

UCL Study programme

2013 - 2014

Minor in Mangement (basic knowledge)

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Introduction

Admission

For the specific conditions of this program : refer to the French version

Information

Learning outcomes

To provide students with an introduction to the basic disciplines of business studies (knowledge), and acquaint them with the tools and methods of company management (know-how), possibly allowing for the students to go on to study for a master's in Business studies.

Possible trainings at the end of the programme

The minor in business studies does not allow students to automatically go on the Master's in Business Studies unless they meet a number of conditions (with the consent of the person in charge of the program) : consideration will be paid to the all the courses that made up the student's baccalaureate, and, where the student has not taken certain courses, they will be added to the Master's in Business Studies program (maximum 15 credits). The student must have completed an " introduction to blue-collar work " and have written an analysis report on the subject. This introduction consists of one week of work, primarily of a manual nature, in companies, associations, etc.

Contacts

Curriculum Managment

Entite de la structure SESP

Acronyme	SESP
Dénomination	Bureau du premier cycle
Adresse	Place Montesquieu, 1 bte L2.08.08 1348 Louvain-la-Neuve Tél 010 47 41 16 - Fax 010 47 45 61
Secteur	Secteur des sciences humaines (SSH)
Faculté	Faculté des sciences économiques, sociales, politiques et de communication (ESPO)
Commission de programme	Bureau du premier cycle (SESP)

Academic Supervisor : [Manuel Kolp](#)

Usefull Contacts

Responsable administrative : **Marie Lefevre**

Conseillère aux études et personne de contact : **Cécile Delannay**

Conseillère aux études et personne de contact : **Frédérique Rotsaert**

Detailed programme

PROGRAMME BY SUBJECT

○ Mandatory

△ Courses not taught during 2013-2014

⊕ Periodic courses taught during 2013-2014

⊗ Optional

⊖ Periodic courses not taught during 2013-2014

‡ Two years course

Click on the course title to see detailed informations (objectives, methods, evaluation...)

La mineure totalise 30 crédits, qui se répartissent en 15 crédits en deuxième année et 15 crédits en troisième année.

Year

2 3

⊗ Pour tous les étudiants ayant accès à la mineure, à l'exception des étudiants de l'EPL (Ecole polytechnique de Louvain) (30 credits)

○ Cours fondamentaux (10 credits)

Avec l'accord du responsable de programme, les bacheliers ayant déjà suivi un ou deux cours équivalents dans leur majeure pourront les remplacer par un ou deux cours de gestion supplémentaires dans la liste au choix "Cours relevant de la discipline de la gestion".

○ LECGE1115	Political Economics	Paul Belleflamme, Pierre Dehez (coord.), Nathalie Gilson, Jean Hindriks	45h+15h	5 Credits	1q	X	X
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○ Cours au choix

Un des deux cours suivants :

⊗ LECGE1112	Mathematics in economy and management	Pieter Klaessens, Pascal Lambrechts	45h+30h	6 Credits	1q	X	X
⊗ LECGE1114	Statistics in Economics and Management I	Marie-Paule Kestemont	30h+30h	5 Credits	2q	X	X

○ Cours relevant de la discipline de la gestion

min=20 credits parmi

⊗ LECGE1222	Microeconomics	Pierre Dehez, François Maniquet	45h+15h	5 Credits	1q	X	X
⊗ LECGE1113	Accounting I	Karine Cerrada Cristia, Yves De Rongé, Michel De Wolf (coord.)	45h+15h	5 Credits	1q	X	X
⊗ LECGE1213	Marketing	Nicolas Kervyn de Meerendré (compensates Isabelle Schuiling), Isabelle Schuiling	30h+15h	4 Credits	1q	X	X
⊗ LECGE1223	Production and Operations Management	Pierre Semal	30h	4 Credits	1q	X	X
⊗ LECGE1332	Finance	Philippe Grégoire	30h+15h	4 Credits	1q	X	X
⊗ LECGE1315	Business Strategy	Alain Vas	20h+10h	4 Credits		X	X

⊗ Cours au choix

un des deux cours suivants (cours mutuellement exclusifs) :

⊗ LECGE1321	Human Management	Nathalie Delobbe	30h+15h	4 Credits	2q	X	X
⊗ LECGE1317	Organisational Theory	Matthieu de Nanteuil	30h	4 Credits	1q	X	X

⊗ Pour les étudiants de l'EPL (Ecole polytechnique de Louvain) exclusivement :

○ LECGE1115	Political Economics	Paul Belleflamme, Pierre Dehez (coord.), Nathalie Gilson, Jean Hindriks	45h+15h	5 Credits	1q	X	X
○ LECGE1331	European Economy	Arastou Khatibi (compensates Hylke Vandenbussche), Hylke Vandenbussche	30h+15h	5 Credits	2q	X	X
○ LFSA1290	Introduction to financial and accounting management	Gerrit Sarens	30h+15h	4 Credits	2q	X	X

