
**BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION**
Major in Operations Management**Program Description**

The Operations Management program provides students with competencies and skills needed as managers in manufacturing and service oriented businesses. It focuses in managing the processes to produce and distribute products and services. Major overall activities often include product creation, development, production and distribution. Operations Management covers all operations within the organization and related activities including managing purchases, inventory control, quality control, storage, logistics and evaluation. A great deal of focus is on efficiency and effectiveness of processes.

Operations management often includes substantial measurement and analysis of internal processes. Ultimately, the nature of how operations management is carried out in an organization depends very much on the nature of products or services in the organization.

Program Educational Objectives

Within three to five years after obtaining a bachelor's degree in BSBA Operational Management graduates are expected to:

1. Possess exemplary operations management skills, knowledge and attitude essential in the practice of professional business operation in the Philippines and Asia Pacific.
2. Demonstrate high degree of professionalism in their careers through critical thinking, effective communication and social and ethical responsibility.
3. Ascend or advance in their field of expertise by confidently assuming managerial and leadership positions in work, community and organizations.
4. Pursue graduate studies, certifications, trainings in business and management to enhance professional skills.

Program Outcomes

By the time of graduation, the students of the program shall have develop the ability to:

1. Demonstrate and act in recognition of corporate citizenship, professional, ethical, environmental and social responsibility.
2. Function effectively and efficiently as a member and/or leader in teams, preferably multi-disciplinary in composition.
3. Use proper decision tools including information, communication technology, and decision science to critically, analytically and creatively solve problems and drive results.
4. Implement the basic functions of management (such as planning, leading, organizing, staffing, directing and controlling) in various functional areas of business (marketing, accounting, finance, human resource, production and operations, IT and strategic management).
5. Engage in independent learning for continual development as a business professional, while generating new knowledge and keeping abreast with the latest developments in the field of business and operations.

6. Communicate effectively with stakeholders, both orally and in writing.
7. Identify unmet and underserved ethical service and product/service needs of specific customer groups, industry and markets.
8. Specify the service and/or product value contributions of the company which addresses identified needs of customers.
9. Formulate organizational design, processes, flows and arrangements which effectively deliver desired value contributions of the company while ensuring humane working conditions.
10. Design wealth-sharing arrangements for participants in the value chain, both external and internal.
11. Incorporate environment-protection considerations in planned business operations.
12. Plan for effective government compliance and engagement for the business.

Admission Requirements

1. Passing grades in basic business prerequisite subjects.
2. Grades not lower than 80 in Business, Marketing and Economics subjects considered as prerequisites.
3. Passing the interview with the Department Chairperson.
4. Non-ABM SHS graduates must take Accounting 1 Bridging Course

Retention Policies

1. A grade of not lower than 80 in business courses.
2. No failures of more than 9 units in any semester.
3. No failures in more than two major subjects in any semester.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Major in Operations Management

FIRST YEAR
First Semester

		Lec Units	# of hrs/wk	Lab Units	# of hrs/wk	Total Credit Units	Total Assessed Units
BMICRO	Basic Micro Economics	3	3	0	0	3	3
BMGT1	Management	3	3	0	0	3	3
GSR	Good Governance & Social Responsibility	3	3	0	0	3	3
NSTP	NSTP1	3	3	0	0	3	3
PED1	Physical Education 1 (Wellness and Fitness)	2	2	0	0	2	2
PCOM	Purposive Communication	3	3	0	0	3	3
RHIST	Readings in Philippine History	3	3	0	0	3	3
IRS1	LaSallian Spirituality	3	3	0	0	3	3
Total		23	23	0	0	23	23

Second Semester

		Lec Units	# of hrs/wk	Lab Units	# of hrs/wk	Total Credit Units	Total Assessed Units
OMTQM	Operations Management (TQM)	3	3	0	0	3	3
MRKT100	Marketing Management	3	3	0	0	3	3
BMACRO	Basic Macroeconomics	3	3	0	0	3	3
NSTP2	NSTP2	3	3	0	0	3	3
PED2	Physical Education 2 (Team Sports and Rhythmic Activities)	2	2	0	0	2	2
PSPEAK	Public Speaking in the Discipline	3	3	3	0	3	3
MATHMW	Mathematics in the Modern World	3	3	0	0	3	3
IRS2	Christian Morality	3	3	0	0	3	3
IGG	Group Guidance 1	1.5	1.5	0	0	1.5	1.5
Total		24.5	24.5	3	0	24.5	24.5

