

# **MASTER IN BUSINESS ADMINISTRATION**

## **Major in Human Resource Management**

### **Program Description**

The Master in Business Administration major in Human Resource Management is designed for current and future leaders who desire the knowledge and skills to best leverage the human resources in an organization. Coursework prepares students to look at their organizations from a system-wide perspective and apply strategic thinking and critical analysis. Students are provided with opportunities throughout the program to apply their learning in current work environments and/or within their communities.

### **Program Educational Objectives**

The following are the specific objectives of the program

1. To prepare the graduates for careers as directors and vice presidents of human resource departments, senior HR specialists and generalists, or as business leaders with a strategic human resource management focus;
2. To develop managers who are responsive to the needs of local and global business organizations taking into consideration new and diverse perspective affecting the environment, social and economic well-being of the people they serve;
3. To provide avenues for local and international linkages allowing professional students to become instruments of creative change in their respective business organizations and communities.

### **Admission Policies**

A student seeking admission to the program must comply with the following:

1. hold a Bachelor's degree from an accredited college or university;
2. at least 1 year working experience in any business enterprise;
3. have to take the entrance tests of aptitude (DAT) and critical thinking (Watson Glasser);
4. have to pass the panel interview; and
5. have to submit other required documents for admission

### **Retention Requirements**

To be retained in the program, the student must:

1. maintain a satisfactory cumulative grade point average (GPA) of 2.0 (85) or better in all subjects taken for the entire duration of the program; and
2. have not incurred a failure in any subject.

## PROGRAM REQUIREMENT

Basic Courses	9 units
Major Courses	15 units
Cognates	9 units
Comprehensive Examination (written)	
Project Paper	<u>3 units</u>
	<u>36 units</u>

## CURRICULUM

<b>BASIC COURSES</b>	<b>(9 units)</b>	<b>UNITS</b>
MBA 201	Statistical Methods	3
MBA 202	Methods of Research	3
MBA 203	Organizational Development	3
<b>MAJOR COURSES (15 units)</b>		
MBA 204	Compensation Management	3
MBA 205	Economics for Decision-Making	3
MBA 206	Managing and Developing Human Resources	3
MBA 207	Labor Relations and Conflict Resolution	3
MBA 208	Group Process/Human Dynamics	3
<b>COGNATES (9 units)</b>		
MBA 209	Advanced Operations Management	3
MBA 210	Management of Human Behavior in Organization	3
MBA 211	Entrepreneurship	3
MBA 212	Philippine Business Environment	3
MBA 213	Management Decision Models	3
MBA 214	Business Ethics and Corporate Social Responsibility	3
MBA 215	E-Commerce and Internet Marketing	3
MBA 216	Consumer Behavior and Marketing Research	3
MBA 217	Seminar in Project/Event Management	3
MBA 218*	Strategic Management	3
MBA 219	Managerial Psychology	3
<b>COMPREHENSIVE EXAMINATION (WRITTEN)</b>		
MBA 220	Project Paper	3

*\*Required Cognate*

## STRUCTURED CURRICULUM

### FIRST YEAR

<b>1ST SEMESTER</b>		<b>UNITS</b>	<b>2ND SEMESTER</b>		<b>UNITS</b>
MBA203	Organizational Development	3	MBA201	Statistical Methods	3
MBA205	Economics for Decision - Making	3	MBA202	Methods of Research	3
MBA206	Managing & Developing Human Resources	<u>3</u>	MBA204	Compensation Management	<u>3</u>
<b>Total</b>		<b>9</b>	<b>Total</b>		<b>9</b>

### SECOND YEAR

<b>1ST SEMESTER</b>		<b>UNITS</b>	<b>2ND SEMESTER</b>		<b>UNITS</b>
MBA207	Labor Relations and Conflict Resolution	3	MBA218*	Strategic Management	3
MBA208	Group Process/Human Dynamics	3	Cognate 2		3
MBA220	Project Paper	<u>3</u>	Cognate 3		<u>3</u>
<b>Total</b>		<b>9</b>	<b>Total</b>		<b>9</b>

*\*MBA 218 is a required cognate*

## COURSE DESCRIPTION

### BASIC COURSES

#### **MBA 201 STATISTICAL METHODS 3 UNITS**

This course discusses and enhances students' knowledge of descriptive statistics including representation of diagrams and interpretation thereof, probability and probability distributions, hypothesis testing on population based on statistical measures of samples, time series analysis and its application to forecasting, correlation, parametric and non-parametric methods particularly for nominal or ordinal data.

