

Undergraduate Technological Degree

MANAGEMENT OF ORGANIZATIONS

(ACCOUNTING AND FINANCIAL MANAGEMENT SYSTEMS OPTION - HUMAN RESOURCES
MANAGEMENT OPTION –MANAGEMENT AND MANAGEMENT OF ORGANIZATIONS OPTION)

1. Course Objectives

The corporate and non corporate organizations (public administration and associations) whose aim is to meet the needs of individuals have encountered significant changes in their environment over the past few years marked by:

- The growing globalization of the economy and exchanges;
- The increased emphasis on financial flows in economic regulations;
- Growing concern about environmental, sustainable development and ethical issues;
- New attitudes in the workplace and corporate eating areas triggered by a craving for motivation, autonomy and accountability and the wish of personal development;
- Technological changes affecting information, communication and the circulation of transactions.

In order to adapt to these new challenges, organizations have to implement quality management and efficient management systems: they have to make thoughtful and clearly targeted decisions that will ensure that their decisions are successfully carried out.

This result can be reached by coupling expertise in management techniques with a thorough knowledge of the realities of human management. Integrating both factors creates a genuine managerial culture which is technological, ethical, and meaningful.

This culture is evidenced in the development and implementation of the 3 main branches of organizational management:

- The management of information systems;
- The management of various value generating activities (purchases, logistics, production of goods and services, marketing, sales, ...);
- Human resources management

Organizations also need managers able to understand the workplace data, rely on extensive knowledge, on languages and techniques, while specializing in one of the 3 main branches of management: the management of information systems, activity management and human resources management.

The University Technology Degree in Management of Organizations (DUT MOO) offers a foundation course in management during the first two semesters, then an option choice for semesters 3 and 4 enabling students to specialize themselves in:

- Accounting and Financial Management Systems option
- Management and Management of Organizations option
- Human Resources Management option

The Accounting and Financial Management systems option (AFM) offers students the opportunity to specialize themselves in accounting and financial management information systems. They may be involved in the implementation of these systems, will have a good command of accounting and financial methods, procedures and techniques and take part in decision-making by devising and monitoring technical tools.

This option leads to jobs in accountancy, in corporate control and finance: as an accounting or financial manager, client manager in a chartered accountant's office, management controller, financial analyst or back office manager in the banking sector.

The AFM option also permits to validate the equivalent of several credits of the French Accounting and Management Certificate (DCG) that prepares the graduate for the job of chartered accountant.

The following listed jobs correspond to this career path: assistant accountant (ROME code 1203) or management control assistant (ROME code 1204)

The Option « Management and Management of Organizations » (MMO) is a course in logistical, commercial, legal, fiscal, financial and accounting management of organizations. Graduates will be in charge of managing the various aspects of an organization. They can collect and process the information necessary for

the decision-making process, implement the corresponding information systems and deal with people inside or outside the firm.

There are a number of potential job opportunities: assistant to an SME manager, travelling salesman, sales consultant or project manager, management controller, sales representative, account manager in the banking or insurance sectors and head of agency in various sectors.

The corresponding job references are the following: assistant manager (ROME code 1604) or deputy project manager.

The « Human Resources Management » (HRM) Option is a course that provides the skills, systems and techniques relevant to this specialization and acquaints the student with the human dimension in management. Students may assume responsibilities relating to personnel management, take part in the development of tools and management methods for jobs and competences, diagnose the social context of the company or manage payroll systems.

Students taking the course will have access to jobs relating to the management of human resources: personnel officer, training or recruiting officer, payroll officer, employee relations officer.

The corresponding job references are the following: HR deputy manager (ROME code 1501) or HR development assistant manager.

The international dimension is a key element of the students' course which can be evidenced in the learning of two foreign languages, with English being the first. A significant 200-hour teaching load, spread over 4 semesters, is devoted to that purpose. Training placements or courses taken abroad are highly encouraged so as to promote international culture which is a must for the future corporate manager that a student taking the course intends to be.