SECOND YEAR
First Semester

		Lec Units	# of hrs/wk	Lab Units	# of hrs/wk	Total Credit Units	Total Assessed Units
FINVA100	Financial and Investment Analysis	3	3	0	0	3	3
HRM	Human Resource Management	3	3	0	0	3	3
OPM101	Environmental Mgt. System	3	3	0	0	3	3
OPM102	Inventory Mgt & Control	3	3	0	0	3	3
PED3	Physical Education 3 (Swimming and Recreation)	2	2	0	0	2	2
ETHICS	Business Ethics	3	3	0	0	3	3
GBOOKS	Great Books	3	3	0	0	3	3
Total		20	20	0	0	20	20

Second Semester

		Lec Units	# of hrs/wk	Lab Units	# of hrs/wk	Total Credit Units	Total Assessed Units
FS	Feasibility Study	3	3	0	0	3	3
OPM103	Project Management	3	3	0	0	3	3
OPM104	Costing & Pricing	3	3	0	0	3	3
OPMELECT1	Elective 1	3	3	0	0	3	3
OPMELECT2	Elective 2	3	3	0	0	3	3
CWRLD	The Contemporary World	3	3	0	0	3	3
USELF	Understanding the Self	3	3	0	0	3	3
BLOGIC	Business Logic	3	3	0	0	3	3
PED4	Physical Education 4 (Individual and Dual Sports)	2	2	0	0	2	2
Total		26	26	0	0	26	26

THIRD YEAR

First Semester

		Lec Units	# of hrs/wk	Lab Units	# of hrs/wk	Total Credit Units	Total Assessed Units
TXTN1	Income Taxation	3	3	0	0	3	3
STRAT100	Strategic Management	3	3	0	0	3	3
OPM107	Facilities Management	3	3	0	0	3	3
OPM106	Productivity & Quality Tools	3	3	0	0	3	3
ARTAP	Art Appreciation	3	3	0	0	3	3
IRS3E	Religions, Religious Exp. & Spirituality	3	3	0	0	3	3
LITE	Living in the IT Era	3	3	3	0	3	3
	Total	21	21	3	0	21	21

Second Semester

		Lec Units	# of hrs/wk	Lab Units	# of hrs/wk	Total Credit Units	Total Assessed Units
OBRES100	Business Research	3	3	0	0	3	3
COMLAW1	Business Law	3	3	0	0	3	3
OPM105	Logistic Management w/ Lab*	3	3	3	0	3	3
OPMELECT3	Elective 3	3	3	0	0	3	3
STS	Science, Technology & Society	3	3	0	0	3	3
BSTAT	Business Statistics	3	3	0	0	3	3
IBT100	International Business & Trade	3	3	0	0	3	3
	Total	21	21	3	0	21	21

FOURTH YEAR

First Semester

		Lec Units	# of hrs/wk	Lab Units	# of hrs/wk	Total Credit Units	Total Assessed Units
RIZAL	Rizal	3	3	0	0	3	3
COMLAW2	Negotiable Instruments	3	3	0	0	3	3
TXTN	Business Taxation and Other Taxation Topics	3	3	3	0	3	3
OPMELECT4	Elective 4	3	3	0	0	3	3
OPMELECT5	Elective 5	3	3	0	0	3	3
OPM108	Special Topics in OM	3	3	0	0	3	3
	Total	18	18	3	0	18	18

Second Semester

		Lec Units	# of hrs/wk	Lab Units	# of hrs/wk	Total Credit Units	Total Assessed Units
BAPRAC	PRACTICUM	6	6	0	0	6	6
	Total	6	6	0	0	6	6

Electives:

OPM201	Finanacial Management
OPM202	Entrepreneurial Management
OPM203	Operations Research
OPM204	Balanced Scorecard
OPM205	Personal Finance
OPM206	Enterprise Resource Planning

**SUMMARY OF REQUIRED COURSES
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
Major in Operations Management**

	No. of Courses Required	Units Equivalent	Total Units
General Education			
Understanding the Self	1	3	
Readings in Phillipine History	1	3	
The Contemporary World	1	3	
Mathematics in the Modern World	1	3	
Purposive Communication	1	3	
Art Appreciation	1	3	
Science, Technology and Society	1	3	
Public Speaking in Disicpline	1	3	
Philippine Literature	1	3	
Ethics (Business Ethics)	1	3	
Great Books	1	3	
Rizal` s life	1	3	
Living in the IT Era	1	3	39
Other Courses			
NSTP	2	6	
PE	4	8	
Religious studies	3	9	
GG	1	1.5	24.5
Core Business and Management Education Courses			
Operations Management (TQM)	1	3	
Strategic Management	1	3	6
Business Administration Core Courses			
Basic Microeconomics	1	3	
Basic Macroeconomics	1	3	
Business Law	2	6	
Business Logic	1	3	
Taxation	2	6	
Good Governance and Social Responsibility	1	3	
Human Resource Management	1	3	
Business Statistics	1	3	
Financial and Investment Analysis	1	3	
Management	1	3	
Marketing Management	1	3	
International Business and Trade	1	3	
Business Research	1	3	
Feasibility Study	1	3	
Negotiable Instruments	1	3	48
Professional Major Courses			
Inventory Mgt and Control	1	3	
Project Mgt	1	3	
Costing and Pricing	1	3	
Logistics Mgt	1	3	
Productivity and Quality Tools	1	3	
Facilities Management	1	3	
Special Topics in OM	1	3	21

