



CAP COLLEGE FOUNDATION, INC.
The Distance Learning Alternative System
Course Curriculum

**Bachelor of Science in Business Administration major in
 Human Resource Management, BSBA-HRM (Per CMO No. 17, Series of 2017)**

**FOUNDATION COURSES for
 Non-SHS Graduate**

CODE	DESCRIPTIVE TITLE	Units
Eco 1	Introduction to Economics	3
Eng 1	Basic Communication Arts & Skills	3
Psych 1	General Psychology	3
Soc 1	Soc-Anthro	3
Eng 2	Inter Communication Arts & Skills	3
Eng 8	World Literature	3
		<u>18</u>

**FUNDAMENTAL COURSES for
 Non-ABM Graduate**

CODE	DESCRIPTIVE TITLE	Units
Acctg 1	Acctg for Sole Proprietorship & Partn.	3
Acctg 2	Acctg for Corporations	3
Mgt 1	Introduction to Management	3
IT 1	Intro to Using Computer for Business	3
Eng 6/IT3	Technical Writing for Business	3
Mktg 1	Principles & Methods of Marketing	3
		<u>18</u>

FIRST TERM

CODE	DESCRIPTIVE TITLE	Units
GE 101	Understanding the Self	3
GE 102	Readings in Philippine History	3
GE 103	The Contemporary World	3
CBM101	Operations Management (TQM)	3
BAC101	Basic Microeconomics	3
P.E. 1	Physical Education 1	2
NSTP 1	CWTS 1	(3)
		<u>20</u>

SECOND TERM

CODE	DESCRIPTIVE TITLE	Units
GE 104	Mathematics in the Modern World	3
GE 105	Purposive Communication	3
GE 106	Art Appreciation	3
CBM102	Strategic Management	3
BAC102	Business Law (Obligations & Contracts)	3
P.E. 2	Physical Education 2	2
NSTP 2	CWTS 2	(3)
		<u>20</u>

THIRD TERM

CODE	DESCRIPTIVE TITLE	Units
GE 107	Science, technology & Society	3
GE 108	Ethics	3
HRP101	Administrative & Office Mgt	3
BAC103	Taxation (Income Taxation)	3
BAC104	Good Governance & SR	3
P.E. 3	Physical Education 3	2
		<u>17</u>

FOURTH TERM

CODE	DESCRIPTIVE TITLE	Units
GE 109	The Life and Works of Jose Rizal	3
HRP102	Labor Law & Legislation	3
BAC105	Human Resource Management	3
BAC106	International Business & Trade	3
BElec	Major Elective 1	3
P.E. 4	Physical Education 4	2
		<u>17</u>

FIFTH TERM

CODE	DESCRIPTIVE TITLE	Units
HRP103	Recruitment & Selection	3
HRP104	Training & Development	3
HRP105	Compensation Administration	3
GElec 101	General Education Elective 1	3
BElec	Major Elective 2	3
		<u>15</u>

SIXTH TERM

CODE	DESCRIPTIVE TITLE	Units
HRP106	Labor Relations & Negotiations	3
HRP107	Special Topics in Human Resource Mgt	3
HRP108	Organizational Development	3
GElec 102	General Education Elective 2	3
BAC107	Business Research 1: Methodology	3
		<u>15</u>

SEVENTH TERM

CODE	DESCRIPTIVE TITLE	Units
BAC108	Business Research 2: Final Output	3
GElec 103	General Education Elective 3	3
BElec	Major Elective 3	3
BElec	Major Elective 4	3
		<u>12</u>

EIGHTH TERM

CODE	DESCRIPTIVE TITLE	Units
PRAC	Internship (600Hrs)	6
		<u>6</u>

Major Electives:

- | | | |
|---|--|---|
| <input type="checkbox"/> Marketing Management | <input type="checkbox"/> Environmental Management System | <input type="checkbox"/> Global & International Trade |
| <input type="checkbox"/> Entrepreneurial Management | <input type="checkbox"/> Personal Finance | <input type="checkbox"/> Project Management |