

Undergraduate Technological Degree

GACO (Business and Management of Organizations)

1. Program Objectives

The University Technology Diploma of Business and Management of Organizations studies trains students to occupy multifunction management posts, manager assistants in the running of small and middle size businesses or in bigger sized companies or administrations.

This both academic and technological course covers a wide range of skills and therefore opens up access to many jobs in the service sector.

This two-year technical degree comprises a core of topics guarantying the main skills of the diploma as well as complementary modules. The aim of these complementary modules is to help the student develop his Professional and Personal Project through either professional insertion or further university studies.

The modules concerning the professional insertion are described in this National Pedagogical Programme.

Those regarding further studies are subject to the National Pedagogical Commission recommendations and are validated by the IUT Council. They entail the same characteristics in terms of hourly volumes and coefficients as those aimed at professional insertion.

The course represents 1,620 hours over a minimum of 60 weeks. Furthermore, 300 hours are allocated to a supervised project within the IUT as well as the undertaking of a 12 week professional placement in the workplace.

Qualified technicians who wish to join the professional environment after obtaining their diploma GACO can rely on the skills acquired throughout the 4 semesters of his training, thus enabling him to quickly reach positions with responsibilities.

The range of possibilities is broad both in terms of professional sectors and possible accessible positions.

Professional sectors:

- Small and middle sized enterprises (SME) and large ones
- Public administrative establishments
- Non-profit organisations
- Banks and Insurance Companies (at local branches or head offices)
- Supermarket and retailer trade (mainly in the food or specialised industry)
- Transport and logistics companies
- Chartered accountants and financial management firms
- Companies in the telecommunication sector, temporary employment, travel agencies
- All industrial companies.....

Accessible positions:

- Management assistant
- Administration assistant
- Accountant assistant
- Management accountant assistant
- Purchase assistant
- Logistics assistant
- Human Resources assistant
- Payroll assistant
- Sales administration assistant
- Customer adviser
- Sales person
- Bank / insurance adviser
- Product category manager's assistant

The list is not exhaustive due to the diversity of both sectors and organisations.

2. Activities and Skills Tables

DUT GACO graduates are part of a private or public organisation, as assistants or collaborators of the management team, managing director or profit centre. With experience they can access management positions mainly in the operational or middle management. They can, in certain circumstances, aim at the creation or taking over of a company (very small or family business) or work in a charity.

Graduates develop specific skills which will allow them, to their best ability, to support decision makers, either in information gathering and their exploitation or in the implementation of operational actions. The skill range is vast as it is pertinent in all the different aspects of the process linked to the value chain of the organizations.

Personal and cross skills of the Graduate

The program emphasises the key qualities expected from graduates in order to facilitate their integration, personal and professional development expected by the organizations.

| GRADUATES MUST SHOW | RELEVANT KEY QUALITIES |
|------------------------------------|---|
| THOROUGHNESS | <ul style="list-style-type: none">To adapt to managerial tools, organizations process, professional written production methods. To be able to self-monitor their actions, provide with quality deliveries, in compliance with expectations. |
| ADAPTABILITY | <ul style="list-style-type: none">To adjust behaviour and decisions according to the context, whether simple or complex. To show autonomy, pragmatism, and operational skills. |
| INTERACTIVE SOCIAL SKILLS | <ul style="list-style-type: none">To have a good grasp of communication tools and Information Technology systems. To develop their interpersonal skills and show empathy. |
| OPEN-MINDEDNESS | <ul style="list-style-type: none">To listen, understand, and take in new ideas, engage in new professional relationships and to be open to international development. |
| ABILITY TO TAKE INITIATIVES | <ul style="list-style-type: none">To look for opportunities to enhance evolution prospects within the organization (from the operational unit to higher hierarchy levels). To take initiatives and handle related responsibilities. |
| CUSTOMER-FOCUSED APPROACH | <ul style="list-style-type: none">Whatever the position, to ensure an optimal customer/user quality and satisfaction |
| TECHNOLOGICAL APPROACH | <ul style="list-style-type: none">To constantly develop curiosity in the fields of Economics, Law, and Management. To be interested in the activity sector of the organization together with any specific issue. |
| ETHICS | <ul style="list-style-type: none">To adopt a responsible attitude in the decision-making process. To take into consideration the economic consequences as well as the human, social, and environmental ones while complying with a sustainable development. |