Acquiring a work methodology is also one of the main goals of the *DUT* in *MOO*, which will prove useful to the (under)graduates throughout their working life, whatever the jobs he or she may have taken. Students will be offered guidance towards this purpose in each subject. This will teach them to:

- Identify and formulate a problem statement;
- Organize and conduct research
- Structure his or her thought
- Develop skills in work organization
- Master the ability in project conduct

The course of the *DUT* in *MOO* offers extensive general education and a good knowledge of the economic, social, legal and digital environments in companies and administrations, which enables students to continue into higher education, should they wish to do so. The specializations offered by additional modules in semester 3 can lead to the following opportunities:

- Bachelor's or Master's degree in management
- University bachelor's degrees (law, ...)
- Business school diploma
- Vocational bachelor's degrees
- Diplomas in accountancy: the *DUT* in *MOO*, and especially the accounting and financial management systems (AFM) Option permits to validate the equivalent of several credits of the French Accounting and Management Certificate (DCG)

The vocational and technological aspects of the course, which make it attractive and relevant to the requirements of the current economic conditions, can be evidenced in the list of various skills and competences shown below.

2. Skills and Activities Tables

CORE SKILLS AND COMPETENCES (TO BE ABLE TO)

ACTIVITIES	SKILLS (BEING ABLE TO)
COLLECT AND ORGANISE MANAGEMENT DATA	<ul style="list-style-type: none">• Listen and understand each corporate actor or partner's expectations• Use technical vocabulary• Organize the research and data processing necessary to the management
COLLECT AND PROCESS THE INFORMATION TO COMPLY WITH LEGAL AND REGULATORY OBLIGATIONS	<ul style="list-style-type: none">• Identify and understand the economic and legal environments of an organization as well as its running
DRAW UP SYNTHETIC DOCUMENTS FOR THE MANAGEMENT	<ul style="list-style-type: none">• Use computer skills• Choose and draw graphs and visuals
PRESENT AND TRANSMIT INFORMATION	<ul style="list-style-type: none">• Use verbal and written skills, in French and in foreign languages• Use the specific terminology in communication• Write reports
ANALYSE RESULTS AND DIFFERENTIALS	<ul style="list-style-type: none">• Check the consistency• Use statistical tools• Assess the performance

SKILLS AND COMPETENCES OF THE ACCOUNTING AND FINANCIAL MANAGEMENT SYSTEMS (AFM) OPTION

ACTIVITIES	SKILLS (BEING ABLE TO)
COLLECT, CHECK, AND FILE ACCOUNTING, SOCIAL AND FINANCIAL DATA	<ul style="list-style-type: none">• Record accounting documents• Use an accounting information system• Comply with corporate regulations and procedures
DRAW UP TAX, SOCIAL AND MANAGEMENT DOCUMENTS	<ul style="list-style-type: none">• Prepare the year-end financial documents• Prepare the necessary synthetic documents• Complete a tax or social declaration
ASSESS (ECONOMIC AND FINANCIAL) PERFORMANCE	<ul style="list-style-type: none">• Determine indicators• Determine relevant costs• Prepare budgets• Interpret variance• Suggest remedial action
COMMUNICATE ACCOUNTING, FINANCIAL, FISCAL AND SOCIAL INFORMATION	<ul style="list-style-type: none">• Prepare the relevant support• Use the specific tools for transmission• Engage in dialogue with partners

SKILLS AND COMPETENCES OF THE MANAGEMENT AND

MANAGEMENT OF ORGANIZATIONS (MMO) OPTION

ACTIVITIES	SKILLS (BEING ABLE TO)
COLLECT, MANAGE AND COMMUNICATE THE INFORMATION NECESSARY TO THE MANAGEMENT	<ul style="list-style-type: none">• Collect data• Use analytical tools of the company's environment and its markets• Manage the files of customers, users, suppliers and other partners in their legal, commercial and financial dimensions• Analyze commercial and financial performances• Convey the relevant information to managers and partners
MANAGE THE MANUFACTURING PROCESS OF GOODS AND SERVICES	<ul style="list-style-type: none">• Deal with customers and suppliers• Follow up stock and logistics• Implement a marketing policy• Conduct a project• Manage a team• Use management tools• Prepare performance indicators• Assess the quality and reliability level• Calculate costs and analyze variance

