

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

The MBA Program provides a broad knowledge in many areas of business as a preparation for a versatile career in management – either as a business practitioner or a business educator. A management practitioner must be able to cope up with the complexities in business operations brought about by the continuing advances in technologies and computer and new developments being introduced in business policies and practices. A manager should be knowledgeable in the economic decision-making process and be able to make a sound one. Likewise business teachers should be skillful in their trade and be conversant with current developments in their fields of specialization.

The basic objectives of the MBA Program would enable present and would-be management practitioners and business teachers to:

1. Develop their mastery of and skills in the business functional areas.
2. Relate theoretical studies to actual business problems and situations.
3. Conduct research in relevant field, which research should contribute to a holistic development of person's expertise.
4. Inculcate upon themselves the qualities of a dynamic manager of an enterprise and/or a more professionally skillful and effective business educator.

COURSE REQUIREMENTS

Basic Courses	15 units
Major Field of Concentration	15 units
Cognate Courses	6 units
Strategic Management subjects.....	<u>6 units</u>
Total	42 units

COURSE SEQUENCING

The following suggested sequence takes into consideration the goal of completing the program within two (2) years:

	First Semester	Second Semester	Summer
Year 1	3 basic courses 1 major course	2 basic courses 2 major courses	1 major 1 elective
Year 2	1 major 1 elective Strat I	Strat II *Comprehensive Exam	

**Comprehensive Examination (after passing Strat II)*

CURRICULUM FOR THE NON-THESIS PROGRAM OF MASTER OF BUSINESS ADMINISTRATION (MBA)

Basic Courses: (6 subjects required for non-business degree holders others 5 subjects)

- Adm 201 ***Fundamentals of Management***
- Adm 202a ***Accounting for Non-Accountants (required for non-business degree holders)***
- Adm 202 ***Managerial Accounting and Control (prerequisite Adm 202a for non-business degree holders)***
- Adm 203 ***Research and Statistics for Business and Economics***
- Adm 204 ***Organizational Behavior and Processes***
- Adm 205 ***Managerial Economics***

Field of Concentration: (5 subjects)

From any combination of the following:

- Adm 220 ***Legal Environment of Philippine Business and Corporate Management***
- Adm 221 ***Financial Management***
- Adm 222 ***Production Management***
- Adm 223 ***Human Resource Management***
- Adm 224 ***Marketing Management Research and Analysis***
- Adm 225 ***Management of Technology***
- Adm 226 ***Quality Management***
- Adm 227 ***Management Science***
- Adm 228 ***Policy Making and Project Cycle Management***
- Adm 229 ***Enterprise Planning and Development***
- Adm 230 ***Management Ethics and Social Responsibility***

Elective Courses: (2 subjects)

From any combination of the following:

- Adm 231 ***Investment Analysis and Management***
- Adm 232 ***Small Business Management***
- Adm 233 ***International Management***
- Adm 234 ***Asian Management***
- Adm 235 ***Management Information Systems and Planning***
- Adm 236 ***Special Topics in Management***

Required Final Subjects:

- Adm 299A ***Strategic Management I***
- Adm 299B ***Strategic Management II***

Comprehensive Examination (after passing Strategic Management II)

ADMISSION REQUIREMENTS

Stage 1: Basic Admission Requirements

- All applicants must be personally interviewed by the Graduate Program Coordinator and/or the College Dean.
- Possession of a Bachelor's Degree or equivalent/title (any field) from a university or from other recognized institutions of higher learning. If the applicant is not a holder of a baccalaureate degree in Commerce or Business Administration, he/she is required to take up additional **12 units of business subjects** in the undergraduate/masteral units or other subjects in the field of specialization. These shall be subject to the same criteria as major subjects and may be taken concurrently with graduate subjects. The 12 units of business subject include the Accounting for Non-Accountants Adm 202a. The grading system in the graduate program applies.
- The following **credentials** are to be submitted with the application form before an applicant is allowed to take admission test.
 - Transcript of Records of undergraduate and graduate work, original and two (2) photocopies.
 - Accomplished Reference Report Form from one (1) employer/ immediate supervisor.
 - Recent 2" x 2" Photo (4 copies)
 - For working students, an official permit from their employer/supervisor indicating the maximum number of units they are allowed to enroll.
 - Application and testing fee.

