

De La Salle-College of Saint Benilde

Bachelor of Science in Business Administration Major in Human Resource Management

Program Specification

Awarding Institution	De La Salle-College of Saint Benilde
School	School of Management and Information Technology
Program Accreditation	<p>Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU) Level IV reaccreditation for 5 years valid until May 2021.</p> <p>Commission on Higher Education (CHED) Center of Excellence in Business Administration valid from January 2016 to December 2018.</p>
Name of Final Award	Bachelor of Science in Business Administration Major in Human Resource Management (BSBA-HRM)
Program Title	Bachelor of Science in Business Administration Major in Human Resource Management (BSBA-HRM)
Description of the Program	<p>This degree program elevates the role of the human resource practitioner as a key player working together with top management in strategy formulation. It is an innovation in the field of education and human resource management as it strategically positions human capital management as a critical business component.</p> <p>The program combines industrial psychology and behavioral sciences with business management. Initially, students learn basic management concepts to make them understand the key elements that should be considered when managing people. The program courses include compensation management, industrial relations, organizational development, strategic management and quantitative analysis. These courses help students focus on strategies and tactics that facilitate decision-making related to a company's human resources, and provide training on behavioral disciplines for balancing strategic with operational concerns: the "hard" side of business vis-a-vis the "soft" issues of people.</p>

Graduates of this degree program generally take on supervisory posts as entry level. Upon gaining experience in operations, they enter the mainstream of human resource management, potentially as recruitment specialists, trainers, and organization planners. A graduate's intention in terms of upward mobility is dependent on his/her accomplishments, which are ideally aligned with organizational goals and standards. Another option for graduates with an entrepreneurial spirit would be to create and manage their own business entities. Likewise, it serves also as preparation for a law degree or for graduate studies.

This program runs for nine trimesters, equivalent to three standard school years, with the last term for practicum.

Expected Program Learning Outcomes

Upon completion of the **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE MANAGEMENT**, students are expected to:

- PO1. Create processes that will establish the interrelationship of Human Resource Management to the other functional areas of the organization by applying appropriate HR models.
- PO2. Devise intervention programs that will facilitate organizational change and improvement by creating avenues for creativity and recognizing individual diversity.
- PO3. Create HR solutions that will help achieve organizational goals by using sound business models, globally-accepted HR best practices, evidenced-based business research leading to innovative ideas in emerging industries which can assist in preparation of operational and strategic plans.
- PO4. Generate an innovative and inclusive organizational performance metrics in human resource management to support strategic goals and initiatives through evidence-based organizational practices.
- PO5. Formulate socially-responsible and sustainable HR policies and practices to help stakeholder well-being advocating the Lasallian-Benildean values through appropriate exercise of personal moral and ethical standards in business initiatives and related activities.
- PO6. Perform the basic functions of management such as planning, organizing, staffing, directing and controlling to solve problems and produce results necessary in decision-making using related tools when necessary.
- PO7. Demonstrate conflict management and effective communication with stakeholders through application of information and communication technology (ICT), oral and written communication skills in the business environment.
- PO8. Demonstrate civic engagement through active participation of the college in various activities such as employment, development, public discourses thereby showing proactive concern to identified communities.

- PO9. Create processes and HR interventions/policies which are respectful of Filipino historical and cultural heritage in the highest moral and ethical standards.
- PO10. Demonstrate HR processes to answer HR needs that use the latest developments in the field of practice.

Admission Requirements

All students must pass the **Benildean Entrance Exam (BEE)**. The information regarding application, admission timetable, and application results may be viewed at **Benilde Admissions Center**. Downloadable forms and school brochures are available from this site.

Applicants applying to any degree or non-degree program offered by DLS-CSB are expected to provide a complete medical disclosure of past or present conditions that may have an effect on student learning and their intention to be a member of the Benildean community.

Program Overview

The Program consists of 171 units (161 academic units and 10 non-academic units) distributed as follows:

	Units
General Education Core	36
Common Business and Management Core	6
Business Administration Core	24
Professional Courses	54
Practicum and Work Integrated Learning	6
Professional Electives	12
PE and NSTP	14
Institutional Courses	19

Curriculum and Program Structure

The curriculum and program structure are outlined in the program checklist. The curriculum map shows the alignment between the courses in the program and the program outcomes.

Teaching and Learning Strategy, Assessment

DLS-CSB espouses and promotes learner-centered parameters and inclusive teaching approaches. A balance of theory and practice is achieved through structured learning activities in classroom sessions complemented by digital set-ups through the Bigsky learning management system.

Various assessment strategies are used such as class discussion, written and oral examinations, return demonstration, simulation, journal and reflective essays, assignments, seatwork, case study analysis, portfolio submission, individual/group reports and final project.

