



RA 9299

**Negros Oriental State University**

NOPS (1907)

NOTS (1927)

EVSAT (1956)

June 25, 2004

CVPC (1983)

Kagawasan Ave., Dumaguete City, Negros Oriental, Philippines 6200

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

**Major in Human Resource Management**

Per CMO No. 17, series of 2017

Effective School Year 2018-2019

**FIRST YEAR**

| First Semester |                                     |           |          |           |          |
|----------------|-------------------------------------|-----------|----------|-----------|----------|
| Subject        | Descriptive Title                   | Lec       | Lab      | Total     | Pre-req. |
| GE 5           | Purposive Communication             | 3         |          | 3         |          |
| GE 6           | Art Appreciation                    | 3         |          | 3         |          |
| GE 7           | Science, Technology and Society     | 3         |          | 3         |          |
| GE 8           | Ethics                              | 3         |          | 3         |          |
| FIL 1          | Akademiko sa Wikang Filipino        | 3         |          | 3         |          |
| SMP 1          | Business Communication              | 3         |          | 3         |          |
| PE 1           | Physical Fitness and Health         | 2         |          | 2         |          |
| NSTP 1         | National Service Training Program 1 | 3         |          | 3         |          |
| <b>TOTAL</b>   |                                     | <b>23</b> | <b>0</b> | <b>23</b> |          |

| Second Semester |                                     |           |          |           |          |
|-----------------|-------------------------------------|-----------|----------|-----------|----------|
| Subject         | Descriptive Title                   | Lec       | Lab      | Total     | Pre-req. |
| GE 1            | Understanding the Self              | 3         |          | 3         |          |
| GE 2            | Readings in Philippine History      | 3         |          | 3         |          |
| GE 3            | The Contemporary World              | 3         |          | 3         |          |
| GE 4            | Mathematics in the Modern World     | 3         |          | 3         |          |
| LIT 1           | Philippine Literature               | 3         |          | 3         |          |
| ACCTG 1         | Partnership & Corporation           | 3         |          | 3         |          |
| PE 2            | Recreational Games and Sports       | 2         |          | 2         | PE 1     |
| NSTP 2          | National Service Training Program 2 | 3         |          | 3         | NSTP 1   |
| <b>TOTAL</b>    |                                     | <b>23</b> | <b>0</b> | <b>23</b> |          |

Enhancement (For OFF-TRACK Senior High School graduates)

|      |   |   |
|------|---|---|
| FIN  | Business Finance                            | 3 |
| FABM | Fundamentals of Accountancy & Business Mgt. | 3 |

|         |                             |   |
|---------|-----------------------------|---|
| OM      | Organization and Management | 3 |
| BUSMATH | Business Math               | 3 |

**SECOND YEAR**

| First Semester |                                      |           |          |           |                   |
|----------------|--------------------------------------|-----------|----------|-----------|-------------------|
| Subject        | Descriptive Title                    | Lec       | Lab      | Total     | Pre-req.          |
| GE 9           | Life and Works of Rizal              | 3         |          | 3         |                   |
| GE 10          | Environmental Science                | 3         |          | 3         |                   |
| BA 200         | Microeconomics                       | 3         |          | 3         | 2nd Year Standing |
| HRM 200        | Administrative and Office Management | 3         |          | 3         | 2nd Year Standing |
| HRM 201        | Managerial Accounting                | 3         |          | 3         | 2nd Year Standing |
| SMP 2          | Service Culture                      | 3         |          | 3         | 2nd Year Standing |
| COMP 3         | Advance Software Application         | 3         |          | 3         |                   |
| PE 3           | Rhythmic and Social Recreation       | 2         |          | 2         | PE 2              |
| <b>TOTAL</b>   |                                      | <b>23</b> | <b>0</b> | <b>23</b> |                   |

| Second Semester |   |           |          |           |                   |
|-----------------|---|-----------|----------|-----------|-------------------|
| Subject         | Descriptive Title                           | Lec       | Lab      | Total     | Pre-req.          |
| GE 11           | Gender and Society                          | 3         |          | 3         |                   |
| BA 201          | Macroeconomics                              | 3         |          | 3         | BA 200            |
| BA 202          | Law on Obligations and Contracts            | 3         |          | 3         | 2nd Year Standing |
| BA 203          | Income Taxation                             | 3         |          | 3         | 2nd Year Standing |
| BA 204          | Human Behavior in Organization              | 3         |          | 3         | 2nd Year Standing |
| HRM 202         | Recruitment and Selection                   | 3         |          | 3         | HRM 200           |
| HRM 203         | Training and Development                    | 3         |          | 3         | HRM 200           |
| PE 4            | Cultural Presentation and Sports Management | 2         |          | 2         | PE 3              |
| <b>TOTAL</b>    |   | <b>23</b> | <b>0</b> | <b>23</b> |                   |

