

SUBJECT OFFERINGS

Gen.Ed.				
PhySci 10	Earth Science	3	BLIS 111 Academic Libraries	3
Soc Sci 11	General Psychology with Drug Abuse & Prevention	3	BLIS 112 School Library Media Centers	3
PI 11	Life Works, and Writings of Rizal	3	BLIS 113 Indexing and Abstracting I	3
IT 11	Introduction to Information Technology	3	BLIS 124Lec Systems Analysis and Web Design (Lecture)	3
Soc Sci 12	Society and Culture with Family Planning	3	BLIS 115 Research Methods in Library and Information Science I	3
Soc Sci 14	Politics and Governance with the New Philippine Const	3	BLIS 124Lab Systems Analysis and Web Design (Laboratory)	1
Filipino 13	Masining na Pagpapahayag	3	BLIS 116Lab Library Automation and Systems(Laboratory)	1
Lit 11	Philippine Literature/ Panitikang Filipino	3	BLIS 103 Information Sources and Services I	3
Lit 12	World Literature	3		
English 13	Effective Speech	3	PE/NSTP	
Hum 11	Introduction to Humanities	3	PE 14 Team Sports	2
Philo 11	Logic	3	PE 13 Rhythmic Activities	2
Soc Sci 16	Philippine History and Culture	3	PE 11 Physical Fitness and Self-Testing Activities	2
English 12	Writing in the Discipline	3	PE 12 Individual and Dual Sports	2
Math 11	College Algebra	3	NSTP 11 National Service Training Program I	3
Filipino 12	Pagbasa at Pagsulat Tungo sa Pananaliksik	3	NSTP 12 National Service Training Program II	3
Math 12	Plane Trigonometry	3		
Soc Sci 13	Gen. Economics, Agrarian Reform and Taxation	3	Prof.Ed.	
English 11	Study and Thinking Skills	3	Prof Ed 11 Social Dimensions of Education	3
Filipino 11	Komunikasyon sa Akademikong Filipino	3	Prof Ed 20 Principles of Teaching I	3
Bio 10	Biological Science	3	Prof Ed 103 Course Audit I	3
Major			Prof Ed 13 Facilitating Learning	3
BLIS 131Lec	Database Design for Libraries (Lecture)	3	Prof Ed 12 Child and Adolescent Development	3
BLIS 117Lab	Information Processing and Handling (Laboratory)	1	Prof Ed 104 Course Audit 2	3
BLIS 125	Library Practice I	2		
BLIS 126	Library and Information Management III	3	Summary	
BLIS 127	Collection Development II	3	General Education	63
BLIS 128	Information Sources and Services III	3	Major	102
BLIS 129	Organization of Information Sources III	3	Prof.Ed.	18
BLIS 106	Information Sources and Services II	3	PE/ NSTP	14
BLIS 130	Indexing and Abstracting II	3	TOTAL	197
BLIS 131Lab	Database Design for Libraries (Laboratory)	1		
BLIS 101	Foundations of Library and Information Science	3		
BLIS 132	Library Practice II	6		
BLIS 102	Developmental Reading in Library and Information Science	3		
BLIS 114	Library and Information Management I	3		
BLIS 104	Organization of Information Sources I	3		
BLIS 108	Special Materials	3		
BLIS 116Lec	Library Automation and Systems(Lecture)	3		
BLIS 110	Digital Libraries and Resources	3		
BLIS 117Lec	Information Processing and Handling (Lecture)	3		
BLIS 118	Research Methods in Library and Information Science II	3		
BLIS 119	Library and Information Management II	3		
BLIS 120	Preservation and Archiving	3		
BLIS 121	Public Libraries	3		
BLIS 109	Information Literacy	3		
BLIS 122	Special Libraries	3		
BLIS 107	Organization of Information Sources II	3		
BLIS 123	Library Literature for Children & Young Adults	3		
BLIS 105	Collection Development I	3		



Republic of the Philippines
Benguet State University
COLLEGE OF TEACHER EDUCATION
 La Trinidad, Benguet

BULLETIN OF INFORMATION

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Resolution No. 1641 S. 2007



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VISION

A premier State University in Asia

MISSION

Development of people imbued with academic excellence, social conscience and productivity; and active in generating and promoting environment-friendly, useful technologies to improve the quality of life.

COLLEGE GOAL

To educate and train globally competent and service-oriented teachers imbued with virtues and principles.

PROGRAM OBJECTIVE

The BLIS curriculum include knowledge, skills, attitudes, values and experiences that will provide prospective information professionals with the necessary competencies essential for effective provision and delivery of library and information services, the systematic organization, conservation, preservation and restoration of books, historical and cultural documents and other intellectual properties. *(Based on C.M.O.08 S. 2005)*

ADMISSION REQUIREMENTS AND PROCEDURES

For New Students

Policy: For Incoming Freshmen: Students applying for the qualifying examination should have a grade point average of 85% or better in the most recent grading period.

For Transferees: Students applying for the qualifying examination should not have deficiencies (INC, D, F). The grade point average requirement shall be 85% or its equivalent or better.

Procedure:

A. Application for Qualifying Examination

1. Obtain an application for admission from the Office of the University Registrar (OUR). The form may also be downloaded from the website <http://www.bsu.edu.ph>.
2. Pay testing fee of PHP 200.00 to the Cashier's Office.
3. Submit duly accomplished application form to the OUR.
4. Seek schedule and permit for the qualifying examination.