SKILLS AND COMPETENCES OF THE HUMAN RESOURCES MANAGEMENT (HRM) OPTION

ACTIVITIES	SKILLS (BEING ABLE TO)
MANAGE JOBS AND TRAINING SCHEMES	<ul style="list-style-type: none">• Prepare social performance indicators• Prepare employment analyses and post descriptions• Implement estimated management methods for jobs and competences• Draw up a training schedule• Schedule training sessions
DEAL WITH PERSONNEL MANAGEMENT	<ul style="list-style-type: none">• Follow up working contracts• Prepare pay-in slips• Update tax and social data• Disseminate social information• Prepare hiring and firing procedures
MANAGE COLLECTIVE AGREEMENT	<ul style="list-style-type: none">• Comply with social legislation obligations• Draw up the social report• Organize professional elections• Identify the challenges of the pay policies• Prepare the annual negotiation

3. Course Organization

a. Course description

The major point of the course of the *DUT* in MOO is to combine a number of specializations in one of the major sectors of management for immediate or deferred job seekers by means of additional modules.

The choice of specialization described before enables companies and other organizations to avail themselves of suitably profiled candidates in the most sought-after jobs nowadays: as accountants and financiers, managers of corporate activities and specialists of human resources.

The student may choose immediate or deferred integration into the labor force, depending on his or her wishes and skills.

The immediate integration into the labor force is part and parcel of this technological and vocational diploma. It is shown in the national syllabus which lays the emphasis on the additional modules towards this purpose. This is a very relevant choice in a wide variety of sectors because this enables the student to acquire professional experience right after graduation, which can after be improved thanks to the numerous LLLP options (continuing education, validation of field experience...)

The student choosing deferred integration into the labor force wishes to continue into higher education and get a level II diploma (Bachelor's degree) or level I (Master's degree). He or she can choose additional modules suitable for that purpose.

Adaptation modules and the pathway to success

The national syllabus includes 36 hours devoted to academic achievement in semesters 1 and 2 of the course. This 36-hour package is taught in small class groups (supervised work class), allowing each student, whatever his or her entry level profile, to be able to attend classes in the best possible conditions.

The following modules could be offered:

- A customized induction week
- Teaching working methods for academic work
- Remedial course or learning support in some subjects
- Simulation game
- Etc.

In order to encourage academic achievement among the holders of different baccalaureates, teaching in smaller class groups will be encouraged during semesters 1 and 2.

Lectures attended by the whole class account for less than 25% of the teaching load in semesters 1 and 2;

Practical classes (14 students) are given priority in courses related to expression and communication skills, languages, IT, professional personal project (PPP) in which it is desirable that the student should receive particular attention throughout the course or those that some students may find difficult because they are new to him or her (mathematics and statistics, economics, accountancy, management control). Smaller classes in supervised work classes enable better interaction between students and teachers and better relevance of the teaching course to the students' profiles.

In the other cases, the course is delivered to classes of 28 students.

A placement at the end of Semester 1 or Semester 2 can also contribute to students' success; its evaluation can be part of the evaluation of the Semester 4 placement.

Finally, in order to ensure students success, during Semester 3 students can select a supplementary module pathway in addition to the selected specialty pathway.

Supplementary modules

The DUT GEA is made of a major, core skills, and supplementary modules. Those are aimed at completing students' pathways, whether they aim at an immediate integration of the world of work or at pursuing further studies. Whatever the pathway selected by students, supplementary modules are fully part of the curriculum. Supplementary modules aiming at a further pursuit of studies are made available to students so they can adapt their pathway to their professional and personal project.

They are designed by the IUT taking into account the recommendations given by the commission pédagogique nationale. These supplementary modules show the same characteristics as those aiming at immediate integration in the world of work.

The PPN for the GEA DUT offers three supplementary modules during Semesters 3 and 4, 4 of them are related to the selection of option of students. Supplementary modules are delivered mainly during the 4th semester, when students have incubated a professional and personal project.

