	4.5	-	3.0		
4	2		CS/IT FREE ELECTIVE 3	*	*	3.0		
4	2	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
4	2	IT180F	I.T. FIELD TRIP (FLD)	-	4.5	1.0	FOR CANDIDATE	
4	2	IT181	ETHICS AND I.T. LAWS	4.5	-	3.0	4th Year Standing	
4	2	IT200D-1	I.T. PROJECTS 1 (CAPSTONE PROJECT)	-	4.5	1.0	CS150P, IT117P, IT130	
Total				9.0+	12.0+	12.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	CS198L	COMPREHENSIVE EXAMINATION MODULE (LAB)	-	4.5	(1.0)	FOR CANDIDATE	
4	3	IT199R	I.T. PRACTICUM	-	40.0	9.0		
4	3	IT200D-2	I.T. PROJECTS 2 (CAPSTONE PROJECT)	-	9.0	2.0	IT200D-1	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				1.5	53.5	11.0		

Total Academic Units : 176.00

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- * See table of Specs for Electives and Specializations
- + Add Lecture and Laboratory hours of chosen Elective courses and Specialization track as reflected in the table of Specs

Required Units of Specialization : 12.00

TRACK FOR MULTIMEDIA AND ANIMATION

Specialization Code: DGTL ARTS

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	IT141	MM 1 - INTRODUCTION TO MULTIMEDIA	3.0	-	2.0		
3	1	IT141L	MM 1 - INTRODUCTION TO MULTIMEDIA LAB	-	4.5	1.0		IT141
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	IT142	MM 2 - INTRODUCTION TO 2D DESIGN AND ANIMATION	3.0	-	2.0	IT141	
3	2	IT142L	MM 2 - INTRODUCTION TO 2D DESIGN AND ANIMATION LAB	-	4.5	1.0	IT141	IT142
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	IT143	MM 3 - INTRODUCTION TO 3D DESIGN AND ANIMATION	3.0	-	2.0	IT142	
3	3	IT143L	MM 3 - INTRODUCTION TO 3D DESIGN AND ANIMATION LAB	-	4.5	1.0	IT142	IT143
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	IT144	MM 4 - ADVANCED 3D ANIMATION	3.0	-	2.0	IT143	
4	1	IT144L	MM 4 - ADVANCED 3D ANIMATION LAB	-	4.5	1.0	IT143	IT144
Total				3.0	4.5	3.0		

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TRACK FOR NETWORK ADMINISTRATION

Specialization Code: CCNA

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	IT131P	CCNA 1 - NETWORKING BASICS	3.0	4.5	3.0		
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	IT132P	CCNA 2 - ROUTERS AND ROUTING BASICS	3.0	4.5	3.0	T131P	
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	IT133P	CCNA 3 - SWITCHING BASICS AND INTERMEDIATE ROUTING	3.0	4.5	3.0	IT132P	
Total				3.0	4.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	IT134P	CCNA 4 - WAN TECHNOLOGIES	3.0	4.5	3.0	T133P	
Total				3.0	4.5	3.0		

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ELECTIVES FOR BATCH 2012

Elective Type: CIT FREE ELECTIVES 2012 (9)

Required Units: 9.00

Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
IT116P	OOP 6 - INTRODUCTION TO MOBILE PROGRAMMING (PAIRED)	3.0	.5	.1	T117P	
Total		3.0	.5	.0		

Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
LANG111-1	STANDARD JAPANESE LANGUAGE 1	4.5	-	3.0		
Total		4.5	.0	.0		

Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
MGT110	ENTREPRENEURSHIP AND MANAGEMENT	4.5	-	3.0		
Total		4.5	.0	.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CHM015	GENERAL CHEMISTRY	4.5	-	3.0		
1	1	CHM015L	GENERAL CHEMISTRY (LAB)	-	3.0	1.0		
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	DRAW015W	BASIC ENGINEERING DRAWING (DRAW)	-	3.0	1.0		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	IT011L	I.T. FUNDAMENTALS 1 (LAB)	-	3.0	1.0		
1	1	MATH005	FUNDAMENTALS OF ALGEBRA	4.5	-	3.0		
1	1	MT101P	SHIPS, SHIP ROUTINES AND CONSTRUCTION (PAIRED)	3.0	4.5	3.0		
1	1	MT170F-1	LEADERSHIP AND DISCIPLINE 1	-	4.5	(1.0)		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				18.0	23.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	DRAW016L	COMPUTER-AIDED DRAFTING & DESIGN FUNDAMENTALS (LAB)	-	3.0	1.0	DRAW015W	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	IT012L	I.T. FUNDAMENTALS 2 (LAB)	-	3.0	1.0	IT011L	
1	2	MATH006	FUNDAMENTALS OF PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH005	
1	2	ME101	ENGINEERING MATERIALS	4.5	-	3.0	CHM015	
1	2	MT170F-2	LEADERSHIP AND DISCIPLINE 2	-	4.5	(1.0)	MT170F-1	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				19.5	16.0	14.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CHM017	INDUSTRIAL CHEMISTRY	3.0	-	2.0	CHM015,, CHM015L	
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	MATH007	FUNDAMENTALS OF ANALYTIC GEOMETRY	4.5	-	3.0	MATH006	
1	3	ME104-1P	MACHINE SHOP 1 (PAIRED)	1.5	9.0	3.0	ME101	
1	3	MT170F-3	LEADERSHIP AND DISCIPLINE 3	-	4.5	(1.0)	MT170F-2	
1	3	PE027	PHYSICAL EDUCATION 3A: BASIC SWIMMING	-	2.5	(1.5)		
1	3	PHY001	FUNDAMENTALS OF PHYSICS 1	4.5	-	3.0	MATH006	
1	3	PHY001L	FUNDAMENTALS OF PHYSICS 1 (LAB)	-	3.0	1.0	MATH006	PHY001
Total				18.0	22.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	4	MT131P-1	PERSONAL SURVIVAL TECHNIQUES	1.5	3.0	1.0		
1	4	MT131P-2	FIRE PREVENTION AND FIRE FIGHTING	1.5	3.0	1.0		MT131P-1
1	4	MT131P-3	ELEMENTARY FIRST AID	1.5	3.0	1.0		MT131P-1
1	4	MT131P-4	PERSONAL SAFETY AND SOCIAL RESPONSIBILITY	1.5	3.0	1.0		MT131P-1
1	4	SS020	GENERAL PSYCHOLOGY with PADAMS, AIDS Prevention & Family Planning	4.5	-	3.0		
Total				10.5	12.0	7.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	ENG035	MARITIME ENGLISH	4.5	-	3.0	ENG023	
2	1	MARE101	INTRODUCTION TO NAVAL ARCHITECTURE	3.0	-	2.0	DRAW016L,, MT101P	
2	1	MATH017	SOLID MENSURATION FOR MARINE TRANSPORTATION	4.5	-	3.0	MATH006	
2	1	ME104-2P	MACHINE SHOP 2 (PAIRED)	1.5	9.0	3.0	ME104-1P	
2	1	MT170F-4	LEADERSHIP AND DISCIPLINE 4	-	4.5	(1.0)	MT170F-3	
2	1	PE028	PHYSICAL EDUCATION 4A: ADVANCED SWIMMING	-	2.5	(1.5)	PE027	
2	1	PHY002	FUNDAMENTALS OF PHYSICS 2	4.5	-	3.0	PHY001	
2	1	PHY002L	FUNDAMENTALS OF PHYSICS 2 (LAB)	-	3.0	1.0	PHY001,, PHY001L	PHY002
Total				18.0	19.0	15.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	EE151	ELECTROTECHNOLOGY 1	3.0	-	2.0	PHY002, , PHY002L	
2	2	EE151L	ELECTROTECHNOLOGY 1 (LAB)	-	4.5	1.0	PHY002, , PHY002L	EE151
2	2	ENG036	ENGLISH FOR THE WORKPLACE	4.5	-	3.0	ENG035	
2	2	IT013L	I.T. FUNDAMENTALS 3 (LAB)	-	3.0	1.0	IT012L	
2	2	MARE198-1	MARE CORRELATION 1	-	4.5	(1.0)	ENG035, , MATH007, , ME104-2P	EE151
2	2	MATH020	BASIC CALCULUS	4.5	-	3.0	MATH007	
2	2	ME104-3P	MACHINE SHOP 3 (PAIRED)	1.5	9.0	3.0	ME104-2P	
2	2	MT170F-5	LEADERSHIP AND DISCIPLINE 5	-	4.5	(1.0)		
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
Total				13.5	28.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	EE152	ELECTROTECHNOLOGY 2	4.5	-	3.0	EE151	
2	3	EE152L	ELECTROTECHNOLOGY 2 (LAB)	-	4.5	1.0	EE151, ,EE151L	EE152
2	3	MARE105-1	AUXILIARY MACHINE 1	4.5	-	3.0	CHM017, ,ME104- 3P	
2	3	MARE105-1L	AUXILIARY MACHINE 1 (LAB)	-	4.5	1.0	CHM017, ,ME104- 3P	MARE105-1
2	3	MARE111	WATCHKEEPING FOR ENGINE OFFICERS	1.5	-	1.0		MARE105-1, , MARE162
2	3	MARE162	MARINE POWER PLANT - DIESEL	4.5	-	3.0		
2	3	MARE162L	MARINE POWER PLANT - DIESEL (LAB)	-	4.5	1.0		MARE162
2	3	MT170F-6	LEADERSHIP AND DISCIPLINE 6	-	4.5	(1.0)		
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				16.5	20.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	4	MARE121	MARINE POLLUTION AND PREVENTION	4.5	-	3.0		
2	4	MT162	SHIPBOARD PERSONNEL MANAGEMENT	4.5	-	3.0		
Total				9.0	0.0	6.0		

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Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	MARE199R	MARE SHIPBOARD TRAINING	-	99.9	40.0	MT131P-1	
Total				0.0	99.9	40.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	EE153	ELECTROTECHNOLOGY 3	4.5	-	3.0	EE152	
4	1	EE153L	ELECTROTECHNOLOGY 3 (LAB)	-	4.5	1.0	EE152,, EE152L	EE153
4	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
4	1	MARE105-2P	AUXILIARY MACHINE 2 (PAIRED)	3.0	4.5	3.0	MARE105-1,, MARE105-1L	
4	1	ME111-1	THERMODYNAMICS	3.0	-	2.0	MATH020,, PHY002,, PHY002L	
4	1	MEC106-1	MECHANICS AND HYDROMECHANICS 1	3.0	-	2.0	MATH020,, PHY002,, PHY002L	
Total				18.0	9.0	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	ECE132-1	MARINE AUTOMATION	4.5	-	3.0	EE153	
4	2	ECE132L-1	MARINE AUTOMATION (LAB)	-	4.5	1.0	EE153,, EE153L	ECE132-1
4	2	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
4	2	MARE163	MARINE POWER PLANT - STEAM	4.5	-	3.0	MARE162	
4	2	MARE163L	MARINE POWER PLANT - STEAM (LAB)	-	4.5	1.0	MARE162,, MARE162L	MARE163
4	2	ME112-1	ADVANCED THERMODYNAMICS	3.0	-	2.0	ME111-1	
4	2	MEC106-2	MECHANICS AND HYDROMECHANICS 2	3.0	-	2.0	MEC106-1	
Total				19.5	9.0	15.0		

Bachelor of Science in Marine Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	ECE132-2	MARINE INSTRUMENTATION AND CONTROL	4.5	-	3.0	ECE132-1	
4	3	HUM018	CONTEMPORARY WORLD GEOGRAPHY & CULTURE	4.5	-	3.0		
4	3	MARE198-2	MARE CORRELATION 2	-	4.5	(1.0)	ECE132-1, EE153, MARE105-2P, MARE163	
4	3		MARE FREE ELECTIVE	*	*	3.0	*	*
4	3	MT164	MARITIME LAW	4.5	-	3.0		
4	3	SS019	PHILIPPINE HISTORY, GOVERNMENT AND CONSTITUTION	4.5	-	3.0		
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				19.5+	4.5+	15.0		

ELECTIVES FOR BATCH 2012

Elective Type: MARE FREE ELECTIVE 2012

Required Units: 3.00

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
		CS100	INTRODUCTION TO COMPUTER SYSTEMS	4.5	-	3.0		
		MARE160	INTRODUCTION TO MARINE SURVEYING	4.5	-	3.0		
		MT160	INTRODUCTION TO SHIP BUSINESS MANAGEMENT	4.5	-	3.0		
Total				13.5	0.0	9.0		

Total Academic Units : 185.00

- * See table of Specs for Electives
- * Add lecture and laboratory hours of chosen Elective courses as reflected in the table of Specs.