**THIRD YEAR**

| First Semester |   |           |          |           |                   |
|----------------|---|-----------|----------|-----------|-------------------|
| Subject        | Descriptive Title   | Lec       | Lab      | Total     | Pre-req.          |
| MGNT 301       | Strategic Management  | 3         |          | 3         | 3rd Year Standing |
| BA 300         | Corporate Social Responsibility, Ethics and Good Governance | 3         |          | 3         | 3rd Year Standing |
| BA 301         | Human Resource Management                                   | 3         |          | 3         | 3rd Year Standing |
| BA 302         | International Business and Trade                            | 3         |          | 3         | BA 201            |
| BA 303         | Business and Transfer Tax                                   | 3         |          | 3         | BA 203            |
| HRM 300        | Compensation administration                                 | 3         |          | 3         | HRM 202           |
| HRM 301        | Labor Relation and Negotiation                              | 3         |          | 3         | HRM 203           |
| SMP 3          | Principles of Systems Thinking                              | 3         |          | 3         | SMP 2             |
| <b>TOTAL</b>   |   | <b>24</b> | <b>0</b> | <b>24</b> |                   |

| Second Semester |                                |           |          |           |                   |
|-----------------|--------------------------------|-----------|----------|-----------|-------------------|
| Subject         | Descriptive Title              | Lec       | Lab      | Total     | Pre-req.          |
| GE 12           | Philippine Popular Culture     | 3         |          | 3         |                   |
| MGNT 302        | Operations Management (TQM)    | 3         |          | 3         | 3rd Year Standing |
| BA 304          | Business Research              | 3         |          | 3         | 3rd Year Standing |
| BA 305          | Labor Laws and Legislation     | 3         |          | 3         | 3rd Year Standing |
| HRM 302         | Organizational Development     | 3         |          | 3         | HRM 301           |
| HRM 303         | Marketing Management           | 3         |          | 3         | HRM 300           |
| HRM 304         | Personal Finance               | 3         |          | 3         | HRM 301           |
| SMP 4           | Business Process Outsourcing 1 | 3         |          | 3         | SMP 3             |
| <b>TOTAL</b>    |                                | <b>24</b> | <b>0</b> | <b>24</b> |                   |

**FOURTH YEAR**

| First Semester |   |           |          |           |                   |
|----------------|---|-----------|----------|-----------|-------------------|
| Subject        | Descriptive Title                           | Lec       | Lab      | Total     | Pre-req.          |
| BA 400         | Feasibility                                 | 3         |          | 3         | 4th year standing |
| HRM 400        | Special Topics in Human Resource Management | 3         |          | 3         | 4th year standing |
| HRM 401        | Entrepreneurial Management                  | 3         |          | 3         | HRM 302, 303, 304 |
| HRM 402        | Project Management                          | 3         |          | 3         | HRM 302, 303, 304 |
| HRM 403        | Global/International trade                  | 3         |          | 3         | HRM 302, 303, 304 |
| SMP 5          | Business Process Outsourcing 2              | 3         |          | 3         | SMP 4             |
| <b>TOTAL</b>   |   | <b>18</b> | <b>0</b> | <b>18</b> |                   |

| Second Semester |  |          |          |          |          |
|-----------------|--|----------|----------|----------|----------|
| Subject         | Descriptive Title                            | Lec      | Lab      | Total    | Pre-req. |
| Internship      | Practicum/Work Integrated Learning (600 Hrs) | 6        |          | 6        | BA 400   |
| <b>TOTAL</b>    |  | <b>6</b> | <b>0</b> | <b>6</b> |          |

First Revision: August 2020

**Summary:**

|  |            |
|--|------------|
| General Education                      | 42         |
| Core Courses                           | 33         |
| Major Courses                          | 24         |
| Elective courses                       | 30         |
| Common Business and Management Courses | 6          |
| PE AND NSTP Course                     | 14         |
| Internship                             | 6          |
| <b>TOTAL</b>                           | <b>155</b> |
| With Enhancement                       | 12         |
| <b>TOTAL</b>                           | <b>167</b> |

Units