General activities and skills

The aim of the DUT GACO is to train higher level technicians through the acquisition of general skills used when at the hierarchical top of the organisation, as a team member or close to the operational centre.

| STRATEGIC MANAGEMENT | |
|---|--|
| BUSINESS DIAGNOSIS | <ul style="list-style-type: none">• To be able to collect data using tools specific to internal and external company diagnosis• To develop on-going information monitoring and benchmarking |
| DESIGN STRATEGY | <ul style="list-style-type: none">• To assist the manager to understand the strategic choices which are presented to the organization in a global coherence• To accompany and implement the appropriate strategic planning. |
| ORGANISATIONAL CHOICES | <ul style="list-style-type: none">• To understand the different organisational strategies and, help and identify available improvement means in the structure dynamics |
| OPERATIONAL MANAGEMENT | |
| TEAM MANAGEMENT | <ul style="list-style-type: none">• To understand Human Resources Management Techniques, motivation, satisfaction, group dynamics, conflict management, etc. To supervise a small team |
| PROJECT MANAGEMENT | <ul style="list-style-type: none">• To use project management tools |
| MANAGEMENT CONTROL | <ul style="list-style-type: none">• To implement monitoring, assessment, and performance improvement tools |
| PROFESSIONAL COMMUNICATION | |
| WRITTEN COMMUNICATION | <ul style="list-style-type: none">• To best use and adapt written communication materials, whether standardized or not |
| ORAL COMMUNICATION | <ul style="list-style-type: none">• To express oneself in a professional and efficient manner when in an interpersonal relationship and in a group |
| COMMUNICATION IN FOREIGN LANGUAGES | <ul style="list-style-type: none">• To be able to use two foreign languages in a professional situation |
| SUSTAINABLE PERFORMANCE | |

RISK MANAGEMENT

- To use tools for the assessment and management of risks
- To integrate and anticipate the challenge put forward by a self-regulation approach
- To accompany the development of quality certifications

CORPORATE SOCIAL RESPONSIBILITY AND SUSTAINABLE DEVELOPMENT

- To contribute to the commitment of the organization to a long-term development approach, associating the economic, social, and environmental performances

Specific activities and skills

The graduate of a DUTGACO (2 year technical GACO degree) also has to acquire specific skills which are relevant to common functions of organizations:

RESEARCH AND DEVELOPMENT (R&D)

INNOVATION

- To participate in the support process of the innovation actions to design and maintain products and processes.

PURCHASING

PURCHASING MANAGEMENT

- To participate in an optimization of the procurement process – from the selection of suppliers to the placing and tracking of orders-
- To take part in the development of specifications so as to be able to reply to a call for tenders, and conversely, to get and to study public or private calls for tenders

LOGISTICS

INBOUND AND OUTBOUND LOGISTICS

- To identify and contribute to the logistics operations with various external partners, in a local, regional, national and international context

INTERNAL LOGISTICS

- To participate to the optimization of the physical, financial, and internal information flows, the warehousing and storage ...

MARKETING

MARKETING STUDIES

- To collect and study the quantitative and qualitative , marketing and commercial, internal and external data

STRATEGIC MARKETING

- To rely on the audit tools to grasp the strategic orientations of the organization.
- To support the internationalization process of the company activities

OPERATIONAL MARKETING

- To use efficient techniques within the trade policy.
- To participate to the setting up of the four variables (4 Ps) in the Marketing Mix (Product, Price, Place, and Promotion) in relation with the defined strategic orientations as well as the objectives and relevant operational action plans.

E-MARKETING

- To identify the most recent tools used in the E-Marketing strategy and to implement some of them.