At the end of the course, the students are required to apply statistical techniques in making decisions and in solving real-business problems through problem sets. Moreover, students will complete a final research project to apply statistical methods learned from the course.

#### **MBA 202 3 UNITS METHODS OF RESEARCH**

The course is designed to equip graduate students with the necessary knowledge and understanding of basic concepts and principles in methods of research, as well as other skills needed in the use of various techniques and procedures in research writing. It covers the basic principles of research, research design, analysis and interpretation of data, documentation and thesis writing as it relates to the student's preferred field of study.

At the end of the course, students are expected to write and submit a research proposal integrating not only their learning from the research course but from their other courses as well. The research proposal must be aligned with the Institutional Research Agenda for Business and must be directed towards responding to the needs of specific communities, organizations and industries. Proposed research must endeavor to provide valuable inputs for policy formation for the private sector and legislative agenda for the government as students' contribution to the collective efforts of improving not only the performance of firms and industries, but the welfare of all research stakeholders and the society in general.

#### **MBA 203 ORGANIZATIONAL DEVELOPMENT 3 UNITS**

This course examines and analyzes organizational theories and concepts, management principles and philosophies, organizational design and structure, culture of organizations and the change process. Topics include issues that surround human behavior in organizational change, resistance to change and organizational development strategies and interventions.

The students are expected to show evidence of understanding of the basic organizational theories, management principles and philosophies, organizational design and structure, culture of organizations and the change process. A collaborative group action research (doable within one semester) of an organizational need where certain interventions can be recommended and/or implemented is required of the students.

### MAJOR COURSES

#### **MBA 204 COMPENSATION MANAGEMENT 3 UNITS**

Compensation and reward systems are key contributors to organizational effectiveness. In this course students will learn how such systems operate to attract, retain and motivate a competent workforce. Further students will gain an understanding of how to assess reward systems in terms of the criteria of equity and cost effectiveness and how to assess and diagnose compensation management issues and problems and develop appropriate solutions.

Much of the course revolves around application of principles to a case where students design all aspects of a compensation plan. In other words, this case study simulates designing a pay structure, determining a competitive pay level based on salary survey data, determining individual pay rates, and budgeting/costing/and administering the compensation program of an organization.

#### **MBA 205 ECONOMICS FOR DECISION-MAKING 3 UNITS**

This course is an intermediate course on Economics for Decision Making specially designed for students enrolled in the Master's program for business. It is

fundamentally intended to enable the MBA students to undergo a Lasallian education experience that not only guarantees their adeptness and dynamism in their work, but also extends to them opportunities to transform this experience into a mutually beneficial outreach engagement that advances the business practices of the community partners through mentoring and sharing of expertise. It emphasizes business forecasting, demand analysis, pricing decisions, economics of location, capital budgeting and competition and economics or production and profit management as contemporary economic approaches and tools of analyses often employed in business.

At the end of the course, the students are expected to submit a research output on a community partner.

### **MBA 206 3 UNITS MANAGING AND DEVELOPING HUMAN RESOURCES**

This course examines strategic roles, functions, responsibilities and structure of human resource management, with emphasis on the management systems that affect human dignity and productivity.

The students are expected to show evidence of understanding of the basic concepts, principles, practices on management of people through a collaborative group action research (doable within one semester) of a human resource management need.

### **MBA 207 3 UNITS LABOR RELATIONS AND CONFLICT RESOLUTION**

Introduces students to labor relations and collective bargaining; covers the parties (union and management), the legal framework, union structure and administration, the employer role, union organizing, collective bargaining issues, the negotiation process, and public sector labor relations.

This course also examines dispute resolution procedures in unionized and nonunion workplaces, starting with an examination of grievance procedures and the system of labor arbitration to procedures for resolving employment law disputes. Students will read labor arbitration decisions and learn how to research arbitration issues, descriptions and analyses of examples of nonunion grievance procedures, major legal cases in this area of the law and perspectives

both for and against mandatory arbitration. A key objective of the course is to enable students to both understand and think critically about different alternative dispute resolution procedures and their role in employment relations.