B. Qualifying Examination (Result = Average or better)

C. Evaluation of application requirements (Office of the Dean)

D. Admission

1. Obtain Notice of Admission from the OUR.
2. Submit yourself to the University Physician for a medical examination.
3. Submit the following documents to the Registrar's Office during enrollment:
 - a. *For incoming freshmen:* Original copy of BPS Form 138
 - For transferees:* Transfer credentials (Official Transcript of Records and Honorable Dismissal)
 - b. Birth certificate authenticated by the National Statistics Office
 - c. Notice of Admission
 - d. Result of medical examination
 - e. 2 pcs 2" x 2" recent ID picture

IMPORTANT: Admission of transferees shall depend on the availability of slots.

Returnees

1. Obtain a Re-Admission Form from the Office of the University Registrar.
2. Make your letter of intent addressed to the College Dean. Present this to the OSA Satellite Coordinator during an interview.
3. Submit the letter of intent (duly noted by the OSA-Satellite Coordinator) to the College Dean together with the accomplished Re-Admission Form.
4. Seek re-admission from the College Dean in the presence of parents (if required).
5. Obtain a certification from the Office of Student Affairs (Main).
6. Submit yourself to the University Physician for a medical examination.
7. Submit the following to the Office of the University Registrar during enrollment:
 - a. Duly approved letter of intent and re-admission form
 - b. Certification issued by the OSA (Main)
 - c. Certification issued by the University Physician

Shifters

From one major field to another

Policy: Students are allowed to change their major fields ONCE. Junior and senior students are discouraged to shift as much as possible.

From one degree program to another

Policy: Students are allowed to shift ONCE.

Procedure:

1. Obtain Shifting Form from the Office of the University Registrar.
 2. Present the following and submit yourself for an interview with the OSA Satellite Coordinator and Academic Adviser:
 - a. Duly accomplished shifting form
 - b. Letter of intent addressed to the Dean
 - c. Certification of grades issued by the University Registrar
- NOTE: Should have no deficiencies (INC, D, F) in general education subjects
- d. Result of entrance examination

IMPORTANT: Admission of shifters shall depend on the availability of slots

CAREER EXPLORATION AND ACADEMIC ADVISING

The Career Exploration and Academic Advising are given to the students to guide them in the selection of their major field. The following procedures are undertaken by freshmen, transferees, and shifters:

1. Attend the Career Exploration Program scheduled by the College
The Career Exploration Program showcases what is in store in each of the major fields offered in the College which includes interesting facts, activities, requirements, and employment possibilities.

2. Take the Career Exploration Test
The Career Planning Inventory is administered by the Department of Secondary Education to help students determine his/her abilities and interests. These in turn help the student identify the major field that would suit him/her.

3. Present duly accomplished Career Planning Inventory (CPI) and application form to the academic adviser assigned to you.

An academic adviser is assigned per major field. In the personal encounter with the student, the academic adviser validates the abilities and interests as reflected in the CPI and the student's actual performance as reflected in the Midterm Grade and/or High School Report Card. The academic adviser decides whether the student qualifies to major in the chosen field.

4. Seek approval from the Dean.

IMPORTANT: To continue in the chosen major field, the student should obtain a grade point average of 2.50 or better in the courses related to his/her specialization.

DROPPING, CHANGING AND ADDING OF SUBJECTS

A student in the undergraduate course shall be allowed to drop and change his subjects already enrolled and add, provided that these are done properly as provided for in the University Code. Substitution shall not be allowed for any subject prescribed in the curriculum in which the student had failed.

ATTENDANCE

Students must attend their classes regularly.

Students shall be required to present an admission slip issued by the OSA Satellite Coordinator whenever a student incurs an absence from his class. A student's absence for three consecutive meetings shall mean referral to the Office of Student Affairs for appropriate action. Admission slips for such absences shall be obtained from the Office of Student Affairs.

When the unexcused absences of a student is equivalent to 20% of the total number of hours of class work in succession, he/she shall be automatically dropped from the course, provided that the said absences had been incurred before the midterm examination. If such absences were incurred after the midterm examination, a grade of "5" is given. "Dropped" shall be marked and will not be given a grade if the absence were incurred due to valid reasons as determined by the instructor concerned.

EXAMINATIONS

An integration period of two (2) days, one Thursday and one Friday, shall be allowed prior to the scheduled final examinations. There shall be no integration period for the midterm examinations. The schedule for the Midterm and Final examinations prepared by the Admissions Office shall be adopted. A copy of the examination, copy furnish the Office of the Dean, shall be administered by the faculty concerned on the subjects he is teaching during the regular examination periods.

Test papers for encoding shall be submitted one week before the examination schedule; for reproduction, one day before the examination.

GRADING SYSTEM

The following grading system shall be adopted pursuant to the provision of the University Code:

Numerical Equivalent	Percentage	Adjectival Rating
1.00	97-100	Excellent
1.25	94-96	Excellent
1.50	91-93	Very Good
1.75	88-90	Very Good
2.00	85-87	Good
2.25	83-84	Good
2.50	80-82	Satisfactory
2.75	78-79	Satisfactory
3.00	75-77	Fair/passing
4.00	71-74	Conditional (Midterm)
5.00	50-70	Failed
D		Dropped
WP		Withdrawn with Permission
INC		Incomplete