Students can change supplementary modules pathways from Semester 3 to Semester 4.

b Program Summary Charts per Semester

The teaching load is delivered over the three first semesters and divided into two teaching units (UE) – UE1 concerns corporate environment and UE2 concerns management techniques and tools. During the fourth semester, the environment and tools are gathered in the UE1, as for UE2, it is dedicated to supervised projects and the placement.

The teaching of option that enables students to specialize is 285 hours long.

6 of the supplementary modules of Semester 3 and 4 are offered to students whatever the option they selected, 4 others are offered depending on the specialization selected by students. They correspond to a selected pathway that shows in:

- Modules to integrate the world of work that are listed in the Programme pédagogique national
- Or modules from other pathways the GEA department chose to implement in the IUT, following the GEA CPN recommendations

Legend

Core module, depending on the selected option

Common supplementary module (whatever the selected option) for an immediate integration in the world of work

Integration in the world of work supplementary module, depending on the selected option

Each option is represented by a letter: F for AFM, H for HRM, and O for MOO

S is for Supplementary module

Numbers refer to the semester, UE, and module number

e.g.: M 41 O 13 S -> a semester 4 module, TU1, HRM option, module #13, supplementary module

SEMESTER 1

TEACHING UNIT (TU)	MODULE REFERENCE MODULE NAME (M)	MODULE NAME	COEF. /M	TOTAL COEF. /TU	LECTURES VOLUME	SUPERVISED WORK	PRACTICAL WORK VOLUME	TOTAL HOURS STUDENT /TU
TU 1.1 Corporate Environment – Introduction								
TU 11	M 1101	Expression – Communication, basic elements	2	15		13	13	220
	M 1102	English Language	2		15	15		
	M 1103	Second Language	1		9	9		
	M1104	ICT	2		12	18		
	M1105	PPP	1		7	8		
	M1106	Economics	2		15	12	12	
	M1107	Law – basics	2		10	10		
	M1108	Social psychology and organization sociology	2		12	12		
	M1109	Adaptation to students and tutoring	1			18		
TU 1.2 Management Tools & Techniques – Introduction								
TU 12	M 1201	Law of obligations	2	15	16	8		220
	M 1202	Introduction to Management	2		14	14		
	M 1203	Financial accounting	3		18	24	24	
	M 1204	Fiscal law and Added Value Tax	2		6	12		
	M1205	Management mathematics and statistics	3		12	18	18	
	M1206	Marketing	2		8	10		
	M1207	Adaptation to students and tutoring	1			18		
TOTAL HOURS SEMESTER 1				30	111	176	153	440

SEMESTER 2

TEACHING UNIT (TU)	MODULE REFERENCE MODULE NAME (M)	MODULE NAME	COEF. /M	TOTAL COEF. /TU	LECTURES VOLUME	SUPERVISED WORK	PRACTICAL WORK VOLUME	TOTAL HOURS STUDENT /TU
TU 2.1 Corporate Environment – In-depth								
TU 21	M 2101	Expression – Communication, information and argumentation	2	14		13	13	208
	M 2102	English Language	2		18	18		
	M 2103	Second Language	1		9	9		
	M2104	ICT	2		12	12		
	M2105	PPP	1			15		
	M2106	Economics	3		18	20		
	M2107	French & European Public Institutions	1		18			
	M2108	Survey Design and Methods	1		4	11		
	M2109	Adaptation to students and tutoring	1			18		
TU 1.2 Management Tools & Techniques – In-depth								
TU 22	M 2201	Corporate Law	3	16	24	24		234
	M 2202	Human Resources Management	2		12	12		
	M 2203	Inventory and overview documents analysis	3		6	30	12	
	M 2204	Natural person fiscal law	1		6	12		
	M2205	Cost calculus and analysis	2		6	24		
	M2206	Probabilities	2		6	18		
	M2207	Financial mathematics	2		6	18		
	M2208	Adaptation to students and tutoring	1			18		
	M2209	Supervised project (60 hours)						
TOTAL HOURS SEMESTER 1				30	106	221	115	442
TOTAL S1 + S2				60	217	397	268	882

