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

CHED MEMORANDUM ORDER (CMO)
NO. 92 ;
Series of 1998

SUBJECT: **POLICIES AND STANDARDS FOR ASSOCIATE**
IN COMPUTER TECHNOLOGY
PROGRAM(ACT)

X -- X

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and as an addendum to the Policies and Standards for Information Technology Education (CHED ORDER No. 60, series of 1996), the following policies and standards for the offering of a non-degree program in Computer Technology are hereby adopted and promulgated by the Commission, thus:

ARTICLE I
OBJECTIVES

Section 1. General Objectives - The objectives of a non-degree program in Information Technology are to:

1.1 equip students with specific skills for entry into the information technology profession; and

1.2 prepare the students for eventual entry into the regular degree programs of the Bachelor of Science in Computer Science, Information Technology, Information Management.

ARTICLE II
TITLE OF THE PROGRAM

Section 2. **PROGRAM TITLE** - 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 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 above mentioned degree programs in Information Technology. 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 embodied in the succeeding sections of this CMO.

ARTICLE III
AUTHORITY TO OPERATE

Section 3. Training Centers - Schools that intend to offer only the Associate in Computer Technology program shall apply with the CHED for authorization. The authority to operate is for an individual location only. Schools having multiple locations shall apply for the permit to operate the program for each location. If a school offering 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.

Section 4. Colleges - 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. However, they should 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 a bachelor's degree program.

ARTICLE IV
ADMINISTRATION

Section 5. Head - 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 a day) per week.

Section 6. General Qualifications of Head - The Dean or Head of an IT program must possess at least one of the following namely:

6.1   A master's degree in an IT program;

6.2   A master's degree in another field plus at least   fifteen(15) units of master's study in IT;

6.3   A master's degree in another field plus five (5) years experience in the IT profession such as technical support, systems design, or applications programming; or

6.4   A master's degree in another field and a bachelor's degree in IT.

In addition, the Dean /Head should have industry advisor(s) to assist him, specially if he does not have an IT industry experience. This could be in the form of a Board of Industry Advisors that is component of industry-academe linkage program.

ARTICLE V
CURRICULUM

Section 7. General Curriculum - The curriculum of an ACT program shall be built upon the following:

       7.1   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;

       7.2   a subset of the Basic Core Topics and Major Topics as defined by CHED ORDER No. 60, series of 1996;

       7.3   other subjects that may be needed to allow the students to acquire specific IT skills (such as programming, use of personal computer software packages, etc.)

Section 8. ACT Minimum Curricular Requirements - The curriculum for ACT will have a minimum of sixty-six (66 units), of which the general education component comprises one-third to one-half of the total, excluding Physical Education and Citizens Military Training. A sample Curriculum (shown at Annex 1), which a school may choose to modify, is made an integral part hereof. The subject descriptions are the same as those of the Bachelor's degree programs in CS, IT, IM.

ARTICLE VI
PHYSICAL FACILITIES

Section 9. General Standards - Schools offering only the associate programs need not meet the minimum requirement of one thousand (1,000) square meters of floor or land area specified by CHED ORDER No. 60, Series of 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.

ARTICLE VII
REPEALING CLAUSE

Section 10. Repeal - Any and all administrative issuances that are contrary to or inconsistent with any of the provisions herein are hereby deemed automatically repealed, rescinded and/or modified accordingly.

ARTICLE VIII
EFFECTIVITY CLAUSES

Section 11. New Programs - These policies and standards shall apply immediately to new programs necessitating issuance of permits to operate effective Collegiate Year (CY) 1998 -1999.

Section 12. Existing Programs - Schools with existing Associate in Computer Science or other IT related programs should conform to these policies by (CY) 1998 -1999.

Pasig City, Philippines,   **21st, January 1998**

FOR THE COMMISSION:

ANGEL C. ALCALA
Chairman

MINIMUM CURRICULAR REQUIREMENTS FOR INFORMATION TECHNOLOGY EDUCATION

	Units	Units
GENERAL EDUCATION		24
LANGUAGE and HUMANITIES		
English Language	9	
Filipino Language	6	
Humanities (e.g., Literature, Art, Philosophy, etc.)	9	
MATHEMATICS, NATURAL SCIENCES, TECHNOLOGY		15
Mathematics	6	
Natural Sciences	6	
Elective (e.g., Mathematics, Natural Science, Technology)	3	
SOCIAL SCIENCES		15
such as Psychology, Sociology (w/ family planning and population education), Anthropology, Economics (w/ Taxation and Agrarian Reform), Philippine History & Culture (w/ Constitution), Asian / Western Civilization, Life and Works of Rizal (required separate subject)		
BASIC IT CORE SUBJECTS		18
IT PROFESSIONAL / MAJOR SUBJECTS		33
IT ELECTIVES		12
FREE ELECTIVES		9
TOTAL		126

Additional Requirements:

1. Rizal must be a separate subject.

2. The following topics must be included in some existing subjects:
   Taxation and Agrarian Reform
   Philippine Constitution
   Family Planning

3. Citizen's Military Training, Physical Education, and other similar subjects are added as required by the Commission on Higher Education.

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

                                   66 units

    P. E.   + 4 units

                                   70 units

*(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