

Course: **Bachelor of Science in Business Administration**

Major: **Human Resources Development Management**

Curriculum Year : **2012 - 2013**

**First Year**

**First Semester**

SUBJECT CODE	SUBJECT TITLE	HOURS		UNITS		PRE-REQUISITE
		LEC.	LAB.	LEC.	LAB.	
Acctg 1	Fundamentals of Accounting 1	3.0	0.0	3.0	0.0	
Engl 1	Communication Skills 1	3.0	0.0	3.0	0.0	
Euth	Values Education & Career Orientation	1.0	0.0	1.0	0.0	
Fil. 1	Komunikasyon sa Akademikong Filipino	3.0	0.0	3.0	0.0	
Math 1	College Algebra	3.0	0.0	3.0	0.0	
Mgmt 1	Principles of Management & Organization	3.0	0.0	3.0	0.0	
NSTP 1	Civic Welfare Training Service 1	3.0	0.0	3.0	0.0	
PE 1	Gymnastics	2.0	0.0	2.0	0.0	
<b>TOTAL</b>		<b>21.0</b>	<b>0.0</b>	<b>21.0</b>	<b>0.0</b>	
<b>TOTAL ACADEMIC UNIT(S): 21.0</b>						

**Second Semester**

Acctg 2	Fundamentals of Accounting 2	3.0	0.0	3.0	0.0	Acctg 1
Engl 2	Communication Skills 2	3.0	0.0	3.0	0.0	Engl 1
Fil. 2	Pagbasa at Pagsulat Tungo sa Pananaliksik	3.0	0.0	3.0	0.0	Fil. 1
Math 2a	Mathematics of Investment	3.0	0.0	3.0	0.0	Math 1
Mgmt 2	Human Behavior in Organization	3.0	0.0	3.0	0.0	Mgmt 1
NSTP 2	Civic Welfare Training Service 2	3.0	0.0	3.0	0.0	NSTP 1
PE 2	Rhythmic Activities	2.0	0.0	2.0	0.0	
<b>TOTAL</b>		<b>20.0</b>	<b>0.0</b>	<b>20.0</b>	<b>0.0</b>	
<b>TOTAL ACADEMIC UNIT(S): 20.0</b>						

**Second Year**

**First Semester**

CompSc 1	Fundamentals of Computer Software & Application	2.0	3.0	2.0	1.0	
Engl 3b	Business Communication	3.0	0.0	3.0	0.0	Engl 2
Fin 1	Basic Finance	3.0	0.0	3.0	0.0	
Mktg 1	Principles of Marketing	3.0	0.0	3.0	0.0	
PE 3	Individual & Dual Sports	2.0	0.0	2.0	0.0	
Soc Sci 1	General Psychology w/ Drug Edu.,	3.0	0.0	3.0	0.0	

	HIV & SARS					
SocSci 3a	Introduction to Economics w/ Land Reform & Taxation	3.0	0.0	3.0	0.0	
	<b>TOTAL</b>	<b>19.0</b>	<b>3.0</b>	<b>19.0</b>	<b>1.0</b>	
	<b>TOTAL ACADEMIC UNIT(S): 20.0</b>					

**Second Semester**

CompSc 2	Fundamentals of Programming & Database Theory & Applications	2.0	3.0	2.0	1.0	CompSc 1
Lit 1	Philippine Literature	3.0	0.0	3.0	0.0	
Mgmt 3	Human Resource Management	3.0	0.0	3.0	0.0	Mgmt 2
NatSc 1	Physical Science	3.0	0.0	3.0	0.0	
PE 4	Team Sports	2.0	0.0	2.0	0.0	
SMSC	Service Culture	3.0	0.0	3.0	0.0	
SocSci 2a	Society & Culture w/ Family Planning	3.0	0.0	3.0	0.0	Soc Sci 1
SocSci 3b	Microeconomic Theory & Practice	3.0	0.0	3.0	0.0	SocSci 3a
	<b>TOTAL</b>	<b>22.0</b>	<b>3.0</b>	<b>22.0</b>	<b>1.0</b>	
	<b>TOTAL ACADEMIC UNIT(S): 23.0</b>					