All pertinent documents (e.g. transcript of records, number in the registry of graduation) should be handed *before* formal admittance.
- Must have **at least two years of relevant work experience**
- Assessment of the General Weighted Average (Bachelor's Degree) with an **overall grade of 80%** or equivalent.

Applicants who meet these requirements will be allowed to take the SLU Graduate Program Entrance Examination (GPEE)..

Stage 2: Pass Entrance Exam

- Communication Skills Test – An essay that basically test the applicant's written skills.
- Test – Applicants need to take the SLU Graduate Program Entrance Examination (GPEE)

Stage 3: Interview

- All applicants must be personally interviewed by the Graduate Program Coordinator and/or the College Dean.

TRANSFEREES

Units earned by a transferee from a non-recognized school shall not be credited. Units earned from an institution of recognized standing may be credited, but only up to

a **maximum of six (6) units**, and without prejudice to other stipulations that the University may deem necessary. Depending upon the circumstances, transferees may have to repeat in SLU some of the courses they have already taken in the said institution(s) and/or take additional courses in SLU.

Transferees from Thesis to Non-thesis Program (SLU students only)

A **maximum of 24 units** can be credited.

ENROLLMENT PROCEDURE

(For FIRST TIME ENROLLEES – Freshmen, Transferees, Degree Holders, Foreign Students, Cross-enrollees)

1. Process Pre-Admission at Graduate Program Coordinator's Office (5th Floor, Diego Silang Bldg.)

◆ Secure and fill-up the "Application for Admission to the Graduate Program (Form 1)"

◆ Submit the following:

- Official Transcript of Records / Certified True Copy of OTR (*for verification purposes*)
- Photocopy of OTR
- Computation of General Average (at least 80% or equivalent) [*For SLU graduates, you can have your general average be computed at the MIS Office*]

◆ Take Communication Skills Test (Form 2)

◆ Secure GPC's Pre-evaluation of Student Applicant (Form 3)

◆ Secure "GPEE-form for Payment of Testing (Form 4)" [*For Pre-admitted applicants*]

2. Proceed to Accounting Office

◆ Present "GPEE-form for Payment of Testing" and pay corresponding GPEE fees

3. Proceed to Graduate Program Coordinator's Office (5th Floor, Diego Silang Bldg.)

◆ Present SLU Receipt Transaction (Re: Payment of GPEE fees)

◆ Secure "GPEE-form for Taking the Tests (Form 5)"

4. Proceed to SLU Guidance Center, S-112

◆ Present the "GPEE-form for Taking the Tests" duly endorse by the GPC

◆ Take Graduate Program Entrance Examination (GPEE)

NOTE: The GPEE will be administered daily during the regular enrolment period.

5. Proceed to Graduate Program Coordinator's Office (5th Floor, Diego Silang Bldg.)

◆ Submit results of GPEE

- ◆ Secure Reference Report (**Form 6**)
 - ◆ Secure Permit to Enroll in the Graduate Program
 - (**Form 7**) GP-A for SLU Employees
 - (**Form 8**) GP-B for non-SLU Employees
6. Process Admission at Student Affairs Office (S312)
- ◆ Secure and Process “Permit to Enroll”
7. Proceed to Registrar’s Office
- ◆ Window 6
 - Submit the following:
 - = Official Transcript of Records / Certified True Copy of OTR
 - = Honorable Dismissal / Transfer Credentials
 - = duly approved and endorsed “Permit to Enroll”
 - ◆ Computer Section
 - Encoding of Biodata
8. Proceed to Graduate Program Coordinator’s Office (5th Floor. Diego Silang Bldg.)
- ◆ Submit the following:
 - Form duly signed by the Registrar’s Office
 - Reference Report
 - Permit to Enroll in the Graduate Program duly signed and/or approved by Head of Office (Form GP-A or Form GP-B, whichever is applicable)
 - ◆ Fill-up the following forms
 - Student Data Form (Form 9) (attach 2x2 ID picture)
 - Evaluation Form (Orange Form)
9. Encoding and printing of enrolled courses. Secure Computer Printout.
10. Proceed to Accounting Office for payment of fees
- NOTE: Foreign Students to report to the Registrar’s Office before proceeding to the Accounting Office**