Management of Organizations – Accounting and Financial Management Option

SEMESTER 3

TEACHING UNIT (TU)	MODULE REFERENCE (M)	MODULE NAME	COEF. /M	TOTAL COEF. /TU	LECTURES VOLUME	SUPERVISED WORK	PRACTICAL WORK VOLUME	TOTAL HOURS STUDENT /TU
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TU 3.1 Organization Management

TU 31	M 3101	English Language	2	12		15	15	245	
	M 3102	Second Language	1			20			
	M 3103	Economics	1			12	12		
	M3104	Labor Law	1			18	9		
	M3105	Corporate Law – In-depth	1			12	9		
	M3106	Natural person fiscal law	1			12	12		
	M3107	Management statistical analysis	1			6	12		
	M3108	Business strategy	1			12	12		
	M3109 S	Project Management methodology	1			4	11		
	M3110 S	Business software	1						21
	M3111 S	Management simulation	1				7		14
TOTAL HOURS SEMESTER 3				30	106	221	115	442	

TU 3.2 Accounting and Financial Management Tools

TU 32	M 32F01	Expression – AFM Corporate Communication	2	18		14	14	199	
	M 32F02	AFM data base management systems	2			4	16		16
	M 32F03	AFM PPP	1,5						15
	M 32F04	Financial management	3			12	30		
	M 32F05	Cost calculus and analysis	2			6	18		
	M 32F06	Accounting – in depth	2			8	22		
	M 32F07	Account auditing	1,5						24
	M 32F08	Supervised project (120 hours)	4						
TOTAL HOURS SEMESTER 3				30	106	243	95	444	

SEMESTER 4

TEACHING UNIT (TU)	MODULE REFERENCE (M)	MODULE NAME	COEF. /M	TOTAL COEF. /TU	LECTURES VOLUME	SUPERVISED WORK	PRACTICAL WORK VOLUME	TOTAL HOURS STUDENT /TU	
TU 4.1 AFM environment and tools									
TU 41	M 4101	Professional Communication and Expression	1	14		10	10	294	
	M 4102	English Language – Technical/Business	1,5			12	12		
	M 4103	Second Language	1			20			
	M 4104	Economics	1			9	6		
	M 4105	PPP	0,5				15		
	M 4106	Management information system	1				8		10
	M4107	Management control and forecast management	1			4	20		
	M 4108 S	Administrative law	1			14	10		
	M 4109 S	Statistics professional applications	1			6			18
	M 4110 S	Case studies	1			6	18		
	M 41 F 11 S	Treasury management and financial diagnosis	1			9	11		
	M 41 F 12 S	Fiscal specificities and company accounting	1			9	15		
	M 41 F 13 S	Management dashboard	1						24
	M 41 F 14 S	Pay management software application	1						18
TU 4.2 Professionalization									
TU 42	M 4201	Supervised project (120 hours)	4	16					
	M 4202	Placement (at least 10 weeks)	12						
TOTAL HOURS SEMESTER 4				30	57	130	107	294	
TOTAL S3 + S4 AFM option				60	163	373	202	738	

Management of Organizations – Management and Organization of

Organization Option

SEMESTER 3

TEACHING UNIT (TU)	MODULE REFERENCE (M)	MODULE NAME	COEF. /M	TOTAL COEF. /TU	LECTURES VOLUME	SUPERVISED WORK	PRACTICAL WORK VOLUME	TOTAL HOURS STUDENT /TU
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TU 3.1 Organization Management

TU 31	M 3101	English Language	2	12		15	15		
	M 3102	Second Language	1			20			
	M 3103	Economics	1			12	12		
	M 3104	Labor law	1			18	9		
	M 3105	Corporate law – in-depth	1			12	9		
	M 3106	Natural person fiscal law	1			6	12		
	M3107	Statistic analysis for management	1			6	12		
	M 3108	Corporate strategy	1			12	12		
	M 3109 S	Project management methods	1			4	11		
	M 3110 S	Business software applications	1						21
	M 3111 S	Management simulation	1				7		14

