Course Catalogue

ASSOCIATE IN ARTS

The Associate in Arts (AA) program is a 60-unit liberal arts program at the undergraduate level. It qualifies individuals to pursue a Bachelor's degree, whether in the sciences or the arts.

Program Goals
The program aims to:
- Broaden the students' intellectual and cultural horizons;
- Foster a commitment of nationalism balanced by a sense of internationalism;
- Cultivate a capacity for independent, critical, and creative thinking;
- Infuse a passion for learning with a high sense of moral and intellectual integrity;
- Develop self-motivated learners with independent learning skills that will enable them to successfully complete their undergraduate education via the distance mode; and
- Provide a generalist type of basic tertiary education that will also develop competencies in communication and computer use.

Mode of Instruction
All courses are taught online following the principles of guided independent study and collaborative inquiry.

Admission Qualifications
1. Have earned a high school diploma or its equivalent through completion of the K-12 curriculum, or through completion of the old basic education curriculum, or by passing DepEd's Alternative Learning System Accreditation and Equivalency (ALS A&E) Test for secondary level; and
2. (a) Have taken and passed UPOU's Undergraduate Assessment Test (UgAT), unless he/she has taken the UP College Admission Test (UPCAT) with a University Predicted Grade (UPG) of 2.800 or better; OR (b) Completed at least 33 units of college with a general weighted average (GWA) of 2.50 or better from another UP unit or a GWA of 2.0 or better from another college or university outside the UP System; and
3. Have completed the UPOU Distance Education (DE) Readiness Module.
   If necessary, an applicant may also be advised to complete bridge courses offered by UPOU.

   Notes: The Ugat is designed to assess both scholastic aptitude and the applicant's capability to undertake independent learning. The UgAT can only be taken once.

Curriculum

The minimum academic load per semester is three units; the maximum load is 12 units.

Credits for the required 60 units can be earned from the following courses. Students must take the required minimum number of units from each cluster of courses.

General Education courses (45 units)

There are three domains of GE courses and students must take a total of 15 units from each domain, of which 6 units are prescribed within the domain and the remaining 9 units can be chosen from the rest of the courses listed under each domain. Each course listed is equivalent to 3 units unless otherwise indicated.

Arts and Humanities domain (15 units)

COMM 1	Communication Skills 1
COMM 2	Communication Skills 2
KOM 1	Kasanayan sa Komunikasyon 1
KOM 2	Kasanayan sa Komunikasyon 2
COMM 3	Speech Communication
HUM 1	Literature, Society, and the Individual
HUM 2	Art, Man, and Society
HUMA 1	Panitikan, Tao at Lipunan
ENG 157	English for the Professions

Social Sciences and Philosophy domain (15 units)

HIST 1/KAS 1	Philippine History/Kasaysayan at mga Institusyong Pilipino
HIST 2/KAS 2	Asia and the World/Ang Asya at ang Mundo
SOC SCI 1	Foundations in the Behavioral Sciences
SOC SCI 2	Social, Economic, and Political Thought
SOC SCI 13	Gender and Society
PHILO 1	Philosophical Analysis

Mathematics, Science and Technology domain (15 units)

MATH 1	Fundamental Concepts and Applications of Mathematics
STS	Science, Technology, and Society
NATSCI 1	Foundations of Natural Science 1
NATSCI 2	Foundations of Natural Science 2
MS 1	Oceans and Us
STS 10	Exploring Biotechnology
MATH 2	Practical Mathematics

Mandated course

PI 100	Philippine Institutions 100

Other required courses (12 units)

COMP ED 1	Computer Education 1
COMP ED 2	Introduction to Web Design and Publishing
PHILO 173	Practical Ethics
MATH 11	College Algebra

Physical Education courses (8 units)

PE1	Foundation of Physical Fitness
PE 2	Walking for Fitness
PE 2	Hatha Yoga
PE 2	Chess

National Service Training Program (6 units)

CWTS 1	Civic Welfare Training Service 1
CWTS 2	Civic Welfare Training Service 2

The NSTP program has three components: Reserve Officers' Training Corps (ROTC), Civic Welfare Training Service (CWTS), and Literacy Training Service (LTS). Students can opt to complete the ROTC course in another UP unit or a non-UP campus, in which case they will not need to take UPOU's CWTS courses.

BACHELOR OF EDUCATION STUDIES

The Bachelor of Education Studies (BES) program, with specializations in Alternative Education Systems (AES) and in Instructional Design and Technology (IDT), is designed to develop education professionals for various types of education work in diverse contexts.

The specialization in AES focuses on non-traditional or non-mainstream approaches to teaching and learning, including home schooling, work-based learning, distance education, open learning, community education, and non-formal education. BES AES majors will be equipped to pursue careers in:
- Curriculum and materials development for alternative education programs
- Teaching in the non-formal education or alternative learning sector
- Training and human resource development
- Education-related development work, such as the design and delivery of health education programs and environmental advocacy programs

IDT is a multidisciplinary field of study that focuses on the systematic use of technology to address educational challenges both in school-based and alternative learning environments. IDT majors will be equipped to pursue careers in:
- Design of technology-supported education programs and curricula, including online curricula
- Instructional systems and materials development
- Learning network management and support
- Teaching courses in educational media and technology

Program Goals

The program as a whole aims to develop education professionals who have:
1. A critical perspective on the role of education and the challenges faced by educational systems in a modern developing society in a global context;
2. A strong foundation in the key concepts and disciplines of education, including philosophy, psychology, history, and social and cultural theory;
3. Skills in the design and delivery of educational programs, including skills in instructional design, assessment and student support, curriculum development, and instructional materials development using a range of educational technologies;
4. Skills for the systematic study of education policy and practice, including research literacy, argumentation, and the communication of educational ideas; and
5. A holistic, integrative, reflexive, and research-based approach to learning and education, including their own education as professionals and as lifelong learners.

In addition, the specialization in AES aims to develop education professionals with:
1. A deep appreciation of the various contexts and modalities of education and learning, including education in multicultural settings, alternative forms of education, and informal learning; and
2. Skills in the design, delivery, and evaluation of alternative education programs.

The specialization in IDT aims to develop education professionals with:
1. A holistic understanding of the potential benefits of technologies for education as well as the conditions necessary for technologies to be effective in educational contexts; and
2. Skills in the design, development, use, management, and evaluation of learning resources, tools, and environments.

Mode of Instruction
All courses are taught online following the principles of guided independent study and collaborative inquiry. The teaching practicum is an internship in an educational setting to be supervised at a distance also using Web technologies.

Admission Qualifications
1. Have earned a high school diploma or its equivalent through completion of the K-12 curriculum, or through completion of the old basic education curriculum, or by passing DepEd's Alternative Learning System Accreditation and Equivalency (ALS A&E) Test for secondary level; AND
2. (a) Have taken and passed (with UPG of 2.8 or better) the UP College Admission Test (UPCAT); OR (b) Completed at least 33 units of college with a general weighted average (GWA) of 2.50 or better from another UP unit or a GWA of 2.0 or better from another college or university outside the UP System; OR (c) Graduates of the AA program of UP Open University; AND
3. Have completed the UPOU Distance Education (DE) Readiness Module.

Curriculum
The BES program consists of 141 units of course work to be taken over 5-6 years following a trimestral schedule. The courses are classified into 45 units of General Education courses, 42 units of core courses, 45 units of major courses, and 6 units of electives.

In addition, BES students are required to take (8) units of Physical Education courses and (6) units of National Service Training Program (NSTP) courses.

 NOTE: All courses below are equivalent to 3 units unless otherwise indicated

General Education Courses

Arts and Humanities Domain
15 units = 6 units prescribed courses + 9 units to be chosen from the following

COMM 1	Communication Skills 1 (3 units prescribed)
COMM 2	Communication Skills 2 (3 units prescribed)
COMM 3	Speech Communication (3 units)
HUM 1	Literature, Society, and the Individual (3 units)
HUM 2	Art, Man, and Society (3 units)
ENGLISH 157	English for the Professions (3 units)
KOM 1	Kasanayan sa Komunikasyon 1 (3 units)
KOM 2	Kasanayan sa Komunikasyon 2 (3 units)
HUMA 1	Panitikan, Tao at Lipunan (3 units)

Social Sciences and Philosophy
15 units = 6 units prescribed courses + 9 units to be chosen from the following

HIST 1/KAS 1	Philippine History/Kasaysayan ng Pilipinas (3 units prescribed)
HIST 2/KAS2	Asia and the World/Ang Asya at ang Mundo (3 units prescribed)
SOC SCI 1	Foundations in the Behavioral Sciences (3 units)
SOC SCI 2	Foundations in the Behavioral Sciences 2 (3 units)
PHILO 1	Philosophical Analysis (3 units)
SOC SCI 13	Gender and Society (3 units)

Mathematics, Science and Technology

MATH 1	Fundamental Concepts and Applications of Mathematics (3 units prescribed)
STS	Science, Technology and Society (3 units prescribed)
NATSCI 1	Foundations of Natural Science 1 (3 units)
NATSCI 2	Foundations of Natural Science 2 (3 units)
MATH 2	Practical Mathematics (3 units)
MS 1	Oceans and Us (3 units)
STS 10	Exploring Biotechnology (3 units)
PI 100	Philippine Institutions 100 (3 units)

Core Courses (42 Units)

EDS 101	Philosophy of Education (3 units)
EDS 102	Social Foundations of Education (3 units)
EDS 103	Theories of Learning (3 units)
EDS 106	Culture, Language, and Education (3 units)
EDS 107	Gender and Education (3 units)
EDS 108	Development Education (3 units)
EDS 112	Principles of Instructional Design (3 units) PREREQUISITES: EDS 103; EDS 106
EDS 113	Principles and Methods of Assessment 3 units PREREQUISITES: EDS 103; EDS 106; EDS 107

EDS 151	Instructional Media Resources (3 units)
	PREREQUISITES: EDS 106; EDS 107; EDS 112
EDS 195	Introduction to Education Research (3 units)
EDS 198	Practicum
	PREREQUISITES: All core and major courses
EDUC 101	Philippine Education System (3 units)
EDUC 103	Principles and Processes in Curriculum Development (3 units)

Major Courses
Alternative Education Systems (AES)

EDS 130	Introduction to Alternative Education Systems (2 units)
	PREREQUISITES: EDS 101; EDS 102
EDS 131	Foundations of Adult Education (3 units)
	PREREQUISITE: EDS 103
EDS 132	Indigenous Peoples' Education (3 units)
	PREREQUISITE: EDS 106
EDS 133	Madrasah Education (3 units)
	PREREQUISITE: EDS 106
EDS 136	Foundations of Distance Education (3 units)
EDS 140	Citizenship Education and Peace Education (3 units)
	PREREQUISITES: EDE 102; EDS 112
EDS 141	Introduction to Vocational Education (3 units)
EDS 142	Environmental Education (3 units)
	PREREQUISITES: EDS 112; EDS 106; EDS 107
EDS 143	Health Education (3 units)
	PREREQUISITES: EDS 112; EDS 106; EDS 107
EDS 111	Principles of Teaching (3 units)
EDS 121	The Reading Process (3 units)
	PREREQUISITES: EDS 103; EDS 106
EDS 122	Teaching Mathematics (3 units)
	PREREQUISITES: EDS 112; EDS 113; EDS 151
EDS 123	Teaching Science (3 units)
	PREREQUISITE: EDS 112; EDS 113; EDS 151
EDS 180	Special Topics in Education 1 (3 units)
SE 103	Mobilizing People and Organizations (3 units)

Instructional Design and Technology (IDT)

EDS 150	Introduction to Instructional Technology (3 units)
	PREREQUISITE: EDS 112; EDS 151
EDS 152	Teaching with the Web (3 units)
	PREREQUISITES: EDS 112; EDS 106; EDS 107
EDS 153	Design of Educational Multimedia Materials (3 units)
	PREREQUISITES:EDS 112; EDS 106; EDS 107;
	MMS 172; MMS 173; MMS 175; MMS 176
EDS 154	Assistive Learning Technologies (3 units)
EDS 155	Game-Based Learning (3 units)
	PREREQUISITES: EDS 103; EDS 112
EDS 156	m-Learning (Mobile Learning) (3 units)
	PREREQUISITES: EDS 103; EDS 112
EDS 157	Introduction to Teaching Online (3 units)
	PREREQUISITES: EDS 103; EDS 112
EDS 158	Managing Networked Learning (3 units)
	PREREQUISITE: EDS 157
EDS 159	Instructional Project Management (3 units)
	PREREQUISITE: EDS 112
COMP ED 2	Introduction to Web Design and Publishing (3 units)
MMS 172	Audio in Multimedia (3 units)
MMS 173	Photography in Multimedia (3 units)
MMS 175	Videography in Multimedia (3 units)
MMS 176	Animation in Multimedia (3 units)
MMS 131	Introduction to Knowledge Management (3 units)

Electives (6 Units)

Upper division 3-unit courses in another area of specialization in the BES program

Other existing undergraduate Education courses at UPOU, namely:

EDUC 105 (Introduction to Special Education)
EDUC 106 (Basic Guidance)

Upper division 3-unit courses in other UPOU undergraduate programs

BACHELOR OF ARTS
IN MULTIMEDIA STUDIES

In today's global knowledge economy, information has become the primary resource and multimedia communication skills have become essential, sought after competencies. Organizations, agencies, and businesses alike require expertise in multimedia as a strategic imperative. Today's institutions require a professional with multimedia skills and competencies.

The Bachelor of Arts in Multimedia Studies is a program that prepares experts in:
- information and communications technology;
- knowledge management; and
- multimedia

Program Goals
Graduates of the Bachelor of Arts in Multimedia Studies (BAMS) are:
- knowledgeable with the range and use of multimedia information and communication technologies;
- articulate in philosophical and theoretical underpinnings of developments in the field and their social implications;
- abreast of emerging trends, protocols procedures, and their implications on practice;
- proficient in hardware operation, software development, and applications use;
- able to produce multimedia knowledge products;
- able to contribute to the body of research on multimedia theories and processes; and
- able to contribute to local multimedia initiatives in the context of global realities.