PRODUCTION – MAINTENANCE

PRODUCTION ORGANISATION

- To grasp the processes and methods used in the Production Management

QUALITY MANAGEMENT

- To get involved in the implementation of the basic methods of the management and optimization of the quality in production.
- To identify and assess the relevance of the French and international certifications

TRADE

CUSTOMER RELATION MANAGEMENT

- To get a technical and methodological understanding in order to collect, analyze, and handle the information relative to customers and prospects, with the aim of offering them a "win-win" deal and developing their loyalty

NEGOTIATION

- To take in operational negotiation techniques both in French and foreign languages

INTERNATIONAL TRADE

- To understand the common aspects of contractualization, logistics, and financing of imports and exports.

E-COMMERCE

- To adapt the Marketing and Sales offer of the organization to an on-line offer.

HUMAN RESOURCES MANAGEMENT

RECRUITING

- To implement recruitment techniques

REMUNERATION

- To understand the remuneration policy
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TRAINING

- Participate in the set-up and the follow-up of the training plan

PROVISIONAL JOB AND SKILL MANAGEMENT

- To identify the various stages of the implementation of the Provisional Job and the Skill Management

KEY PERFORMANCE INDICATORS (KPI)

- To use KPIs to assess the social balance sheet in order to support and develop the Human Resources of the organization.

ACCOUNTANCY – FINANCE

GENERAL ACCOUNTING

- To understand the fundamental accountancy rules
- To read and understand a profit and loss account and a balance sheet

FINANCIAL MANAGEMENT

- To estimate the level of activity, the profitability and the global financial situation of a company.
- To distinguish the sources and means of financing adapted to the nature of the need
- To establish a financing plan and assess in particular the financial needs linked to the operating cycle

CASH FLOW MANAGEMENT

- To grasp the cash-flow evolution from a balance sheet approach or a budget flow (income and expenditure) approach
- To select short term financing sources

CORPORATE TAXATION

- To list and assess the main corporate tax impact.
- Integrate the principles of the working of the VAT

BUDGET MANAGEMENT

FINANCIAL ACCOUNTING

- Implement the main methods of cost calculation.

FINANCIAL CONTROL

- To use the budgeting, and forecasting management tools and those used for the elaboration of various budgets.
- To grasp the outcome of a budgetary control system. To assess the profitability of an investment.

ADMINISTRATION – INFORMATION MANAGEMENT

ADMINISTRATIVE PROCESSES.

- To take part in the implementation of administrative processes in the organization

INFORMATION MONITORING.

- To take part in the collection of the relevant information, organize it, and broadcast it to the organization actors.
- To rely on collaborative platforms and relational databases.

QUANTITATIVE INFORMATION PROCESSING.

- To resort to descriptive techniques, of interpretation and projections.
- To implement specific tools (spreadsheet, data extractor, ...)

COMMUNICATION – (INFORMATION AND COMMUNICATION TECHNOLOGIES - ICT)

**INTERNAL COMMUNICATION
EXTERNAL COMMUNICATION**

- To produce written and oral content, synchronous or asynchronous, on relevant communication media.

IT SYSTEM

- To understand the way the IT network works and grasp security issues
- To implement a simple « MCC »(conceptual communication model) and to use a Relational Database Management System (RDBMS)
- To identify the features of the “enterprise resource planning (ERP) systems

LAW

LEGAL FRAMEWORK AND SOURCES

- To analyse the legal framework and collect the legal rules applicable to people and to business contacts (public and private law).

LAW OF CONTRACTS

- To analyse contracts, identify the main contracts, the parties' obligations and the corporate responsibility sources

BUSINESS LAW

- To estimate the status of the individual and corporate company, the rules applicable to the trader and the various social structures.
- To intervene during the various step of the management of a struggling company

INDUSTRIAL RELATION LAW

- To apply the regulations attached to the employment contract, labour relations and conflict resolution

COMPANY CREATION

MARKET STUDY

- To validate the relevance of an idea in a particular market.
- To set a Marketing and Commercial

positioning.

FINANCIAL PROJECTIONS AND FUNDING SOURCES

- To draft key financial documents part of the business plan.
- To present and defend them using all the information relevant to the market and the chosen market strategy

LEGAL STATUS

- To choose the relevant legal status, understand the implications in terms of rights and obligations.

