

### APPLICATION PROCEDURES

- A. Application for admission to the UST Graduate School is until October 15 for October enrollees, April 5 for Summer enrollees and May 25 for June enrollees.
- B. Application forms for Admission are available at the UST Graduate School, UST Admissions Office & at the UST Graduate School Web Site – <http://www.ust.edu.ph>

### REQUIREMENTS:

Certified true copy of Transcript of Records, one (1) colored passport size, recent photo (if any) document(s) attesting to passing a Bar/Board Exam, or being a scholar of any agency.

Two (2) Referral Forms: One(1) for the current (immediate) superior (or Dean, in the case of a school); and the other, for the professor in one specialization (major) subject.

### For Foreigners:

**All of the above and;**

TOEFL English Proficiency and Student Visa Requirements.

### ADMISSION REQUIREMENTS

1. Bachelor's Degree in Management or related courses with a general average of at least 2.0/85% or B.
2. Complete accomplished application and referral forms.

### PHILOSOPHY & OBJECTIVES

Committed to intellectual expertise, scholarly research and the spirit of community involvement, the HRM program is built on the strengths and traditions of the University of Santo Tomas. The

HRM program is envisioned to produce world class business leaders imbued with Christian and Ethical values.

The Faculty members in the program are management practitioners and academic scholars who pool their knowledge to stress the skills required to face unexpected challenges and to provide realistic solutions created by change.

Students are motivated to make the MS-HRM Program not only a center of excellence but also a center of leadership. The course offerings enable students to build their careers as managers; update their knowledge and skills in order to gain an understanding of the universal factors that influence the success of business; and to develop lifelong skills to address the management issues of tomorrow.

### CURRICULUM

#### **MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT**

#### **PRE-REQUISITE SUBJECTS: 6 UNITS**

#### **GS 500 - St. Thomas on Critical Thinking**

As the philosophical foundation of Research Methodology, it is a study of the principles of and skills in critical thinking according to St. Thomas Aquinas in the three areas of mental cognition: simple apprehension, judgment, and reasoning; and of common fallacies towards the acquisition of the art of argumentation.

#### **GS 501 - Research Methodology**

The student is introduced to research concepts relevant to human resource management. Discussions center on how to prepare a thesis emphasizing choice of title, statement of the problem, sources of data, analysis and evaluation of information gathered, among others. Course output is a thesis proposal. Reviews the UST-GS Thesis Writing Guide Booklet.

### **CORE SUBJECTS: 9 UNITS**

#### **HRM 601 - Management of an Enterprise**

The course discusses the elements and techniques of managerial process which are fundamental to the successful operation of an organization. It focuses on the managerial functions carried out in an ever dynamic business environment. The course enhances the student's understanding and appreciation of the significant relationships of business and the leader's own managerial activities as a responsible member of the global community.

#### **HRM 602 - Quantitative Business Analysis and Statistics**

It is concerned with the formulation and analysis of mathematical models for decision making and the application of computers in business. Optimal decisions are studied through quality and sensitivity analysis, elementary probability, random variables, measures of central tendency, dispersion and co-variance as basis for business decisions.

#### **HRM 603 - Philosophy of Business**

Designed for businesses in a free enterprise society and understand changes in people, organizations and societies; how and in what direction change is taking place and what he can do either to help, hinder or direct which means "how he can manage the process". The philosophical definition of business profit and social responsibility and business as a service concern and vehicle for social change and true fulfillment of human development are discussed.

#### **HRM 604 - Management Accounting & Control Systems**

### **MAJOR SUBJECTS: 15 UNITS**

#### **HRM 701 - Organizational Behavior/ Organizational Psychology**

This course is designed to acquaint the student with the problems of industrial/organizational psychology. In addition, the course shows students how psychology will aid them in

their careers, and how the findings of industrial/organizational psychology directly influence their everyday lives as job applicants, employees, managers, and consumers.

#### **HRM 702 - Organization & Job Design**

Major stress is placed on selecting, formulating and building broad guidelines for people's affairs in the organization. It includes establishment of organization standards, job specifications and descriptions as ready reference to control operations.

#### **HRM 703 - Human Resource Management**

The subject focuses on the issues of managing people within an organization. Particular attention is paid to the problems of designing and working in the human resource management system. Topics include: manpower planning, work analysis, staffing, organization, compensation planning and training, all geared to support the strategic objectives of the organization.

#### **HRM 704 - Training & Development**

A study of the strategies and actual plans to increase the knowledge and work skills of employees together with their attitudes, behavior and personality. It includes training needs analyses, training activities and the creation of an organization climate that leads to professionalism, career development and development of the total person.