TU 3.2 Organization management tools

TU 32	M 32 O 01	MOO Expression – Communication	2	18		14	14	199	
	M 32 O 02	MOO data base management system	1,5			4	10		16
	M 32 O 03	MOO PPP	1,5						15
	M 32 O 04	MOO Financial diagnosis	1,5			6	18		
	M 32 O 05	Business creation	1,5			4	15		
	M 32 O 06	Costs calculus and analysis	1,5			6	18		
	M 32 O 07	Operational marketing	1,5				24		
	M 32 O 08	Human resources operational management	1,5			4	11		
	M 32 O 09	Quality, logistics, production management	1,5			6	14		

	M 32 O 10	Supervised project (10 hours)	4					
TOTAL HOURS SEMESTER 3				30	106	243	95	444

SEMESTER 4

TEACHING UNIT (TU)	MODULE REFERENCE (M)	MODULE NAME	COEF. /M	TOTAL COEF. /TU	LECTURES VOLUME	SUPERVISED WORK	PRACTICAL WORK VOLUME	TOTAL HOURS STUDENT /TU
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TU 4.1 MOO environment and tools

TU 41	M 4101	Professional Communication and Expression	1	14		10	10	294
	M 4102	English Language – Technical/Business	1,5		12	12		
	M 4103	Second Language	1		20			
	M 4104	Economics	1		9	6		
	M 4105	PPP	0,5				15	
	M 4106	Management information system	1		8	10		
	M4107	Management control and forecast management	1		4	20		
	M 4108 S	Administrative law	1		14	10		
	M 4109 S	Statistics professional applications	1		6		18	
	M 4110 S	Case studies	1		6	18		
	M 41 O 11 S	Industry-specific management	1		6	12		
	M 41 O 12 S	Competition law	1		6	14		
	M 41 O 13 S	Management dashboard	1				24	
M 41 O 14 S	Purchase and Sales management	1	6		18			

TU 4.2 Professionalization

TU 42	M 4201	Supervised project (120 hours)	4	16				
	M 4202	Placement (at least 10 weeks)	12					

TOTAL HOURS SEMESTER 4				30	57	130	107	294
TOTAL S3 + S4 MOO option				60	163	373	202	738

Management of Organizations – Human Resources Management Option

SEMESTER 3

TEACHING UNIT (TU)	MODULE REFERENCE MODULE NAME (M)	COEF. /M	TOTAL COEF. /TU	LECTURES VOLUME	SUPERVISED WORK	PRACTICAL WORK VOLUME	TOTAL HOURS STUDENT /TU
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TU 3.1 Organization Management

TU 31	M 3101	English Language	2	12		15	15	245
	M 3102	Second Language	1			20		
	M 3103	Economics	1		12	12		
	M3104	Labor Law	1		18	9		
	M3105	Corporate Law – In-depth	1		12	9		
	M3106	Natural person fiscal law	1		12	12		
	M3107	Management statistical analysis	1		6	12		
	M3108	Business strategy	1		12	12		
	M3109 S	Project Management methodology	1		4	11		
	M3110 S	Business software	1				21	
	M3111 S	Management simulation	1			7	14	
TOTAL HOURS SEMESTER 3			30	106	221	115	442	

TU 3.2 Human Resources Management Tools

TU 32	M 32H01	Expression – HRM Corporate Communication	2	18		14	14	199
	M 32H02	HRM data base management systems	2		4	16	16	
	M 32H03	HRM PPP	1,5				15	
	M 32H04	Labor law – in depth	3		14	22		
	M 32H05	HRM financial diagnosis	1,5		6	18		
	M 32H06	Human resources administrative management	2			30		
	M 32H07	Jobs and skills management	2		6	24		
	M 32H08	Supervised project (120 hours)	4					
TOTAL HOURS SEMESTER 3			30	106	243	95	444	

SEMESTER 4

TEACHING UNIT (TU)	MODULE REFERENCE MODULE NAME (M)	MODULE NAME	COEF. /M	TOTAL COEF. /TU	LECTURES VOLUME	SUPERVISED WORK	PRACTICAL WORK VOLUME	TOTAL HOURS STUDENT /TU
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TU 4.1 HRM environment and tools

