

GEA | GESTION DES ENTREPRISES ET DES ADMINISTRATIONS

University Bachelor of Technology (B.U.T.) Corporate & Administration Management.

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.

Competence-based learning.

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

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

- **The Management, Entrepreneurship & 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.

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

Skills / learning units:

This course aims to develop five core graduate skills called UEs (*unités d'enseignement* / learning units):

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

Every class of a semester is **mandatory**. Each learning unit (UE) accounts for 6 ECTS ; validating all the semester units is required to validate a full semester.

**French-taught programmes.
Attending all classes is mandatory.**

Semesters open to international students.

Programmes of studies:

- Accounting, Tax & Financial Management (GC2F)
- Human Resources Management & Leadership (GPRH)
- Management, Entrepreneurship & Activity Management (GEMA)
- Management Control & Performance Management (CG2P)

Semester 5 (Autumn)

- Requirements : 120 ECTS in Business and Management

French: C1

F CHAMBER 01
Annecy-le-Vieux
campus



041
Practical
teaching & learning



30-35 hrs a week
of study & projects



GC2F - Semester 5 - Courses, Skills (UE) & ECTS.

Course List	UE1	UE2	UE3	UE4	UE5	Weight
Economic environment	•					0.5
Legal environment	•					1
Business management	•					0.5
Digital data processing		•				2
Social psychology			•			0.7
Communication & general culture			•			0.7
Business English			•			0.6
Other foreign language						N/A
Guidance	•	•	•			1.2
Taxation				•		0.6
Accounting				•		1.8
Management control					•	1.2
Finance					•	1.2
Project: Digital Transformation	•	•	•			9
Project: Implementing a Takeover		•	•	•	•	9
ECTS	6	6	6	6	6	30

GPRH - Semester 5 - Courses, Skills (UE) & ECTS.

Course List	UE1	UE2	UE3	UE4	UE5	Weight
Economic environment	•					0.5
Legal environment	•					1
Business management	•					0.5
Digital data processing		•				2
Social psychology			•			0.7
Communication & general culture			•			0.7
Business English			•			0.6
Other foreign language						N/A
Guidance	•	•	•			1.2
HR: Collective Admin Management				•		0.4
HR: Advanced Payroll Management				•		0.7
HR: Remuneration Policies				•		0.4
Labour Law - Collective Relations				•		0.4
HR: Social Management				•		0.5
HR Marketing and Employer Brand					•	1.2
HR: Recruitment Management					•	1.2
Project 1: Digital Transformation	•	•	•			9
Project 2: HR admin processes		•	•	•	•	5.4
Project 3: Skills Development Policy				•	•	3.6
ECTS	6	6	6	6	6	30

GEMA - Semester 5 - Courses, Skills (UE) & ECTS.

Course List	UE1	UE2	UE3	UE4	UE5	Weight
Economic environment	•					0.5
Legal environment	•					1
Business management	•					0.5
Digital data processing		•				2
Social psychology			•			0.7
Communication & general culture			•			0.7
Business English			•			0.6
Other foreign language						N/A
Guidance	•	•	•			1.2
Competition and Consumer Law				•		1.2
Managerial Tools				•		1.2
Business Team management					•	1.2
Managing Commercial Relationships					•	1.2
Project 1: Digital transformation	•	•	•			9
Project 2: Optimal team management		•	•	•	•	5.4
Project 3: Activity & Framework				•	•	3.6
ECTS	6	6	6	6	6	30

CG2P - Semester 5 - Courses, Skills (UE) & ECTS.

Course List	UE1	UE2	UE3	UE4	UE5	Weight
Economic environment	•					0.5
Legal environment	•					1
Business management	•					0.5
Digital data processing		•				2
Social psychology			•			0.7
Communication & general culture			•			0.7
Business English			•			0.6
Other foreign language						N/A
Guidance	•	•	•			1.2
In-depth Operations Management				•		0.6
Steering the organisation					•	2.4
Advanced Budget Process				•		0.6
Organisational tools & Management				•		0.8
Advanced Management Accounting				•		0.4
Project 1: Digital Transformation	•	•	•			9
Project 2: Quality & Performance		•	•	•	•	9
ECTS	6	6	6	6	6	30