(For OLD STUDENTS who stopped for one year or more)

1. Process Pre-Admission at the Graduate Program Coordinator's Office (5th Floor, Diego Silang Bldg.)

◆ Secure Permit to Enroll in the Graduate Program

- Form GP-A for SLU Employees
- Form GP-B for non-SLU Employees

2. Proceed to Registrar's Office

◆ Secure "Form A"

3. Process Re-admission at Student Affairs Office (S312)

◆ Secure and Process "Permit to Enroll"

4. Proceed to Registrar's Office

◆ Window 6

- Submit Credentials

◆ Computer Section

- Encoding of Biodata

5. Proceed to Graduate Program Coordinator's Office (5th Floor, Diego Silang Bldg.)

◆ Submit the following:

- Copy of FINAL GRADE (Pink Form) of last term attended
- Permit to Enroll in the Graduate Program duly signed and/or approved by Head of Office
(Form GP-A or Form GP-B, whichever is applicable)

◆ Fill-up the following forms

- Student Data Form (attach 2x2 ID picture)
- Evaluation Form (Orange Form)

◆ Secure Application for Comprehensive Examination (for those who are in their last term for academic subjects)

5. Encoding and printing of enrolled courses. Secure Computer Printout.

6. Proceed to Accounting Office for payment of fees

NOTE: Foreign Students to report to the Registrar's Office before proceeding to the Accounting Office

7. Proceed to Main Library (5th. Floor Library Bldg.) for registration of ID.

(For ALL OTHER STUDENTS)

1. Process Pre-enrollment at Graduate Program Coordinator's Office (5th Floor, Diego Silang Bldg.)

◆ Secure FINAL GRADES

- Students with FAILED or DROPPED grades, consult the Graduate Program Coordinator and/or Dean of the College
- Students with INC or NFE grades, see your respective Professors. Obtain completion of grades before processing your enrollment for the current semester

◆ Secure Permit to Enroll in the Graduate Program

- Form GP-A for SLU Employees
- Form GP-B for non-SLU Employees

2. Process Enrollment at Graduate Program Coordinator's Office (5th Floor, Diego Silang Bldg.)

◆ Submit the following:

- Copy of FINAL GRADE (Pink Form) of last term attended
- Copy of duly approved COMPLETION GRADE SHEET FOR INC/NFE MARKS, if applicable
- Permit to Enroll in the Graduate Program duly signed and/or approved by Head of Office
(Form GP-A or Form GP-B, whichever is applicable)

◆ Fill-up the following forms

- Student Data Form (attach 2x2 ID picture)
- Evaluation Form (Orange Form)

◆ Secure Application for Comprehensive Examination (Form 10) (for those who are in their last term for academic subjects)

3. Encoding and printing of enrolled courses. Secure Computer Printout.

4. Proceed to Accounting Office for payment of fees

NOTE: Foreign Students to report to the Registrar's Office before proceeding to the Accounting Office

5. Proceed to Main Library (5th. Floor Library Bldg.) for registration of ID.

GUIDELINES DURING ACADEMIC STUDIES

Orientation Program

The Graduate Program of CAC conducts its orientation program at the beginning of the first semester of every school year. This is conducted to provide a background of the graduate program; to explain the policies and guidelines, and other matters regarding the expectations of graduate students from the CAC Graduate Programs. The Orientation Program is spearheaded by the College Dean.

Programming of Subjects and Scheduling

As much as possible, subjects in the graduate programs shall be scheduled on a rotational basis, with more flexible arrangements on Saturdays and special provisions during the summer period. **Classes with less than five (5) students shall be dissolved**, unless excepted on merit by the College Dean, upon the recommendation of the Graduate Program Co-ordinator.

Retention Policies and Grading System

Retention policies strictly apply from initial enrolment onwards, up to thesis or dissertation defense. Hence, there is no need for a fixed probationary or qualification period. All graduate students are on probation at every stage of the program.