BAMS graduates can assume the following plantilla positions in corporations, government agencies and non-government organizations:
- multimedia specialist
- information specialist
- information manager
- communication specialist
- communication manager
- knowledge specialist
- knowledge manager

Admission Requirements
The following applicants may be admitted to the program:
- High school graduates who pass the UP College Admission Test (UPCAT) or the Undergraduate Assessment Test (UgAT) and the UPOU Distance Education Readiness Test;
- AA graduates of UPOU;
- Transferees from other UP constituent units with a GWA of 2.5 who pass the UPOU Distance Education Readiness Test;
- Transferees from any recognized institution who have completed two years of study, or 60 units, with a GWA of 2.0 or higher who pass the UPOU Distance Education Readiness Test subject to UP system rules and policies on lateral entrants.

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Curriculum

General Education Courses (45 units)

Arts and Humanities

COMM 1	Communication Skills 1 (3 units)	
or		
KOM 1	Kasanayan sa Komunikasyon 1 (3 units)	
COMM 2	Communication Skills 2(3 units)	
or		
KOM 2	Kasanayan sa Komunikasyon 2 (3 units)	
COMM 3	Speech Communication (3 units)	
HUM 1	Literature, Society, and the Individual (3 units)	
HUM 2	Art, Man, and Society (3 units)	

Social Sciences and Philosophy

HIST 1/KAS 1	Philippine History/Kasaysayan at mga Institusyong Pilipino (3 units)	
HIST 2/KAS 2	Asia and the World/Ang Asya at ang Mundo (3 units)	
SOC SCI 1	Foundations in the Behavioral Sciences (3 units)	
SOC SCI 2	Foundations in the Behavioral Sciences 2 (3 units)	
PHILO 1	Philosophical Analysis (3 units)	

Mathematics, Science and Technology

MATH 1	Fundamental Concepts and Applications of Mathematics (3 units)	
NATSCI 1	Foundations of Natural Science 1 (3 units)	
NATSCI 2	Foundations of Natural Science 2 (3 units)	
MS 1	Oceans and Us(3 units)	
STS	Science, Technology, and Society (3 units)	

Physical Education (8 units)

PE courses can also be taken in UPOU and/or another UP campus or a non-UP school through cross-registration, subject to UPOU approval. Students may also opt to take the Proficiency Exam for Physical Education (PEPE) in another UP campus to gain advanced credits in PE.

National Service Training Program (6 Units)

CWTS 1	Civil Welfare Training Service 1
CWTS 2	Civil Welfare Training Service 2

BAMS students must complete six units of courses offered in the National Service Training Program (NSTP). The courses offered in the NSTP are clustered in the following components. Reserve Officers Training Corps (ROTC), Civic Welfare Training Service (CWTS) and Literacy Training Service. (RA9163)

NSTP may also be taken in any school/institution accessible to the student through cross-registration, subject to UPOU approval.

Major Courses (54 units)

MMS 100	Introduction to Multimedia Studies (3 units)	
MMS 101	Introduction to Information Technology (3 units)	
MMS 102	Theories in Multimedia (3 units)	
MMS 111	Gender and Multimedia (3 units)	
MMS 112	Multimedia and Society (3 units)	
MMS 115	Law and Multimedia (3 units)	
MMS 120	Communication and Culture (3 units)	
MMS 121	Multimedia and Popular Culture (3 units)	
MMS 130	Information and Communication Technology for Development (3 units)	
MMS 131	Introduction to Knowledge Management (3 units)	
MMS 140	Mathematics in Multimedia (3 units)	
MMS 141	Principles of Programming (3 units)	
MMS 142	Internet Technologies and Web Development (3 units)	
MMS 143	Introduction to Multimedia Computing (3 units)	
MMS 144	Principles of Multimedia Information Management (3 units)	
MMS 145	Multimedia Communications and Networking (3 units)	
MMS 146	Object-Oriented Programming (3 units)	
MMS 197	Multimedia Research	

Production And Practicum Courses (18 units)

MMS 171   Text in Multimedia (3 units)
MMS 172   Audio in Multimedia (3 units)
MMS 173   Photography in Multimedia (3 units)
MMS 174   Graphics in Multimedia (3 units)
MMS 175   Videography in Multimedia(3 units)
MMS 176   Animation in Multimedia (3 units)

Others (12 units)

PI 100   Philippine Institutions 100 (3 units)
MMS 198   Special Topics (3 unit)
MMS 200   Special Project (6 units)

Electives (15 units selected from the following)

MATH 11   College Algebra (3 units)
ECON 11   Introductory Economics (3 units)
ENG 157   English for the Professions (3 units)
COMP ED 1   Computer Education 1 (3 units)
COMP ED 2   Introduction to Web Design and Publishing (3 units)
PSYCH 11   Introduction to Psychology (3 units)
PHILO 173   Practical Ethics (3 units)
MMS 151   Introduction to Web Accessibility (3 units)

GRADUATE CERTIFICATE IN DISTANCE EDUCATION

The Graduate Certificate in Distance Education (GCDE) is a focused, compact program that is offered conjointly with the Master of Distance Education program. It is intended for professionals who are looking for a formal introduction to the field of distance education and graduate-level training in developing and managing distance education and e-learning programs, but who do not require a Master's degree in this field.

Program Goals

GCDE graduates are expected to be able to:
- Participate in the development and delivery distance education programs that are underpinned by effective pedagogy and appropriate and sustainable use of technology;
- Participate in the management of distance education programs in different contexts—educational, business and non-profit organizations—to meet the needs of target learners; and
- Use their knowledge of theories, models, and principles of open learning and distance education to critically examine various aspects of DE programs from a variety of perspectives.

Mode of Instruction

All courses are delivered by Distance Education Mode.

Admission Requirements

- Applicants for admission to the GCDE must have a Bachelor's degree in any discipline from a recognized post-secondary institution, with a general weighted average (GWA) of 2.5 or better.
- Students who are admitted to the MDE program may opt to exit the MDE program and be awarded the GCDE provided they complete the GCDE course requirements.

Curriculum

The GCDE program consists of 18 units of course work as follows.

15 units of core courses in the MDE program, namely:

EDDE 201	Foundations of Distance Education
EDDE 202	Learning Theories and Instructional Design in Distance Education
EDDE 203	Technologies in Distance Education
EDDE 204	Assessment of Learning in Distance Education
EDDE 205	Management of Distance Education

Three (3) units of elective courses from the MDE program

Electives
Not more than 3 units from the following

Pedagogy Cluster
EDDE 210   Online Teaching and Learning
EDDE 211   Lifelong Learning

Technology Applications Cluster
EDDE 221   Design and Evaluation of Multimedia Educational Materials
EDDE 222   m-Learning
DEVC 207   Design and Production of Audiovisual Communication Materials
                  (offered by the MDC program following a semestral schedule)

Educational Management Cluster
EDDE 230   Ethical, Legal and Social Issues in the Information Age
EDDE 231   Planning and Managing Networked Learning

Graduation
Students who are admitted to the MDE program may opt to exit the MDE program and be awarded the GCDE provided they complete the GCDE course requirements.

A GCDE graduate who wishes to apply for admission or re-admission to the MDE program (in the case of former MDE students who exited the MDE with the GCDE) should have a GWA of 2.0 or better in the GCDE.

Upon admission to the MDE program, courses completed for the GCDE may be credited to the MDE subject to the following conditions:

The course to be credited should have been taken within three years from the application for crediting; and
The student has earned a grade of 2.0 or better in the course to be credited.
If a course being applied for crediting does not meet one of these two conditions, the course may still be credited provided the student takes and passes a validation exam for that course before or within the semester of admission to the MDE program.

Up to 18 units of courses completed for the GCDE may be credited to the MDE subject to the foregoing conditions and other relevant University policies.

GRADUATE CERTIFICATE IN ASEAN STUDIES

The framework of the program was jointly developed by five Open Universities in the ASEAN region, namely, Universitas Terbuka (Indonesia), Open University of Malaysia, Sukhothai Thammathirat Open University (Thailand), the Hanoi Open University (Vietnam) and the UP Open University (Philippines).

The ASEAN Studies Graduate Program consists of a Graduate Certificate and a Master's Degree. It is intended to promote regional and global understanding about ASEAN Countries from the perspective of ASEAN; increase the ASEAN community's consciousness of its common historical, cultural, and regional identity; and obtain a balanced perspective in ASEAN studies.

The program is designed for post-baccalaureate individuals, professionals, practitioners (diplomats, policy analysts, educators, business people, public servants, NGO staff, development workers) and others who are interested, qualified, and academically competent to pursue a graduate level education.

Program Goals
The Graduate Certificate program aims to develop graduates who are able to:
- Demonstrate comprehensive understanding, insights, and mastery about ASEAN and the countries comprising it; and
- Contribute to an enhanced and heightened ASEAN community's consciousness and awareness of its ties of history, culture and bound by a common regional identity but celebrating diversity.

Mode of Instruction
All courses are delivered by Distance Education Mode.

Admission Requirements
Applicants should be a graduate of a Bachelor's degree from a recognized academic institution.

Curriculum

The Graduate Certificate consists of 15 units of course work, with 9 units of core courses and 6 units of elective courses.

Major Courses

ASEAN201	ASEAN Studies I
ASEAN202	ASEAN Studies II
ASEAN203	The ASEAN Organization
ASEAN204	Comparative Study of the History, Culture and Religion of ASEAN Countries
ASEAN205	Comparative Study of Social, Economic and Political System of ASEAN Countries
ASEAN206	Comparative Study of the Geography and Natural Resources of ASEAN Countries

Elective Courses

ASEAN211	ASEAN in Transition
ASEAN212	The Positioning and Contribution of ASEAN in the Regional and Global Context
ASEAN221	ASEAN Cultural Heritage
ASEAN222	Art in the ASEAN Region
ASEAN223	Music in the ASEAN Community
ASEAN224	Food Culture of the ASEAN
ASEAN231	Communications and Media in the ASEAN Context
ASEAN232	Health, Social Welfare and Education Issues in ASEAN
ASEAN233	ASEAN Economic Development and Business Community
ASEAN234	Politics and Governance Dynamics in ASEAN
ASEAN241	Environmental Issues in ASEAN
ASEAN271	Country Study (Indigenous Peoples in ASEAN Region)
ASEAN271	Country Study (Agriculture and Food Security in ASEAN)
ASEAN271	Country Study (ASEAN Labor Economy and Human Resources Development)
ASEAN271	Country Study (Diasporas in the ASEAN)
ASEAN281	Special Topics (Gender Dimensions of Development in ASEAN)
ASEAN281	Special Topics (ASEAN Science & Technology)
ASEAN281	Special Topics (Peace and Security in the ASEAN)

Program Policies

A Student who completes the Graduate Certificate may opt to graduate with the degree and seek admission into the Master's program within three years of earning the Graduate Certificate and provided that he/she has a general weighted average (GWA) of 2.0 or better.

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PROFESSIONAL TEACHING CERTIFICATE

The Professional Teaching Certification (PTC) program is a non-degree program designed for individuals who have completed a Bachelor's degree in any field and who intend to teach at the secondary education level.

Program Goals

In line with the provisions of RA 7836 (The Philippine Teachers Professionalization Act of 1994), the program aims to provide non-education degree holders with:

- An understanding of the cognitive, socio-emotional, and physical characteristics of children/adolescents and how they develop and learn;
- Knowledge of subjects they teach and how to teach those subjects to students;
- Skills for managing and monitoring student learning;
- A reflective attitude about their practice, and an openness to adapt their teaching to new findings, ideas, and theories;

Individuals who complete the PTC are given a certification (NOT a degree or diploma) that they have completed the 18-unit professional education requirement to be allowed to take the Licensure Examination for Teachers (LET) which is administered by the Professional Regulatory Commission (PRC).

Applicants must hold a Bachelor of Arts/Science degree from a higher education institution that is recognized by the Philippine Commission on Higher Education. A photocopy of valid transcript of records should be submitted to the Office of the University Registrar along with the application form.

Taking the Licensure Examination for Teachers (LET)

The Philippine Teachers Professionalization Act of 1994 requires all persons engaged in teaching, supervision, and administration of all elementary and secondary schools in the country to pass the Licensure Examination for Teachers (LET).

Graduates with undergraduate degrees in Education, such as Bachelor of Elementary Education, Bachelor of Secondary Education, and Bachelor of Early Childhood Education, and their respective equivalents, are qualified to take the LET.

Non-education graduates are allowed to take the LET subject to the following conditions:
1. For teachers in the secondary grades, a bachelor's degree in the arts or sciences, with at least 18 units of professional education; and
2. Evaluation for eligibility to take the LET is conducted by the PRC for each individual who files an application to take the examination. The PRC may require a student to take additional courses, beyond the 18 units in professional education that she/he has completed under UPOU's PTC program. It is the individual student's responsibility to present his/her credentials to the PRC and inquire what the requirements are for taking the LET.

Offered in Trimestral Schedule
The trimestral schedule includes three 10-week terms per year. The term dates for Academic Year (AY) are:

Term 1: August to November
Term 2: January to March
Term 3: May to July

The expected regular study load for PTC students on a trimestral schedule is 6 units, equivalent to two 3-unit courses. Students who enroll 6 units per term for three consecutive terms are expected to complete the PTC in one academic year.

Mode of Instruction
This is a fully online program. All courses are conducted in a virtual classroom on MyPortal, UPOU's online learning management system. All interaction with the course instructor (known as "faculty-in-charge" or FIC) and other students enrolled in the same course will take place in this virtual classroom or course site. Instructions on how to access MyPortal will be issued upon enrollment.

Each course involves the use of a course guide, modules, readings, and other resources that the FIC deems suitable for the course. Digital copies of these materials are posted on the course site on MyPortal. For some courses, a print course package (i.e. the course guide, modules, and readings) may be issued to students upon enrollment.

