

# BACHELOR IN BUSINESS ADMINISTRATION – CO-OP PROGRAM

## MAJOR IN MANAGEMENT

### *Skills acquired during the program*

**Program objectives with Management and Co-op options :**

- Develop the student’s understanding, analytic capabilities, and use of management notions;
- Familiarise the student with the roles and challenges of the functions in management (planning, organizing, leading and controlling) and the functions of the organization (human resources management, production, marketing and finances);
- Develop the student’s transversal competences that allow for the business management and its functioning, such as problem resolution, decision-making, communication, team work, conflict resolution, and leadership;
- Develop the student’s capabilities in strategic management, namely through his or her knowledge on entrepreneurship, the management of small and medium enterprises, the management of non-for-profit organizations, and change management;
- Allow the student to contribute in the development of organizations as it applies to human resource management practices, or the diagnostic of organizational structures;
- Enhance the student’s awareness of professional ethics.

<b>Work Term 1</b> 2 <sup>nd</sup> year completed (under supervision)	<ul style="list-style-type: none"> <li>• Possesses a good understanding of the roles and objectives in management, and those of the business</li> <li>• Able to collect and analyze secondary data</li> <li>• Can assist managers in identifying supply sources, markets, and business opportunities</li> <li>• Can assist managers in identifying practices in the management of quality, personnel, and team work</li> </ul>
<b>Work Term 2</b> 3 <sup>rd</sup> year completed (under supervision and/or periodical assistance)	<ul style="list-style-type: none"> <li>• Can assist managers in writing a business plan</li> <li>• Able to help managers in building practices for quality management, and human resources management like hiring, training and work relations</li> <li>• Can assist managers in the analysis of the organizational structure (work division and task coordination)</li> </ul>
<b>Work Term 3</b> 4 <sup>th</sup> year completed (under supervision with some autonomy)	<ul style="list-style-type: none"> <li>• Able to carry out a business plan</li> <li>• Able to realize strategic scanning (business intelligence) and to diagnose the strategic positioning of the enterprise</li> <li>• Can assist managers with human resources management as it applies to practices of motivation, training, performance evaluation, and empowerment</li> <li>• Can carry out the diagnosis of the organization’s structural performance</li> <li>• Can assist management in the implementation of organizational change and the development of an organizational culture</li> </ul>

### *LISTE DES COURS EN MANAGEMENT*

ADMN 1000 – Learning Tools : Management ADMN 1220 – Introduction to Management ADMN 2220 – Entrepreneurship ADMN 2250 – Contemporary Management ADMN 3211 – SME Management ADMN 3212 – International Business	ADMN 3221 – Dynamics of Organisations ADMN 3241 – Non-for-profit Organisations ADMN 3242 – Theories of Organisation ADMN 3243 – Organisational Changes ADMN 4212 – Strategic Management ADMN 4214 – Seminar in Management	ADRH 3222 – Organizational Behaviour ADRH 3223 – Human Resources Management ADRH 4222 – Personnel Administration I ADRH 4223 – Work Relations
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#### Bureau de l’enseignement coopératif

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