The following rating equivalence is recommended:

97-99	1	A+
95-96	1.25	A
93-94	1.5	A-
91-92	1.75	B+
89-90	2	B
87-88	2.5	B-
85-86	3	C
Below 85	5	F

As much as possible, a uniform transmutation system shall be applied in all Colleges. Normally, the passing grade of 85 in the graduate level requires more than 50% of the total raw score. However, considering the nature of the program and the level of difficulty of the subject, modifications may be made by the faculty upon consultation with the GPC and the approval of the College Dean.

The following transmutation formulae are affirmed –

A = Student's Raw Score; B = Total Raw Score

Weight	Passing Level = 50% = 85	Passing Level = 60% = 85
50%	$[(A/B) \times 15] + 35$	$[(A/B) \times 18.75] + 31.25$
40%	$[(A/B) \times 12] + 28$	$[(A/B) \times 15] + 25$
60%	$[(A/B) \times 18] + 42$	$[(A/B) \times 22.5] + 37.5$
1/3	$[(A/B) \times 10] + 23.33$	$[(A/B) \times 12.5] + 20.83$
2/3	$[(A/B) \times 20] + 46.67$	$[(A/B) \times 25] + 41.67$

Lowest possible Grade = 70; Highest possible grade = 99
 (an average periodic grade that is lower than 70 will be rounded off to 70; an overall grade of 100 will be rounded off to 99)

Upon consultation with the GPC and approval by the College Dean, each faculty may decide on the respective weights to be given to class standing, periodic examinations, etc. At the beginning of the term, the said grading system shall be explained to the students.

A student should maintain a final grade of 85 or higher for all subjects. A student who fails or gets a mark of **D or UD in any subject shall be disqualified from completing the program.**

To proceed to thesis/dissertation writing, **a total average grade of at least 90** in the academic subjects, comprehensives and/or public lecture included, is required.

The **passing grade is 85**. A final grade of 83 or 84 cannot be given. A NC (“no credit”) mark may not be given to a student who fails. This policy applies to all Colleges without exception.

A student who does not complete the requirements of the course (INC, “incomplete”) or is unable to take a final examination (NFE, “no final examination”) shall be given a final grade

- of NC if the mid-term grade is passing
- the same as the mid-term grade but not exceeding a grade of 80 if the mid-term grade is failing.

In accomplishing the final grading sheet, the faculty shall follow the preceding paragraph, but shall indicate, in the “Remarks” column, INC or NFE, where such marks are applicable. This shall serve as the College Dean’s reference, in consultation with the GPC and with the faculty concerned, for allowing the removal of an INC or an NFE mark for a meritorious case.

For a meritorious case, a student is given only **one (1) month** from the date of release of final grades **to remove any INC or NFE mark**. A NC mark or a failing mark due to NFE or INC that is not removed within the allowed period shall become permanently noted as “Failed” in the “Remarks” column.

Other marks that can be given in the graduate programs are:

- **NYS (“not yet submitted”)** – given to a student enrolled in thesis/dissertation writing;
- **NG (“no grade”)** – given to a student enrolled as an auditor

- **WP (“withdrawal with permission”)** – given to a student who withdraws enrolment from the course or a subject for a valid reason and with the explicit permission of the College Dean; redeeming points – e/g, gravity of the case, previous performance in the program – have to be considered especially when granting a WP late in the term;
- **D (“dropped”)** – given to a student who incurs absences beyond the allowed limit for the term; and
- **UD (“unofficially dropped”)** – given to a student who is officially enrolled but neither submitted his/her classcard(s) nor attended classes.

In computing the final average grade, the mark NC shall be given a grade equivalent of 80.

A NC mark shall disqualify a candidate from academic scholarship and/or graduation with honours.

Attendance

Regular class attendance is expected of every student.

The following limitations and procedures on absences shall apply:

Frequency of Classes	Maximum	Submission by Faculty of Classcard To the Student Affairs Office
Regular term, once a week	Four (4)	After the second, fourth and fifth absence
Regular term, twice a week	Seven (7)	After the third, fifth, seventh and eighth absence
Regular term, thrice a week	Eleven (11)	After the fifth, eight, eleventh, and twelfth absence
Summer	Three (3)	After every absence
Intensive courses	Not more than twenty percent (20%) of the allotted period	

Duration of Studies and Leave of Absence

Masteral studies to be completed within **six consecutive SYs** inclusive of summer terms:

Three (3) years for academic requirements; three (3) years for thesis writing.