MANAGERIAL CHOICES

- To make choices in terms of organization, division of labour, coordination, management and consistency of the processes.

START-UP

- To set up the means of implementation, follow monitoring and remedial mechanisms at the start of the activity
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3. General organisation of the course

a. Course Description

The course runs over 4 semesters, divided into Teaching Units (UE), 2 or 3 per semester. The educational approach is based in particular on project undertaking. Future professionals learn through real-life situations, theoretically and practically. They use to the best of their abilities their acquired knowledge and know-how, whilst developing their essential qualities, so they can integrate their professional environment and their capacity to evolve within the organization.

Specific organisation in the Art, Culture, and Sport fields.

Some GACO departments offer specific programs and an adapted organization in order to integrate students who wish to conciliate an art and cultural activity (music, dance, theatre) or a major sport activity with the gain of a tertiary diploma. It's down to the IUT to authorize the enrolment in this to- measure cursus.

Through a specific organisation of the program, the DUT GACO can be obtained in 6 semesters instead of 4, maintaining of course the educational logic in place (semesters, modules) respecting the timetable and assessment conditions as reminded further on.

Foreign languages and an International Context

Organizations are more and more involved in an international context. Students in this course must be able to grasp this notion as part of the study, particularly in a Management, Economics, socio-cultural, and legal framework.

In this professional post- graduate context, students must acquire all the expected knowledge and skills both in terms of job sectors (International Trade, logistics, marketing, etc.) and foreign language skills. They therefore must have a good level of English, the teaching of the English language is mandatory during the 4 semesters as well as the teaching of another foreign language. Departments have to be able to offer classes in several foreign languages. For students who did not learn a 2nd foreign language prior to the IUT, instead students must be offered either further English classes or a beginner's class in a 2nd language.

Departments are encouraged to lead students towards a certification which will enable them to show their level and skills acquired over the 4-semester course

Students can carry out their placement abroad. The process is the same as a work experience in France, in terms of search, objectives, and assessment. A signed three-way contract between the student, company and IUT is mandatory.

The IUT can also validate through comparability one or two semesters undertaken by a student in a University or Further Education College abroad. The semesters are subject to a partnership agreement between the schools and the welcoming state regarding the enrolment conditions and equivalences. In some cases, some courses can be provided on line, supervised projects can be monitored and assessed when students come back in order for the IUT to validate acquired knowledge and know-how.

Other means provided to obtain the DUT GACO

The DUT GACO can be offered via:

- Sandwich courses (including apprenticeship) and ongoing education
- Special year
- VAE (Validation des acquis de l'expérience) accreditation for work experience

Local Adaptation

In each of the semesters, a module can be identified and be entirely substituted:

- **Semester 1:** Module adapted to the targeted audience.
- **Semester 2:** Discovering of the local and regional socioeconomic environment module.
- **Semester 3:** Current events and general knowledge module
- **Semester 4:** Preparation for certification module

b. Summary Tables of Modules and Teaching Units by Semesters

SEMESTER 1

| TEACHING UNIT (TU) | MODULE REFERENCE (M) | MODULE NAME | COEF. /M | TOTAL COEF. /TU ECTS | TOTAL HOURS CM | TOTAL HOURS TD | TOTAL HOURS TP | TOTAL HOURS STUDENT /TU |
|--|----------------------|--|-----------|----------------------|----------------|----------------|----------------|-------------------------|
| TU 11 : BUSINESS APPROACH AND PROJECT MANAGEMENT | M 1101 | Economics – Basic concepts | 3 | 15 | 15 | 20 | | 35 |
| | M 1102 | Legal environment and culture | 3 | | 15 | 20 | | 35 |
| | M 1103 | Introduction to Marketing | 3 | | 20 | 15 | | 35 |
| | M 1104 | IT Tools | 3 | | 5 | 5 | 30 | 40 |
| | M 1105 | Project Management | 2 | | 5 | 10 | 10 | 25 |
| | M 1106 | Transversal Activity | 1 | | | 15 | 15 | 30 |
| TOTAL TU 11 : | | | 15 | 15 | 60 | 85 | 55 | 200 |
| TU 12 : COMMUNICATION AND INTRODUCTION TO FINANCE | M 1201 | Accountancy : basics | 3 | 15 | 15 | 20 | | 35 |
| | M 1202 | Expression and Communication : Oral skill techniques | 3 | | | 10 | 30 | 40 |
| | M 1203 | Business Management | 3 | | 15 | 20 | | 35 |
| | M 1204 | Foreign language 1 : Business English | 2 | | | 10 | 20 | 30 |
| | M 1205 | Methodology PPP phase 1 | 2 | | | 10 | 15 | 25 |
| | M 1206 | Adaptation to the target audience | 1 | | | 25 | | 25 |
| | M 1207 | Foreign Language 2 | 1 | | | 10 | 10 | 20 |
| TOTAL TU 12 : | | | 15 | 15 | 30 | 105 | 75 | 210 |
| TOTAL HOURS SEMESTER 1 | | | 30 | 30 | 90 | 190 | 130 | 410 |