**Third Year**

**First Semester**

BSBA 1	Production & Operations Management	3.0	0.0	3.0	0.0	Mgmt 3
HRMD 1	Administration & Office Management	3.0	0.0	3.0	0.0	Mgmt 1
HRMD 2	Labor Law & Legislation	3.0	0.0	3.0	0.0	Mgmt 2
HRMD 3	Strategic Human Resource Management	3.0	0.0	3.0	0.0	Mgmt 3
HRMD 4	Recruitment & Selection	3.0	0.0	3.0	0.0	Mgmt 2
Hum 1	Art, Man & Society	3.0	0.0	3.0	0.0	
Rizal	Life & Works of Rizal	3.0	0.0	3.0	0.0	
SMBPO 1	Fundamentals of Business Process Outsourcing 1	3.0	0.0	3.0	0.0	Engl 3b,SMSC
	<b>TOTAL</b>	<b>24.0</b>	<b>0.0</b>	<b>24.0</b>	<b>0.0</b>	
	<b>TOTAL ACADEMIC UNIT(S): 24.0</b>					

**Second Semester**

BSBA 2	Management Accounting	3.0	0.0	3.0	0.0	Mgmt 2,Fin 1,Acctg 2
BSBA 3	Project Management	3.0	0.0	3.0	0.0	Mgmt 3,Acctg 2
HRMD 5	Training & Development	3.0	0.0	3.0	0.0	HRMD 3
HRMD 6	Organizational Development	3.0	0.0	3.0	0.0	Mgmt 2
Mgmt 4	Good Governance & Social Responsibility	3.0	0.0	3.0	0.0	Mgmt 2

NatSc 2	Biological Science	3.0	0.0	3.0	0.0	
SMBPO 2	Fundamentals of Business Process Outsourcing 2	3.0	0.0	3.0	0.0	SMBPO 1
SocSc 4a	Philippine History w/ Politics & Governance	3.0	0.0	3.0	0.0	
<b>TOTAL</b>		<b>24.0</b>	<b>0.0</b>	<b>24.0</b>	<b>0.0</b>	
<b>TOTAL ACADEMIC UNIT(S): 24.0</b>						

#### SUMMER

BusPract	Internship	6.0	0.0	6.0	0.0	
<b>TOTAL</b>		<b>6.0</b>	<b>0.0</b>	<b>6.0</b>	<b>0.0</b>	
<b>TOTAL ACADEMIC UNIT(S): 6.0</b>						

#### Fourth Year

##### First Semester

BusLaw 1	Obligations & Contracts	3.0	0.0	3.0	0.0	
ELEC 1	Management Consultancy & Feasibility Study	3.0	0.0	3.0	0.0	BSBA 3
ELEC 2	Global/International Trade	3.0	0.0	3.0	0.0	Mgmt 2,Mktg 1
HRMD 7	Compensation Administration	3.0	0.0	3.0	0.0	Mgmt 1,Mgmt 2
HRMD 8	Labor Relations & Negotiation	3.0	0.0	3.0	0.0	Mgmt 1,Mgmt 2
Philo 1	Logic & Critical Thinking	3.0	0.0	3.0	0.0	
SMST	Principles of Systems Thinking	3.0	0.0	3.0	0.0	
Tax 1	Income Taxation	3.0	0.0	3.0	0.0	Acctg 2
<b>TOTAL</b>		<b>24.0</b>	<b>0.0</b>	<b>24.0</b>	<b>0.0</b>	
<b>TOTAL ACADEMIC UNIT(S): 24.0</b>						

##### Second Semester

Mgmt 6	Total Quality Management	3.0	0.0	3.0	0.0	Mgmt 2,Mktg 1
SMINTR	BPO Internship Program (600 hours)	6.0	0.0	6.0	0.0	Engl 3b,SMSC,SMBPO 1,SMBPO 2
<b>TOTAL</b>		<b>9.0</b>	<b>0.0</b>	<b>9.0</b>	<b>0.0</b>	
<b>TOTAL ACADEMIC UNIT(S): 9.0</b>						