Date of Revision

AY 2018-2019

PROGRAM CHECKLIST

Bachelor of Science in Business Administration Major in Human Resource Management

Term 1

Course Code	Course Title	Units	Pre-requisite	Co-requisite
IETHICS	Ethics	3		
OFC-MGT	Administrative & Office Management	3		
PURPCOM	Purposive Communication	3		
MATWRLD	Mathematics in the Modern World	3		
BUSECON	Business Economics	3		
CRITHINK	Critical and Creative Thinking	3		
INTEFIL	Interaktibong Filipino sa Multidisiplinaryong Larangan	3		
PEONEPF	Physical Fitness	2		
CSBLIFE	College of Saint Benilde Student life	3		

Term 2

Course Code	Course Title	Units	Pre-requisite	Co-requisite
BIBCHUR	Bible Church	3		
HR-MGMT	Personnel Management	3	OFC-MGT	
UNDESELF	Understanding the Self	3		
ARTAPRI	Art Appreciation	3		
SCITECH	Science Technology & Society	3		
ASEANST	Asean Studies	3		
PETWODA	Dance Area	2	PEONEPF	
NSTP-01	National Service Training Program 1	3		

Term 3

Course Code	Course Title	Units	Pre-requisite	Co-requisite
REEXSPI	Religious Experience & Spirituality	3		
RECSELE	Recruitment & Selection	3	HR-MGMT	
LABSTAN	Labor Standards	3	HUREMGT	
APPSTAT	Applied Statistics	3		
CONWORL	Contemporary World	3		
PROELC1	Advance Office Application	3		
PETRID	Individual/Dance Sports	2	PETWODA	
NSTP-02	National Service Training Program 2	3	NSTP-01	

Term 4

Course Code	Course Title	Units	Pre-requisite	Co-requisite
MARFAMI	Marriage & Family Life	3		
HURESDE	Human Resource Development	3	HUREMGT	
INDUREL	Industrial Relation	3	LABSTAN	
INDIBEH	Individual Behavior	3	ORGABEH	
BUSLAWS	Business Laws	3		
PROELC2	Basic Entrepreneurship	3		
PEFORTS	Team Sports	2	PETRID	

Term 5

Course Code	Course Title	Units	Pre-requisite	Co-requisite
INBUSAG	International Business Agreements	3		
PLANDEO	Organization & Planning Development	3	HURESDE	
EMPRELA	Employee Relations	3		
ORGABEH	Organizational Behavior	3	INDIBEH	
BUSIACC	Business Accounting	3	COSTACC	
PROELC3	Advanced Entrepreneurship	3		

Term 6

Course Code	Course Title	Units	Pre-requisite	Co-requisite
QUALITY	Total Quality Management	3		
BINTAXA	Business Income Taxation	3		
COMPMAN	Compensation Management	3	EMPRELA	
METHRES	Method of Research for Human Resource Management	3	HAPSTAT	
HRNEEDS	Human Resource & Organization Needs	3	ORGABEH	
PROELC4	Corporate Communication	3		

Term 7

Course Code	Course Title	Units	Pre-requisite	Co-requisite
MANSTRA	Strategic Management in Business Policy	3		
BUSSFIN	Business Finance	3		
READHIS	Reading in Philippine History	3		
MPRACT1	Thesis Proposal 1	3		
HRINSYS	Human Resource Information System	3		
FILDISI	Filipino sa Ibat-ibang Disiplina	3		

Term 8

Course Code	Course Title	Units	Pre-requisite	Co-requisite
HURSTRA	Human Resource Strategy	3	MANSTRA	
SUSTENT	Social Entrepreneurship & Sustainability	3		
MPRACT2	Thesis Survey 2	3	MPRACT1	
PANITIK	Panitik at ang Kulturang Popular	3		
JORIZAL	Life and Works of Rizal	3		
OPTNMGT	Operations Management	3		
CSBGRAD	College of Saint Benilde Graduating Students	1		

Term 9

Course Code	Course Title	Units	Pre-requisite	Co-requisite
HRPRAC	Practicum in Human Resources	3	ALL SUBJECTS	

CURRICULUM MAP

Bachelor of Science in Business Administration Major in Human Resource Management

I.	Common Business Management Core Subjects	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
1	Total Quality Management (QUALITY)	✓		✓							
2	Strategic Management in Business Policy (MANSTRA)	✓			✓		✓	✓			

II.	Business Administration Core Subjects	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
1	Personnel Management (HR-MGMT)	✓					✓			✓	✓
2	Business Laws (BUSLAWS)						✓				
3	Business Income Taxation (BINTAXA)						✓				
4	Method of Research for Human Resource Management (METHRES)	✓					✓				
5	Thesis Proposal 1 (MPRACT1)										✓

III.	Professional Courses	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
1	Administrative & Office Management (OFC-MGT)	✓					✓				
2	Recruitment & Selection (RECSELE)	✓					✓			✓	✓
3	Labor Standards (LABSTAN)					✓	✓				
4	Applied Statistics (APPSTAT)	✓			✓						
5	Human Resource Development (HURESDE)	✓		✓		✓	✓		✓		
6	Industrial Relation (INDUREL)	✓						✓			
7	Individual Behavior (INDIBEH)					✓	✓				
8	Organization & Planning Development (PLANDEO)	✓	✓	✓	✓		✓			✓	✓
9	Employee Relations (EMPRELA)	✓					✓	✓		✓	
10	Organizational Behavior (ORGABEH)	✓	✓		✓		✓	✓		✓	✓
11	Compensation Management (COMPMAN)	✓		✓	✓		✓				
12	Human Resource & Organization Needs (HRNEEDS)		✓	✓	✓		✓			✓	✓
13	Human Resource Strategy (HURSTRA)	✓	✓	✓	✓		✓			✓	✓
14	Thesis Survey 2 (MPRACT2)										✓
15	Operations Management (OPTNMGT)						✓				

IV.	Practicum & Work Integrated Learning Units	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
1	Total Quality Management (QUALITY)	✓		✓			✓				✓

V.	Professional Elective	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
1	Advance Office Application (ADVOFFC)						✓	✓			
2	Basic Entrepreneurship (BENTREP)						✓				
3	Advanced Entrepreneurship (ADENTRE)						✓				
4	Corporate Communication (CORPCOM)							✓			