SEMESTER 2

| TEACHING UNIT (TU) | MODULE REFERENCE (M) | MODULE NAME | COEF. /M | TOTAL COEF. /TU ECTS | TOTAL HOURS CM | TOTAL HOURS TD | TOTAL HOURS TP | TOTAL HOURS STUDENT /TU |
|--|----------------------|--|-----------|----------------------|----------------|----------------|----------------|-------------------------|
| TU 21 : BUSINESS ENVIRONMENT AND MANAGEMENT TECHNICS | M 2101 | Corporate law | 2 | 12 | 15 | 15 | | 30 |
| | M 2102 | Economy – economic issues | 2 | | 15 | 10 | | 25 |
| | M 2103 | IT Management | 2 | | 10 | 15 | 5 | 30 |
| | M 2104 | Mix marketing and planning | 2 | | 20 | 20 | 5 | 45 |
| | M 2105 | information and communication technologies - ICT | 2 | | 5 | 5 | 30 | 40 |
| | M 2106 | Cross activities | 1 | | | 15 | 15 | 30 |
| | M 2107 | Team management : performance and conflict management | 1 | | 5 | 10 | 10 | 25 |
| TOTAL TU 21 : | | | 12 | 12 | 70 | 90 | 65 | 225 |
| TU 22 : COMMUNICATION AND MANAGEMENT TOOLS | M 2201 | Accounting: cycle-based approach | 2 | 11 | 15 | 30 | | 45 |
| | M 2202 | Expression and Communication: written skill techniques | 2 | | | 10 | 25 | 35 |
| | M 2203 | Foreign language 1: Business English | 2 | | | 10 | 20 | 30 |
| | M 2204 | Statistical tools applied to Management | 2 | | 5 | 15 | 10 | 30 |
| | M 2205 | Foreign Language 2 | 1 | | | 10 | 10 | 20 |
| | M 2206 | Discovery of the local and regional socio-economic environment | 1 | | | 25 | | 25 |
| | M 2207 | Methodology PPP phase 2 | 1 | | | | 20 | 20 |
| TOTAL TU 22 : | | | 11 | 11 | 20 | 100 | 85 | 205 |
| TU 23 : PRACTICAL PROFESSIONAL APPLICATIONS : DISCOVERY AND EXPLORATION | M 2301 | Placement 1 (140 hours minimum - 4 weeks minimum) | 4 | 7 | | | | |
| | M 2302 | Tutored Project 1 (100 hours) | 3 | | | | | |
| TOTAL TU 23 : | | | 7 | 7 | | | | |
| TOTAL HOURS SEMESTER 2 | | | 30 | 30 | 90 | 190 | 150 | 430 |