Admission Requirements
Applicants must hold a Bachelor of Arts/Science degree from a higher education institution that is recognized by the Philippine Commission on Higher Education. A photocopy of valid transcript of records should be submitted to the Office of the University Registrar along with the application form.

Curriculum

1. Students must complete 18 units of course work, distributed as follows: 3 units each for Clusters 1 to 4 and six units for Cluster 5.
2. All courses listed below are 3-unit courses offered fully on a trimestral basis. One trimester consists of 10 weeks of study.
3. The list below is a NOT a schedule of course offerings. Different combinations of courses are offered every trimester. Students should check the actual list of course offerings per trimester before enrolling.
4. The maximum course load is 6 units (equivalent to two courses) per trimester. Students with full-time employment should consider enrolling only 3 units (one course) per trimester.

Cluster 1 – Education Psychology/Foundations of Education
    EDS 103   Theories of Learning

Cluster 2 – Principles and Techniques of Teaching
    EDS 111   Principles of Teaching

Cluster 3 – Principles of Education
    EDUC 101   Philippine Educational System

Cluster 4 – Measurement and Evaluation
    EDS 113   Principles and Methods of Assessment

Cluster 5 – Practicum and Other Courses
    EDUC 103   Principles and Processes in Curriculum Development
    EDUC 106   Basic Guidance

DIPLOMA IN SCIENCE TEACHING

The Diploma in Science Teaching (DST) is a post-baccalaureate degree program designed to address the need for teachers to develop the breadth and depth of content knowledge in science courses namely biology, chemistry, and physics.

Program Goals

The program seeks to:
- Develop a strong foundation in the student's chosen area of science and encouraging lifelong interest in this area;
- Develop a critical and research-based understanding of science education frameworks, models, and approaches;
- Develop the skills necessary to teach science effectively, including appropriate use of learning technologies;
- Promote habits of critical reflection on teaching and learning, and encourage active participation in communities of practice; and
- Develop an appreciation of the cultural significance of science and its relation to social conditions.

Mode of Instruction

All courses are delivered by Distance Education Mode.

Admission Requirements

- This course is for basic education teachers who wish to undertake further studies and upgrade themselves.
- Applicants should have a baccalaureate degree and preferably be teaching science at the secondary level.

Curriculum

There are 24 units of course work (9 units of core courses + 15 units of required courses for each major area) that may be completed in two years if the prescribed curriculum is followed. The core courses are common courses required of all students and considered necessary general education for students irrespective of their choice in major.

Core Courses

EDSCI 201   Foundations of Science Education
EDSCI 202   Approaches to Science Teaching
EDSCI 203   Assessment in Science Education

Major Courses

Major in Biology
   EDSCI 211   Principles of Biology
   EDSCI 212   Anatomy and Physiology
   EDSCI 213   Principles of Ecology
   EDSCI 214   Genetics and Evolution
   EDSCI 219   Models and Experiments in Biology

Major in Chemistry
   EDSCI 221   Fundamental Concepts of Chemistry I
   EDSCI 222   Fundamental Concepts of Chemistry II
   EDSCI 223   Organic and Biological Chemistry
   EDSCI 224   Chemistry in the Environment
   EDSCI 229   Models and Experiments in Chemistry

Major in Physics
   EDSCI 231   Fundamental Physics I
   EDSCI 232   Fundamental Physics II
   EDSCI 233   Fundamental Physics III
   EDSCI 234   Introductory Applied Physics
   EDSCI 239   Models and Experiments in Physics

DIPLOMA IN MATHEMATICS TEACHING

The Diploma in Mathematics Teaching (DMT) program aims to upgrade the mathematics and pedagogical competencies of mathematics teachers in the secondary schools, as well as those engaged in the mathematics curriculum and materials development.

Program Goals

The program aims to:
- Provide students with knowledge that will enable them to teach mathematics competently;
- Help students develop and/or improve their skills in mathematics teaching; and
- Help students appreciate the cultural significance of mathematics and its relation to social conditions.

Mode of Instruction

All courses are delivered by Distance Education Mode.

Admission Requirements

- This course is for basic education teachers who wish to undertake further studies and upgrade themselves.
- Applicants should have a baccalaureate degree and preferably be teaching science at the secondary level.

Curriculum

EDMT 201   Mathematics Education
EDMT 202   Computation Mathematics for Teachers
EDMT 203   Higher Algebra for Teachers
EDMT 204   Set Theory for Teachers
EDMT 205   Geometry for Teachers
EDMT 206   Calculus for Teachers
EDMT 207   Number Theory and Algebra for Teachers
EDMT 208   Mathematics, Technology, and Society

DIPLOMA IN LANGUAGE AND LITERACY EDUCATION

The ladderized Diploma and Master of Arts in Language and Literacy Education programs are designed to upgrade and update language and literacy professionals, which include literacy teachers, trainers, administrators, curriculum developers, textbooks writers, learning resource designers, and researchers. The programs provide a strong foundation in language and literacy education, a field of study that brings together knowledge of literacy and language arts (including oral and written communication, reading, second language learning, and literacy practices in diverse contexts) from various disciplines (such as cognitive psychology, linguistics, anthropology and literary and cultural studies).

Program Goals

The DLLE program aims to develop more qualified and highly-trained language and literacy professionals at all levels who are able to:

- Understand the theoretical and evidence-based foundations of language and literacy processes and instruction;
- Design and develop theoretically grounded and research-based materials, instructional approaches, and curricula for language and literacy learning;
- Organize and implement integrated, balanced and comprehensive language and literacy programs; and

In addition to these goals, the MA program aims to develop more qualified and highly-trained language and literacy professionals at all levels who are able to:

- Participate in broader policy, regulatory, and social discourses in relation to language and literacy education;
- Contribute to the body of research in language and literacy instruction; and
- Demonstrate and facilitate professional learning and leadership in language and literacy.

Mode of Instruction

All courses are taught online (on UPOU'S virtual learning environment) following the principles of guided independent study and collaborative inquiry. Students are expected to have intermediate computer and Internet skills.

The minimum load per semester is 3 units (equivalent to one course) and the maximum load is 6 units. A student who feels that enrolling the maximum load is not feasible for him/her may opt to enroll the minimum load. All students are expected to enroll every semester (whether the minimum or the maximum load), unless they are on an approved leave of absence from the University.

Admission Requirements

- Applicants must have a Bachelor's degree from a recognized tertiary or higher education institution.
- All students are admitted to the Diploma program. Students interested in proceeding to the MA program should 1) complete all courses for the Diploma program with a GWA of 2.0 or better, 2) apply to the MA program, and 3) pass the qualifying exam for the MA program.

Curriculum

LLE 201	Language Acquisition Theories and Principles
LLE 202	Foundations of Reading and Literacy
LLE 203	Trends in Reading and Literacy Instruction
LLE 204	Second Language Teaching
LLE 205	Development of Language and Literacy Programs
LLE 206	Development of Instructional Materials in Language and Literacy Education
LLE 207	Assessment in Language and Literacy Education

DIPLOMA IN SOCIAL STUDIES EDUCATION

The Diploma in Social Studies Education program aims to develop practitioners and leaders who will strengthen Social Studies education.

Program Goals
The program aims to develop social studies education practitioners who can:
- Demonstrate a deep understanding of the theoretical and disciplinal foundations of social studies education;
- Design and develop theoretically grounded and research-based curricula and instructional materials for social studies programs;
- Organize and implement relevant, interdisciplinary, and coherent social studies programs; and
- Assess and evaluate processes and outcomes of social studies education using a variety of tools and approaches.

Admission Requirements
- Applicants should have a Bachelor's degree from a recognized tertiary or higher education institution.
- All students are admitted to the Diploma program. Students interested in proceeding to the MA program should complete all courses for the Diploma program with a GWA of 2.0 or better.

Curriculum
The Diploma program consists of 21 units of course work, as follows:

SSE 201	Foundations of Social Studies
SSE 202	The Study of History and Geography
SSE 203	The Study of Culture and Society
SSE 204	The Study of Political and Economic Systems
SSE 205	Instructional Planning and Procedures in Social Studies
SSE 206	Assessment Methods and Materials Development in Social Studies

Elective Courses

IS 261	Contemporary International Issues and Trends
EDUC 280	Practicum in Teaching

DIPLOMA IN COMPUTER SCIENCE

The Diploma in Computer Science addresses the need for advanced training of personnel in information systems. It targets corporate information officers, EDP personnel, programmers, software developers and teachers with minimal training in the field of computer science.

Developed in cooperation with the Institute of Computer Science, College of Arts and Sciences (CAS), UP Los Baños, the program aims to train individuals in the design, implementation, and maintenance of software systems that handle large amounts of data

Program Goals
The program has the goal of producing graduates who are:
- acquired the necessary background in information systems and computer science in preparation for advanced studies;
- gained knowledge and skills in information systems and computer science as applied in their field of work;
- developed and improved techniques in the practice of proper design and development of application software

Admission Requirements
Applicants must have:
- A Bachelor's degree or its equivalent in any field from any recognized institution;
- Proficiency in at least one programming language.

Curriculum
The program consists of 27 units of course work, which can be completed in four semesters
Core Courses

CMSC 201	Discrete Structures in Computer Science
CMSC 202	Principles of Programming
CMSC 203	Computer Systems and Organization
CMSC 204	Data Structures and Algorithms
CMSC 205	Data Communications and Networking
CMSC 206	Database Management Systems
CMSC 207	Web Programming and Development
CMSC 208	Software Engineer
CMSC 209	Management Information Systems

DIPLOMA IN
INTERNATIONAL HEALTH

International health is a field focusing on public health across regional or national boundaries. It seeks to (a) understand health problems in a global context; (b) compare factors that affect the health of people in resource-poor and transitional economies around the world; and (c) develop means of disease reduction and health protection and promotion for these population.

Program Goals

The program aims to develop international health professionals who are able to:

- Design health programs that address significant global health problems and issues (e.g. pandemics, industrial accidents, disasters, health effects of environmental change) that are informed by a critical understanding of the global political, economic, environmental, and cultural systems and how these relate to health and development.
- Implement services that work in a global context for health promotion and development in accordance with international and local policies, directions, and ethical standards.
- Evaluate health development programs and strategies across different settings, both local policies, directions, and ethical standards.
- Engage in effective collaboration with important international organizations as well as non government organizations for the improvement of health, taking into account the interplay of political, economic, environmental, and cultural factors in different development settings especially in middle- and low-resource countries.
- Contribute to the continuously evolving discipline of international health through research generation.

Mode of Instruction

Courses are delivered on a semestral basis using various technologies where appropriate. The virtual classrooms run in MyPortal, the learning management system of the UPOU. This is where class announcements are made, course materials uploaded, discussions held and assignments uploaded.

Admission Requirements

Applicants must submit:

- An official transcript of records;
- A certified true copy of the college diploma;
- An updated curriculum vitae;
- A certificate of training or employment describing the nature of the applicant's work.

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Professionals who wish to enroll in the Diploma on International Health must be:
- graduates of approved medical schools or graduates with professional training in nursing, dentistry, veterinary medicine, allied medical professions, social work and related fields, with at least a baccalaureate degree in science;
- have at least one (1) year experience or previous training in the field of public health as evidenced by a certificate of training or employment describing the nature of the applicant's work; and
- meet other criteria set by the Admissions Committee.

A student who completes the unit requirements for the DIH program may opt to proceed to MIH upon complying with the admission requirements for MIH.

A DIH graduate may opt to graduate with the degree and seek admission into the Master's program within three years of earning the DIH. Beyond three years, the DIH graduate must pass the qualifying examination for admission to the Master's program.

Curriculum

Core Courses (12 units)
IH201	International Health and Development
IH202	Global Disease Epidemiology and Control
IH203	International Health Laws and Regulations
IH204	Health Research Methods

Major Courses (12 units)
IH211	Health Promotion Theory
IH212	Health Promotion Practice
IH213	Health Promotion for Equity and Sustainable Development
IH214	Health Promotion Leadership and Management
IH221	Health Service Development and Management
IH222	Healthcare Policy and Governance
IH223	Human Resource Management in Health
IH224	Health Financing

DIPLOMA IN LAND VALUATION AND MANAGEMENT

The Diploma in Land Valuation and Management (DLVM) program aims to build on the advocacy of the continuing education program (CPELV) and similarly address the need for high quality valuation education that will be accessible to private and government valuers and property managers throughout the country and elsewhere in the world. The program also caters to those with no background in land valuation and management but wish to enter the profession.

Graduates of the program will have the competencies of globally competitive professional valuers and property managers as well as the awareness of the role of the sector in sustainable development.

The Diploma in Land Valuation and Management (DLVM) program and the Masters in Land Valuation and Management (MLVM) are ladderized programs. That is, graduates of the DLVM may continue on to the MLVM program.

Program Goals
The program aims to:
- Develop professional valuers and property managers whose standards of practice and service shall be globally competitive and will promote the growth of the real estate industry.
- Develop professional valuers and property managers who thoroughly understand the land valuation and management sector's potential and actual contribution to sustainable development, and are motivated to contribute to bridging this gap

Mode of Instruction
Courses are delivered on a semestral basis (16 weeks) using various technologies where appropriate. The virtual classrooms run in MyPortal, the learning management system of the UPOU. This is where class announcements are made, course materials uploaded, discussions held and assignments uploaded.

Admission Requirements
To be admitted into DLVM program, an applicant must have a baccalaureate degree in any field.

Curriculum

The DLVM program shall be composed of eight courses, each worth three units of credit, for a total of 24 units. The 24-unit Diploma program can be completed in two years of part-time study.

Courses

LVM201	Concepts and Processes of Land Valuation
LVM202	Development Controls and Construction
LVM203	Land Laws and Planning for Development
LVM204	Statutory Valuation
LVM205	Advanced Land Valuation
LVM206	Land Asset Management
LVM207	Agricultural Valuation
LVM208	Mass Appraisal

DIPLOMA IN SOCIAL WORK

The Diploma in Social Work program is designed for professionals engaged in social welfare and social development work who wish to pursue graduate studies to gain a higher level of competence in their field of practice. This program is open to those with a bachelor's degree in social work and those who do not, with a different track for each. An above-average performance or the successful completion of the degree qualifies students without a bachelor's degree in social work to enter the Master in Social Work programs.

