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AIDE

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Effective School Year 2021-2022, AIDE will begin to offer Human Resource Management as another Major Field of BS Business Administration (BSBA). This is in addition to the existing BSBA Major in Marketing Management. This is in accordance with the authority given by the Commission on Higher Education (CHED) for AIDE to offer 5 Majors for the BSBA Program; the other three (3) being Operations Management, Business Economics and Financial Management.

[illegible]

AIDE now offers BSBA Major in Human Resource Management...*(Cont. from page 2)*

The BSBA Human Resource Management Program of AIDE follows the minimum Policies, Standards and Guidelines (PSGs) as prescribed under CHED Memorandum Order No. 17 series of 2017. Said CHED Memo, prescribes the following nature of the program, program goals and specific professions and careers.

Nature of HRM Program:

The Human Resource Management Program prepares the graduate for a career in the Human Resources Department of any organization, handling the many diverse human capital requirements of the organization, including recruitment, staffing, training and career development.

Programs Goals:

- Assume supervisory and/or managerial responsibilities within their organization,
- Pursue graduate studies in business and management,
- Manage a business

Specific Professions/Careers/occupations for HRM Graduates

- Management Trainee in Human Resource
- Management
- Office Assistant
- Administrative Assistant
- Human Resource Assistant
- Executive Assistant
- Entrepreneur
- Recruitment Assistant
- Compensation Assistant
- Benefits Assistant
- Training and Development



Photo Credit: bing.com



AIDE now offers BSBA Major in Human Resource Management...*(Cont. from page 3)*

Similar to BSBA Marketing Management Major, the Human Resource Management will have a total of 122 units composed of 36 units GE, 6 units NSTP, 8 units PE, 6 units of CBMEC, 24 units of BA Core, 24 units of Professional Major, 12 units electives and 6 units of Internship.

Courses	Minimum Units Prescribed
1. General Education (GE) Courses	36
2. National Service Training Program (NSTP)	6
3. Physical Education (PE) courses	8
Sub-total	50 Units
4. Common Business and Management Courses (CBMEC) <ul style="list-style-type: none"> • Operations Management (TQM) • Strategic Management 	6
5. Business Administration Core	24
6. Professional Major	24
<i>Electives</i>	12
<i>Internship (600 hrs.)</i>	6
Sub-total	72
Total including GE, NSTP and PE	122 Units

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AIDE now offers BSBA Major in Human Resource Management...*(Cont. from page 4)*

Section 12. Professional Major Courses

The following are the professional courses of the BSBA curriculum. These courses lay the fundamental concepts that every business administration student has to know in the field of business.

COURSES	No. OF UNITS		
	LEC	LAB	Total
1. Human Resource Management			
Administrative and Office Management	3		3
Labor Law and Legislation	3		3
Recruitment and Selection	3		3
Training and Development	3		3
Compensation Administration	3		3
Labor Relations and Negotiations	3		3
Special Topics in Human Resource Management	3		3
Organizational Development	3		3
Total			24

The differences among the 5 Major Fields of BSBA Program lies in the Professional Major Courses and Elective Courses. CHED Memorandum 17, series of 2017 provides under Section 12 the following Professional Major Courses of HRM, as follows:

- ⇒ Administrative and Office Management;
- ⇒ Labor Law and Legislation;
- ⇒ Recruitment and Selection;
- ⇒ Training and Development;
- ⇒ Compensation Administration;
- ⇒ Labor Relations and Negotiations;
- ⇒ Special Topics in Human Resource Management; and
- ⇒ Organizational Development.

Meanwhile, the elective courses are composed of 4 subjects (12 units) and are specified in Section 13 of CHED Memo 17 series of 2017. **(See Table on Elective Courses)**

Section 13. Elective Courses

HEIs may enhance the curriculum by providing electives based on the vision and mission of the college or school. A school may offer other electives that may help a student pursue his or her specialization.

COURSES	No. OF UNITS		
	LEC	LAB	Total
1. Human Resource Management			
Suggested Electives			12
Marketing Management	3		3
Management	3		3
Managerial Accounting	3		3
Entrepreneurial Management	3		3
Logistics Management	3		3
Environmental Management System	3		3
Global/International Trade	3		3
Project Management	3		3
Personal Finance	3		3

Source: [CMO 17 s. 2017 - CHED](#)



“If there was one key lesson that individuals, businesses, employers and educational providers have taken away from 2020, it is the importance of being resilient. Instantly, education had to become flexible. Are we flexible enough?”



Photo Credit: icde.org

- Excerpts from the 2021 International Council for Open and Distance Education (ICDE) Leadership Forum

AB English student gives advice to incoming AIDE enrollees

To be able to provide the needed support for the Institute's incoming students, we randomly asked one of our active AB English students to give some tips to freshies and here are his answers to our question:

⇒ *What advice can you give to incoming AIDE Students for them to successfully make it?*

“Give time, make it a priority and enjoy learning!”

⇒ *How are you handling school and work at the same time?*

“It depends on the changing of schedules, mostly time management!”

⇒ *How can we best assist you in your journey? What suggestions can you give us?*

“Keep going AIDE. You are giving light to everyone who can understand your purpose.”

⇒ **Will you recommend a friend to study at AIDE in the future?**

“Oh yes! I recommend AIDE to everyone close to me who is still studying.”

⇒ **What do you like most about AIDE and being in distance education?**

“Flexibility and the very accommodating, kind and helpful teachers.”

From this student's standpoint, it is important to practice time management and pursue learning and enjoy them. Henceforth, for them to effectively do this, an institution should be one that is flexible which purpose is to provide wider access & openness.