SEMESTER 3

| TEACHING UNIT (TU) | MODULE REFERENCE (M) | MODULE NAME | COEF. /M | TOTAL COEF. /TU ECTS | TOTAL HOURS CM | TOTAL HOURS TD | TOTAL HOURS TP | TOTAL HOURS STUDENT /TU |
|---|----------------------|---|-----------|----------------------|----------------|----------------|----------------|-------------------------|
| TU 31 : OPERATIONAL AND STRATEGIC MANAGEMENT | M 3101 | Corporate law | 3 | 14 | 15 | 20 | | 35 |
| | M 3102 | Sales management and negotiation | 3 | | 20 | 10 | 15 | 45 |
| | M 3103 | Financial and Fiscal management | 3 | | 15 | 30 | | 45 |
| | M 3104 | Strategy of organizations. | 3 | | 20 | 20 | | 40 |
| | M 3105 | Professional relation law /labour law | 2 | | 15 | 15 | | 30 |
| TOTAL TU 31 : | | | 14 | 14 | 85 | 95 | 15 | 195 |
| TU 32 : APPLIED COMMUNICATION | M 3201 | Professional expression and communication | 2 | 9 | | 10 | 20 | 30 |
| | M 3202 | Foreign language 1 : Business English | 2 | | | 10 | 20 | 30 |
| | M 3203 | Logistics | 2 | | 10 | 10 | 10 | 30 |
| | M 3204 | PPP phase 3 | 2 | | | | 25 | 25 |
| | M 3205 | Current affairs and general knowledge | 1 | | | 25 | | 25 |
| TOTAL TU 32 : | | | 9 | 9 | 10 | 55 | 75 | 140 |
| TU 33 : TECHNOLOGICAL DEVELOPMENT | M 3301C | Cross Activities | 2 | 7 | | 15 | 15 | 30 |
| | M 3302C | Specific problems to very small and middle-sized firms (SMEs) | 2 | | 15 | 15 | | 30 |
| | M 3303C | information and communication technologies - ICT | 2 | | 5 | 5 | 25 | 35 |
| | M 3304C | Foreign language 2 | 1 | | | 10 | 10 | 20 |
| TOTAL TU 33 : | | | 7 | 7 | 20 | 45 | 50 | 115 |
| TOTAL HOURS SEMESTER 3 | | | 30 | 30 | 115 | 195 | 140 | 450 |

SEMESTER 4

| TEACHING UNIT (TU) | MODULE REFERENCE (M) | MODULE NAME | COEF. /M | TOTAL COEF. /TU ECTS | TOTAL HOURS CM | TOTAL HOURS TD | TOTAL HOURS TP | TOTAL HOURS STUDENT /TU |
|---|----------------------|--|-----------|----------------------|----------------|----------------|----------------|-------------------------|
| TU 31 : Applied Management | M 4101 | Management control | 2 | 10 | 20 | 20 | 5 | 45 |
| | M 4102 | E-Commerce et E-marketing | 2 | | 10 | 10 | 10 | 30 |
| | M 4103 | Human resources Management | 2 | | 15 | 15 | 5 | 35 |
| | M 4104 | Foreign language 1: Business English | 2 | | | 10 | 20 | 30 |
| | M 4105 | Creation and company take over | 1 | | 5 | 15 | 5 | 25 |
| | M 4106 | Technological strengthening (languages, IT...) | 1 | | | | 25 | 25 |
| TOTAL TU 41 : | | | 10 | 10 | 50 | 95 | 45 | 190 |
| TU 32 : Professional Development | M 4201C | Management of the innovation and business intelligence | 2 | 7 | 5 | 15 | 10 | 30 |
| | M 4202C | International trade techniques | 2 | | 15 | 15 | | 30 |
| | M 4203C | Cross Activities | 1 | | | 15 | 15 | 30 |
| | M 4204C | Foreign Language 2 | 1 | | | 10 | 10 | 20 |
| | M 4205C | Public and non-profit making organisations | 1 | | 15 | 15 | | 30 |
| TOTAL TU 42 : | | | 7 | 7 | 35 | 70 | 35 | 140 |
| TU 33 : Practical professional applications : Responsibility focused | M 4301 | Placement 2 (280 hours minimum - 8 weeks minimum) | 8 | 13 | | | | |
| | M 4302 | tutored Project 2 (2000 hours) | 5 | | | | | |
| TOTAL TU 43 : | | | 13 | 13 | | | | |
| TOTAL HOURS SEMESTER 4 | | | 30 | 30 | 85 | 165 | 80 | 330 |

