



**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
<b>Total</b>	<b>39</b>	<b>Total</b>	<b>39</b>

# Master in Management in School Management (MM-SM)

## 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

2/f Juan Macias Building  
Colegio de San Juan de Letran-Calamba

## Main Trunklines

(049) 545-5453/ 4363/ 5447 local 2037

**Office Hours:** 9:00 AM-6:00 PM – Monday to Friday  
8:00 AM – 5:00 PM – Saturday

[www.lettran-calamba.edu.ph](http://www.lettran-calamba.edu.ph)

email: [gsp@lettran-calamba.edu.ph](mailto:gsp@lettran-calamba.edu.ph)

## Objective of the Program

Letran-Calamba's Master in School Management program is designed for teachers, school administrators, and entrepreneurs who are interested in improving their management capabilities especially in school or any learning institution. It is geared towards equipping the students with the knowledge, attitudes, and skills in the attainment of the desired goals of an institution namely academic excellence, quality research, and community extension.

## **Pre-MM-SM Course**

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### **MSM113-Foundations of School Management (3)**

The school is discussed as a social system with goals, organizational structure, programs and expectancies, and as an instrument for socialization and social progress. Current instructional programs at the basic and tertiary levels problems/issues relating to the quality of instruction, institutional resources and teaching competencies are topics covered among others.

## **Basic Courses**

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### **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 also covers the statistical models and techniques for management decision-making.

## **Major Courses (with training equivalency)**

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### **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.

### **MSM1533 - Supervision of Instruction 3**

This examines and analyzes the nature, scope, purposes, development, patterns, functions, processes, approaches, methods and evaluation of the supervision of instruction integrated with actual practice through corresponding experiential vehicle options. Focus is on role-process and reflective practice issues and more importantly on structuring and appraising students' behaviors as instruments for instructional improvement.

### **MSM173 - Trends, Problems and Issues in Education 3**

Current instructional programs at the elementary and secondary levels; contemporary instructional methods and techniques; problems/issues relating to the quality of instruction, institutional resources, and teaching competence, among others, are covered in this course.

### **MSM193- Educational Planning and Evaluation 3**

This is a study of concepts, foundations, theories, principles, competing models, paradigms, and processes underlying the technical and practical aspects of educational planning. It engages students in education planning procedures that allow them to build theories, create visions, and manage strategies for attaining them in the light of both fundamental and contemporary curriculum thoughts, action and

institutional changes. Significant researches and fundamental issues, problems, concerns and future directions in the field of educational planning and changes are analyzed and synthesized.

### **MSM133- Philosophies of Education 3**

This course deals with the study of major philosophies of education that have significantly influenced educational practices. It studies questions that concern philosophers of education and tries to define clearly the philosophical terms that assist in the understanding of educational theories. The students are expected to develop the ability to practice philosophical thinking about educational issues. There will be a two-way approach: one is to trace the philosophical base of some educational practices, and the other is to discover the consequences of a philosophical thought in the practice of education. At the outset, an analysis of the reality of education will be made based on St. Thomas Aquinas' philosophical thinking.

### **MSM213 - Dynamics of School – Community Relationships 3**

The politics of education in relation to the community analysis of the input-throughput-output relationships between educational institutions and their service communities are tackled in this course.

### **MSM233- Asian Comparative Education 3**

Comparison of educational policies, priorities, thrusts and programs of the Philippines with counterparts in other developing Asian countries is made.

### **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 4<sup>th</sup> or 5<sup>th</sup> semester in the Graduate School, or when all professional subjects have been taken.

## **Thesis Writing 6**

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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**

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Major courses from other programs

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