Bachelor of Science in Mechanical Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	DRAW021W	ENGINEERING DRAWING 1 (DRAW)	-	3.0	1.0		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
1	1	MATH011	ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS016	PHILIPPINE HISTORY	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				19.5	8.5	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	DRAW022W	ENGINEERING DRAWING 2 (DRAW)	-	3.0	1.0	DRAW021W	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	2	MATH011-2	ADVANCED ALGEBRA	3.0	-	2.0	MATH011	
1	2	MATH012	PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH011	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				22.5	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	DRAW023L	COMPUTER-AIDED DRAFTING & DESIGN (LAB)	-	3.0	1.0	DRAW022W	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	HUM016	ADVANCED LOGIC AND REASONING	4.5	-	3.0	HUM011	
1	3	MATH013	ANALYTIC GEOMETRY	4.5	-	3.0	MATH012	
1	3	MATH014	SOLID MENSURATION	3.0	-	2.0	MATH012	
1	3	MATH021	CALCULUS 1	4.5	-	3.0	MATH012	MATH013
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				21.0	8.5	15.0		

Bachelor of Science in Mechanical Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	CHM021	GENERAL CHEMISTRY 1	3.0	-	2.0		
2	1	CHM021L	GENERAL CHEMISTRY 1 (LAB)	-	3.0	1.0		CHM021
2	1	CS001P	COMPUTER FUNDAMENTALS & PROGRAMMING 1 (PAIRED)	1.5	3.0	2.0		
2	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	1	MATH022	CALCULUS 2	4.5	-	3.0	MATH013, MATH021	
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	PHY021	PHYSICS 1	4.5	-	3.0	MATH021	
2	1	PHY021L	PHYSICS 1 (LAB)	-	3.0	1.0	MATH021	PHY021
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	CHM022	GENERAL CHEMISTRY 2	3.0	-	2.0	CHM021	
2	2	CHM022L	GENERAL CHEMISTRY 2 (LAB)	-	3.0	1.0	CHM021, CHM021L	CHM022
2	2	CS002P	COMPUTER FUNDAMENTALS & PROGRAMMING 2 (PAIRED)	1.5	3.0	2.0	CS001P	
2	2	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
2	2	MATH023	CALCULUS 3	4.5	-	3.0	MATH022	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	PHY022	PHYSICS 2	4.5	-	3.0	MATH022, PHY021	
2	2	PHY022L	PHYSICS 2 (LAB)	-	3.0	1.0	MATH022, PHY021, PHY021L	PHY022
Total				18.0	11.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CHM023	GENERAL CHEMISTRY 3	3.0	-	2.0	CHM022	
2	3	CHM023L	GENERAL CHEMISTRY 3 (LAB)	-	3.0	1.0	CHM022, CHM022L	CHM023
2	3	ECE120L	INTRODUCTION TO MATLAB (LAB)	-	3.0	1.0		
2	3	MATH025	DIFFERENTIAL EQUATIONS	4.5	-	3.0	MATH023	
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	PHY023	PHYSICS 3	4.5	-	3.0	PHY022	
2	3	PHY023L	PHYSICS 3 (LAB)	-	3.0	1.0	PHY022, PHY022L	PHY023
2	3	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
Total				16.5	11.5	14.0		

Bachelor of Science in Mechanical Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	MATH110	PROBABILITY AND STATISTICS	4.5	-	3.0	MATH011	
3	1	MATH115	ADVANCED ENGINEERING MATHEMATICS	4.5	-	3.0	MATH025	
3	1	ME100	ORIENTATION TO MECHANICAL ENGINEERING	1.5	-	1.0		
3	1	ME101P	ENGINEERING MATERIALS, PROCESSES AND TESTING (PAIRED)	4.5	4.5	4.0	CHM023, CHM023L	
3	1	MEC101	STATICS OF RIGID BODIES	4.5	-	3.0	MATH022, PHY022	
3	1	SAF101	SAFETY MANAGEMENT	1.5	-	1.0	3rd Year Standing	
Total				21.0	4.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	EE104	BASIC ELECTRICAL ENGINEERING	4.5	-	3.0	PHY023, PHY023L	
3	2	EE104L	BASIC ELECTRICAL ENGINEERING (LAB)	-	4.5	1.0	PHY023, PHY023L	EE104
3	2	ME102L	MECHANICAL PROCESSES 1 -1 WORKSHOP THEORY & PRACTICE	-	4.5	1.0	DRAW022W, ME101P	
3	2	ME104	SAFETY ENGINEERING FOR M.E.	3.0	-	2.0	SAF101	
3	2	ME111	THERMODYNAMICS	4.5	-	3.0	MATH023, PHY023	
3	2	MEC102	DYNAMICS OF RIGID BODIES	3.0	-	2.0	MEC101	
3	2	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
Total				19.5	9.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	BEC198	BASIC ENGINEERING CORRELATION	-	3.0	(1.0)	CHM023, MATH115, PHY023	
3	3	ECE104	BASIC ELECTRONICS	4.5	-	3.0	EE104	
3	3	ECE104L	BASIC ELECTRONICS (LAB)	-	4.5	1.0	EE104, EE104L	ECE104
3	3	EE108	DC/AC MACHINERY	4.5	-	3.0	EE104	
3	3	EE108L	DC/AC MACHINERY (LAB)	-	4.5	1.0	EE104, EE104L	EE108
3	3	ME102-1L	MECHANICAL PROCESSES 1-2 - WORKSHOP THEORY & PRACTICE (LAB)	-	4.5	1.0	ME102L	
3	3	ME112	THERMODYNAMICS 2	4.5	-	3.0	ME111	
3	3	MEC103	MECHANICS OF DEFORMABLE BODIES	4.5	-	3.0	MEC101	
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				19.5	16.5	15.0		

