Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER
NO. ___38___
Series of 1997

SUBJECT : PUBLIC HEARING ON THE ASSOCIATE IN
COMPUTER TECHNOLOGY PROGRAM

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In accordance with the pertinent provisions of Republic Act No.
7722, otherwise known as the "Higher Education Act of 1994", and by virtue
of Resolution No. 001, Series of 1995 of the Commission en banc, this Office
hereby endorses the subject undertaking for the support and participation of
all Heads of both Public and Private Higher Education Institutions offering
Information Technology education programs. All concerned are hereby
informed thus:

The Technical Panel for Information Technology (TPITE) will
hold a Public Hearing on the Associate in Computer Technology
(ACT) Program on October 04, 1997 (Saturday) at the PCED Hostel
Social Hall, UP Diliman from 8:00 AM to 1:00 PM. Attendance should
be confirmed to the TPITE Secretariat (Attn: Ms. Jenny De Guzman)
either by telephone (Tel. No. 833-92-32) or by Fax (Fax No. 833-92-45).
Registration is free.
Attached is a copy of CHED Memo. No. 60 Addendum for
Associate in Computer Technology for your reference

Pasig City, Philippines ___September 22, 1997___

ANGEL C. ALCALA
Chairman

ECC/092297

POLICIES AND STANDARDS FOR
ASSOCIATE IN COMPUTER TECHNOLOGY
(formerly Associate in Computer Science)

As an addendum to the Policies and Standards for Information Technology Education (CHED ORDER No. 60, series of 1996), the following policies for the offering of a non-degree program in Computer Technology are hereby promulgated.

OBJECTIVE

The objective of a non-degree program in Information Technology Education is to:

1) prepare the students for eventual entry into the regular degree programs of Bachelor of Science in Computer Science, Information Technology, or Information Management; and

2) equip the students with specific skills for entry into the information technology profession.

TITLE OF THE PROGRAM

The program shall be called "Associate in Computer Technology" (formerly Associate in Computer Science). It is normally a two-year non-degree program leading to a diploma in "Associate in Computer Technology (ACT)". Although not exactly equivalent to the first two years of the degree programs in Bachelor of Science in Computer Science (BSCS), Information Technology (BSIT) and Information Management (BSIM), the ACT may be considered as a "ladderized" program for the degree programs. As such the existing policies and standards for Information Technology Education (CHED MEMO ORDER NO. 60, series of 1996) shall be strictly followed with the following exceptions.

AUTHORITY TO OPERATE

Schools which intend to offer only the Associate in Computer Technology program shall apply with the CHED for authorization to operate the program. The authorization, if granted, is only for an individual location. Schools having multiple locations shall apply for the permit to operate the program for each location. If a school offering only the ACT program wishes to offer the BSCS or BSIT or BSIM degree program, it may apply for approval of the first three years of the program, but in no case may it apply only for the third year.

Schools with a permit to offer any of the relevant Bachelor of Science degree program (BSCS, BSIT, BSIM) need not apply for a separate authority to offer the ACT program for the locations that have the degree program permits, provided that the ACT curriculum conforms to the policies specified below. They should however formally inform the CHED in writing. They also have the authority to accept or not, the subjects taken by a student in the ACT program, from the same or another school, as credits toward the bachelor's programs.

A school location that is offering only the associate program may not be called a "college" which is commonly understood to refer to a school offering bachelor's degree programs.

ADMINISTRATION

The ACT program shall be administered by a head who should render service to the school for at least three (3) regular working days (eight hours per day) per week.

CURRICULUM

The curriculum of an ACT program shall be built upon the following:

1) a subset of the Basic General Education Subjects as defined by CHED ORDER No. 59, series of 1996 including the modifications for technical and professional programs;
2) a subset of the Basic Core Topics and Major Topics as defined by CHED ORDER No. 60, series of 1996;
3) other subjects that may be needed to allow students to acquire specific I T skills (such as programming, use of personal computer software packages, etc.)

The curriculum for ACT will have a minimum of sixty-six (66 units), of which the General Education component comprises one-third to fifty per cent of the total, excluding Physical Education and Citizen's Military Training. A sample Curriculum, which a school may choose to modify, is attached. The subject descriptions are the same as those of the Bachelor's degree programs in CS, IT, and IM.

PHYSICAL FACILITIES

Schools offering only the associate program need not meet the minimum requirement of one thousand (1,000) square meters of floor or land area specified by CHED Order No. 60, s. 1996. However, they should have at least the following for each location offering the program: one classroom, one computer laboratory, one library/study area, one faculty office, and one administrative office.

EFFECTIVITY CLAUSES

These policies shall be effective school year 1997-1998. Schools with existing Associate in Computer Science or other I T related programs should conform to these policies by school year 1998-1999.

Technical Panel for Information Technology Education
July 12, 1997

SAMPLE CURRICULUM*
ASSOCIATE IN COMPUTER TECHNOLOGY

A. GENERAL EDUCATION — 24 units

1. Languages — 9 units
   - 1.1 English — 6 units
   - 1.2 Filipino — 3 units

2. Mathematics and Natural Sciences — 6 units
   - 2.1 Algebra — 3 units
   - 2.2 Trigonometry / Analytic Geometry — 3 units

3. Humanities, Soc. Sci and Communication — 9 units
   - 4.1 Philosophy of Man — 3 units
   - 4.2 Philippine History — 3 units
   - 4.3 Literature — 3 units

B. Professional Courses — 42 units

1. Basic ITE Courses — 15 units
   - 1.1 Computer Fundamentals — 3 units
   - 1.2 Presentation Skills in IT — 3 units
   - 1.3 Professional Ethics / values education — 3 units
   - 1.4 Fundamentals of Problem Solving — 3 units
   - 1.5 Fundamentals of programming / program logic formulation — 3 units

2. Major ITE subjects — 27 units
   - 2.1 Quality Consciousness, habits & processes — 3 units
   - 2.2 Operating Systems — 3 units
   - 2.3 Data Structure & Algorithm — 3 units
   - 2.4 Computer Systems Organization — 3 units
   - 2.5 Application Programming Language — 3 units
   - 2.6 Data Base Management Systems — 3 units
   - 2.7 File organization — 3 units
   - 2.8 Data Communication and Computer Networks — 3 units
   - 2.9 Systems analysis and Design — 3 units

P. E. — 66 units
+ 4 units
70 units

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*(1) This is only a sample curriculum. Schools may modify or add subjects in accordance with its objectives and thrusts provided that the minimum curricular requirements of the "Policies and Standards for ACT" are met.
(2) Citizens' Military Training, Physical Education, and other similar subjects are added as required by the Commission on Higher Education

July 12, 1997