TU 41	M 4101	Professional Communication and Expression	1	14		10	10	294
	M 4102	English Language – Technical/Business	1,5		12	12		
	M 4103	Second Language	1		20			
	M 4104	Economics	1		9	6		
	M 4105	PPP	0,5				15	
	M 4106	Management information system	1		8	10		
	M4107	Management control and forecast management	1		4	20		
	M 4108 S	Administrative law	1		14	10		
	M 4109 S	Statistics professional applications	1		6		18	
	M 4110 S	Case studies	1		6	18		
	M 41 H 11 S	Social Dashboard	1				24	
	M 41 H 12 S	Company labor relations practice	1		9	9		
	M 41 H 13 S	Pay management	1			6	18	
	M 41 H 14 S	Recruitment and training management	1		9	11		

TU 4.2 Professionalization

TU 42	M 4201	Supervised project (120 hours)	4	16				
	M 4202	Placement (at least 10 weeks)	12					
TOTAL HOURS SEMESTER 4				30	57	130	107	294
TOTAL S3 + S4 HRM option				60	163	373	202	738

Lectures - Supervised work – Practical work Distribution

	Number of hours per student	Lectures	Supervised Work	Practical Work
S1 Total	440	111	176	153
S2 Total	442	106	221	115
S1+S2 Total	882	217	397	268
Summary S3				
Common core subjects Total	245	76	119	50
Options Total	199	30	124	45
S3 Total	444	106	243	95
Summary S4				
Common core subjects Total	208	39	104	65
Options Total	86	18	26	42
S4 Total	294	57	130	107
S3 + S4 Total	738	163	373	202
Total	1620	380	770	470

Concerning “Apprendre autrement” (Learning in a different way), the article 15 of the arrêté du 3 août 2005 indicates that 10% of the number of hours of the regular training must be dedicated to Apprendre autrement and that it must be part of all teachings and must also be implemented in specific modules.

Cross –subject modules

	S1	S2	S3	S4	Total
English language	30	36	30	24	120
Supervised work	15	18	15	12	60
Practical work	15	18	15	12	60
Expression – Communication	26	26	28	20	100
Supervised work	13	13	14	10	50
Practical work	13	13	14	10	50
PPP (Practical work, except for 7 hours of supervised work during the 1st semester)	7+8	15	15	15	60

c Supervised projects and placements

Learning how to carry out a project is a key characteristic of the DUT MO curriculum. It aims at enabling students to:

- Own acquired knowledge and know-how, connect them, and put them into perspective in order to develop students’ ability to adapt to a variety of environments and industries of the companies where

students will do their internships

- Work as part of a team while complying within limited time and means
- Show initiative, work autonomously and act responsibly
- Meet a company, association or organization's need by analyzing a situation and offering the adapted solution

These abilities are acquired through placements and supervised projects.

Supervised projects have a coefficient of 8 while placements have a coefficient of 12, and they belong to the Teaching Unit 2 of Semesters 3 (4 coefficients of the supervised project) and 4 (16 coefficients, 4 for the supervised project and 12 for the placement).

The coefficient 4 of the Semester 3 valorizes:

- Either a supervised project taking place during Semesters 1 and 2 or
- The process that leads to the implementation of a supervised project during Semester 3.

The coefficient 12 valorizes the end-of-training placement of Semester 4 and can also contribute to valorizing the placement of Semesters 1 and 2, if there is one.

Supervised projects

Students dedicate 300 hours to supervised projects.

It is recommended to offer a 60 hour supervised project at the start of the year to students (a 120 hour project during the Semesters 1 and 2 is recommended). The supervised project of Semesters 3 and 4 must take up a higher number of hours (180 to 240 hours) and lead to a higher level of autonomy, initiative, and methodology for students.

The supervised project of Semesters 1 and 2 is valorized in the TU 2 of the Semester 3.

Supervised projects are carried out by groups of 3 to 5 students in a manner that enable groups to take initiative in order to foster teamwork and they imply a lot of work outside of class.