Program Goals
The program aims to:
- Provide higher level competence in direct practice and supervisory tasks among social work practitioner should they wish to take this course of study.

Mode of Instruction
All courses, except for the field instruction courses, will be delivered mainly by distance education mode. Field instruction courses, an integral part in social work education, requires face-to-face supervision and this will be accomplished with the support of agency field work supervisor working under the overall direction of the faculty-in-charge of the course.

Prospective applicants are advised that the program requires at least one field instruction course for those with BSSW while those without a BSSW will need two field instruction courses. Each course requires working 320 hours in an assigned agency during their regular working hours.

Those without a bachelor's degree in social work and intend to pursue a Master of Social Work and complete the 1,000-hour requirement for professional social work training will be required to enroll in a total of five field instruction courses.

Students whose employment will not allow for an adjustment of their work schedule for field instruction with another agency may apply for a work-study scheme. In this scheme, they could conduct their field instruction in the agencies where they are working provided that they satisfy the guidelines to become fieldwork agencies.

Admission Requirements
- A bachelor's degree from a recognized academic institution;
- A high level of intellectual capacity and integrity; and
- A high English proficiency level (as evidenced by a TOEFL certification) for foreign applicants.

These will be determined through (1) an examination of an applicant's undergraduate credentials and (2) a review of references from former professors and professional supervisors.

Curriculum
The Diploma consists of 27 units of core and major courses for holders of a bachelor's degree in social work and 33 units for those without said bachelor's degree. This can be completed between five to six semesters on a part time basis, at six units per semester. Upon completion of all courses, students must take and pass a comprehensive examination to earn the degree.

For BSSW holders, students shall have an option to take specialization on these three areas: (1) social administration, (2) clinical practice, or (3) community organizing.
Field instruction courses will also be focused on the chosen area of concentration

Students Pursuing DSW with BS Social Work Degree

Core Courses
SW201	Social, Economic & Political Structures and Processes
SW202	Human Behavior & Social Change
SW210	Social Administration and Development
SW220	Social Work Theory & Practice
SW299.1	Social Work Research I

Specialization Courses
SW211	Social Policy Development
SW212	Social Planning and Program Development
SW221	Clinical Social Work Practice I
SW222	Clinical Social Work Practice II
SW230	Theory and Practice of Community Organization
SW231	Strategies in Community Mobilization

Field Instruction and Electives
SW 253   Supervision in the Social Services or
                          Any major course apart from area of specialization
SW280   Field Instruction I
DSW Comprehensive Exam

Students Pursuing DSW without BS Social Work Degree

Core Courses
SW201   Social, Economic & Political Structures and Processes
SW202   Human Behavior & Social Change
SW210   Social Administration and Development
SW220   Social Work Theory & Practice
SW299.1   Social Work Research I

Specialization and Survey Courses
SW211   Social Policy Development
SW221   Clinical Social Work Practice I
SW230   Theory and Practice of Community Organization
SW212   Social Planning and Program Development
SW222   Clinical Social Work Practice II
SW231   Strategies in Community Mobilization

Field Instruction Courses
SW280.1   Field Instruction: Generalist Social Work Practice
SW280   Field Instruction I

Students Pursuing DSW who wish to proceed to MSW
Additional courses are required for students who wish to proceed to Master of Social Work from Diploma of Social Work.

Students not needing 1000 hours of Field Instruction
Additional Courses after Completion of Diploma
SW299.2   Social Work Research II
SW281   Field Instruction by Area of Concentration
Elective   Any 200-level social work course
Cognate   Any 200-level course
Comprehensive Examination

Students needing 1000 hours of Field Instruction
Additional Courses Intensive Field Instruction Degree (1,000 hours of Field Instruction)
SW299.2   Social Work Research II
SW281   Field Instruction by Area of Concentration
280.2   Field Instruction: Special Client Group I
SW280.3   Field Instruction: Special Client Group II
Comprehensive Examination

DIPLOMA IN RESEARCH & DEVELOPMENT MANAGEMENT

The Diploma in Research and Development (R&D) Management is a post-baccalaureate program primarily directed toward managerial leadership development. It prepares students to be professional managers of organizations/systems engaged in R&D and technology development and utilization. The DR&DM is designed to enhance knowledge and skills in planning R&D programs, developing and promoting technologies for utilization, and managing human and organizational relations in R&D systems.

Program Goals

The program aims to enable students to:

- Formulate and implement R&D strategies and programs;
- Apply new perspectives on R&D and on technology development, evaluation, promotion, and commercialization;
- Conceptualize and implement commercialization and technology utilization schemes; and
- Apply newly acquired skills in managing human and organizational relations in R&D systems

Mode of Instruction

All subjects are offered online. The content (lessons) will be delivered via print, video, websites, or an online resource. Your teacher, called Faculty-in-Charge (FIC), will not do live lectures in the virtual classroom (called Myportal). You will be required to read modules, articles, and other online references. In some subjects, you will be asked to view some online videos.

One common learning activity is the online discussion forum. Students are also required to submit assignments, which could come in a variety of formats and types. In some subjects, you may also be asked to do some collaborative activities.

At the end of the semester, it is also customary for students to sit for a proctored final examination.

Admission Requirements

Applicants must have:

- A Bachelor of Science degree, research experience and/or a supervisory position.

Admission Policies

Applicants can be admitted to the program through any of the following status:

- Regular admission: This means that the applicant has satisfied all of the requirements of the program.
- Probationary admission: This applies to an applicant who did not satisfy the academic requirements for admission to the program. The students can be re-classified as a regular student of the program after satisfying the set GWA for the required number of units/courses.
- Provisional admission: This refers to an applicant who met the minimum requirements but failed to submit all of the documents required for admission to the program.

Curriculum

The Diploma in R&D Management consists of 24 units of course work, which may be completed in four semesters.

Courses

R&DM201	Concepts and Principles of R&D Management
R&DM211	Support System for R&D
R&DM220	Organizational Structures, Relations, and Processes in R&D Systems
R&DM221	Problem-Solving and Decision-Making in R&D Management
R&DM231	R&D Project Planning and Control
R&DM251	Technology Evaluation
R&DM252	Technology Commercialization and Utilization

DIPLOMA IN LAND USE PLANNING

The Diploma in Land Use Planning caters to the needs of local government planners, including those at the municipal, city and provincial levels that now have to take on more extensive planning responsibilities as these are devolved to lower levels of government under the provisions of the Local Government code of 1991. DLUP graduates are qualified to take the Environmental Planning Licensure examination.

Program Goals
The program aims to:
- Provide a significant increase in access to planning education for personnel of local government units and relevant government line agencies;
- Provide a strategy for decentralized planning education by offering opportunities for capability-building in planning outside of Metro Manila; and
- Strengthen the capacity of training institutions at the regional level to support a distance education program in land use planning.

Mode of Instruction
DLUP is primarily delivered online. The course on Urban Planning Workshop will involve face-to-face meetings.

Admission Requirements
An undergraduate degree in any field of study is a primary requirement. Priority will be given to Municipal, City, and Provincial Planning and Development Coordinators and other technical personnel of government planning offices. An admission committee will evaluate applications.

Curriculum
This Diploma consists of 21 units of core and major courses. This can be completed within three to four semesters or one and a half to two years.

Course
P201	Fundamentals and Practice of Planning
P299	Research Methods in Planning
P203	Land Use Planning
P214	Planning Analysis
P213	Urban Plan Implementation
P222	Resource Use and Development
P210.1	Urban Planning Workshop

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DIPLOMA IN WOMEN AND DEVELOPMENT

The Diploma in Women and Development is a unique combination of theoretical and training perspectives that aims to provide a historical and concise outlook to the study of gender and development in empowering and achieving the full potential and total development of women. The program is designed for members of academic institutions, government, non-government and people's organizations who are interested and/or involved in women's concern, gender and development work.

Program Goals
The program aims to enable students to:
- Examine the condition and position of women and men in local, national, regional and global settings;
- Conduct and disseminate researches towards greater participation and empowerment of women; Assess development frameworks and strategies as these affect women and men, and encourage the formulation and propagation of alternatives that aim to strengthen women's movements and organizations;
- Critique existing theories and at the same time engage in theory building which can better capture the realities and perspectives of women in the Philippines and other countries of the South;
- Provide theoretical knowledge and practical skills in teaching, research, planning, organizing, and training through direct field experiences; and
- Facilitate advocacy of women's issues and networking for women's empowerment.

Mode of Instruction
All courses, except for the fieldwork, will be delivered mainly by distance education mode. Fieldwork course, an integral part in women and development education, requires face-to-face supervision and this will be accomplished with the support of local preceptors working under the overall direction of the faculty-in-charge of the course

Prospective applicants are advised that the program requires one field instruction course which involves working in an assigned agency for 170 hours, usually on regular working hours.

Students whose employment will not allow for an adjustment of their work schedule for fieldwork with another agency may apply for a work-study scheme. In this scheme, they could conduct their fieldwork in the agencies where they are working provided that they satisfy the guidelines to become fieldwork agencies.

Admission Requirements

To be considered for admission, an applicant must satisfy the following requirements:

- A bachelor's degree, preferably in the field of Social Sciences, from a recognized academic institution;
- A satisfactory academic record;
- A high level of intellectual capacity and integrity; and
- A high English proficiency level (as evidenced by a TOEFL certification) for foreign applicants.

Admission Policies

A Program Admission Committee, headed by the Program Chair of the Diploma in Women and Development Program, will convene to deliberate on the documents submitted by the applicants. The OUR then informs the students of the results of the admission.

If all documents and requirements have been fulfilled by the student, he/she will be admitted as a regular student. A student will be given provisional status if he/she failed to submit the needed requirements for admission to the program. One year will be given to the student to complete the said requirements.

Curriculum

The program consists of 21 units - 15 units of core courses and 6 units of electives - which can be completed in three to four semesters.

Core Courses

WD201	History and Perspectives of Gender and Development
WD210	Feminist Theories and Movements
WD230	Women and Work
WD291	Women and Development Research

Electives

WD221	Feminist Perspectives and Strategies in Organizing
WD231	Gender Policy, Planning and Administration
WD270	Women and the Law

Program Policies

Fieldwork (Practicum)

Fieldwork, which is offered in collaboration with women, gender and development agencies, forms an integral part of the preparation of students for professional responsibilities in women, gender and development. It provides a forum for the critical integration of theoretical and experiential learning in women and development education.

The Program Chair acts as the Fieldwork Coordinator. She serves as the administrator of the fieldwork program, specifically on developing fieldwork manual/guide which stipulates the policies in fieldwork, looks for and approves fieldwork agencies, oversees the supervision of students, facilitates the understanding of UPOU and agency for fieldwork and addresses other concerns related to fieldwork.

A school fieldwork supervisor will also be needed to do weekly supervision of students to ensure that the field placement achieves the fieldwork objectives. He/she will serve as a faculty-in-charge (FIC) for the particular fieldwork subject. An agency fieldwork supervisor, who comes from the fieldwork agency of the student, will be the one to supervise the day-to-day activities in the field. The agency fieldwork supervisor should have at least a master's degree in any development discipline.

The Fieldwork Coordinator selects and approves agencies which can become fieldwork agencies of students. Below are the minimum considerations in selecting and approving agencies/organizations to become fieldwork agencies:

1. The interest of the agency in providing field instruction to students;
2. The agency's affiliation preferably with a licensed and accredited institution/ agency or other organizations and with accredited programs;
3. The agency's existing programs and services that can meet the expectations/objectives of fieldwork enrolled in;
4. The agency has qualified and willing (at least one) licensed social workers who will provide instruction/supervision to students;
5. Only students who completed their core courses are allowed to take their fieldwork subject.

MASTER OF DISTANCE EDUCATION

The Master of Distance Education program of the University of the Philippines Open University (UPOU) is designed for individuals who would like to develop knowledge and skills in designing, implementing, and managing formal and non-formal distance education and e-learning programs.

Program Goals
Graduates of the program are expected to be able to:
- Use their knowledge of theories, models, and principles of open learning and distance education (DE) to critically examine various aspects of DE programs from a variety of perspectives;
- Lead in designing, developing, and delivering distance education programs that are underpinned by effective pedagogy and appropriate and sustainable use of technology;
- Lead in managing DE programs in different contexts—educational, business and non-profit organizations—to meet the needs of target learners;
- Understand and critique broader policy, regulatory, and social issues related to DE; and
- Contribute to the body of knowledge regarding open learning and distance education by conducting research and evaluation studies, and through materials, course, and program development.

Mode of Instruction
The mode of study consists of:
- Guided independent study of specially prepared course packages consisting of modules, readings, and Web-based resources; and
- Computer-mediated communication and collaboration at UPOU's MyPortal and using relevant Web 2.0 and m-learning applications.

MDE students who have completed 18 units of course work with a general weighted average of 2.0 or better and who are unable to complete the program may apply to be granted the Graduate Certificate in Distance Education.

Admission Requirements
Applicants must have:
- a Bachelor's degree in any discipline from a recognized post-secondary institution, with a general weighted average of 2.5 or better.
- MDE courses may also be taken on a non-degree basis.
- Non-degree students are required to have completed a Bachelor's degree prior to enrollment in any of the courses in the MDE program. Should they subsequently decide to enroll in the MDE, a maximum of nine (9) units of courses taken with final grades of 2.0 or better, may be credited to the MDE program

Curriculum

The MDE curriculum consists of 18 units of core courses, 12 units of elective courses, a comprehensive exam, and a 6-unit Thesis.

