



Letran Calamba
Graduate School & Professional Services

Cognates		With Thesis	
Basic Courses	6	Basic Courses	6
Major Courses	24	Major Courses	24
Internship	3	Internship	3
Cognates	6	Thesis Writing	6
Total	39	Total	39

Master in Business Administration (MBA)

Admission Requirements

1. Official Transcript of Records (Original)
2. Two letters of recommendation
3. Photocopy of marriage contract (for married females)
4. Photocopy of birth certificate
5. 2 (2x2) and 2 (1x1) pictures
6. Admission fee : P 400.00

Entry Requirement

Open to men and women holding any position in offices, agency, and corporation with at least one year working experience.



For more information:



Graduate School & Professional Services

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Main Trunklines

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Objective of the Program

The Master in Business Administration (MBA) program provides valuable knowledge about business and all its related aspects, and the opportunity to acquire formal management orientation. These are link to all the business chances the graduate student has acquired in his/her work experience. It also integrates the managers' and entrepreneurs' better understanding of all concepts, principles, and tools relevant to the practice of business management. Thus, an atmosphere conducive to a free exchange of ideas with other executives and business leaders is created in order to develop and sharpen the managers' and entrepreneurs' analytical ability in dissecting business problems and opportunities. Moreover, the decision-making skills of managers and entrepreneurs are strengthened from the micro level.

Pre-MBA Course

MBA113-Foundations of Business Administration (3)

This foundation course deals with the fundamentals of business administration. It covers the nature and basic activities in marketing, finance, production, research and development, and personnel. It analyzes the basic functions of management: planning, organizing, staffing, directing and controlling, and the various principles and concepts involved therein. Students are introduced to the use of case analysis as an exercise in the application of these principles.

Basic Courses

MBM123- Theories and Principles in Research 3

The student is introduced to research concepts relevant to management of specialization. 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 topic proposal.

MBM143- Statistical Analysis and Design 3

This course is an introductory course for graduate students with or without prior knowledge of statistics. The goal of the course is to provide students with the necessary foundation for subsequent statistics and research courses, particularly in their researches. The course covers the statistical models and techniques for management decision-making.

Major Courses (with training equivalency)

MBM113 - Organizational Communication 3

This course deals with the examination of organizational communication theories, communicative implications of historical and modern management theories, as well as special interest topics. Major topics include cultural and critical approaches to organizational communication, classical management and human relations theory, and communication effectiveness. Special topics may include terms in organization, diversity, organizational politics, leadership and change. Focus is made on applying organizational communication theories and concepts to understand others better and to control one's own communication in organization.

MBM163- Organizational Development 3

Human behavior and organization dynamics, theory and assumptions, organizational analysis and plans are discussed. It analyzes the nature of organizations, human nature and needs, the complex set of behavior forces and the influence of organizational effectiveness.

MBM153- Financial and Investment Management 3

It introduces techniques of financial analysis and projection, covering topics like capital budgeting, inventory management, cash management, short term sources, and uses of funds etc. Actual financial problems faced by business concerns are analyzed through the use of case materials. The course focuses further on the principles, practices and analysis of investments as well as the portfolio management for individuals and institutions.

MBA153- Advanced Human Resource Management 3

This is a basic course relating internal and external labor market concepts to organizational human resource planning in various institutional settings. Topics covered include human resource forecasting, career planning, executive development and the impact of government, unions and technological change on people and their utilization in the organization. This integrates the skills learned in the other functional areas of management and trains the student to analyze and make decisions from a general manager's point of view. Problems and issues involved in establishing major company plans, objectives, strategies and policies, and implementation of these plans are considered.

MBM133 – Advanced Marketing Management 3

It introduces the framework for making marketing decisions. Specific skills are developed in the analysis of customers, competition, the organization facing the decision and the environment within which the

marketing decision is to be made. Theories are applied to decisions regarding the 4 P's – product, price, place, promotion aimed at sharpening the student's ability to develop comprehensive marketing policy, strategic plans, and control procedures.

MBA173 - Managerial Accounting 3

It emphasizes the system of internal reporting through the application of costing and managerial information systems for different situations and purposes. The course deals on statements of financial condition, income, accounting, records and systems, depreciation, balance sheets and funds flow analysis, the use of budget and standards in setting objectives for future operations.

MBM213 - Production and Operations Management 3

This is a study on design, operation, planning, and controlling of productive systems in producing goods and services. It focuses on the theories, concepts, and techniques of forecasting, location planning, process selection and capacity planning, facilities layout, design of work systems, aggregate planning, inventory management, materials requirement planning, just-in-time, scheduling, waiting line, quality assurance, etc. The course is designed to equip students with skills in employing various approaches in solving management problems.

MB233 – Corporate Social Responsibility 3

Many organizations today voluntarily take steps to help society improve the quality of life. This course will focus on how companies are managing business processes to be able to provide a positive impact on the community. It will also deal with organizations' ethical and social commitments, and how these should contribute to sustainable economic development.

MBM253 - INTERNSHIP 3

The aim of this course is to give the Graduate School students opportunities to examine first-hand knowledge and theories learned in the classroom for their wider impact in the industry and on society. Students must undergo internship outside their own companies/organizations. They may enroll this course during their 4th or 5th semester in the Graduate School, or when all professional subjects have been taken.

Thesis Writing 6

1. Students must pass the oral and written comprehensive examination before enrolling in thesis writing.
2. This may be enrolled in one trimester provided all requirements are completed within the term.

MBM223 - Thesis Writing I (Proposal) 2

The course guides the students through the process of making a thesis proposal on any area of concern in management he/she may deem suitable for his/her purpose in conformity with accepted standards. The output of this course is the thesis proposal, which is to be defended before a panel of examiners.

MBM243 - Thesis Writing II (Colloquium) 2

The course guides the students through the process of sharing his/her research output to the public. Reactors will be invited to help deepen the paper.

MBM263 - Thesis Writing III (Final) 2

This course guides the student in the completion of the defended thesis proposal. The thesis must be defended before a panel of examiners appointed by the graduate school dean, at a time and place designated for the purpose.

Cognates for Non-Thesis Program 6

Major courses from other programs

Oral and written comprehensive examinations are required for all students enrolled in thesis and non-thesis program.