Professional Elective Courses

Financial Mgt	1	3	
Entrepreneurial Mgt	1	3	
Operations Research	1	3	
Balanced Scorecard	1	3	
Personal Finance	1	3	
Enterprise Resource Planning	1	3	18
Practicum	1	6	6
	Total		159.5

**MAJOR COURSE DESCRIPTION
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
Major in Operations Management****OPM101 ENVIRONMENTAL MANAGEMENT SYSTEM 3 units**

Deals with the functions, roles, actions and programs of business entities as an active catalyst in managing the environment. Issues and concepts such as sustainable development principles, environmental sustainability, environmental crisis management and environmental ethics. The course intends to instill in the students values and the capacity to make environmentally appropriate business decisions.

At the end of the course, students are expected to sensitize environmental issues and concerns. Students must identify programs and projects that would be mutually beneficial to the business companies and the environment.

OPM102 INVENTORY MANAGEMENT AND CONTROL 3 units

The course is divided into three main parts. Part I, covers introduction to inventory management with fundamental inventory division and review of the characteristics of each inventory class. Part II, covers determination and calculation of the value of inventory, inventory management in distribution chain and its optimization. Real life examples for inventory optimization are covered in this part. Part III, encompasses control of inventory quantity, control of the assets, the application of inventory classification methods in managing stocks of goods – management by exception, purchase and distribution logistics as part of the transport logistics of inventory management, safety stock, Pareto diagram, and economic quantity order. Inventory Management Control analysis of a local business will be also evaluated at the end of the term.

After successfully finishing the course, students should understand supply chain function in general, especially its cycles and processes. Students will have understanding and will be able to recognize the importance of controlling the amount of supplies in the chain of distribution. In addition to theoretical benchmarks of the base inventory management, students will be able to manage the quantity, time and orders in every industry holding supplies.

OPM103 PROJECT MANAGEMENT 3 units

Discusses the attributes that characterize a project, the five steps of the project management process, and the variables involved in the project management process.

Students should understand the theories, concepts and principles of project management. Through project planning, students are expected to apply the criteria and process in the identification of

projects, goal setting and team organization. Likewise, in the actual implementation of a project, students are expected to exercise critical thinking, effective communication and act as socially responsible Christians.

OPM104 COSTING AND PRICING 3 units

This 3-unit course establishes a foundation for effective pricing decisions by teaching key economic, analytical and behavioral concepts associated with costs, customer behavior and competition; introduces students to advanced pricing techniques that aim to create additional value. The course familiarizes students with the essential concepts and procedures pertaining to the development and function of cost accounting systems relevant to managerial decisions.

Students are expected to be analytical in the case studies that will support the theoretical analysis and enhance the intuition and conception on cost and pricing issues.

OPM105 LOGISTICS MANAGEMENT W/ LAB 3 units

This is a 3-unit course requirement for all students majoring in Operations Management. Students are expected to: (1) learn the fundamental concepts of logistics and supply chain management, including domestic and international transportation, economics, supply chain management strategy, logistics systems design and its importance; (2) elucidate logistics management philosophy as an approach to doing business and how it can increase productivity utilizing all of the resources of an organization and the benefits it contributes to the employees and to the society; (3) develop a critical attitude in evaluating and developing a continuous improvement both personally and as a group in an assigned organizational structure. Learning Outcome:

At the end of the course, students will adopt a company or organization to evaluate their logistics system practices (such as information, procurement, etc.), to recommend to a company the benefits of practicing responsible logistics management.

OPM106 PRODUCTIVITY AND QUALITY TOOLS 3 units

The course is all about learning the basic systems one may use to run a business. It describes to the students the principles/concepts behind these programs and practices. Then as the learning process proceeds, it gradually tackles the pitfall as well as best practices commonly used by successful companies to attain its objectives.

It also touches on leadership requirements to make the systems work. While the focus in HBO is on leadership and relationships, this subject is

more on systems and best practices to prepare the students to real-world situations and application.