Core Courses (18 Units)

EDDE 201	Foundations of Distance Education
EDDE 202	Learning Theories and Instructional Design in Distance Education
EDDE 203	Technology in Distance Education
EDDE 204	Assessment of Student Learning in Distance Education
EDDE 205	Management of Distance Education
EDDE 206	Research in Distance Education

Electives (12 Units)

Maybe taken from any of the three clusters

Pedagogy Cluster

EDDE 210	Online Teaching and Learning
EDDE 211	Lifelong Learning

Technology Applications Cluster

EDDE 221	Design and Evaluation of Multimedia Educational Materials
EDDE 222	m-Learning
DEVC 207	Design and Production of Audiovisual Communication Material

Educational Management Cluster

EDDE 230	Ethical, Legal and Social Issues in the Information Age
EDDE 231	Planning and Managing Networked Learning

Students may take a maximum of two courses (6 units) and a minimum of one course (3 units) per term. There are three terms in one academic year, as follows:

1. August-November (Term 1)
2. January-March (Term 2)
3. May-July (Term 3)

Comprehensive Examination

The comprehensive examination is taken after completing all core courses (18 units) and elective courses (12 units) with no grade lower than 2.0 in more than three courses.

Thesis (EDDE 300)

The course prerequisites are completion of 18 unit of core courses and 12 units of electives, and a pass mark on the comprehensive examination.

MASTER OF ARTS IN LANGUAGE AND LITERACY EDUCATION

The ladderized Diploma and Master of Arts in Language and Literacy Education programs are designed to upgrade and update language and literacy professionals, which include literacy teachers, trainers, administrators, curriculum developers, textbooks writers, learning resource designers, and researchers. The programs provide a strong foundation in language and literacy education, a field of study that brings together knowledge of literacy and language arts (including oral and written communication, reading, second language learning, and literacy practices in diverse contexts) from various disciplines (such as cognitive psychology, linguistics, anthropology and literary and cultural studies).

Program Goals

The DLLE program aims to develop more qualified and highly-trained language and literacy professionals at all levels who are able to:

- Understand the theoretical and evidence-based foundations of language and literacy processes and instruction;
- Design and develop theoretically grounded and research-based materials, instructional approaches, and curricula for language and literacy learning;
- Organize and implement integrated, balanced and comprehensive language and literacy programs; and

In addition to these goals, the MA program aims to develop more qualified and highly-trained language and literacy professionals at all levels who are able to:

- Participate in broader policy, regulatory, and social discourses in relation to language and literacy education;
- Contribute to the body of research in language and literacy instruction; and
- Demonstrate and facilitate professional learning and leadership in language and literacy

Mode of Instruction

- All courses are taught online (on UPOU'S virtual learning environment) following the principles of guided independent study and collaborative inquiry. Students are expected to have intermediate computer and Internet skills.
- The minimum load per semester is 3 units (equivalent to one course) and the maximum load is 6 units. A student who feels that enrolling the maximum load is not feasible for him/her may opt to enroll the minimum load. All students are expected to enroll every semester (whether the minimum or the maximum load), unless they are on an approved leave of absence from the University. Students in the DLLE program are not allowed to enroll the courses in the MA program unless they have satisfied its admission requirements.

Admission Requirements
Applicants must have:
- a Bachelor's degree from a recognized tertiary or higher education institution.
- All students are admitted to the Diploma program. Students interested in proceeding to the MA program should 1) complete all courses for the Diploma program with a GWA of 2.0 or better, 2) apply to the MA program, and 3) pass the qualifying exam for the MA program

Curriculum
NOTE: All courses listed below are 3-unit courses unless otherwise specified

Course
LLE 201	Language Acquisition Theories and Principles
LLE 202	Foundations of Reading and Literacy
LLE 203	Trends in Reading and Literacy Instruction
LLE 204	Second Language Teaching
LLE 205	Development of Language and Literacy Programs
LLE 206	Development of Instructional Materials in Language and Literacy Education
LLE 207	Assessment in Language and Literacy Education

Core Courses (27 units)
LLE 280	Practicum in Language and Literacy Education
LLE 290	Research in Language and Literacy

Elective Courses
(3 units) to be chosen from the following:
EDR 211	Reading in the Content Areas
EDR 221	Literature-Based Reading Programs
ENG 262	Problems in Rhetoric
LLE 210	Technology in Language Education
CL 250	Philippine Literature in English

Thesis Requirement
LLE 300	Thesis

MASTER OF ARTS IN SOCIAL STUDIES EDUCATION

The revised program aims to develop practitioners and leaders who will strengthen Social Studies education. The program is laddered on to the Diploma program.

Program Goals

The program aims to develop social studies education practitioners who can:
- Demonstrate a deep understanding of the theoretical and disciplinal foundations of social studies education;
- Design and develop theoretically grounded and research-based curricula and instructional materials for social studies programs;
- Organize and implement relevant, interdisciplinary, and coherent social studies programs; and
- Assess and evaluate processes and outcomes of social studies education using a variety of tools and approaches.
- Participate in broader policy, regulatory, and social discourses related to social studies education;
- Contribute to the body of research in social studies education; and
- Demonstrate and facilitate professional learning and leadership in social studies education.

Admission Requirements

All students are admitted to the Diploma program. Students interested in proceeding to the MA program should complete all courses for the Diploma program with a GWA of 2.0 or better.

Curriculum

The Master's program has two tracks: a thesis and a non-thesis option. The thesis option has a total of 36 units, with 30 units of course work and 6 units thesis. The non-thesis option has a total of 37 units, with 33 units of course work and 4 units special problem after passing a comprehensive examination.

Core Courses

All core courses in the Diploma program
SSE 290   Research in Social Studies Education

Elective Courses (9 units)

Elective courses taken under the Diploma program plus two additional electives chosen from the following:
GEOG 301   Environmental Geography
SDS 230   Historical Perspectives on Development
EDSSE 250   ASEAN Studies 1

Thesis Requirement

SSE 300   Thesis

MASTER OF DEVELOPMENT COMMUNICATION

The Master of Development Communication (MDC) Program is designed to provide communication professionals a deeper understanding and a firm foundation of development communication theories and the necessary skills for development work.

Program Goals

The program aims to develop social studies education practitioners who can:
- Demonstrate a deep understanding of the theoretical and disciplinal foundations of social studies education;
- Design and develop theoretically grounded and research-based curricula and instructional materials for social studies programs;
- Organize and implement relevant, interdisciplinary, and coherent social studies programs; and
- Assess and evaluate processes and outcomes of social studies education using a variety of tools and approaches.
- Participate in broader policy, regulatory, and social discourses related to social studies education;
- Contribute to the body of research in social studies education; and
- Demonstrate and facilitate professional learning and leadership in social studies education.

Admission Requirements

Applicants must have:
- a Bachelor's degree in any field or its equivalent from any recognized institution; and
- at least one year work experience for students with undergraduate degrees in communication and at least three years work experience for students without undergraduate degrees in communication.

Curriculum

This section enumerates the courses offered under the Master of Development Communication program, the prerequisites, types, and credits. MDC courses are either classified as core or major.

Course

DEVC 202   Development Communication Concepts and Approaches
DEVC 203   Cultural and Critical Theories and Frameworks in Media and Mass Communication
DEVC 242   Communication and Media in the ASEAN Context

Major Courses

DEVC 204   Communication Research and Evaluation
DEVC 206   Print and Broadcast Production
DEVC 207   Multimedia Production
DEVC 208   Communication, Social Marketing and Social Mobilization
DEVC 263   Communication of Scientific and Technical Information

Thesis

DEVC 300   Master's Thesis

MASTER OF INFORMATION SYSTEM

The Master in Information Systems (MIS) program is designed to provide professionals in the Information Technology industry with advanced training in information systems without requiring them to take extended leaves from their current posts.

The program was developed in cooperation with the Institute of Computer Science, College of Arts and Sciences, UP Los Baños.

Program Goals
Graduates of the program are expected to be able to:
- Demonstrate in-depth understanding of technical concepts and ethical issues pertaining to information systems; and
- Undertake the proper design and implementation of a production-grade information systems.

Admission Requirements
Applicants who have a Bachelor of Science in Computer Science or Diploma in Computer Science from UP with a general weighted average (GWA) of 2.5 or better are qualified for admission.

All other applicants must satisfy the following qualifications:
- a Bachelor's degree in any field from any recognized institution with a GWA of 2.0 or better;
- proficiency in at least one programming language; and
- two years IT-related work experience (this requirement may be waived if the applicant is a graduate of BS in Computer Science, BS in IT, BS in Information Management or a related field).
- Applicants who do not satisfy the above requirements will be advised to apply to the Diploma in Computer Science program.

Curriculum

FIRST YEAR
1st Semester
IS 201   Computer Ethics (3 units)
IS 214   Principles of Programming Languages (3 units)
Elective Course (3 units)

2nd Semester
IS 215   Advanced Computer Systems (3 units)
IS 226   Web Information Systems (3 units)
Elective Course 3

SECOND YEAR
1st Semester
IS 238   Client/Server Computing (3 units)
IS 272   Strategic Information Systems Development (3 units)
IS 295a   Information System Project I (2 units)

2nd Semester
IS 295b   Information System Project II (2 units)
Elective Course (3 units)

Total: 31 Units

Graduation Requirements

To complete the program, a student must earn a total of 31 academic units consisting of 18 units of core courses, 9 units of elective courses and 4 units of IS project.

After a satisfactory evaluation of IS 295a and earning eighteen (18) units of core courses, with a weighted average grade of 2.0 or better in core courses, the student may apply to take a general examination to be prepared by a committee appointed by the UPOU. If failed, one re-examination will be allowed upon unanimous approval of the examination committee.

A weighted average of less than 2.0 in the thirty one (31) units of courses required in the program, or failure in the re-examination disqualifies the student from earning the MIS degree. A student must also comply with other UPOU rules for graduation.

MASTER OF ASEAN STUDIES

The framework of the program was jointly developed by five Open Universities in the ASEAN region, namely, Universitas Terbuka (Indonesia), Open University of Malaysia, Sukhothai Thammathirat Open University (Thailand), the Hanoi Open University (Vietnam) and the UP Open University (Philippines).

The ASEAN Studies Graduate Program consists of a Graduate Certificate and a Master's Degree. It is intended to promote regional and global understanding about ASEAN Countries from the perspective of ASEAN; increase the ASEAN community's consciousness of its common historical, cultural, and regional identity; and obtain a balanced perspective in ASEAN studies.

The program is designed for post-baccalaureate individuals, professionals, practitioners (diplomats, policy analysts, educators, business people, public servants, NGO staff, development workers) and others who are interested, qualified, and academically competent to pursue a graduate level education.

Program Goals
The Master's Program aims to develop graduates who are able to:
- Demonstrate comprehensive understanding, insights, and mastery about ASEAN and the countries comprising it;
- Contribute to an enhanced and heightened ASEAN community's consciousness and awareness of its ties of history, culture and bound by a common regional identity but celebrating diversity;
- Apply balanced theoretical and practical perspectives in engaging with issues and problems in the ASEAN region;
- Contribute to knowledge creation, research development and sharing in ASEAN studies; and
- Undertake further and advanced study in ASEAN studies and related areas.

Admission Requirements
Applicants should be a graduate of a Bachelor's degree from a recognized academic institution.

Mode of Instruction
All subjects are offered online.

Program Policies
A Student who completes the Graduate Certificate may opt to graduate with the degree and seek admission into the Master's program within three years of earning the Graduate Certificate and provided that he/she has a general weighted average (GWA) of 2.0 or better.

Curriculum

The Master's program comprises 34 units of course work, that include 18 units of core courses, 6 units of elective courses, 1 unit of colloquium, a 3-unit research work and 6-unit thesis. A student should also pass the comprehensive examination upon their completion of the required courses (18 units of core courses, 6 units of elective courses, and 3 units of research course) in order to assess their readiness to undertake the master's thesis (ASEAN 300).

Core Courses

ASEAN 201	ASEAN Studies I
ASEAN 202	ASEAN Studies II
ASEAN 203	The ASEAN Organization
ASEAN 204	Comparative Study of the History, Culture and Religion of ASEAN Countries
ASEAN 205	Comparative Study of Social, Economic and Political System of ASEAN Countries
ASEAN 206	Comparative Study of the Geography and Natural Resources of ASEAN Countries

Elective Courses

ASEAN 211	ASEAN in Transition
ASEAN 212	The Positioning and Contribution of ASEAN in the Regional and Global Context
ASEAN 221	ASEAN Cultural Heritage
ASEAN 222	Art in the ASEAN Region
ASEAN 223	Music in the ASEAN Community
ASEAN 224	Food Culture of the ASEAN
ASEAN 231	Communications and Media in the ASEAN Context
ASEAN 232	Health, Social Welfare and Education Issues in ASEAN
ASEAN 233	ASEAN Economic Development and Business Community
ASEAN 234	Politics and Governance Dynamics in ASEAN
ASEAN 241	Environmental Issues in ASEAN
ASEAN 271	Country Study (Indigenous Peoples in ASEAN Region)
ASEAN 271	Country Study (Agriculture and Food Security in ASEAN)
ASEAN 271	Country Study (ASEAN Labor Economy and Human Resources Development)
ASEAN 271	Country Study (Diasporas in the ASEAN)
ASEAN 281	Special Topics (Gender Dimensions of Development in ASEAN)
ASENA 281	Special Topics (ASEAN Science & Technology)
ASEAN 281	Special Topics (Peace and Security in the ASEAN)

Research Courses

ASEAN 291	Framework for ASEANOLOGY Research
ASEAN 299	ASEAN Colloquium
ASEAN 300	Thesis

MASTER OF LAND VALUATION AND MANAGEMENT

The Master of Land Valuation and Management (MLVM) program is designed to address the need for high quality valuation education that will be accessible to professional land valuers and property managers, most of who are working in banks, private appraisal companies and public assessor's offices in regional, provincial and municipal governments. The program also caters to those with no background in land valuation and management but wish to enter the profession.

The program hopes to develop in the sector a perspective of land valuation and management for sustainable development. Aside from being equipped to render globally competitive professional services governed by international standards of practice, graduates will have the ability to conceptualize, plan and conduct research that will contribute to the advancement of the study and practice of land valuation and management.