Bachelor of Science in Mechanical Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	4	EECO101	ENGINEERING ECONOMY	4.5	-	3.0		
3	4	EMGT101	ENGINEERING MANAGEMENT	4.5	-	3.0		
3	4	SS017	SOCIETY,CULTURE AND FAMILY LIFE	4.5	-	3.0		
Total				13.5	0.0	9.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	ENG041L	ENGLISH FOR THE WORKPLACE 1	-	3.0	1.0	ENG023	
4	1	ME103L	MECHANICAL PROCESSES 2 (MACHINE SHOP THEORY & PRACTICE)	-	4.5	1.0	ME102-1L	
4	1	ME105	FLUID MECHANICS	4.5	-	3.0	ME111, MEC102	
4	1	ME113	FUELS AND COMBUSTION ENGINEERING	4.5	-	3.0	ME112	
4	1	ME114	HEAT TRANSFER	4.5	-	3.0	MATH025, ME112	
4	1	ME122P	MACHINE ELEMENTS 1 (PAIRED)	3.0	4.5	3.0	MEC102	
Total				16.5	12.0	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	ENG042L	ENGLISH FOR THE WORKPLACE 2	-	3.0	1.0	ENG041L	
4	2	MATH160	NUMERICAL METHODS	4.5	-	3.0	MATH025	
4	2	ME103-1L	MECHANICAL PROCESSES 2-2 (MACHINE SHOP THEORY & PRACTICE)	-	4.5	1.0	ME103L	
4	2	ME115	REFRIGERATION ENGINEERING	4.5	-	3.0	ME114	
4	2	ME122-1P	MACHINE ELEMENTS 2 (PAIRED)	3.0	4.5	3.0	ME122P	
4	2	ME171	VIBRATION ENGINEERING	3.0	-	2.0	MEC102	
4	2	RES101P	METHODS OF RESEARCH (PAIRED)	1.5	3.0	2.0	MATH110	
Total				16.5	15.0	15.0		

Bachelor of Science in Mechanical Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	EENV101	ENVIRONMENTAL ENGINEERING	3.0	-	2.0	CHM023, CHM023L	
4	3	ENG043L	ENGLISH FOR THE WORKPLACE 3	-	3.0	1.0	ENG042L	
4	3	ME131	MACHINE DESIGN 1	4.5	-	3.0	ME101P, ME122-1P	
4	3	ME131W	MACHINE DESIGN 1 (DRAFTING)	-	3.0	1.0	ME101P, ME122-1P	
4	3	ME141L	MECHANICAL ENGINEERING 1 (LAB)	-	9.0	2.0	ME105	
4	3	ME151	FLUID MACHINERIES	4.5	-	3.0	ME105	
4	3	ME198	ME CORRELATION 1	-	3.0	(1.0)	EECO101, MATH110, ME103-1L, ME113, ME114, ME122-1P, ME171, MEC103	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				13.5	18.0	12.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	4	ME117F	PLANT INSPECTION TRIPS AND SEMINARS	-	13.5	3.0	4th Year Standing	
Total				0.0	13.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	ME115-1P	AIR-CONDITIONING AND VENTILATION SYSTEMS	3.0	4.5	3.0	ME115	
5	1	ME132	MACHINE DESIGN 2	4.5	-	3.0	ME131	
5	1	ME132W	MACHINE DESIGN 2 (DRAFTING)	-	3.0	1.0	ME131, ME131W	ME132
5	1	ME142L	MECHANICAL ENGINEERING 2 (LAB)	-	9.0	2.0	ME114, ME141L	
5	1	ME144	INDUSTRIAL PROCESSES	3.0	-	2.0	ME104	ME142L
5	1	ME200D-1	ME CAPSTONE PROJECT 1	-	3.0	1.0	5th Year Standing	
Total				10.5	19.5	12.0		

Bachelor of Science in Mechanical Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	2	MATH140	DISCRETE MATHEMATICS	4.5	-	3.0	ATH011	
5	2	ME143L	MECHANICAL ENGINEERING 3 (LAB)	-	9.0	2.0	ME142L	
5	2	ME161-1P	POWER PLANT ENGINEERING (PAIRED)	6.0	4.5	5.0	ME113, ME114, ME151	
5	2	ME200D-2	ME CAPSTONE PROJECT 2	-	3.0	1.0	ME200D-1	
Total				10.5	16.5	1.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	3	ECE132	INSTRUMENTATION AND CONTROL	3.0	-	2.0	ECE104	
5	3	ECE132L	INSTRUMENTATION AND CONTROL (LAB)	-	4.5	1.0	ECE104, ECE104L	ECE132
5	3	ME116P	INDUSTRIAL PLANT ENGINEERING	4.5	4.5	0.5	4th Year Standing	
5	3	ME181	ME LAWS, CONTRACTS & ETHICS	4.5	-	3.0	5th Year Standing	
5	3	ME198-1	ME CORRELATION 2	-	3.0	1.0	ME115-1P, ME131, ME143L, ME161-1P, ME198	
5	3	ME200D-3	ME CAPSTONE PROJECT 3	-	3.0	1.0	ME200D-2	
Total				12.0	15.0	1.0		

Bachelor of Science in Mechanical Engineering

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Required Units of Specialization : 12.00

TRACK FOR ENERGY ENGINEERING AND MANAGEMENT

Specialization Code: ENERGYENG

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	ME165-1	ALTERNATIVE ENERGY RESOURCES	4.5	-	3.0 M	E113, ME114	
Total				4.5 0	.0 3	.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	1	ME165-2	NUCLEAR AND GEOTHERMAL ENERGY	4.5	-	3.0	ME151	
Total				4.5 0	.0 3	.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	2	ME165-3	SOLAR AND WIND UTILIZATION	4.5	-	3.0 M	E151	
Total				4.5 0	.0 3	.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
5	3	ME165-4	MICRO-HYDRO ELECTRIC PLANT DESIGN	3.0 3	.0 3	.0		
Total				3.0 3	.0 3	.0		

Total Academic Units : 231.00

Bachelor of Arts in Communication Major in Multimedia Arts

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	DRAW100D	FREEHAND DRAWING	-	4.5	1.0		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
1	1	IT010	I.T. FUNDAMENTALS	3.0	-	2.0		
1	1	IT010L	I.T. FUNDAMENTALS (LAB)	-	3.0	1.0		IT010
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS016	PHILIPPINE HISTORY	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				18.0	13.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CS100	INTRODUCTION TO COMPUTER SYSTEMS	4.5	-	3.0		
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
1	2	MATH001	COLLEGE ALGEBRA	4.5	-	3.0		
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	SS015	POLITICS, GOVERNANCE AND THE 1987 PHILIPPINE CONSTITUTION	4.5	-	3.0		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				24.0	5.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	COM103	INTRODUCTION TO COMMUNICATION MEDIA	4.5	-	3.0	ENG022	
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	DRAW020W	BASIC DRAFTING FOR MULTIMEDIA ARTS (DRAW)	-	3.0	1.0		
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	FIL003	MASINING NA PAGPAPAHAYAG	4.5	-	3.0	FIL002	
1	3	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	3	PE023	PHYSICAL EDUCATION 3: INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)		
Total				18.0	8.5	13.0		

