



CURRICULUM

**Bachelor of Science in Business Administration (BSBA)
 Major in Human Resource Management**

Academic Year 2018-2019

Reference CMOs: CMO 17, s. 2017, CMO 4, s.2018 and CMO 20,s. 2013

Curriculum Description

The Bachelor of Science in Business Administration major in Human Resource Management program prepares the graduate for a career in the Human Resource Department of any organization, handling the many diverse human capital requirements of the organization, including recruitment, staffing, training and career development.

Program Objectives

To produce business professionals who:

1. Assume supervisory and/or managerial responsibilities within their organization;
2. Pursue graduate studies in business and management; and
3. Manage a business.

Program Outcomes

Students of BS Business Administration should be able to:

1. Analyze the business environment for strategic direction;
2. Prepare operational plans;
3. Innovate business ideas based on emerging industry;
4. Manage a strategic business unit for economic sustainability; and
5. Conduct business research.

Curriculum Components

	Courses	Units	Total
A.	General Education Courses (CMO 20, s. 2013; CMO 4, s.2018)		36
B.	National Service Training Program (NSTP)		6
C.	Physical Education (PE) Courses		8
D.	Common Business and Management Courses		6
	Operations Management with Total Quality Management	3	
	Strategic Management	3	
E.	Business Administration Core Courses		24
	Basic Microeconomics	3	
	Law on Obligations and Contracts	3	
	Income Taxation	3	
	Good Governance and Social Responsibility	3	
	Human Resource Management	3	
	International Business and Trade	3	
	Research Methods Applied in Human Resource Management	3	
	Human Resource Management Thesis Writing	3	
F.	Professional Courses		24
	Administrative and Office Management	3	
	Labor Law and Legislation	3	
	Recruitment and Selection	3	
	Training and Development	3	
	Compensation Administration	3	
	Labor Relations and Negotiations	3	
	Special Topics on Human Resource Management with	3	

	Organizational Development	3	
	G. Elective Courses		24
	Organizational Behavior	3	
	Entrepreneurial Management	3	
	Performance Management	3	
	International Human Resource Management	3	
	Fundamentals of Business Process Outsourcing	3	
	Business Communication	3	
	Service Culture	3	
	Business Analytics	3	
	H. Internship/ Practicum / Work Integrated Learning I. (600 Hours)		6

SUMMARY	
Courses	Number of Units
GE Courses	36
NSTP	6
PE	8
Common Business and Management Courses	6
Business Core Courses	24
Professional Courses	24
Elective Courses	24
Internship/ Practicum / Work Integrated Learning (600 Hours)	6
	134

PROGRAM OF STUDY

FIRST YEAR					
FIRST SEMESTER					
Course Code	Course Title	Units	Hour/s		Pre-Requisite/s
			Lec	Lab	
GEd 102	Mathematics in the Modern World	3	3	0	
GEd 108	Art Appreciation	3	3	0	
ECO 101	Basic Microeconomics	3	3	0	
MGT 101	Human Resource Management	3	3	0	
PE 101	Physical Fitness, Gymnastics and Aerobics	2	2	0	
NSTP 111	National Service Training Program 1	3	3	0	
	Total	17	17	0	

FIRST YEAR					
SECOND SEMESTER					
Course Code	Course Title	Units	Hour/s		Pre-Requisite/s
			Lec	Lab	
GEd 101	Understanding the Self	3	3	0	
GEd 109	Science, Technology, and Society	3	3	0	
HRM 101	Administrative and Office Management	3	3	0	MGT 101
HRM 102	Organizational Behavior	3	3	0	MGT 101
PE 102	Rhythmic Activities	2	2	0	PE 101
NSTP 121	National Service Training Program 2	3	3	0	NSTP 111
	Total	17	17	0	

SECOND YEAR					
FIRST SEMESTER					
Course Code	Course Title	Units	Hour/s		Pre-Requisite/s
			Lec	Lab	
LAW 201	Law on Obligations and Contracts	3	3	0	
TAX 301	Income Taxation	3	3	0	
FILI 101	Kontekswalisadong Komunikasyon sa Filipino	3	3	0	
LITR 102	ASEAN Literature	3	3	0	
GEd 104	Contemporary World	3	3	0	
HRM 203	Recruitment and Selection	3	3	0	MGT 101, HRM 101
PE 103	Individual And Dual Sports	2	2	0	PE 101
	Total	20	20	0	

SECOND YEAR					
SECOND SEMESTER					
Course Code	Course Title	Units	Hour/s		Pre-Requisite/s
			Lec	Lab	
FILI 102	Filipino sa Iba't-ibang Disiplina	3	3	0	
GEd 106	Purposive Communication	3	3	0	
GEd 103	Life and Work of Rizal	3	3	0	

MGT 202	Good Governance and Social Responsibility	3	3	0	
HRM 204	Labor Law and Legislation	3	3	0	MGT 101, LAW 201
BPO 201	Fundamentals of Business Process Outsourcing (BPO)	3	3	0	
PE 104	Team Sports	2	2	0	PE 101
	Total	20	20	0	

THIRD YEAR					
FIRST SEMESTER					
Course Code	Course Title	Units	Hour/s		Pre-Requisite/s
			Lec	Lab	
MGT 303	Operations Management with Total Quality Management	3	3	0	
GEEd 107	Ethics	3	3	0	
MGT 304	International Business and Trade	3	3	0	
BPO 302	Business Communication	3	3	0	BPO 201
GEEd 105	Readings in Philippine History	3	3	0	
HRM 305	Training and Development	3	3	0	HRM 203
HRM 306	Labor Relations and Negotiations	3	3	0	HRM 204
	Total	21	21	0	

THIRD YEAR					
SECOND SEMESTER					
Course Code	Course Title	Units	Hour/s		Pre-Requisite/s
			Lec	Lab	
MGT 305	Entrepreneurial Management	3	3	0	
BPO 303	Service Culture	3	3	0	BPO 302
HRM 307	Compensation Administration	3	3	0	HRM 204; HRM 306
HRM 308	Organizational Development	3	3	0	HRM 305
HRM 309	Performance Management	3	3	0	HRM 305
HRM 310	Research Methods Applied in Human Resource Management	3	3	0	
	Total	18	18	0	

FOURTH YEAR					
FIRST SEMESTER					
Course Code	Course Title	Units	Hour/s		Pre-Requisite/s
			Lec	Lab	
HRM 411	Human Resource Management Thesis Writing	3	3	0	HRM 310
HRM 412	International Human Resource Management	3	3	0	MGT 101
HRM 413	Special Topics in Human Resource Management with Seminar	3	3	0	MGT 101
ANA 401	Business Analytics Lecture	2	2	0	
ANA 402	Business Analytics Laboratory	1	0	3	
MGT 406	Strategic Management	3	3	0	MGT 303
	Total	15	14	1	

**FOURTH YEAR
SECOND SEMESTER**

Course Code	Course Title	Units	Hour/s		Pre- Requisite/s
			Lec	Lab	
HRM 414	Practicum / Work Integrated Learning for Human Resource Management	6	0	6	Regular Standing
	Total	6	0	0	