The Diploma in Land Valuation and Management (DLVM) program and the Masters in Land Valuation and Management (MLVM) are ladderized programs. That is, graduates of the DLVM may continue on to the MLVM program. MLVM students will have an additional year to complete a thesis as well as additional courses.

Program Goals
The program aims to:
- Develop professional valuers and property managers whose standards of practice and service shall be globally competitive and will promote the growth of the real estate industry.
- Develop professional valuers and property managers who thoroughly understand the land valuation and management sector's potential and actual contribution to sustainable development, and are motivated to contribute to bridging this gap.
- Contribute to the land valuation and management body of knowledge by encouraging research in this field.

Admission Requirements
- To be admitted into MLVM program, an applicant must have a DLVM degree and an average of 2.0 or better in the DLVM courses.
- If an applicant's average in the DLVM courses is lower than 2.0, the applicant must take and pass the qualifying exam, which will cover all DLVM courses.

Mode of Instruction

Courses are delivered on a semestral basis using various technologies where appropriate. The virtual classrooms run in MyPortal, the learning management system of the UPOU. This is where class announcements are made, course materials uploaded, discussions held and assignments uploaded.

Curriculum

The DLVM program and the MLVM program are ladderized programs. A student must first complete the DLVM program and earn the DLVM degree before applying for admission to the MLVM program. The DLVM degree can be completed in two years of part-time study while the MLVM degree can be completed with an additional year of part-time study.

Courses

LVM201	Concepts and Processes of Land Valuation
LVM202	Development Controls and Construction
LVM203	Land Laws and Planning for Development
LVM204	Statutory Valuation
LVM205	Advanced Land Valuation
LVM206	Land Asset Management
LVM207	Agricultural Valuation
LVM208	Mass Appraisal

Students who complete the DLVM program with an average of at least 2.0 or pass the comprehensive exam may continue on to the MLVM program, which consists of the following courses:

LVM209	Land Investment
LVM210	Real Estate in a Portfolio Context
LVM300	Thesis

MASTER OF SOCIAL WORK

The Master of Social Work program is designed for professionals engaged in social welfare and social development work who wish to pursue master's degree that would equip them with a higher level of competence for direct practice and leadership in their field of practice. This program is open to individuals with a bachelor's degree in social work and to those without a BSSW pursuing a diploma in social work with a GWA of 2.0 or better.

Program Goals
The program aims to:
- prepare students to assume leadership roles in social administration, clinical practice or community organizing.

Admission Requirements
- A bachelor's degree from a recognized academic institution;
- A high level of intellectual capacity and integrity; and
- A high English proficiency level (as evidenced by a TOEFL certification) for foreign applicants.

These will be determined through (1) an examination of an applicant's undergraduate credentials and (2) a review of references from former professors and professional supervisors.

Admission Policies
A Program Admission Committee, headed by the Program Chair of the Social Work Program, will convene to deliberate on the documents submitted by the applicants. The OUR then informs the students of the results of the admission.

If all documents and requirements have been fulfilled by the student, he/she will be admitted as a regular student. Since work experiences are highly considered and important while studying, a regular student is recommended to enrol maximum of 6 units per semester.

A student will be given provisional status if the student failed to submit the needed requirements for admission to the program. The student will be given one year to complete the needed documents.

A student will be given a probationary status if the GWA of the student from his/her previous degree or from preceding semester as a student of UPOU is lower than 2.0. The student needs to acquire a GWA of 2.0 or better in his/her succeeding 12 units within two semester; otherwise, the student will be advised to shift to Diploma in Social Work program.

Mode of Instruction

All courses, except for the field instruction courses, will be delivered mainly by distance education mode. Field instruction courses, an integral part in social work education, requires face-to-face supervision and this will be accomplished with the support of agency field work supervisor working under the overall direction of the faculty-in-charge of the course.

Prospective applicants are advised that the program requires at least one field instruction course for those with BSSW while those without a BSSW will need two field instruction courses. Each course requires working 320 hours in an assigned agency during their regular working hours.

Those without a bachelor's degree in social work and intend to pursue a Master of Social Work and complete the 1,000-hour requirement for professional social work training will be required to enrol in a total of five field instruction courses.

Those whose employment will not allow for an adjustment of their work schedule for field instruction with another agency may apply to have a work-study scheme. In this scheme, they could conduct their field instruction in the agencies where they are working provided that they satisfy the guidelines to become fieldwork agencies.

Curriculum

The program consists of 39 units, with varying tracks based on chosen area of specialization (clinical practice, social administration and community organizing), for professionals entering directly to Master's degree and more than 39 units for individuals coming from Diploma program. After successfully completing all courses, candidates must take and pass a comprehensive examination to earn the degree.

Students Pursuing MSW with BS Social Work Degree
Core Courses (Total of 18 units)

SW201	Social, Economic & Political Structures and Processes
SW202	Human Behavior & Social Change
SW210	Social Administration and Development
SW220	Social Work Theory & Practice
SW299.1	Social Work Research I
SW299.2	Social Work Research II

Specialization Courses (Total of 6 units)

SW211	Social Policy Development
SW212	Social Planning and Program Development
SW221	Clinical Social Work Practice I
SW222	Clinical Social Work Practice II
SW230	Theory and Practice of Community Organization
SW231	Strategies in Community Mobilization

Field Instruction, Electives and Cognate (Total of 6 units)
- Elective   SW 253 Supervision in the Social Services
- Elective   Social Work Elective
- Cognate   Any 200-level course
- SW280   Field Instruction I
- SW281   Field Instruction by Area of Concentration

Comprehensive Exam

Students Pursuing DSW who wish to proceed to MSW
Additional courses are required for students who wish to proceed to Master of Social Work from Diploma of Social Work

Students not needing 1000 hours of Field Instruction
Additional Courses after Completion of Diploma
- SW299.2   Social Work Research II
- SW281   Field Instruction by Area of Concentration
- Elective   Any 200-level social work course
- Cognate   Any 200-level course

Comprehensive Examination

Students needing 1000 hours of Field Instruction
Additional Courses Intensive Field Instruction Degree (1,000 hours of Field Instruction)
- SW299.2   Social Work Research II
- SW281   Field Instruction by Area of Concentration
- 280.2   Field Instruction: Special Client Group I
- SW280.3   Field Instruction: Special Client Group II

Comprehensive Examination

Program Policies

Field Instruction
Field Instruction (FI), which is offered in collaboration with social agencies, forms an integral part of the preparation of students for professional responsibilities in social work. It provides forum for the critical integration of theoretical and experiential learning in social work education.

The Social Work profession was established by the passing of Republic Act 4373, otherwise known as the Social Work Law in 1965 which further requires a minimum period of 1,000 hours of practical training in any established social work agency under the supervision of a qualified and trained Social Worker.

The Program Chair acts as the FI Coordinator who serves as the administrator of the FI program specifically on developing FI manual/guide which stipulates the policies in FI, looks for and approves FI agencies, oversees the supervision of students, facilitates the understanding of UPOU and agency for FI and address other concerns related to FI.

A school fieldwork supervisor will also be needed to do weekly supervision of students to ensure that the field placement achieves the FI objectives. He/she will serve as a faculty-in-charge (FIC) for the particular FI subject. An agency fieldwork supervisor, who comes from the fieldwork agency of the student, will be the one to supervise the day-to-day activities in the field. The agency fieldwork supervisor should have at least a master's degree in any development discipline but with social work degree at any level.

The FI Coordinator selects and approves agencies which can become FI agencies of students. Below are the minimum considerations in selecting and approving agencies/organizations to become FI agencies:
- The interest of the agency in providing field instruction to students;
- The agency's affiliation preferably with a licensed and accredited institution/ agency or other organizations and with accredited programs;
- The agency's existing programs and services that can meet the expectations/objectives of fieldwork enrolled in;
- The agency has qualified and willing (at least one) licensed social workers who will provide instruction/supervision to students;

Only students who completed their core and specialization/survey courses are allowed to take their FI subjects (except for SW 280.1 where students have to finish their core courses only). Different tracks and areas of specialization also differ in the number of required FI subjects, required number of hours and the focus of FI.

Comprehensive Exam
A student may take the comprehensive exam once he/she has completed and satisfied all courses/requirements for the program.

1. Application for Comprehensive Examination
- A student should file for a comprehensive exam through the student support at least two months before the scheduled dates of the examination. The program chair will:
- Assess the application and make the necessary recommendation
- Request the institution of a committee to manage and decide on matters related to the exam.
2. Coverage, Weight and Duration of Exam
- The examination is divided into four domains, each with a specific number of hours allotted:

DOMAIN	Number of Hours
Human Behavior and Social Environment	4 hours
Social Welfare Policies and Research	4 hours
Social Work Profession and Practice	4 hours
Social Agency Leadership and Management	4 hours
Area of Specialization	8 hours

- The student can complete the examination within three consecutive days.

3.Passing
- The student needs to get 70% passing rate per exam domain. An oral examination might be given for domains with 60% passing rate or for clarification purposes.
- A student is only given two chances to pass the comprehensive examination.

4. Exam Venue
- Comprehensive exam venues can be in the Learning Center or somewhere else but still following the procedures of online/offshore examination.

5. Logistics
- The student can use a computer/laptop in answering the exam. The student needs to empty the files in the computer and the exam proctor would check the computer before the start of the examination.
- At the end of each exam day (except for the last day), the student leaves the computer to the proctor for safekeeping.
- The student is also advised to bring food during the exam especially for the domain on area of specialization to avoid untoward dishonest behavior when the student leaves the exam room for break time.

MASTER OF ARTS IN NURSING

The Master of Arts in Nursing program at UP Open University offers quality education available, accessible, and affordable to professional nurses in the country and abroad. It is intended for Filipino nurses working either in the far regions of the country or abroad where getting higher education is difficult. It is the opportunity for nurses working full-time or who cannot leave their work or family to get a post-graduate degree. It provides a flexible program that suit their time, availability and interest.

Students can choose from four major tracks: adult health nursing, maternal child nursing, nursing administration and gerontology and geriatrics. Adult health nursing provides a framework for caring for clients with different health conditions such as cardiovascular and cancer. Maternal and child nursing covers care of the mother and child in different health conditions. Major courses include clinical practicum to provide experiential learning.

Program Goals
The program aims to develop professional nurses who are able to:
- Apply their understanding of nursing theories, research principles, methodologies to current problems and issues affecting the nursing profession and the health care delivery system;
- Gain insight into self and others as fully functioning individuals;
- Broaden their understanding of a related discipline that should serve as a further base for specialization in nursing;
- Develop innovative measures in the delivery of health care services; and
- Help in developing independent nursing practice

Mode of Instruction
Courses are delivered on a semestral basis using various technologies where appropriate. The virtual classrooms run in MyPortal, the learning management system of the UPOU. This is where class announcements are made, course materials uploaded, discussions held and assignments uploaded.

Admission Requirements
- Applicant must be a holder of bachelor's degree in nursing, i.e. BS Nursing.
- An application form must be duly accomplished and submitted to the Office of the University Registrar, together with the following documents:
  - ✓ Original copy of the official transcript of academic records stating degree obtained, date of graduation, and Special Order from the Bureau of Private Schools (S.O.B. No).
  - ✓ Two letters of reference from former professors or supervisors, using UPOU standard format.
  - ✓ Official receipt of the application fee paid at any Philippine National Bank (PNB) branch.

upou.edu.ph

Admission Policies

- Applicants are screened by the Admission committee headed by the Program chair, (i.e. either Adult Health Nursing, Maternal Child Nursing, Nursing Administration or Geriatrics and Gerontology) whichever major program the applicant indicated in his/her application form.
- Criteria for screening of applicants are as follows:
  - ✓ For initial screening, GWA of 2.125 is used as cut-off grade.
    Applicants who have a GWA of 2.125 or better and who possess at least one year clinical and nursing-related experience are admitted to the program as degree students
  - ✓ Students whose GWA are on the borderlines are further evaluated through the composite scoring system.
    The composite score consists of: equivalent score for GWA, length of experience, and nature of experience.
    Applicants who have a composite score of 2.0 or better are admitted as degree students
  - ✓ Applicants who were not able to satisfy the GWA cut-off point or the composite score are admitted as probationary, for evaluation after 12 units.

FACTORS	EQUIVALENT SCORE
GWA during admission	
1.0 - 1.24	2.00
1.25 - 1.49	1.5
1.50 - 1.74	1.00
1.75 - 2.00	0.75
2.01 - 2.125	0.50
Length of experience	
7 years and above	1.00
5 - 6 years	0.75
3 - 4 years	0.5
1 - 2 years	0.25
none	0.00
Nature of experience	
Related clinical experience	1.00
Non-related clinical experience	0.50
Non- clinical experience	0.25
None	0.00

Applicants who were not able to satisfy the GWA cut-off point or the composite score are admitted as probationary students, for evaluation after 12 units.

Curriculum

The courses are composed of core, major and elective. Core courses are foundation courses for both majors (specialization) and should be taken by all students. Major courses are specialization courses and are divided into (1) adult health nursing major, (2) maternal and child nursing, (3) nursing administration and (4) gerontology and geriatrics nursing. Elective courses are special nursing or nursing-related courses (from other disciplines) that students are allowed to choose from to suit their needs and strengthen their program of study.

