



# *BUSINESS AND ADMINISTRATIONS*

Organizations need managers capable of understanding their environment through knowledge and language skills as well as technological tools.

The Business and Administrations (GEA) Department teaches fundamental management courses during the first two semesters, then offers a choice of specialities for semesters 3 and 4, followed by a 10-week work placement

## **Specialities :**

- Accountancy and Financial Management (GCF)
- Organizations Management (GMO)
- Human Resources Management (GRH)

## *CONTENTS OF OUR COURSE*

### **General course**

#### **Organization Environment :**

Languages, Communication, Economics, Law, Psychology and Sociology

#### **Management of Organizations, Management Tools and Techniques :**

Maths, Statistics, Accountancy, Financial Control, Information Systems, Strategy, Marketing.

### **Specific modules of semesters 3 and 4**

**GCF :** Financial Management, indepth Accountancy, Auditing, Budget Management and Financial Analysis, Accountancy and Tax specificities of Companies, Performance Indicators, Payroll Management Software.

**GMO :** SME Financial Analysis, Company Creation, Operational Marketing, Operational Management of Human Resources, Quality Logistics and Production Control, Industry Management, Competition Law, Performance Indicators, Purchasing and Sales Management.

**GRH :** Labour Law, HRM Financial Diagnosis, Administrative Management of Human Resources, Jobs and Skills Management, Social Indicators, Practical Social Relationships in the Company, Payroll Software, Recruitment and Training Management.



## *AFTER THE IUT*

Once they have their diploma, our graduates can enter the world of work either immediately or after a further period of studies : International Degree (DUETI) Professional Bachelor's Degree (LP), Bachelor's Degree (L)

### **Possible careers**

**GCF** : Accountancy and finance, developing and monitoring technical tools (e.g. Accounting Assistant).

**GMO** : Jobs requiring diversified skills and knowledge (e.g. multiskilled manager in an SME).

**GRH** : Jobs in personnel administration, job management, training (e.g. Payroll Assistant).

## *TO CONTACT US*

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