Any length of time “saved” during academic studies may not be “credited” as an extension of the period for thesis/dissertation writing. If a student, for any reason whatsoever, has to stop his/her academic studies or thesis/dissertation writing for at least one term, he/she should present a **request for a leave of absence (Form 11)** for the said duration to the GPC, who may endorse the same for the approval of the College Dean. No student may avail of any of the services of the University unless enrolled. This includes library privileges as well as the services of the GPC and the adviser.

If a student fails to complete his/her academic studies within the allotted period, leave(s) of absence included, the following sanctions shall be automatically imposed:

- One year extension or fraction thereofsix (6) units update of academic courses;
- More than one year to two yearstwelve (12) units update;
- More than two years to three yearstwenty-four (24) units update;
- More than three years all units forfeited

If a student fails to complete his/her thesis/dissertation writing within the allotted period, leave(s) of absence included, the same sanctions shall be automatically imposed.

Discipline

Unless otherwise modified herein, all disciplinary provisions in the *SLU Student Handbook* apply as well as to students in the graduate level. The highest penalties (non-readmission or expulsion) shall be imposed in cases of cheating, plagiarism, and ghostwriting.

Periodic Examinations

Periodic examinations (Mid-term, Final) should preferably be written. Oral examinations may only be given upon formal application by the faculty, endorsement by the GPC, and approval of the College Dean. “Take-home” periodic examinations are not allowed.

Required Final Subjects Guidelines:

Adm 299A Strategic Management I

This course introduces students to various frameworks for industry analysis and strategy formulation. Topics include identifying, acquiring, and analyzing quantitative and qualitative data, and also communicating the resulting analysis and business strategy through presentations and reports.

Adm 299B Strategic Management II (Prerequisite – Strategic Mgmt 1

(can be taken together with 2 major /elective subject)

This course is intended to be an intellectually challenging and dynamic capstone course focusing on formulating and implementing strategic actions in everyday decision making. It is not only a course about strategy, but also about managing success through the implementation and execution of action-oriented strategic plans in the global environment. This is a practice-oriented course designed to help students achieve a “big picture” understanding how to ethically manage strategy while integrating relevant theories and learning from previous core courses and electives taken in marketing, accounting, finance, operations, organizational behavior and global management. The

Final output is a paper presentation with 3 panel members to grade the output just like the Public Lecture in the thesis program.

Written Comprehensive Examination

The written comprehensive examination can be taken only when the student passed all academic subjects required including Adm 299B Strategic Management II. The student applies for such written comprehensive examination (form available at the GPC- Application for Comprehensive Examination form 10b) one month prior to the end of the last academic term. The GPC schedules the Comprehensive Examination within two weeks from the time the graduate student has been informed of the subjects to be taken and upon approval of application. There will be three (3) subjects to be given: one (1) basic subject and two (2) for major field of concentration. The selection for the subjects will be done by the GPC in consultation with the Dean. The graduate faculty who taught the subjects selected prepares and checks the examination questions. The GPC contacts the graduate faculty who taught the subjects. The graduate faculty submits to the GPC the corrected papers and grades within one week after the examinations. The written Comprehensive Examination should be taken within one year from the release of the grades of the last academic subject(s) enrolled.

Overall Student Grade

Academic Subjects – 39 units (13 subjects)	- 64%
Strategic Mgmt II – paper presentation	- 16%
Written Comprehensive	<u>-20%</u>
Overall Student Grade	100%

FORMS

Form 1 – Application for Admission to the Graduate Program

Form 2 –Communication Skills Test

Form 3 – Program Coordinator’s Pre-Evaluation of Student Applicant

Form 4 – GPEE-form for Payment of Testing

Form 5 – GPEE-form for Taking the Tests

Form 6 – Reference Report

Form 7 – Form GP-A

Form 8 – Form GP –B

Form 9 – Student Data Form

Form 10a – Application for Comprehensive Examination

Form 11 – Letter of Leave of Absence

Form 12 – Parts of the Research

Form 13a_ Evaluation Sheet for the MBA curriculum