Core Courses

N2O4	Advanced Pathophysiology
N207	Theoretical Foundations of Nursing
N298	Statistical Methods in Nursing
N299	Research Methods in Nursing

Major Courses

Adult Health Nursing

N260	Advanced Adult Health Nursing
N261	Nursing Care in Cardiovascular Conditions
N262	Oncology Nursing
N19.6	Intensive Experience in Adult Health Nursing

Maternal and Child Nursing

N230	Primary Care of Women
N231	Perinatal Nursing
N232	Nursing Care of Children
N219.3	Intensive Experience in Maternal-Child Nursing

Nursing Administration

N240	Concepts and Principles in Nursing Administration
N241	Human Resource Management in Health
N242	Organizational Development in Nursing
N219.4	Intensive Practicum in Nursing Administration

Gerontology and Geriatric Nursing

N280	Geriatrics and Gerontology Nursing
N281	Promoting Health and Wellness in Older People
N282	Nursing Care of Older People
N219.8	Intensive Clinical Practicum in Gerontology and Geriatric Nursing

Program Policies
Practicum
1. All major courses under each specialty tracks have practicum requirements, namely: N260, N261, N262, and N219.6 (for Adult Health Nursing); N230, N231, N232, and N219.3 (for Maternal Child Nursing). Students are required to go on clinic visits, clinic duties, and to submit case studies, nursing care plans, and other written reports. Specifics of the practicum are described in the Course Guide of each major course.
2. N219.3 and N219.6 are both intensive practicum experience, for adult health nursing and maternal child nursing specialties, respectively. These courses can only be taken after the student has completed all other courses. These courses provide venue for the applications of the teaching, research, and clinical skills of the students.

Comprehensive Examination
1. The student applies for comprehensive examination after completing satisfactorily course work.
2. A comprehensive committee of five to seven members shall be constituted by the Dean of Faculty Office, (e.g. FMDS) upon recommendation of the Program Chair.
3. To qualify for the comprehensive examination, a student must have obtained a general weighted average of 2.00 or better of all courses taken; and a grade of 2.00 or better in all required courses in the major field of specialization.
4. Application for comprehensive examination shall be submitted to the Office of the University Registrar at least one month prior to the sate of examination. The application shall be recommended by the Program Chair and noted by the Dean of the Faculty Office to whom the program belongs.
5. The written comprehensive examination shall test the student's mastery of all courses taken, which are integrated into two major focus: (1) content) and (2) methodology. Details of the examination shall be left to the discretion of the Comprehensive Examination Committee.
6. A consensus based on the standards set by the Committee is required to pass the comprehensive examination.
7. Only one re-examination may be allowed within a year approved by the committee but not later than one year after the first examination. Failure to pass shall bar the student from earning the master's degree.

Master's Thesis
1. The thesis must be a worthwhile contribution to the nursing discipline and the methods are on the analytical type of research, whether quantitative or qualitative.
2. A thesis committee of five members, which includes: an adviser, a critic (reader), and three other panel members, shall be constituted by the Dean of Faculty Office, (e.g. FMDS) upon recommendation by the Program Chair as endorsed by the Adviser and in consultation with the student.
3. The thesis committee shall be in-charge of the oral defense of the thesis. The report of the examination shall be submitted by the adviser to the Program Chair, who will forward it to the Dean of the Faculty Office.
4. The master's thesis shall be graded either pass or fail.
5. A copy of the report on the result of the defense of the thesis shall be filed with the Faculty Office.

MASTER OF PUBLIC MANAGEMENT

The Master of Public Management (MPM) Program of the Faculty of Management and Development Studies, UP Open University (UPOU) was first offered during the second semester of AY 1997-1998. The institution of the Program was initiated and led by the then UP College of Public Administration (UPCPA, now the UP National College of Public Administration and Governance, or NCPAG), the country's foremost academic institution in public management, education, research and extension.

The UPCPA, with the support of the Civil Service Commission, had aspired to assist in democratizing education by offering programs in distance mode. Distance education (DE) as an approach to learning aims to provide academic preparation to enhance the skills of practitioners who have no time to attend the University or cannot leave their workplace due to tasks in the office or in the field. As such, the UPCPA took the challenge by offering DE programs. The College invited faculty from the UP System offering Public Administration courses as course writers and tutors, and ensured quality in the offering of programs.

Currently, the Program offers three specializations: Local Government and Regional Administration (LGRA), Public Policy and Program Administration (PPPA), and Voluntary Sector Management (VSM). The Program seeks to expand and develop other areas of specialization, such as Organization Studies, and Public Fiscal Administration, in the future.

Program Goals

The Master of Public Management (MPM) Program is designed for policy-makers, administrators, and managers of public, private, and non-governmental organizations; practitioners in local government and administration; and other individuals interested in good governance, and public policy and administration.

The fundamental goal of the MPM Program is to professionally upgrade the management skills and education of administrators and practitioners, in the pleasure of their own time and place.

- In particular, the program aims to: Provide a high level of competence in public policy, governance, and administration;
- Prepare students to become better public managers, administrators, government or volunteer workers and/or advocates of social change, administrative, reform, and national development; and
- Equip them with skills and knowledge needed in managing and developing organizations that work for the welfare and interest of the Filipino people.

Admission Requirements

- Applicants to the MPM Program must have a bachelor's degree or its equivalent from a recognized institution, and at least two years' work experience.
- Those seeking admission must also take and pass the MPM Graduate Admission Test (MPM-GAT) which are usually administered twice a year.
- Documents to be submitted include the following:
  A. Duly accomplished application form for admission. If the applicant is a former UP student, he/she must indicate his/her student number in the form.
  B. Official Transcript of Records (1 original and 1 photocopy) bearing the school dry seal and imprint, and the Registrar's signature in ink, and with acceptable remarks.
  C. Two letters of recommendation from: employer/ supervisor, former professor, former program adviser (the UPOU Form 1a to be used for this purpose is attached to the printed application form or can be downloaded online from the UPOU website).
  D. Two identical 2"x2" photos and two identical 1"x1" photos, with your name and the program applied for printed at the back of the photos.
  E. A 500-word essay (refer to item #30 of the application for admission form)

Mode of Instruction

All courses are delivered in Distance Education (DE) mode using state-of-the-art multi-media technology and equipment. Teachers and students interact via the internet mainly through the MOODLE (Modular Object-Oriented Dynamic Learning Environment) platform which can be viewed at the MyPortal LMS.

Curriculum

The MPM Program consists of a 36-unit academic course/program and a written comprehensive examination. The 36 academic courses include five mandatory core courses, i.e. these courses should all be taken by the students; two survey courses; three courses in the field of specialization; and two electives (from the pool of survey and field of specialization courses not yet taken by the student).

Core Courses (Total of 15 units)

PM201	Theory and Practice of Public Administration
PM208	The Philippine Administrative System
PM230	Financial Management in Government
PM299.1	Quantitative Methods in Public Policy and Administration
PM299.2	Research Methods in Public Administration

Survey Courses (Total of 6 units)

Two of the following:

PM231	Public Fiscal Administration
PM241	Public Policy and Program Administration
PM251	Local Government and Regional Administration
PM281	Voluntary Sector Management and the Development of Civil Society

Electives (Total of 6 units)
   PM227   Human Resource Management
   Any Survey or Major Courses not taken previously

Specialization (Total of 9 units)

Major Courses in Local Government and Regional Administration (LGRA) Track
   PM252   Rural Administration and Development
   PM253   Human Resource Management
   PM254   Human Resource Management
   PM259   Special Problems in Local Government and Regional Administration [Prerequisite: PM 251]

Major Courses in the Public Policy and Program Administration (PPPA) Track
   PM242   Methods of Policy Analysis
   PM243   Program and Project Development
   PM244   The Policy Process
   PM245   Program and Project Implementation

Major Courses in the Voluntary Sector Management (VSM) Track
   PM282   Human Resources Management in the Voluntary Sector
   PM283   Resource Generation and Financial Management in the Voluntary Sector
   PM284   Strategic Planning and Management in the Voluntary Sector
   PM289   Special Problems in Voluntary Sector Management [Prerequisite: PM 281]

Program Policies
Students must complete 36 units with a General Weighted Average (GWA) of 2.0 or better.

Retention policy
The student must complete the MPM Program within seven years (UPOU Academic Information for Post Baccalaureate Programs by Distance Education, June 2000, page 14). Within the period, students must complete 36 units with a GWA of 2.0 or better. This qualifies them for the comprehensive examination.

Comprehensive Exam
The comprehensive exam is composed of two parts – the general field and the student's area of specialization (Local Government and Regional Administration, Public Policy and Program Administration, Voluntary Sector Management). A student is given two chances to take and pass both fields. If the student fails to satisfy this requirement, he/she is permanently disqualified (PD) from the MPM Program.

The MPM student qualifies for graduation upon passing the comprehensive examination.

MASTER OF ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT (MENRM)

The Master of Environment and Natural Resources Management or MENRM Program is designed to give professionals in environment-related activities a solid foundation in the art and science of environment and natural resources management.

The MENRM Program is a single, completely ladderized post-baccalaureate degree program. All students will apply for admission into the MENRM Program and will be regarded as Master's students while enrolled or in residence.

Students will have the option to earn the Diploma degree if they exit the program after completing 24 units of specified courses. The Master's degree will be awarded to a student who completes 36 units of specified courses with a general weighted average of 2.0 or better.

Students will select from two program tracks, either the Upland Resources Management (URM) Track or the Coastal Resources Management (CRM) Track, upon completion of two core courses. Those who will graduate with the Diploma degree will also have the advantage of specializing in one of the two program tracks.

Students can choose between the Diploma degree or the Master's degree depending on their career goals:
- Those who want to become highly competent practitioners can aim for the Diploma degree.
- Those who, in addition to becoming highly competent practitioners, also want to contribute to the advancement of the environment and natural resources management field as researchers, can aim for the Master's degree

Program Goals
The program aims to:
- Equip students with a multidisciplinary perspective in dealing with environmental issues by providing solid grounding in both natural sciences and social sciences as these apply to environmental management.
- Enable students to become highly skilled and knowledgeable practitioners in either upland or coastal resources management.
- Equip students with research skills that will allow them to contribute to the advancement of either upland or coastal resources management.

Admission Requirements

The requirement for admission into the MENRM Program will be a baccalaureate degree in any field, thus, all students will have a chance to earn the Master's degree in three years regardless of their baccalaureate degree.

An application form must be duly accomplished and submitted to the Office of the University Registrar, together with the following documents:

   a) Original copy of the official transcript of academic records stating degree obtained, date of graduation;
   b) Two letters of reference from former professors or supervisors, using UPOU standard format; and
   c) Official receipt of the application fee paid at any Philippine National Bank (PNB) branch.

Admission Policies

Applicants are screened by the Program Admission Committee constituted by the FMDS Dean.

Mode of Instruction

Courses are delivered on a semestral basis using various technologies where appropriate. The virtual classrooms run in MyPortal, the learning management system of the UPOU. This is where class announcements are made, course materials uploaded, discussions held and assignments uploaded.

Curriculum

The MENRM program requires 36 units of courses comprising 6 units of core courses, 12 units of major courses, 9 units of elective courses, 6 units of research courses and 3 unit Special Problem.

Core Courses (6 units)

ENRM223   Ecosystem Structure and Dynamics
ENRM231   Socio-Cultural Perspectives on the Environment

Major Courses (12 units)

Upland Resources Management Track

Biophysical/Ecological perspective:
ENRM230   Principles and Applications of Landscape Ecology

Economic perspective:
ENRM231   Economics of Upland Resources

Social and cultural perspectives:
SF263   Cultures and Societies in Tropical Ecosystems

Legal and institutional perspectives:
ENRM236   Governance of the Upland Environment

Coastal Resources Management Track

    Biophysical/Ecological perspective:
    ENRM240   Aquatic Ecosystems

    Economic perspective:
    ENRM241   Economic Valuation and Assessment of Aquatic Resources

    Social and cultural perspectives:
    ENRM244   Coastal Anthropology

    Legal and institutional perspectives:
    ENRM246   Governance of the Coastal Environment

Elective Courses (9 units)
Choice of 3 courses from the list

Upland Resources Management Track
    ENRM232   Management of Terrestrial Protected Areas
    ENRM233   Rehabilitation of Marginal and Degraded Areas
    ENRM234   Forest and Terrestrial Ecosystems
    ENRM235   Upland Ecosystem Management

Coastal Resources Management Track
    ENRM242   Coastal Zone Management
    ENRM243   Introduction to Ichthyology
    ENRM245   Aquatic Resources Management
    ENRM247   Management of Marine Protected Areas
    ENRM248   Advanced Aquatic Resources Management

Either Track
    ENRM252   Environmental Advocacy
    ENRM255   Biodiversity Conservation
    ENRM256   Decision Support for Environmental Management
    ENRM257   Sustainable Tourism Development

Research Courses (6 units)
    ENRM281 Statistics Applied to Environmental Management
    ENRM282   Statistics Applied to Environmental Management

Special Problem (3 units)
    ENRM290   Special Problem

Program of Study

At the end of the first semester of the first year of study, the student will need to choose whether to pursue the Upland Resources Management Track or Coastal Resources Management Track. The second semester subjects will depend on the student's chosen track. This should be done prior to the online registration for the second semester.

Program Policies

Comprehensive Examination

- The student applies for comprehensive examination after completing satisfactorily 30 units of course work with a General Weighted Average or GWA of 2.0 or better. Also, students must take and pass the comprehensive examination before enrolling in ENRM 290 Special Problem.
- A comprehensive committee of three members shall be constituted by the Dean of Faculty Office, (e.g. FMDS) upon the recommendation of the Program Chair.
- To qualify for the comprehensive examination, a student must have obtained a GWA of 2.0 or better. Application for comprehensive examination shall be submitted to the Office of the University Registrar at least two months prior to the date of examination. The application shall be recommended by the Program Chair and noted by the Dean of the Faculty Office to whom the program belongs.
- The written comprehensive examination shall test the student's mastery of all courses taken, which are integrated into two major areas: (1) core and (2) major courses. Details of the examination shall be left to the discretion of the comprehensive committee.
- A consensus based on the standards set by the committee is required to pass the comprehensive examination.
- Only one re-examination may be allowed within a year approved by the committee but not later than one year after the first examination. Failure to pass shall bar the student from earning the master's degree.

Special Problem

- The special problem must be a worthwhile contribution to the management of the environment or natural resources and the methods are on the analytical type of research, whether quantitative or qualitative.
- A presentation of the special problem will be scheduled at the end of the semester in which faculty members are invited to attend the presentation.
- The special problem shall have an equivalent of three units of graduate credit and shall have a numerical grade.
- A copy of the special problem in a cd format shall be submitted to the Faculty Office.