The course will include simulated dispute resolution exercises to provide students with experience in using techniques such as arbitration, mediation, and peer review.

### **MBA 208 3 UNITS GROUP PROCESS/HUMAN DYNAMICS**

This course provides an understanding of group dynamics inherent in small group interaction. Using unstructured learning environments students will engage in intense group interactions to learn from one another. They will get plenty of opportunities to reflect upon their learning and communication styles and the impact they may have on others. The course will also explore various aspects of group dynamics such as Appreciative Intelligence, power, perception, motivation, leadership, and decision-making.

As in a laboratory, students will experiment with and experience the relevance of several concepts related to group dynamics. The goal is to acquire a better judgment, understanding, and competence to be better facilitators of your own and others' learning in a variety of group situations.

### **COGNATES**

### **MBA 209 3 UNITS ADVANCED OPERATIONS MANAGEMENT**

This course enhances the student's decision-making and strategic skills in the framework of operations management in both manufacturing of operations management in both manufacturing and service organizations, the student is expected to employ analytical tools, techniques and processes in the various critical areas (goods and services design, quality management, process and capacity design, location strategy, lay-out, supply chain management, scheduling, maintenance) of Operations Management as applications to case analysis and actual business problems in order to improve productivity, operational efficiency and effectiveness and competency.

At the end of the course, the students

are expected to understand the concepts of operations management as applied to products and processes; understand the role of operations functions, recognize the relationships between operations and other functions of business, understand the problems faced by operations managers and the processes of solving these problems and develop their management decision-making and problem-solving skills. Further, they are to submit a paper on actual decision problem encountered by an organization. The paper should include the following: background of the problem, the description of the structure of the decision including the descriptions of criteria and the alternatives, and the final results of the decision.

### **MBA 210 3 UNITS MANAGEMENT OF HUMAN BEHAVIOR IN AN ORGANIZATION**

This course provides an understanding of organizational structure, culture and relationships and how the individual and the group work within organizations on a global peace and conflict and multicultural perspectives. It provides an insightful journey towards understanding people in the workplace. It opens doors to the various relationships one can find, build and experience within an organization and how these relationships affect people's behavior. The concepts on motivation, reward, leadership and empowerment will allow students to learn the art of dealing, handling and living with people from all walks of life. It teaches students how to work with and handle people with confidence.

At the end of the course, the students are required to integrate individual, group and organizational level concepts through case studies and write a research paper on organizational behavior.

### **MBA 211 3 UNITS ENTREPRENEURSHIP**

This course is designed to introduce students to starting and managing their own business. It exposes the students to individual cases of entrepreneurship in the Philippines. Students learn the essential attributes of the entrepreneur and the stages one undergoes in germinating a business idea into fruition. This course provides practical insights into the differences between effective leadership and management by exploring the concepts of emotional quotient in the workplace and

determining how to identify human capital, the most important factor of business.

At the end of the course, the students are required to make a written report on the ten successful entrepreneurs of the country with emphasis on their contribution to human capital and society and develop a business plan for a new business entity.

### **MBA 212 3 UNITS PHILIPPINE BUSINESS ENVIRONMENT**

The course deals with the framework for environmental and industry analysis that examines the sociological, cultural, psychological, technological, economic, legal, and other factors affecting business decisions in the local setting. The course also discusses some strategies of business that operate in the national and international levels and the targets set for the country by the government to perform better in doing business in the country.

At the end of the course, the students will be required to assess survival strategies of chosen firms or specific industry and present their output before the panel.

### **MBA 213 3 UNITS MANAGEMENT DECISION MODELS**

This course will expose students to the use of mathematical tools in aid of managerial decision-making in the corporate and public sector scenario. It introduces a number of quantitative models in solving classes of managerial problems. Several quantitative techniques are reviewed, solved with Excel and other software, and practiced with problems and short cases. The tools to be used include linear programming, sensitivity analysis, inventory control models, stochastic processes, decision theory, queuing theory, simulation, decision support systems and project management techniques.

At the end of the course, the students are expected to conduct, write, present and critically review a management decision process.