Bachelor of Arts in Communication Major in Multimedia Arts

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	COM101	INTRODUCTION TO COMMUNICATION THEORIES & APPLICATION	4.5	-	3.0	COM103	
2	1	ENG025P	SPEECH & ORAL COMMUNICATION (PAIRED)	1.5	6.0	3.0	ENG023	
2	1	HUM019	HISTORY & AESTHETICS OF MULTIMEDIA ARTS	4.5	-	3.0		
2	1	PE024	PHYSICAL EDUCATION 4: ADVANCED INDIVIDUAL/DUAL SPORTS	-	2.5	(1.5)	PE023	
2	1	SS017	SOCIETY, CULTURE AND FAMILY LIFE	4.5	-	3.0		
2	1		SS/HUM ELECTIVE 1	*	*	3.0	*	*
Total				15.0+	8.5+	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	CHM015	GENERAL CHEMISTRY	4.5	-	3.0		
2	2	COM111	JOURNALISM PRINCIPLES AND PRACTICES	4.5	-	3.0	COM101	
2	2	COM112	BROADCASTING PRINCIPLES & PRACTICES	4.5	-	3.0	COM101	
2	2	HUM014	PHILIPPINE LITERATURE IN ENGLISH	4.5	-	3.0		
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2		SS/HUM ELECTIVE 2	*	*	3.0	*	*
Total				18.0+	2.5+	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	BIO011	GENERAL BIOLOGY	4.5	-	3.0		
2	3	COM105	COMMUNICATION AND SOCIETY	4.5	-	3.0	COM101, SS017	
2	3	MMA101	INTRODUCTION TO MULTIMEDIA ARTS	3.0	-	2.0		
2	3	MMA101L	INTRODUCTION TO MULTIMEDIA ARTS (LAB)	-	4.5	1.0		MMA101
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
2	3		SS/HUM ELECTIVE 3	*	*	3.0	*	*
Total				16.5+	7.0+	15.0		

Bachelor of Arts in Communication Major in Multimedia Arts

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	COM114	INTRODUCTION TO DEVELOPMENT COMMUNICATION	4.5	-	3.0	COM105	
3	1		COMMUNICATION-RELATED ELECTIVE 1	*	*	3.0	*	*
3	1		COMMUNICATION-RELATED ELECTIVE 2	*	*	3.0	*	*
3	1	MATH109	ELEMENTARY STATISTICS	4.5	-	3.0	MATH001	
3	1	SCI015	PHYSICAL SCIENCE	4.5	-	3.0		
Total				13.5+	0.0+	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	COM104	INTRODUCTION TO COMMUNICATION RESEARCH	4.5	-	3.0	COM101, , MATH109	
3	2	COM116	MEDIA MANAGEMENT	4.5	-	3.0		
3	2		COMMUNICATION-RELATED ELECTIVE 3	*	*	3.0	*	*
3	2		COMMUNICATION-RELATED ELECTIVE 4	*	*	3.0	*	*
3	2	MMA153	MULTIMEDIA TECHNOLOGIES 3: 2D Graphics & 2D Animation	1.5	-	1.0		
3	2	MMA153L	MULTIMEDIA TECHNOLOGIES 3: 2D Graphics & 2D Animation LABORATORY	-	4.5	1.0		MMA153
Total				10.5+	4.5+	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	COM106	COMMUNICATION MEDIA LAWS & ETHICS	4.5	-	3.0	COM104, , COM114	
3	3	COM113	ADVERTISING PRINCIPLES AND PRACTICES	4.5	-	3.0		
3	3		COMMUNICATION-RELATED ELECTIVE 5	*	*	3.0	*	*
3	3	MMA154	MULTIMEDIA TECHNOLOGIES 4: 3D Graphics & 3D Animation	1.5	-	1.0	MMA153	
3	3	MMA154L	MULTIMEDIA TECHNOLOGIES 4: 3D Graphics & 3D Animation LABORATORY	-	4.5	1.0	MMA153L	MMA154
3	3	SS012	GENERAL PSYCHOLOGY	4.5	-	3.0		
3	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)		
Total				16.5+	4.5+	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	4	MMA199R	INTERNSHIP OR PRACTICUM	-	40.0	3.0		
Total				0.0	40.0	3.0		

Bachelor of Arts in Communication Major in Multimedia Arts

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	COM200D	THESIS OR CAPSTONE PROJECT PROPOSAL	1.5	-	1.0	COM104,, COM106,, MMA199R	
4	1	HUM017	LITERATURES OF THE WORLD: THE MASTERPIECES	4.5	-	3.0		
4	1	MMA155	MULTIMEDIA TECHNOLOGIES 5: Advanced 3D Graphics & 3D Animation	1.5	-	1.0	MMA154	
4	1	MMA155L	MULTIMEDIA TECHNOLOGIES 5: Advanced 3D Graphics & 3D Animation LABORATORY	-	4.5	1.0	MMA154L	MMA155
4	1		SS/HUM ELECTIVE 4	*	*	3.0	*	*
Total				7.5+	4.5+	9.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	COM200L	THESIS LABORATORY OR CAPSTONE PROJECT (LAB)	-	4.5	1.0	COM200D	
4	2	MMA156	MULTIMEDIA TECHNOLOGIES 6: Video Editing & Production	1.5	-	1.0	MMA154	
4	2	MMA156L	MULTIMEDIA TECHNOLOGIES 6: Video Editing & Production LABORATORY	-	4.5	1.0		
4	2	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
4	2		SS/HUM ELECTIVE 5	*	*	3.0	*	*
Total				6.0+	9.0+	9.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	COM200	THESIS PRESENTATION OR EXHIBIT	-	4.5	1.0	COM200L	
4	3		COMMUNICATION-RELATED ELECTIVE 6	*	*	3.0	*	*
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)		
Total				1.5+	4.5+	4.0		