The « Learning differently » approach as stated in the decree dated 3rd August 2005, Article 15 , must take up 10% of the total hour taught volume and be in each of the topics.

c. Work Placements and Supervised Projects

12 week work placement

The work experience carried out in a professional environment (business, administration, charity, public organization) finalizes the professional aspect of the course and is carried out over 4 weeks in Semester 2 and 8 weeks in Semester 4. The work experience in S2 enables the student to discover a structure, to comply

with professional requirements and it goes toward the final project of the student. The 8 week internship in S4 puts the student in an active and autonomous situation in accordance with technical, technological and relational skills expected from the future qualified technician.

The whole process, from the search to the oral presentation, is carried out within a frame which defines the responsibilities and procedures, dealing with the integration and monitoring of the trainee as well as the supervising undertaken by tutors. This approach integrated in a tripartite chart between the student, the university and the welcoming organization is materialized in a signed convention and complies with all the rules and regulations in place.

The student has to undertake himself the work-placement search as it is an exercise which is an integral part of the job search preparation.

The mission the student has to carry out has to be agreed between all the parties to ensure it is in accordance with what is expected and that it is of interest for all.

During the whole period, the student is supervised by both the University Tutor and the Organisation Tutor.

The assessment is undertaken by a jury, taking into account the Organisation Tutor appraisal. It's made up of evaluation of the work performance, the student's attitude, the written report and the oral presentation. The grades are based on a marking grid and criteria, assessing the expected individual skills made reference to in the diploma activity and skill base. For the shorter S2 work-placement this assessment can be simplified. The coefficient applied to the work placements together is 12

300 hours Supervised Projects

The 300 hour long supervised project activity is performed by the student and all the way through the syllabus, It represents a practical experience of a qualified technician in an organization and therefore focuses on the professional skills development of the to be graduate i.e.:

- To put in practice the interpersonal skills and know-how
- The experiment of trans-disciplinarity
- The learning and application of the methodology of project management: writing of specifications, group work, management of time and deadlines, written and oral communication...
- The development of the inter- relational skills of the student: the autonomy and the qualities appropriate to teamwork (initiative, capacity in communication, coordination ...)

In Semester 1 & 2 the project represents 100 student hours and has a coefficient 3 taken in account in S2. This first project is the opportunity to learn about the concrete aspects of project management through team work and organization in order to reach a given target. The methodological elements are dealt with in specific topics

In Semester 3 & 4, the project takes up 200 student hours, coefficient 5. The missions commissioned by internal or external organizations (businesses, charities, local authorities ...) must be more ambitious. The student uses course contents in order to meet the demand of commissioned specifications.

Supervised projects are monitored by one or several tutors and are assessed according to criteria known to students.

d. Professional and Personal Project (PPP)

The « PPP » must enable students to carry out thorough work in order to find out precisely what jobs are available to them and which skills and knowledge are required. It must lead them to question the compatibility between their short term or long term work expectations, their personal desires, their strengths and weaknesses. This will help them define a coherent study framework with the job(s) thought of. Furthermore the "PPP" aims to acquire guidance methods useful all lifelong.

The student must be in charge of this approach. He must build up his project taking into account his own real life experience. Students should be able to use techniques of insertion in the world of work, professional reconversion techniques as well as any educational aspects aiming at their professionalization.

The « PPP » coefficient is 5 throughout the course

e. Educational Orientations – Education through Technology

During each semester of the DUT GACO, a “Cross Activity” module creates a bridge between several modules. It is possible to set up and participate in business games, management simulations, creation challenges, company visits, but also to recruit lecturers and to set up workshops.

Teaching staff are encouraged to use the latest systems, software packages and apps used in innovative organizations. Therefore, teaching and using software packages specific to the organization departments (Logistics, HR, Marketing, and Accounting/Finance) are strongly recommended. The same applies to the use of ERPs (Enterprise Resource Planning software package) to tackle the notion of global piloting. Recruiting professionals can be essential to learn about current practices, both processes and the tools used.

f. Current Economic Issues

The DUT GACO National Pedagogical Program is keen to include the current and key challenges of the economy. Some topics are dealt with in dedicated modules and others are integrated in more general ones. Some points are addressed more particularly.