The course reviews the role, departments and key result areas of operations. The students are expected to be familiarized with the concepts of quality, quantity, cost and on-time delivery or QQCD and apply this approach in all departments in a typical business operation. Likewise, students are also expected to understand productivity and quality and appreciate their impact not only to the company but as well as to the community that it serves. The course requires the students to use tools in productivity and quality in the three stages of problem solving namely: (1) root cause identification, (2) solution formulation, (3) solution effectiveness validation.

OPM107 **3 units** **FACILITIES MANAGEMENT**

The course introduces the students to the nature, objectives and strategies of facility management. It includes the study of developing a strategy for facilities management, planning and development, change management, human resource management services and productivity, health, safety and environment, facility information management and professional development.

In order for the students to gain competencies, skills, practical experience, they are expected to conduct surface evaluation of the facilities of selected establishments in the city and the preparation of an executive summary for class discussion.

OPM108 **3 units** **SPECIAL TOPICS IN OPERATIONS MANAGEMENT**

Provides an in-depth analysis of current issues, problems, and systems in operations management with emphasis on new theoretical and methodological developments.

At the end of the course, students would be able to identify current operations management techniques being adopted by companies for efficient and effective operation of a business.

OM ELECTIVES **OPM201** **3 units** **FINANCIAL MANAGEMENT**

The course represents the process of planning for, acquiring, and allocating funds by a business enterprise. This process involves several decision-making tools, including the time value of money, financial statement analysis and financial forecasting, working capital management, pricing various types of risk facing the firm, asset and project valuation, and determination of the firm's optimal capital structure. It also covers capital budgeting techniques, cash flow estimations and risks in capital budgeting, the components of capital, the cost of it and leverage.

On the completion of the course, students should be able to explain basic functions and

responsibilities of a financial department in a business or firm. Students will also have better understanding and will be able to analyze financial statements in order to calculate and interpret financial ratios for decision making. Expand their confidence in performing financial calculations, communication, team-work and presentation skills to support their activity during the course. In this course, students are expected to integrate values of the Church in deriving financial decisions.

OPM202 **3 units** **ENTREPRENEURIAL MANAGEMENT**

Teaches students the approach entrepreneurs use in identifying opportunities and creating new ventures, the analytic skills that are needed to practice this approach, and the background knowledge and managerial skills that are necessary for dealing with the recurring issues involved in starting, growing and harnessing the value of new ventures.

Credited to Entrepreneurial Management courses of the Economics and Marketing programs.

At the end of the course, students are expected to apply their knowledge and entrepreneurial skills through a group or micro enterprise.

OPM203 **3 units** **OPERATIONS RESEARCH**

This 3-unit course introduces the students in the conduct of a systematic, objective and comprehensive investigation of certain Operation Management phenomena which involves accurate gathering, recording and critical analyses of data and interpretation of facts – The Operations Research. Operation Management concepts, principles and theories such as but not limited to Inventory Management, Supply Chain Management, Forecasting, Logistics, and Quality Tools are all incorporated, integrated and applied in the conduct of the study. Students as a matter of course requirement must submit an Operations Research paper duly approved by the panel of evaluators who are experts in the field.

Credited to Special topics in Business Economics (Research II) upon approval of the topic/proposal by the Departments of Business Economics and Operation Management. Credited to Management Research upon approval of the topic/proposal by the Departments of Management Accounting and Operations Management.

Credited to Marketing Research upon approval of the topic/proposal by the Departments of Marketing Management and Operations Management.

Students are required to conduct an operations research of an organization.

OPM204 **3 units** **BALANCED SCORECARD**

Discusses balanced scorecard concept both as a management and a measurement system that enables organizations to clarify their vision and strategy and translate them into action. Exercises on weaknesses identification and analysis of

management past approaches as well as what companies should measure to 'balance' the financial perspective are also included.

At the end of the course, the students are expected to learn the various scorecard systems and concepts. Students are should identify a local company and evaluate its performance using a scorecard and recommend appropriate actions to achieve a sense of balance in all its functions.

OPM205 **3 units**
PERSONAL FINANCE

The course will provide the students the capacity to manage financial resources especially money. It involves techniques in decision-making in terms of financial planning, budgeting, spending, saving and investing.

At the end of the course, students are required to create a personal financial plan.

OPM206 **3 units**
ENTERPRISE RESOURCE PLANNING

Provides the students with the knowledge and skills in the management and integration of information gathered from the other critical areas of the organization such as manufacturing, finance, supply chain, projects, customer relations and human resource.

At the end of the course, students are expected to learn how to integrate the various intenal and external resources of the firm for the effective and efficient operations of the business.