### **MBA 214 3 UNITS BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY**

This course discusses the moral issues of business activities and practices. It includes a discussion about whether any ethical values are already implied in business and market activity and how the practice of ethics in business will change

the way business is done. Moreover, it discusses how the conduct of un/ethical business affect individual and social lives. It asks what role business and its values play in society as a whole. Further, it considers the environmental, social, political, legal and ethical constraints on business policies and management decisions. Topics address such issues as unfair and deceptive trade practices, occupational health and safety, theft of intellectual property, bankruptcy or business failures, unethical credit and collection practices, current environmental concerns and corporate social responsibility.

At the end of the course, the students are expected to present the ethical values relevant to business activity like respect for human dignity, honesty, fairness, and the development of trust; present the concept of Corporate Social Responsibility, explore its relevance to ethical business activity; investigate the ethical obligations and ethical ideals present in the relationship between employers and employees; investigate whether ethics sets any boundaries on competition, marketing, sales and advertising and consider any moral obligations of businesses to the environment and to people in other countries. The students are required to submit a research paper on alternative models for conducting business centering on respect for the human capital.

### **MBA 215                                      3 UNITS** **E-COMMERCE                                      &                                      INTERNET** **MARKETING**

This course examines the potentials of marketing in the Internet. It explores related technologies for the marketing of goods and services in the difference arrangements such as business-to-business, business-to-consumer, consumer-to-consumer processes. The emphasis is on the strategic challenges in the world of E-Commerce and management of web-based companies. It also teaches the students on how to become responsible and accountable e-marketers.

At the end of the course, students are expected to make a written internet marketing plan.

### **MBA 216                                      3 UNITS** **CONSUMER                                      BEHAVIOR                                      AND** **MARKETING RESEARCH**

The course studies the psychology of consumer behavior processes, consumer decision strategies, environmental

influences, purchase patterns, and post-purchase product evaluation. Emphasis is on integrating behavioral processes with the marketing research process of problem formulation, research design, questionnaire construction, sampling and statistical analysis so as to yield relevant information for managerial decisions. The students will be subjected to ethical data gathering procedures, critical data analysis and truthful reporting of the results of the study.

At the end of the course, students will be required to design and conduct an actual market survey or market research consumer behavior.

### **MBA 217                                      3 UNITS** **SEMINAR                                      IN                                      PROJECT/EVENT** **MANAGEMENT**

This course introduces the concepts, practices, and processes of project management. It covers the project life cycle processes and the associated project management knowledge areas. In this comprehensive course, the students will learn the fundamentals of project management; how to initiate, plan, and execute a project that meets objectives and satisfaction of stakeholders. Project management theories will be interspersed with practical, hands-on workshops wherein the students will learn to put practical skills into viable projects. Majority of the class time is dedicated to experience-based skills development.

The students will be tasked to manage a project through each stage of the project management life cycle; document the needs and priorities of key stakeholders; develop an execution strategy that will fulfill stakeholders' expectations; develop a project plan that balances scope, time, cost, and risk; assess project complexity and analyze scope to a suitable degree of granularity; establish project control controls to ensure a successful outcome; monitor project activities and effectively assess progress; report status and performance efficiently and create a project archive that contributes to an organization's experience base.

### **MBA 218 3 UNITS STRATEGIC** **MANAGEMENT**

This course provides an integrating approach to strategic management, stressing formulation, implementation of strategy and business policy, evaluation and control of

strategy in various types of organization. It examines the tasks of strategic leadership and focuses on the manager's role as chief strategy formulator and implementer, using case analysis and management simulation techniques. It also emphasizes on the role of the manager as a guardian of the environment, one who conducts business as if faith matters and always minding that the human resource is the most important resource an organization has.

At the end of the course, the students are expected to present a set of strategies based on the teachings of the church.

**MBA 219 3 UNITS  
MANAGERIAL PSYCHOLOGY**

This course presents an overview of psychological approaches, methods, tools and resources enabling students to obtain knowledge and skills needed to be an effective manager and leader in the current business environment. It provides students with the comprehensive background in the application of psychology in the workplace, with the focus on development of practical skills and constant reference to the real life situations and issues.

At the end of the course, students will understand concepts of general psychology and various applied psychological and managerial topics related to the individual, group and organizational behavior, such as personality characteristics and measurement, cognitive and learning styles, emotional intelligence, motivation, decision making, effective communication, presentation skills, leadership styles, teamwork, negotiation, conflict resolution, organizational culture and change, psychological aspects of human resources management, coaching, etc.