The following elements can be considered supervised projects:

- Partnerships with companies, local governments, associations that can lead to solving real issues/carrying out real tasks such as surveys, company costs estimates, aids to business creation, organization of events and conferences, etc.
- Creation of documents, memoires, database based on surveys, document research, press review, etc.

It is recommended that the supervised project is ordered by an outside organization; it would not be acceptable for students to only work on drafting a memoire on a topic given by a professor that can be dealt with only with university documents and sources.

Placements

The placement, or placements, must last no less than 10 weeks, provide students with a professional experience. In any case, the end-of-training placement should not last less than 8 weeks. Placements aim at:

- Understanding how a company works and be a part of it
- Performing as a useful agent within a company, local authority or association

The internship is a key element of the training the enables students to validate and solidify acquired knowledge and know-how within a company, while putting into practice communications and relationship skills.

A company tutor as well as a professor, who visits the student on the company site, supervise and follow up on the internship.

The internship leads to a written report that aims at conveying the student's ability to use the skills acquired as well as what the student's contribution to the company. Students also do an oral presentation in front of a jury made of at least 2 people.

The placement's grade is valorized by a coefficient of 12, within the teaching unit 2 Semester 4.

The placement is evaluated by both the company or organization and the department through the following elements:

- The work done within the company or organization
- The written report, which complies with a given structure
- The oral exam, by a mixed jury that includes a member of the company and one of the department

The evaluation of students must be on:

- Their ability to use academic knowledge and know-how
- The knowledge and know-how acquired while working: technical abilities and relationship skills.

d Personal and professional project - PPP

The PPP is a device that aims at enabling students to discover the different jobs available as well as the expected knowledge and skills. The PPP must lead students to question their immediate and future professional desires, their personal motivation, their assets and weaknesses, in order to build a training pathway consistent with the professions they contemplate. PPP also aims at acquiring orientation methods that will be useful to them all along their professional lives. Finally, it leads students to make a choice regarding their orientation which translates into selecting an option (AFM, MOO, and HRM) and a supplementary modules pathway (technological in-depth studies, reinforcement of professional skills or of scientific ones).

The PPP requires students' commitment; they must be the leading actors in this process. All professors participate, whatever their specialty, in order to provide students with processes, methods, and tools to:

- Teach them to find by themselves solutions to orientation, professional integration, training matters
- Enable them to implement the choices they made.

It is spread over 4 modules of 15 hours on each semester.

e Education orientation – Education through technology

The technological culture is at the heart of current management, it represents a core element of MO students' training. It namely translates into the choice of education through technology which relies on practical class and preparing students to the professional practices of organization management professions:

- Case studies, used in the different subjects, aim at solving real-life business situations, are produced within the MO network and enable professors to rely on collective pedagogical know-how
- A variety of educational technologies is used to put students in learning conditions close to professional conditions; management simulations, job interview simulations, negotiations techniques, etc.
- Learning business software applications within the different management subjects as well as within core subjects (law, etc.) is covered either within specialty-teaching modules or within modules dedicated to teaching how to use these software applications

These teaching methods aim at using technologies as a key tool to acquiring business skills; they solidify the technological content of the different specialty modules but they are also a substantial addition to core subject teachings (economics, law, mathematics, etc.)

f Taking into account current economic issues

Current economic challenges and issues are taken into account and incorporated in the programme pédagogique national of the MO program:

- Entrepreneurship is one of the MOO option modules, a number of departments collaborate to create this module
- Standardization is a key issue, namely via accounting standardization and the application of standards to management processes (production and quality management, etc.)
- Economic intelligence is part of modules that deal with corporation environment: strategy, marketing, economics, etc. It enables students to become aware of the importance of taking into account the general context and competition when taking management decisions
- The sustainable development issue is tackled in a variety of modules; it is a cross subject that connects specialty subjects and core ones. Thus, students are able to take into account middle-term concerns into short-term decisions
- Health and workplace safety subjects are also part of the HRM option teachings but also within the modules offered to students: human resources management, labor law, etc.
- Finally, a module is fully dedicated to project management, however, it is also part of all modules aiming at preparing students for their internship, supervised projects, PPP, etc. Project management is a key skill within management professions, useful to students when they integrate the world of work.