							Year	
							2	3
○ LECGE1213	Marketing	Nicolas Kervyn de Meerendré (compensates Isabelle Schuiling), Isabelle Schuiling	30h+15h	4 Credits	1q	x	x	
○ LECGE1223	Production and Operations Management	Pierre Semal	30h	4 Credits	1q	x	x	
○ LECGE1315	Business Strategy <i>En fonction de son horaire, l'étudiant a la possibilité de placer ce cours au premier ou second quadrimestre</i>	Alain Vas	20h+10h	4 Credits		x	x	

○ Cours au choix

un des deux cours suivants (cours mutuellement exclusifs) :

⊗ LECGE1321	Human Management	Nathalie Delobbe	30h+15h	4 Credits	2q	x	x
⊗ LECGE1317	Organisational Theory	Matthieu de Nanteuil	30h	4 Credits	1q	x	x

Infos

Enrolling on the minor

1. Organizational details

Minor courses take place during the day on Tuesday mornings, on Wednesdays and Thursdays all day and on Friday mornings.

Academic in charge: M. de Wolf

Contact person : D. Arnould (IAG) arnould@iag.ucl.ac.be

Enrollment details:

1st level

2. Admission to the minor

Not applicable

3. Enrolling on the minor

Once s/he has enrolled on BAC12, the student enrolls on the elective on the website:

<https://www.uclouvain.be/optionbac>

In BAC13, the student is automatically enrolled on the minor on which s/he was enrolled in BAC12.

4. Follow-up to the minor enrollment

The follow-up to the minor enrollment request can be carried out via the BAC12 enrollment program which is available on the web.

5. Changes to the minor enrollment

Any student who wishes to change his/her choice must consult his/her conseiller aux études (course adviser) from his/her own faculty.

Course times

1. Consulting the course times

<https://www.uclouvain.be/espo-mineures.html>

2. Resolving timetable clashes

Once s/he starts on the BAC12 course, the student puts together his/her BAC12 and BAC13 timetable, paying attention to the minor course times.

If a timetable clash arises, several solutions are possible :

Postponing courses :

Should a timetable clash arise in BAC12 (major course/ and elective course), the student may ask to postpone one of the two course until the following year, taking account of the sequences of the courses (requirement). The course to be postponed may be the major course or elective course.

Students are not obliged to follow the 15 elective credits every year. Each year of study should ideally include 60 credits. The student must set out his/her program evenly over the two years in order to be in the best position to obtain, for the BAC13, 30 elective credits and 150 major credits.

The student must obtain the consent of the conseiller aux études (course adviser) to postpone course until the next year. The course adviser will also look at how evenly the program is spread out over the two years.

Bringing courses forward :

Should there be a timetable clash in BAC13 (major course/ and elective course), the student may bring forward one of the two courses. The course to be brought forward may be the major course or elective.

Students are not obliged to take the 15 elective credits each year. Each year of study should include 60 credits. The student must spread his/her program out evenly over two years of study in order to obtain, for the BAC13, 30 elective credits and 150 major credits.

The student must ask the conseiller aux études (course adviser) for permission to bring a course from the next year forward. The course adviser will also check that courses are spread out evenly over the two years.

Accepting the clash :

In some cases, the student may benefit from pedagogical alternatives when there is a clash of course and thus not have to attend the class in question.

If the student cannot attend the class, s/he must obtain the prior consent of the teacher.

Information on alternative pedagogical arrangements, if such arrangements exist, is available in every detailed course description (above).

Finding an equivalent course that does not lead to a timetable clash:

Useful information is available in every detailed course description (above). The student must obtain the prior consent of the conseiller aux études (course adviser) for the choice of equivalent course.

Contact people:

Conseillère aux études (course adviser) : Cécile Delannay delannay@sesp.ucl.ac.be

[Information](#) : Frédérique Rotsaert, rotsaert@sspo.ucl.ac.be tel. : 010474996

Sign ing up for for minor activities

1. Information on entry requirements

This information is available in the detailed elective program (above).

2. Signing up for minor program activities

Students sign up on a paper form which is available on the site: <https://www.uclouvain.be/optionbac> .

The form must be returned to the secretariat of the student's own faculty.

3. Obtaining a "visa" from the person in charge of the minor

The 1st level secretariat will deal with matters relating to "visa" requests.

Available support

1. Information on the course service

Useful information will be given in class

2. Consulting the table of available support for each activity

Useful information is available in each detailed course program (above).

Organization of exams

1. Registering for exams

Students follow the same procedure to register for exams as for when they register for major course exams.

2. Consulting exam times

Elective course exams take place over the course of a special week in the session, in order to avoid timetable clashes.

The time grid is available on the website: <https://www.uclouvain.be/espo-mineures.html>