Bachelor of Arts in Communication Major in Multimedia Arts

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

ELECTIVES FOR BATCH 2012

Elective Type: MMA COMM ELECTIVES 2012

Required Units: 18.00

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
		COM118	INTRODUCTION TO FILM	4.5	-	3.0 C	OM105	
		COM119	SCIENCE, HEALTH AND ENVIRONMENTAL COMMUNICATION	4.5	-	3.0	BIO011, CHM015, SCI015	
		COM123	WRITING FOR PRINT	4.5	-	3.0 C	OM111	
		COM127	ONLINE/MULTIMEDIA JOURNALISM PRINCIPLES & PRACTICES	3.0	-	2.0 C	S100, COM111	
		COM129P	WRITING & PRODUCTION FOR RADIO (PAIRED)	3.0	4.5	3.0	COM112	
		COM130P	WRITING & PRODUCTION FOR TELEVISION (PAIRED)	3.0	4.5	3.0	COM112	
		COM131	INFORMATION/COMMUNICATION CAMPAIGNS	4.5	-	3.0	COM116, COM113	
		COM132	ORGANIZATIONAL COMMUNICATION	4.5	-	3.0	COM106, COM116	
		MMA091	DIGITAL PHOTOGRAPHY & PHOTOJOURNALISM	3.0	-	2.0		
		MMA091L	DIGITAL PHOTOGRAPHY & PHOTOJOURNALISM LABORATORY	-	4.5	1.0		MMA091
Total				34.5	1 3.5	26.0		

Bachelor of Arts in Communication Major in Multimedia Arts

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

ELECTIVES FOR BATCH 2012

Elective Type: MMA SS/HUM ELECTIVES 2012

Required Units: 15.00

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
		HUM012	PHILOSOPHY OF THE HUMAN PERSON	4.5	-	3.0		
		HUM016	ADVANCED LOGIC AND REASONING	4.5	-	3.0 H	UM011	
		HUM018	CONTEMPORARY WORLD GEOGRAPHY & CULTURE	4.5	-	3.0		
		HUM101	DESIGN ELEMENTS AND PRINCIPLES	4.5	-	3.0	DRAW100D, DRAW020W	
		HUM124	FUNDAMENTALS OF THEATER ARTS	4.5	-	3.0 E	NG025P	
		LANG120	FOREIGN LANGUAGE 1	4.5	-	3.0		
		LANG121	FOREIGN LANGUAGE 2	4.5	-	3.0 L	ANG120	
		SS018	CIVILIZATION AND DEVELOPMENT IN ASIA	4.5	-	3.0		
Total				36.0 0	.0 2	4.0		

Total Academic Units : 154.00

- * See table of Specs for Electives
- * Add lecture and laboratory hours of chosen Elective courses as reflected in the table of Specs.

Bachelor of Science in Marine Transportation

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	IT011L	I.T. FUNDAMENTALS 1 (LAB)	-	3.0	1.0		
1	1	MATH005	FUNDAMENTALS OF ALGEBRA	4.5	-	3.0		
1	1	MT101P	SHIPS, SHIP ROUTINES AND CONSTRUCTION (PAIRED)	3.0	4.5	3.0		
1	1	MT111	TERRESTIAL NAVIGATION 1	4.5	-	3.0		MT111L
1	1	MT111L	TERRESTIAL NAVIGATION (LAB)	-	4.5	1.0		MT111
1	1	MT170F-1	LEADERSHIP AND DISCIPLINE 1	-	4.5	(1.0)		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				18.0	22.0	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	IT012L	I.T. FUNDAMENTALS 2 (LAB)	-	3.0	1.0	IT011L	
1	2	MATH006	FUNDAMENTALS OF PLANE AND SPHERICAL TRIGONOMETRY	4.5	-	3.0	MATH005	
1	2	MT102	CARGO HANDLING AND STOWAGE 1 - CARRIAGE OF NON-DANGEROUS GOODS	3.0	-	2.0	MT101P	
1	2	MT112	TERRESTIAL NAVIGATION 2	4.5	-	3.0	MT111	
1	2	MT112L	TERRESTIAL NAVIGATION 2 (LAB)	-	4.5	1.0	MT111, MT111L	MT112
1	2	MT121	DECK WATCHKEEPING, CHAPTER VIII	3.0	-	2.0		
1	2	MT170F-2	LEADERSHIP AND DISCIPLINE 2	-	4.5	(1.0)	MT170F-1	
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				21.0	17.5	15.0		

Bachelor of Science in Marine Transportation

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	IT013L	I.T. FUNDAMENTALS 3 (LAB)	-	3.0	1.0	IT012L	
1	3	MARE121	MARINE POLLUTION AND PREVENTION	4.5	-	3.0		
1	3	MATH016	SPHERICAL TRIGONOMETRY	3.0	-	2.0	MATH006	
1	3	MATH017	SOLID MENSURATION FOR MARINE TRANSPORTATION	4.5	-	3.0	MATH006	
1	3	MT103	CARGO HANDLING AND STOWAGE 2 -CARRIAGE OF DANGEROUS GOODS	4.5	-	3.0	MT102	
1	3	MT170F-3	LEADERSHIP AND DISCIPLINE 3	-	4.5	(1.0)	MT170F-2	
1	3	PE027	PHYSICAL EDUCATION 3A: BASIC SWIMMING	-	2.5	(1.5)		
Total				21.0	13.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	4	MT131P-1	PERSONAL SURVIVAL TECHNIQUES	1.5	3.0	1.0		
1	4	MT131P-2	FIRE PREVENTION AND FIRE FIGHTING	1.5	3.0	1.0		MT131P-1
1	4	MT131P-3	ELEMENTARY FIRST AID	1.5	3.0	1.0		MT131P-1
1	4	MT131P-4	PERSONAL SAFETY AND SOCIAL RESPONSIBILITY	1.5	3.0	1.0		MT131P-1
1	4	SS020	GENERAL PSYCHOLOGY with PADAMS, AIDS Prevention & Family Planning	4.5	-	3.0		
Total				10.5	12.0	7.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	MT113	CELESTIAL NAVIGATION 1	4.5	-	3.0	MATH016,, MT112	
2	1	MT113L	CELESTIAL NAVIGATION 1 (LAB)	-	4.5	1.0	MATH016,, MT112,, MT112L	MT113
2	1	MT115P	ELECTRONIC NAVIGATION - RADAR 1 (PAIRED)	1.5	4.5	2.0	MT112,, MT112L	
2	1	MT162	SHIPBOARD PERSONNEL MANAGEMENT	4.5	-	3.0		
2	1	MT170F-4	LEADERSHIP AND DISCIPLINE 4	-	4.5	(1.0)	MT170F-3	
2	1	PE028	PHYSICAL EDUCATION 4A: ADVANCED SWIMMING	-	2.5	(1.5)	PE027	
2	1	PHY001	FUNDAMENTALS OF PHYSICS 1	4.5	-	3.0	MATH006	
2	1	PHY001L	FUNDAMENTALS OF PHYSICS 1 (LAB)	-	3.0	1.0	MATH006	PHY001
Total				15.0	19.0	13.0		

