



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 SUBJECTS for Non-SHS Graduate			FUNDAMENTAL SUBJECTS for Non-ABM Graduate		
CODE	DESCRIPTIVE TITLE	Units	CODE	DESCRIPTIVE TITLE	Units
Eco 1	Introduction to Economics	3	Acctg 1	Acctg for Sole Proprietorship & Partn.	3
Eng 1	Basic Communication Arts & Skills	3	Acctg 2	Acctg for Corporations	3
Psych 1	General Psychology	3	Mgt 1	Introduction to Management	3
Soc 1	Soc-Anthro	3	Mgt 23	Human Behavior in Organizations	3
Eng 2	Inter Communication Arts & Skills	3	Eng 6	Technical Writing for Business	3
Eng 8	World Literature	3	Mktg 1	Principles & Methods of Marketing	3
		18			18

FIRST TERM			SECOND TERM		
CODE	DESCRIPTIVE TITLE	Units	CODE	DESCRIPTIVE TITLE	Units
GE 101	Understanding the Self	3	GE 104	Mathematics in the Modern World	3
GE 102	Readings in Philippine History	3	GE 105	Purposive Communication	3
GE 103	The Contemporary World	3	GE 106	Art Appreciation	3
CBM101	Operations Management (TQM)	3	CBM102	Strategic Management	3
BAC101	Basic Microeconomics	3	BAC102	Business Law	3
P.E. 1	Physical Education 1	2	P.E. 2	Physical Education 2	2
NSTP 1	CWTS 1	(3)	NSTP 2	CWTS 2	(3)
		20			20

THIRD TERM			FOURTH TERM		
CODE	DESCRIPTIVE TITLE	Units	CODE	DESCRIPTIVE TITLE	Units
GE 107	Science, Technology & Society	3	GE 109	The Life and Works of Jose Rizal	3
GE 108	Ethics	3	HRP102	Labor Law & Legislation	3
HRP101	Administrative & Office Mgt	3	BAC105	Human Resource Management	3
BAC103	Taxation	3	BAC106	International Business & Trade	3
BAC104	Good Governance & SR	3	BAElec1	Executive Leadership	3
P.E. 3	Physical Education 3	2	P.E. 4	Physical Education 4	2
		17			17

FIFTH TERM			SIXTH TERM		
CODE	DESCRIPTIVE TITLE	Units	CODE	DESCRIPTIVE TITLE	Units
HRP103	Recruitment & Selection	3	HRP106	Labor Relations & Negotiations	3
HRP104	Training & Development	3	HRP107	Special Topics in HR Management	3
HRP105	Compensation Administration	3	HRP108	Organizational Development	3
GElec 101	Filipino 1	3	GElec 102	Filipino 2	3
BAElec2	Elements of Economic Dev & Planning	3	BAC107	Business Research 1: Methodology	3
		15			15

SEVENTH TERM			EIGHTH TERM		
CODE	DESCRIPTIVE TITLE	Units	CODE	DESCRIPTIVE TITLE	Units
GElec 103	Filipino 3	3	BAC108	Business Research 2: Final Output	3
BAElec3	Entrepreneurial Management	3	PRAC	Internship (600Hrs)	6
BAElec4	Cooperative Management	3			9
		9			