#### **HRM 705 - Labor Management Relations**

This course focuses on the industrial relations system and the processes by which wages, hours, and other conditions of employment are determined. The first section of the course is devoted to class orientation and establishment of a framework for analysis; the second section discusses the two major parties at interest — labor and management; the third section analyzes the process of collective bargaining; the fourth section deals with selected issues of collective bargaining; the fifth section compares industrial relations systems; and the sixth section arrives at conclusions and takes a look at the future of industrial relations.

### HRM 706 - Policies & Strategic Management

An integrating course for all the major functions of management by studying the strategy and external posture of an organizations and design and process. It considers the organization in its totality as to the viewpoint of a chief executive officer (CEO). It centers on formulating and implementing strategies, managing diversity, and organizing for strategic action is its overall concern.

### HRM 707 - Appraisal System

It stresses principles necessary for the selection management development of an organizations appraisal system. The course includes computers and expert systems for succession planning and developing excellence, determining the objectivity of the appraisal process, merit awards and development needs, the system used to measure and develop cultural change, the development and validation of cost effective systems.

### HRM 708 - Job Evaluation and Salary Administration

### HRM 709 - Special Topics

Updates and current topics in Human Resource Management.

### COGNATE SUBJECTS: 3 UNITS

Any subject in other major fields that has substantial bearing on thesis.

### OTHER REQUIREMENTS

Written Comprehensive Examinations (WCE)  
TW I - 3 units (Thesis Proposal)  
TW II - 3 units (Research Colloquium)  
TW III - 3 units (Thesis Defense)

Total = 42 Units

### UST GRADUATE SCHOOL ADMINISTRATION OFFICIALS AND FACULTY SET-UP

LILIAN J. SISON, Ph.D.  
*Dean*

JOSÉ ANTONIO E. AUREADA, O.P., S.Th.D.  
*Regent*

MICHAEL ANTHONY C. VASCO, Ph.D.  
*Faculty Secretary*

CARLOS P. GARCIA, Ph.D.  
*Director for Graduate Research*

ANNA MARIA GLORIA-WARD, M.A.  
*Director, Center for Professional Development & Consultancy Services*

ROMUALDO M. DEL ROSARIO, Ph.D.  
*Supervising Scientist, UST Botanical Garden*

CONRADO MONTEMAYOR, Ph.D.  
*Chair, Management Committee*

### PROFESSORIAL STAFF

HECTOR M. AGUILING, Ph.D.  
CORAZON R. ARBOLEDA, M.Ed.  
JOHN S. BALA, Ph.D.  
LUCILA BANCE, Ph.D.  
TERESITA M. BARKER, M.A.  
EMMANUEL BATOON, M.A.  
CELSO D. BENOLOGA, Ph.D.  
EMILYN CABANDA, Ph.D.  
DIOSDADO CABILING, Ph.D.  
JOCELYN CAPULE, Ph.D. HRM  
JOHNNY DECATORIA, Ph.D.  
NANCY L. ELERIA, Ph.D.  
CONSUELO ESTEPA, Ph.D.  
DANTE D.R. GARCIA, Ph.D.  
GEORGE A. GARCIA, M.A., MBA  
ERNESTO GONZALES, Ph.D.  
JOSE IRINEO, MBA  
MECHELINE MANALASTAS, Ph.D.  
CONRADO T. MONTEMAYOR, Ph.D.  
JOSEFINA QUINTANA, M.A. PA  
RAMON RICARDO S. ROQUE, Ph.D. HRM  
MARIBEL SALTA, MBA  
OLIVE TAN, M.S.

### SUMMARY OF COURSE REQUIREMENTS

Requirements	Units
Required	6
Core Subjects	9
Major Subjects	15
Cognates	3
Written Comprehensive Exam	--
Thesis Writing I	3
Thesis Writing II	3
Thesis Writing III	3
<b>TOTAL Units</b>	<b>42</b>

### SCHOOL CALENDAR

The University of Santo Tomas follows an Academic Year Calendar of two (2) semesters and a summer term.

Summer Term: April-May

For further information, please call,  
Tele-Fax: (632) 740-9732 or  
Tel. No. (632) 786-1611 loc 8247; 731-5396  
Web-http://graduateschool.ust.edu.ph  
E-mail: odgs@mn1.ust.edu.ph  
or write to:  
The Dean/Faculty Secretary  
UST Graduate School  
España, Manila, Philippines 1008

University of Santo Tomas

GRADUATE SCHOOL



## GRADUATE PROGRAM

AY 2004 – AY 2006

# HRM

Master of Science in Human  
Resource Management

España, Manila