Bachelor of Science in Marine Transportation

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	ENG035	MARITIME ENGLISH	4.5	-	3.0	ENG023	
2	2	MATH007	FUNDAMENTALS OF ANALYTIC GEOMETRY	4.5	-	3.0	MATH006	
2	2	MT114	CELESTIAL NAVIGATION 2	4.5	-	3.0	MT113	
2	2	MT114L	CELESTIAL NAVIGATION 2 (LAB)	-	4.5	1.0	MT113, MT113L	MT114
2	2	MT170F-5	LEADERSHIP AND DISCIPLINE 5	-	4.5	(1.0)		
2	2	MT198-1	MT CORRELATION 1	-	4.5	(1.0)	ENG023, , MT101P, , PHY001	
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	PHY002	FUNDAMENTALS OF PHYSICS 2	4.5	-	3.0	PHY001	
2	2	PHY002L	FUNDAMENTALS OF PHYSICS 2 (LAB)	-	3.0	1.0	PHY001, , PHY001L	PHY002
Total				18.0	19.0	14.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	CHM015	GENERAL CHEMISTRY	4.5	-	3.0		
2	3	CHM015L	GENERAL CHEMISTRY (LAB)	-	3.0	1.0		CHM015
2	3	ENG036	ENGLISH FOR THE WORKPLACE	4.5	-	3.0	ENG035	
2	3	MT116P	ELECTRONIC NAVIGATION - RADAR 2 (PAIRED)	1.5	4.5	2.0	MT115P	
2	3	MT122	COLLISION REGULATION	4.5	-	3.0	MT121	
2	3	MT122L	COLLISION REGULATION (LAB)	-	4.5	1.0	MT121	MT122
2	3	MT170F-6	LEADERSHIP AND DISCIPLINE 6	-	4.5	(1.0)		
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				16.5	19.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	4	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
2	4	SS019	PHILIPPINE HISTORY, GOVERNMENT AND CONSTITUTION	4.5	-	3.0		
Total				9.0	0.0	6.0		

Bachelor of Science in Marine Transportation

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	MT199R	MT SHIPBOARD TRAINING	-	99.9	40.0	MT131P-1	
Total				0.0	99.9	40.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
4	1	MT104	STABILITY AND TRIM	4.5	-	3.0	MT103	
4	1	MT104L	STABILITY AND TRIM (LAB)	-	4.5	1.0	MT103	MT104
4	1	MT151P	RADIO COMMUNICATIONS - INMARSAT/GMDSS 1 (PAIRED)	3.0	4.5	3.0		
4	1	MT161	BASIC MARINE ENGINEERING	4.5	-	3.0		
Total				16.5	9.0	13.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	2	FIL002	PAGBASA AT PAGSULATTUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
4	2	HUM018	CONTEMPORARY WORLD GEOGRAPHY & CULTURE	4.5	-	3.0		
4	2	MT105P	SHIP HANDLING AND MANEUVERING (PAIRED)	1.5	4.5	2.0	MT104, MT104L	
4	2	MT117P	ELECTRONIC NAVIGATION - ARPA 1 (PAIRED)	3.0	4.5	3.0	MT116P	
4	2	MT152P	RADIO COMMUNICATIONS - INMARSAT/GMDSS 2 (PAIRED)	1.5	4.5	2.0	MT151P	
4	2	MT163	METEOROLOGY AND OCEANOGRAPHY	3.0	-	2.0		
Total				18.0	13.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
4	3	MATH020	BASIC CALCULUS	4.5	-	3.0	MATH007	
4	3	MT118P	ELECTRONIC NAVIGATION - ARPA 2 (PAIRED)	1.5	4.5	2.0	MT117P	
4	3	MT141	MERCHANT SHIPS SEARCH AND RESCUE	3.0	-	2.0		
4	3	MT141L	MERCHANT SHIPS SEARCH AND RESCUE (LAB)	-	4.5	1.0		MT141
4	3	MT160	INTRODUCTION TO SHIP BUSINESS MANAGEMENT	4.5	-	3.0		
4	3	MT164	MARITIME LAW	4.5	-	3.0		
4	3	MT198-2	MT CORRELATION 2	-	4.5	(1.0)	MT105P, , MT117P, , MT198-1	
4	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				19.5	13.5	14.0		

Total Academic Units : 179.00

Bachelor of Science in Tourism Management

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	1	CWTS011	OVERVIEW OF THE NATIONAL SERVICE TRAINING PROGRAM	-	3.0	(2.0)		
1	1	ENG021	ENGLISH FOR ACADEMIC STUDIES 1	4.5	-	3.0		
1	1	ENV011	ENVIRONMENTAL SCIENCE	4.5	-	3.0		
1	1	MATH001	COLLEGE ALGEBRA	4.5	-	3.0		
1	1	PE021	PHYSICAL EDUCATION 1: PHYSICAL FITNESS AND GYMNASTICS	-	2.5	(1.5)		
1	1	SS017	SOCIETY, CULTURE AND FAMILY LIFE	4.5	-	3.0		
1	1	TRM101	PRINCIPLES OF TOURISM 1	4.5	-	3.0		
1	1	VE011	VALUES EDUCATION 1	1.5	-	(1.0)		
Total				24.0	5.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	2	CWTS012	CIVIC WELFARE TRAINING COURSE - 1	-	3.0	(2.0)	CWTS011	
1	2	ENG022	ENGLISH FOR ACADEMIC STUDIES 2	4.5	-	3.0	ENG021	
1	2	HRM100	PRINCIPLES OF SAFETY, HYGIENE AND SANITATION	4.5	-	3.0		
1	2	HUM013	LITERATURE AND CREATIVE ARTS	4.5	-	3.0		
1	2	IT010	I.T. FUNDAMENTALS	3.0	-	2.0		IT010L
1	2	IT010L	I.T. FUNDAMENTALS (LAB)	-	3.0	1.0		IT010
1	2	PE022	PHYSICAL EDUCATION 2: DANCE AND MARTIAL ARTS	-	2.5	(1.5)		
1	2	TRM102	PRINCIPLES OF TOURISM 2	4.5	-	3.0	TRM101	
Total				21.0	8.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
1	3	CWTS013	CIVIC WELFARE TRAINING COURSE - 2	-	3.0	(2.0)	CWTS012	
1	3	ENG023	ENGLISH FOR ACADEMIC STUDIES 3	4.5	-	3.0	ENG022	
1	3	HUM011	LOGIC REASONING WITH CRITICAL THINKING	4.5	-	3.0		
1	3	MGT101	PRINCIPLES OF MANAGEMENT AND ORGANIZATION	4.5	-	3.0		
1	3	PE027	PHYSICAL EDUCATION 3A: BASIC SWIMMING	-	2.5	(1.5)		
1	3	SS013	ECONOMICS, TAXATION AND AGRARIAN REFORM	4.5	-	3.0		
1	3	TRM104P	CULINARY ARTS AND SCIENCES (PAIRED)	1.5	9.0	3.0	HRM100	
1	3	VE012	VALUES EDUCATION 2	1.5	-	(1.0)	VE011	
Total				21.0	14.5	15.0		