Exit to DENRM

Students can exit the MENRM program and earn the Diploma degree (DENRM) if they have completed the 24 units of courses (which is comprised of 6 units of core courses, 12 units of major courses, and 6 units of elective courses)

Re-entry of DENRM graduates to the MENRM program

A DENRM graduate may seek re-admission to the MENRM program. Courses completed for the DENRM may be credited to the MENRM as follows:

- Up to 24 units if re-admitted within three years from graduation.
- Up to 9 units if re-admitted after three years but within five years from graduation.

For the Master's degree, a general weighted average of 2.0 or better is required for graduation.

DOCTOR OF PHILOSOPHY IN EDUCATION

The Doctor of Philosophy in Education program is designed primarily for teacher educators, policy makers, researchers, and other educational personnel involved in science and mathematics education. The program aims to upgrade the capabilities of Regional Science Teaching Centers (RSTCs) and other Teacher Education Institutions (TEIs). There are four areas of specialization: Biology, Chemistry, Physics, and Mathematics Education.

The program was developed in cooperation with the College of Education of UP Diliman, De La Salle University, and Ateneo de Manila University, and with funding support from the Science Education Institute (SEI) of the Department of Science and Technology (DOST).

Program Goals
The program seeks to:
- Upgrade the capabilities of Regional Science Teaching Centers (RSTC) and other teacher education institutions (TEIs); and
- Produce the required number and quality of faculty in science education in the RSTCs and TEIs.

Mode of Instruction
With the exception of science courses totaling 13 units, which are taught face-to-face during the summer terms, all courses are taught in the DE mode.

Admission Requirements
Applicants must:
1. Have a Master's degree in the basic sciences or in science/mathematics education;
2. Have a general weighted average of "2.0", "B" or better in the undergraduate level or "1.75" or better in the Master's level;
3. Pass the Doctoral Admission Test in Education (DATE) which aims to assess mental aptitude, language proficiency (either in English or Filipino) and research competency; and
4. Demonstrate qualities of, and potentials for leadership as shown in their statement of purpose, references, and other pertinent documents.

Curriculum

Students majoring in Biology Education must earn a total of 57 units, consisting of
- Major courses (18 units)
- Educational foundation courses (3 units)
- Education core courses (6 units)
- Research courses (6 units)
- Electives (6 units)
- Cognates (6 units)
- and a Dissertation (12 units)

Students majoring in Chemistry Education must earn a total of 58 units, consisting of
- Major courses (19 units)
- Educational foundation courses (3 units)
- Education core courses (6 units)
- Research courses (6 units)
- Electives (6 units)
- Cognates (6 units)
- and a Dissertation (12 units)

Those majoring in Physics Education and Mathematics Education must earn a total of 57 units, consisting of
- Major courses (15 units for Math majors and 18 units for Physics majors)
- Education core courses (6 units)
- Research courses (6 units)
- Educational foundation courses (3 units)
- Electives (9 units for Math majors and 6 units for Physics majors)
- Cognates (6 units)
- and a Dissertation (12 units)

All students, regardless of their major or area of specialization, take the same set of research and educational foundation courses, and one elective.

Research Courses (6 units)
EDSC 341   Research Seminar in Science Education
EDRE 331   Research Seminar in Science Education

Educational Foundation Course (3 units)
EDFD 317   Selected Topics in Educational Psychology

Education Core Courses
EDSC 301   History and Philosophy of Science and Technology Education
EDSC 311   Seminar on Curriculum Design and Instruction for Science Education

Common Elective Course
EDSC 305   Advanced Topics in Biology for Teachers

Elective Course Per Major Area
Major in Biology Education
EDSC 350   Advanced Topics in Biology for Teachers

Major in Chemistry Education
EDSC 360   Advanced Topics in Chemistry for Teachers

Major in Mathematics Education
EDSC 320   Advanced Topics in Mathematics for Teachers
PHYS 211   Foundations of Mathematical Physics

Major in Physics Education
EDSC 370   Advanced Topics in Physics for Teachers

Major Courses

Major in Biology Education
BIO 210   Systematic Biology
BIO 220   Chemical Physiology
BIO 450   Advanced Genetics
BIO 550   Advanced Cell and Molecular Biology
BIO 260   Advanced Ecology
BIO 237   Differentiation in Embryonic Systems

Major in Chemistry Education
CHEM 211   Systematic Inorganic Chemistry
CHEM 220   Instrumental Methods of Analysis
CHEM 230   Physical Organic Chemistry
CHEM 239   Natural Products Chemistry
CHEM 203   Environmental Chemistry
CHEM 203.1 Environmental Chemistry

Major in Physics Education
PHYS 202.1   Foundations of Classical Mechanics
PHYS 203.1   Foundations of Electromagnetism
PHYS 204.5   Foundations of Quantum Mechanics
PHYS 205   Foundation of Statistical Mechanics
PHYS 211   Mathematical Methods of Physics I
PHYS 212   Mathematical Methods of Physics II

Major in Mathematics Education
MATH 210.1 Modern Algebra I
MATH 211   Linear Algebra
MATH 226.1 Theory of Functions of a Real Variable
MATH 299A Graduate Seminar (Number Theory)
MATH 299B Graduate Seminar (Geometry)

Cognates

Major in Biology Education
BIO 23   Plant Growth and Development
MICROBIO 221 Physiology of Microorganisms

Major in Mathematics Education
MATH 231   Foundations of Mathematics
MATH 299C   Graduate Seminar (Probability)

Major in Physics Education
PHYSICS 206.7   Foundations of Condensed Matter
PHYSICS 209.1   Foundations of Experimental Physics

Comprehensive Examination
All PhD students must take and pass a comprehensive examination at the end of their course work, prior to commencing their dissertation work.

Dissertation Requirement
EDUC 400   Dissertation

DOCTOR OF COMMUNICATION

The Doctor of Communication (DComm) Program is a professional doctorate offered by the Faculty of Information and Communication Studies of the UP Open University. It is designed to strengthen the capability of practitioners by bringing the academic rigors of research, critical analysis, intellectual advancement, and science skills into the profession of communication as it is practiced in knowledge industries such as the academe, R&D institutions, government and development-assistance agencies.

Program Goals
The program aims to:
- strengthen critical thinking skills in the professional practice of communication;
- use research-based information and knowledge to enhance intellectual, managerial, and decision-making skills in communication;
- enhance abilities to generate new practical knowledge and skills in the professional practice of communication;
- strengthen ability to conceptualize, prepare, and present technical papers in professional communication conferences or publish in refereed journals;
- strengthen intellectual skills and capacity to undertake independent studies and synthesis of best professional practices in the field of communication.

DComm graduates, therefore, are expected to demonstrate higher level abilities in:
- the conduct of independent studies and synthesize practical knowledge and best practices in the field of communication; and
- the design, implementation, and evaluation of practical continuing education programs, including short-term higher-level training courses for other communication practitioners.

Mode of Instruction
With the exception of science courses totaling 13 units, which are taught face-to-face during the summer terms, all courses are taught in the DE mode.

Admission Requirements
An Applicant must have:
- a Master's degree from a recognized institution of higher learning;
- a UP-equivalent grade point average (GPA) of 1.75 or better in the Master's degree program; and panel interview

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The applicant shall be evaluated by the DComm Admissions Committee, based on a complete portfolio that contains the following:

- Statement of Intent in the form of a 2,000-word essay outlining the applicant's research plan of action, which includes the proposed research framework, problem (in question form) or topics.
- Portfolio of written work comprising the applicant's written work (e.g., publications and studies undertaken wherein the applicant is the sole or senior author, media productions, scripts, etc.).
- English language proficiency report indicating that the applicant, who is not a native speaker of English and who did not take previous academic coursework in English, has passed a valid English proficiency examination (e.g., International English Language Testing System – IELTS, or Test of English as Foreign Language – TOEFL).
- Proficiency in the use of computers and the Internet, which may be an actual demonstration of proficiency in the use of computer technologies, the Internet, and other information and communication tools essential for undertaking independent research.
- Official Transcript of Records (ToR) from the applicant's Alma Mater recognized by the CHED or the University of the Philippines.
- Two letters of recommendation from former professors, or from current/previous employers or colleagues in the field of communication.
- Receipt to testify that the applicant has paid the required application fee to the UPOU.
- Special Needs Statement that would include but not limited to physical and mental conditions that might require special attention or support service.

Other additional and special admission requirements that may be imposed by the University of the Philippines Open University.

- The DComm Admissions Committee is responsible for determining whether or not an applicant may be admitted to the DComm Program.

Curriculum

The DComm student shall take four core courses totaling 12 units.

Core Courses

COMM 310 (Communication Theory and Practice). Contemporary communication theories and practices; communication models; approaches to theorizing in communication. Prerequisite: None

COMM 390 (Communication Research Paradigms). Foundations of communication research. Basic assumptions, concepts and approaches to communication research. Prerequisite: COMM 310

COMM 391 (Communication Research Methodologies). Quantitative and qualitative approaches to communication research. Prerequisite: COMM 390

COMM 399 (Online Colloquium in Communication Research). Student-managed online colloquium focused on selected topics related to or tools useful in the systematic study of communication phenomena and best practices in the profession. Prerequisite: COMM 391

Specialized Courses

The DCOMM student shall take seven specialized courses totaling 21 units. These courses have no prerequisites and may be taken in any order. However, it is advisable (but not mandatory) to take these specialized courses after COMM 310, 390 and 391 that provide the appropriate perspectives and contexts.

COMM 320 (Management of Communication Media Resources & Systems). Concepts and structures of communication systems; application of contemporary management theories and approaches in the effective operations of communication systems.

COMM 330 (Communication Policy and Planning). Current approaches to communication policy sciences and planning at the organizational, national, and global levels.

COMM 340 (Organizational Communication). Concepts, techniques, and contemporary thinking in organizing and managing corporate communication systems.

COMM 350 (Information and Knowledge Management). Theoretical foundations, principles, and development applications of Information and Knowledge Management. Management of information and knowledge systems.

COMM 360 (Information & Communication Media Technologies). Current and emerging information and communication technologies and their application to the generation, processing, storage, and utilization of information and other social messages.

COMM 370 (Corporate Social Responsibility Communication). Philosophical, social, and moral foundations of the corporate social responsibility of human organizations in a developing society.

COMM 380 (Advocacy and Social Mobilization). Contemporary principles in and approaches to advocacy and social mobilization in a changing social environment.

Dissertation

COMM 400 (Doctoral Dissertation). Comprehensive and exhaustive, directed independent study consisting of in-depth analysis of communication phenomena, synthesis of scientific communication literature, or in-depth analysis of best practices in the field of communication. You must have completed your coursework before enrolling under COMM 400.

Dissertation Milestones

The capstone requirement of the Doctor of Communication program is the conduct and writing of a dissertation (12 units).

You enroll in COMM400 in order to have your dissertation proposal formally approved and eventually completed, not to begin developing your ideas about your work. You should begin considering topics for your dissertation early on in the program.

You may only enroll COMM400 after completing all your coursework and your graduate advisory committee constituted. The dissertation has a credit of 12 units to be enrolled in one semester. This does not mean that you need to complete your dissertation within that length of time. The timeline for your dissertation will be decided upon by your advisory committee and you.

In keeping with the spirit of openness, the DComm Program will not structure nor put timelines on your dissertation. It will allow the student and his/her adviser to work on the dissertation in an iterative manner without specific milestones and timeline restrictions. Take note that the program does not have a maximum residency period. This will also avoid confusion in recalling the total number of units registered. If you are unable to complete your dissertation in a given semester, you should enroll for residency in the succeeding ones until you successfully defend your work.

Your final grade is issued only once the dissertation has been completed and defended. An official note is placed on the transcript or records stating the semester when you have satisfactorily completed your dissertation.

Topic Presentation

Immediately upon enrolling your COMM 400 (Doctoral Dissertation), you are encouraged to communicate with your graduate advisory committee to discuss your topic. Your adviser may require you to give a topic presentation. In this event, you are expected to present your identified dissertation topic to your graduate advisory committee for their approval. Ordinarily, the topic presentation would consist of the following: your proposed title; the rationale for the topic including research gaps or inconsistencies found in the literature; research questions; a theoretical framework or lens; and your proposed methodology. This implies that you have read the literature related to the topic that you can fully discuss the rationale, the research problem and the research objectives for your topic.

Dissertation Examinations

There will be two dissertation examinations: the proposal presentation; and the oral defense or final exam. The student and his/her advisory committee will determine the appropriate dates based on the progress of the dissertation. Individual members of the advisory committee may exercise his/her right to postpone the proposal presentation or oral defense if he/she has any doubts on the student's readiness.

For the proposal presentation, you are to present, in addition to the rationale of the study, research problem, and research objectives, the detailed methodology of your research. This should include how the data will be gathered – if survey, who and how many will be your respondents and how will they be selected; if content analysis, what documents will be analyzed and how will the analysis be done; etc. You are also to present the research instruments if these will be part of your research methodology and discuss how you will analyze the data that you will gather.

You should be prepared to describe measures that you will undertake to ensure that your research will adhere to the accepted Research Ethical Guidelines. After the proposal presentation, you are expected to submit a final research proposal and to clear it with the UPOU Research Ethics Committee. Guidelines on research ethics will be distributed to you in a separate cover.

For the final defense, in addition to the parts already discussed in your proposal presentation, you should present the following components of your dissertation manuscript: Results and Discussion; Conclusion; and Recommendations.

For the benefit of the student, it is highly recommended that presentations and defense examinations be done face to face not only to avoid technical difficulties but to avail of the opportunity to interact face-to-face with the DComm faculty.

However, it may be conducted online ONLY if conditions merit such but it will be done at your own risk of technical problems and coordination difficulties.
Note that the committee may opt to decide on an outcome in spite of these constraints and it may not be on your favor. If you will opt for the online defense, you will be advised on what tool will be used.