

University Bachelor of Technology (B.U.T.)

Corporate and Administration Management (GEA)

The **University Bachelor of Technology in Corporate and Administration Management** aims to train multi-skilled managers who are capable of understanding legal, digital, economic and social environments on a national and/or international level. The aim is to provide these managers with in-depth knowledge of the law, accounting and tax techniques, as well as of management, to enable them to contribute to the running of organisations at every stage of their development. It also concerns training professionals ready to take on the latest challenges of organisations with regards to sustainable development, their social responsibility and ethics, as well as technological change.

Study tracks

- The **Accounting, Tax and Financial Management study track (GC2F)** allows students to work in accounting firms or in the accounting and finance department of an organisation.

Career prospects:

Accounting manager, management auditor in a company, tax controller or inspector in the civil service, inspector in the civil service (competitive examination), URSSAF controller or inspector, public accounting manager, management assistant, assistant to the chief accountant in a company or association, junior legal or contractual auditor in a company

- The **Management Control and Performance Management study track (CG2P)** enables students to work in the management control departments or in the accounting and finance departments of organisations.

Career prospects:

Business management analyst, assistant management controller, CFO assistant, commercial management controller, financial management controller, junior management or industrial or social or logistical or banking controller, operational manager, head of reports and dashboards, junior auditor, quality controller

- The **Human Resources Management and Leadership study track (HRM)** enables students to work as human resources assistants in organisations.

Career prospects:

Payroll assistant/manager, training assistant/manager, recruitment assistant/manager, personnel administration assistant/manager, career manager, recruitment officer, human resources officer, employment and professional integration advisor, internal communication assistant, diversity/disability officer

- The **Management, Entrepreneurship and Activity Management study track (GEMA)** enables students to carry out a variety of management functions in organisations linked to operational marketing that may lead to the creation or takeover of an activity.

Career prospects:

Assistant product manager, research officer, multi-skilled manager, community manager, business founder, managerial assistant, assistant project manager, assistant in charge of internal or external communication, marketing or e-marketing assistant (SEM/SEO), sales assistant, client account manager

Skills

The aim of this course, built on a multidisciplinary base of general and technical knowledge, is to equip students with such skills as:

- Assisting in managerial decision-making
- Analysing the processes of the organisation within its environment
- Identifying and evaluating performance criteria
- Establishing legal, tax and accounting procedures
- Identifying and measuring value creation
- Overseeing the management of human resources within organisations
- Understanding project management and the entrepreneurial approach
- Contributing to the implementation of an efficient information system
- Building a critical analysis

Entry Requirements

This program is mainly intended for **STMG technological baccalaureate holders**, but does not exclude other specialties, and holders of **general and vocational baccalaureates** or equivalent diplomas. It is also suitable for higher education students wishing to change career path.

The B.U.T. can also be prepared within the Lifelong education scheme or on a vocational basis (apprenticeship training or work-based learning). The diploma can also be delivered on Accreditation of Prior Experiential Learning (APEL).

B.U.T. Corporate and Administration Management in France