Bachelor of Science in Tourism Management

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	1	ACT101-9	FUNDAMENTALS OF ACCOUNTING FOR BUSINESS	4.5	-	3.0		
2	1	FIL001	KOMUNIKASYON SA AKADEMIKONG FILIPINO	4.5	-	3.0		
2	1	HUM012	PHILOSOPHY OF THE HUMAN PERSON	4.5	-	3.0		
2	1	MATH015	BUSINESS AND INVESTMENT MATHEMATICS	4.5	-	3.0	MATH001	
2	1	PE028	PHYSICAL EDUCATION 4A: ADVANCED SWIMMING	-	2.5	(1.5)	PE027	
2	1	TRM110	PHILIPPINE TOURISM	4.5	-	3.0	TRM102	
Total				22.5	2.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	2	FIL002	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	4.5	-	3.0	FIL001	
2	2	MATH111	BUSINESS STATISTICS	4.5	-	3.0	MATH001	
2	2	MKT101	PRINCIPLES OF MARKETING	4.5	-	3.0		
2	2	PE025	PHYSICAL EDUCATION 5: TEAM SPORTS	-	2.5	(1.5)		
2	2	SS019	PHILIPPINE HISTORY, GOVERNMENT AND CONSTITUTION	4.5	-	3.0		
2	2	TRM103	TOTAL QUALITY MANAGEMENT	4.5	-	3.0		
2	2	VE013	VALUES EDUCATION 3	1.5	-	(1.0)	VE011	
Total				24.0	2.5	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	3	FIN101	BASIC FINANCE	4.5	-	3.0		
2	3	HRM021L	PERSONALITY DEVELOPMENT 1	-	3.0	(1.0)		
2	3	PE026	PHYSICAL EDUCATION 6: ADVANCED TEAM SPORTS	-	2.5	(1.5)	PE025	
2	3	SS012	GENERAL PSYCHOLOGY	4.5	-	3.0		
2	3	TRM105	ENTREPRENEURSHIP AND BUSINESS PLANNING	4.5	-	3.0		
2	3	TRM106	TOURISM PLANNING AND DEVELOPMENT	4.5	-	3.0	TRM102	
2	3	TRM112	WORLD TOURISM	4.5	-	3.0	MKT101,, TRM110	
Total				22.5	5.5	15.0		

Bachelor of Science in Tourism Management

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
2	4	TRM115	ECOTOURISM	4.5	-	3.0	TRM112	
2	4	TRM152	ENVIRONMENTAL CONSERVATION FOR TOURISM	4.5	-	3.0	ENV011,, TRM112	
Total				9.0	0.0	6.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	1	ENG037	WORKPLACE ENGLISH FOR THE HOSPITALITY INDUSTRY	4.5	-	3.0	ENG023	
3	1	HRM022L	PERSONALITY DEVELOPMENT 2	-	3.0	(1.0)	HRM021L	
3	1	IT125	MANAGEMENT INFORMATION SYSTEMS	4.5	-	3.0	IT010,, IT010L	
3	1	MGT102	HUMAN BEHAVIOR IN ORGANIZATIONS	4.5	-	3.0	MGT101,, SS012	
3	1	TRM111	TOURISM MARKETING	4.5	-	3.0	MKT101,, TRM110	
3	1	TRM114-1	TOURISM AND HOSPITALITY RESEARCH METHODS & TECHNIQUES I	4.5	-	3.0	ENG023,, MATH111,3rd Year Standing	
Total				22.5	3.0	15.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	2	HRM023L	PERSONALITY DEVELOPMENT 3 (FOREIGN LANGUAGE AND CULTURE 1)	-	3.0	(1.0)	HRM022L	
3	2	TRM113	TOURISM IMPACTS & SUSTAINABILITY	4.5	-	3.0	TRM112	
3	2	TRM114-2	TOURISM AND HOSPITALITY RESEARCH METHODS & TECHNIQUES II	4.5	-	3.0	TRM114-1	
3	2	TRM153	TRAVEL AGENCY MANAGEMENT & OPERATIONS	4.5	-	3.0	TRM105,, TRM106	
3	2	TRM154	TRANSPORTATION MANAGEMENT	4.5	-	3.0	TRM105,, TRM106	
3	2	TRM156	HERITAGE TOURISM	4.5	-	3.0	TRM112	
Total				22.5	3.0	15.0		

Bachelor of Science in Tourism Management

(Curriculum applicable to students who entered as freshmen beginning school year 2012-2013)

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	3	HRM014L	PERSONALITY DEVELOPMENT 4 (FOREIGN LANGUAGE AND CULTURE 2)	-	4.5	(1.0)		
3	3	HRM024L	PERSONALITY DEVELOPMENT 4 (FOREIGN LANGUAGE AND CULTURE 2)	-	3.0	(1.0)	HRM023L	
3	3	SS014	JOSE RIZAL AND THE DEVELOPMENT OF FILIPINO NATIONALISM	4.5	-	3.0		
3	3	TRM151	CRUISE SALES & MANAGEMENT	4.5	-	3.0	3rd Year Standing	
3	3	TRM155	RESORT MANAGEMENT	4.5	-	3.0	TRM105, , TRM106	
3	3	TRM200	TOURISM MANAGEMENT COMPREHENSIVE EVALUATION MODULE	1.5	-	(1.0)	3rd Year Standing	
3	3	TRM200F	EVENTS MANAGEMENT (FLD)	-	12.0	0.3	rd Year Standing	
3	3	VE014	VALUES EDUCATION 4	1.5	-	(1.0)	VE013	
Total				16.5	19.5	3.0		

Year	Term	Code	Title	Lec Hrs	Lab Hrs	Credit Units	Prerequisites	Co-requisites
3	4	TRM199R	PRACTICUM	-	40.0	8.0	OR CANDIDATE	
Total				0.0	0.0	8.0		

Total Academic Units : 147.00