

**Accounting and Financial Management Option
Human Resources Management Option**

An intensive 2 year course leading to a National University Technological Degree in Management of Organizations.

DUT : Diploma Universities de Technology : 120 ECTS credits

COURSE CHARACTERISTICS

- a foundation course during the first two semesters, then an option choice for semesters 3 and 4
- 1620 hours = 60 weeks over 2 years
- 30 contact hours a week
- 11-week in-company training and research project
- tutored projects
- Personal and Professional Project

A career oriented diploma

- ✓ **industry oriented teaching** : close university /industry links : staff from business and university backgrounds.

Emphasis on foreign languages

- ✓ main language : English and second language possible : German, Spanish, Italian
- ✓ third language possible : Russian, Chinese, Italian, Spanish or German.
- ✓ preparation for the TOEIC test
- ✓ Language assistant classes for extra English.
- ✓ 4 language labs + 3 specific multimedia classrooms equipped for language learning

Assessment

Continuous assessment + 1 week for class exams each semester / year

International dimension

- ✓ Possibility of joining the English Plus Programme (semesters 2 and 3)
- ✓ Possibility of placements abroad
- ✓ Postgraduate International Diploma open to DUT graduates :
DUETI Diplôme d'Université d'Etudes Technologiques Internationales
- ✓ Partnerships with the UK, the USA, Canada, Germany, Spain, Italy, Sweden, Norway, Denmark, Finland, Eire, Hungary, the Netherlands, Australia, Poland, Turkey, Latvia, Estonia, Lithuania, South Korea, ...

COURSE GOALS

After having completed their studies, graduates are able to :

- Participate in company development
- Be functional in companies from the private and public sectors as well as in professional bodies and associations
- Master quantitative and qualitative methods
- Make an immediate and effective contribution to applying management techniques in a business environment

STUDENT NUMBERS

1st year : 180 (6 groups of 30 students each)

ADMISSION REQUIREMENTS

3 conditions

- 1 - A formal entrance qualification : the Baccalauréat or a University entrance examination
- 2 - Assessment of academic results over the previous two years taken into account.
- 3 - Selection process

REGISTRATION PROCEDURE

Deadlines for submitting applications for ERASMUS students :

1st semester and full year: 20 May 2019

2nd semester: 20 October 2019

CAREER PROSPECTS

Main areas

Accounting and financial departments, banks and insurance companies, industrial or commercial firms, private sector

Scope of activities

General accounting, business tax system, social law, fiscal management, business organization, auditing.

Syllabus: each block is compulsory

*Average number of contact hours : 30 hours per week
1620 hours over 2 years*

Common – core syllabus 1st year

1st year Semester 1

Block n° 1 Corporate Environment – Level 1

Expression and communication
Foreign languages
ICT
Personal and Professional Project
Economics
Introduction to law
Social psychology and sociology of organizations
Adaptation to students and tutoring
Placement

Block n° 2 Management Tools and Techniques – Level 1

Contract law
Introduction to Management
Financial Accounting
Fiscal law and VAT
Mathematics applied to management and statistics
Marketing
Adaptation to students and tutoring

1st year Semester 2

Block n° 1 Corporate Environment – Level 2

Expression – Communication, information and argumentation
Foreign languages
IT
Personal and Professional Project
Economics
French & European Public Institutions
Survey techniques
Adaptation to students and Tutoring

Block n°2 Management Tools & Techniques – Level 2

Corporate law-level 1
Human Resources Management
Inventory work and analysis of financial statements
Taxation of individuals
Cost calculation and analysis
Probabilities
Financial Mathematics
Adaptation to students and tutoring
Tutored project

2nd year Semester 3

Common to the 3 options:

Block n°1 Organization Management

Foreign languages
Economics
Labour Law
Corporate Law – level 2
Corporate taxation
Corporate strategy
Statistical analyses for management
Project management methodology
Business software applications
Management case studies

Block n°2 Accounting and Financial Management Option : Accounting and Financial Management Tools

Expression - Communication
Data base management systems
Personal and Professional Project
Financial management
Cost calculation and analysis
Accountancy – level 2
Accounting & auditing
Tutored project

Block n°2 Management of Organizations Option: Management of Organizations Tools

Expression – Communication
Data base management systems
Personal and Professional Project
Financial diagnosis
Business creation
Cost calculation and analysis
Operational marketing
Human resources operational management
Quality, logistics and production management
Tutored project

Block n°2 Human Resources Management Option: Human Resources Management Tools

Expression –Communication
Data base management systems
Personal and Professional Project
Labour law – level 2
HRM financial diagnosis
Administrative management of Human Resources
Human Resources Planning
Tutored project

2nd year semester 4

Common to the 3 options:

Block n°1 Environment and tools

Professional communication and expression
Foreign languages
Economics
Personal and Professional Project
Management information systems
Management control and financial planning

Professionalization

Tutored project
Internship

Pathways: 2 choices:

schools entrance exams and numerical tests

Preparation for the TOEIC test, IAE and French business
Law and statistical analysis

Block n°2 Accounting and Financial Management Option: Environment and Tools

Administrative law
Statistics: professional applications
Case studies
Liquidity management and financial diagnosis
Corporate tax and accounting
Managerial dashboards
Payroll management software

Block n°2 Management of Organizations Option: Environment and Tools

Administrative law
Statistics: professional applications
Case studies
Competition law
Management applied to a business sector
Management dashboards
Procurement and sales management

Block n°2 Human Resources Management Option: Environment and Tools

Administrative law
Statistics: professional applications
Case studies
Labour relations
Social performance dashboard
Payroll management
Recruitment and training management

In-company training

1st year: a 3 week placement in January

2nd year: 8 weeks

Possibility of placement abroad – Supervision by both a professional and an IUT tutor

Placement fully assessed for awarding the DUT diploma: written report on the project + oral presentation required

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