

PAASCU EXHIBITS: Department Undergraduate Catalogue Outline

Sequence	Document
1	Cover Page (Department name and College) Contact Information of the department (address, telephone, fax, email address, website if available) <i>Please see the attached example and format.</i>
2	Table of Contents
3	Vision-Mission of De La Salle Philippines (<i>put DLSP logo on top, center</i>)
4	Vision-Mission of De La Salle University, Manila (<i>put DLSU logo on top, center</i>)
5	Vision-Mission of the College (<i>put college logo on top, center</i>) Goals and objectives (if possible)
6	Vision Mission of the Department Goals and objectives (if possible)
7	Recognition/awards given to the department (e.g. CHED Center of Excellence/Development) – provide the certification (photocopy only)
8	Organizational Chart of the Department for AY 2010-2011
9	Full-time faculty list – include the title and full name, highest degree earned, university where highest degree was earned, country, present rank, specialization <i>Please see the attached example and format</i>
10	List of undergraduate degree programs offered by the Department (place full name and degree code) Permits to offer programs (CHED permit, photocopy only)
11	Program name Program description (include goals, objectives, learning outcomes) Also include in the program description: <ul style="list-style-type: none"> • Special scholastic standing requirements if any • Total number of units required (academic and non-academic) • Total number of terms • Other requirements such as electives, thesis, practicum, foreign language, capstone requirements, etc.
12	Program Checklist Include program checklists for ID 110, 109, 108, 107, 106 preferably with the signature of the approving authority

	<i>REPEAT #11 AND #12 FOR EACH OF THE OTHER PROGRAMS OFFERED BY THE DEPT.</i>
13	Course Descriptions (indicate course code, course title, number of units, course description, pre-requisites, and pre-requisite to what courses) – <i>Pls. see the attached example</i>
14	Other department policies (e.g. thesis, practicum, lab policies, department forms, operational manuals)
Other information that may be included	
GE / Service courses offered by the department: Indicate course code, course title, number of units, course description, pre-requisites, and pre-requisite to what courses	
Department-based special facilities	
Department-based research programs	
Department-based co-curricular programs	
Department-based Community Service programs	

Please Note:

1. **For Page Set-up, use 8.5” x 11” paper (short bond paper) with margins: 1.1” left; 0.8” right; 1” top; 1” bottom.**
2. **Submit in CD or USB. The PAASCU Secretariat will take care of printing and binding the catalogues. If the department has special forms or other collateral materials it wishes to include, submit the actual materials to the PAASCU Secretariat at Y308. Properly label all submitted materials.**

SAMPLE FORMAT: Cover Page

**De La Salle University
College of Science**

**PHYSICS DEPARTMENT
UNDERGRADUATE CATALOGUE**

Saint Joseph Bldg, Rm. 404
2401 Taft Avenue
1004 Manila, Philippines
Tel. Nos.: (632) 536-0229 (direct line) or
(632) 524-4611 local 450 (trunk line)
Website:
[http://www.dlsu.edu.ph/academics/colleges/
cos/physics/default.asp](http://www.dlsu.edu.ph/academics/colleges/cos/physics/default.asp)
Email: romeric.pobre@dlsu.edu.ph (Chair)

SAMPLE FORMAT: Table of Contents

**PHYSICS DEPARTMENT
UNDERGRADUATE CATALOGUE**

Table of Contents

De La Salle Philippines
De La Salle University Mission – Vision
College of Business and Economics Vision – Mission
Physics Department Vision – Mission
Plaque of Recognition as CHED Center of Excellence
Physics Department Organizational Chart
Roster of Full-time Faculty Members
Undergraduate Degree Programs
CHED Permits
Bachelor of Science in Physics with specialization in Materials Science
Program Description
Program Checklists
Bachelor of Science in Physics with specialization in Medical Instrumentation
Program Description
Program Checklists
Bachelor of Science in Premed Physics
Program Description
Program Checklists
Bachelor of Science in Physics Minor in Economics or Finance
Program Description
Program Checklists
Course Descriptions
Physics Department Service Courses

Physics Department Research Facilities
Department Policies, Office Forms and Documents
Permit to Overstay in Campus
Borrower's Form
Physics Department Policies and Practices
Implementing Guidelines on How to Conduct Practicum Course in Medical Centers
Undergraduate Thesis Policies and Guidelines
Teaching Laboratory Policies
Parents' Certification of Permission/Waiver for Overstay/Off-Campus Activity

SAMPLE FORMAT: Faculty Roster

Roster of Full-Time Faculty Members

Dr. Jose de los Reyes
 Full Professor 2
 Ph.D. Physics
 Northwestern University, USA
 Specialization: Particle Physics

Ms. Maria de los Santos
 Assistant Professor 4
 M.S. Biology
 Tokyo Institute of Technology, Japan
 Specialization: Plant taxonomy

SAMPLE FORMAT: Course Descriptions

Alphabetize according to course code

ACTBAS1 **Introductory Accounting for Service Enterprise**

3 units

This introductory course is designed to develop a basic understanding of the conceptual framework underlying the measurement and communication of financial data. This course deals with analyzing, recording and processing business transactions commonly engaged by a sole proprietor of a service enterprise. The fundamental concepts and principles essential to the measurement and communication of said transactions are introduced and emphasized as the course progresses.

Pre-requisite: None

Pre-requisite to: ACTBAS2

ACTBAS2 **Introductory Accounting for Merchandising Enterprise**

3 units

This course deals with the accounting cycle for a sole proprietorship form of business engaged in merchandising activities. It includes recording of business transactions using special journals. The course is designed to respond to changes brought about by developments in information technology by including sessions in the computer laboratory wherein students are given exposure to the use of an accounting software package in processing business transactions. Special accounting topics on the voucher system and bank reconciliation statement are included.

Pre-requisite: ACTBAS1

Pre-requisite to: ACTPACO

MODFIN1 **Financial Accounting and Reporting for Assets - Part 1**

3 units

This course introduces the nature, functions, scope and limitations of the broad field of Financial Accounting. It starts with the discussion of the conceptual framework that sets out the concepts that underlie the preparation and presentation of financial statements. It deals with the study of fundamental assumptions, theoretical concepts and generally accepted accounting principles as discussed in the Philippine Accounting Standards (PAS) and the Philippine Financial Reporting Standards (PFRS); the conditions under which they may be appropriately applied and their impact or effect on the financial statements. The course deals with the current trends in accounting for balance sheet and income statement items; preparation of financial reports; and the use of accounting data for management decisions particularly on cash, receivables, inventories, and intangible assets.

Pre-requisite: ACTPACO

Pre-requisite to: MODADV1, MODADV2, MODADV3, MODAUDP, MODAUD1 and MODAUD2