Entrepreneurship

A company creation and takeover module is proposed in S4. Module of synthesis for the DUT (TWO-YEAR TECHNICAL DEGREE) GACO, it is the opportunity for students to be part and design an actual approach to create a start-up project. They learn about entrepreneurship and the step-by-step process which will enable them to become successful.

More importantly, the state of mind of the entrepreneur becomes an appreciated social skill: their pragmatism, enthusiasm and constant pursuit for value creation.

Standardisation

Included in the speciality modules, Standardisation is part a performance and global quality approach. Students are given notions regarding national and international standards in all Management aspects.

Economic Intelligence

The management and decision making in organisations require understanding the key notion of Economic Intelligence. The monitoring, information and influence protection themes are included in several modules (Information Management, Business strategy) and a synthesis module is presented in the professional insertion path in Semester 4.

Sustainable development

Students know the company they work for wants to make an effort towards more sustainability. As eactive members of that organization, they foresee to the best of their abilities the impact of the decisions they can make and identifies the strategic challenges. Sustainable development, as well as related social and environmental concerns, is tackled throughout the program in all modules.

Project Management

Project management is a key aspect in the business success. Future professionals are trained to techniques using methods and tools. They are informed about the essential aspects: functional, technical, organisational, deadlines and costs.

Two specific modules are offered: “Project Management “(Semester 1) and “Team Management: performance and conflict management“ (semester 2)

Project Management is carried out over the 4 semesters. Transversal activities, business creation, supervised projects and work-placements are opportunities for students to be confronted with this topic.

Health and Safety in the Work Place

In a quality approach, students are informed of specific health and safety at work issues in the Semester 2 module: “Team Management: performance and conflict management “(semester 2) and the Semester 3 module: “Labour relations law”

To put it into practice, students may enrol in a skill acquirement program in order to obtain an accreditation (First Aid certification , workplace first-aid representative) in S4 in the module “ Technological strengthening “

g. General structure of the course

1620 hours organised as below:

- **Lecture** : 380 Hours
- **Tutorial class** : 740 Hours
- **Practical class** : 500 Hours

(TD) (TUTORIAL CLASSES) correspond to groups of 28 students, practical class

(TP) (PRACTICAL CLASSES) correspond to groups of 14.

The validation of the training course is carried out through continuous and regular assessment in each of the 4 semesters complying with the rules stated in the order of the 3rd August 2005.

The acquired diploma is the DUT (HND) ,University Technological diploma 3rd Level, equivalent to 120 ECTS (European Credits Transfer System) or 30 ECTS per validated semester

DISTRIBUTION OF CLASSES (LECTURES, TUTORIALS, PRACTICAL CLASSES)

| | CM LECTURE | TD TUTORIAL | TP PRACTICAL | TOTAL HOURS STUDENT /TU | ETCS |
|----------------------|---------------|----------------|-----------------|----------------------------------|------------|
| SEMESTER 1 | 90 | 190 | 130 | 410 | 30 |
| SEMESTER 2 | 90 | 190 | 150 | 430 | 30 |
| SEMESTER 3 | 115 | 195 | 140 | 450 | 30 |
| SEMESTER 4 | 85 | 165 | 80 | 330 | 30 |
| TOTAL HOURS : | 380 | 740 | 500 | 1620 | 120 |

FRAMEWORK OF TRANSVERSALS MODULES

| | CM | TD | TP | TOTAL HOURS STUDENT /TU |
|--|----------------|-----------------|------------------|--|
| | LECTURE | TUTORIAL | PRACTICAL | |
| COMMUNICATION AND EXPRESSION | 0 | 30 | 75 | 105 |
| FOREIGN LANGUAGE 1 | 0 | 40 | 80 | 120 |
| PPP | 0 | 10 | 60 | 70 |
| TOTAL HOURLY VOLUME / STUDENT : | 0 | 80 | 215 | 295 |