

Post-A-level studies

BTS ASSISTANT DE GESTION DE PME-PMI

ENGLISH VERSION

BAUDIMONT SAINT CHARLES

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OBJECTIVE OF THE TRAINING COURSE

The increasing role of small and medium-sized firms is obvious in the actual evolution of employment. In some small and medium-sized firms, administrative, commercial and accounting tasks are done by the manager himself. That's why he needs a versatile colleague to help him in his daily missions.

So, the management assistant works together with him, in every field but production. His role is essential within the firm.

We've got two main objectives:

- ◆ Make students able to join a firm in which they'll have to help the manager in various missions ;
- ◆ Allow students to carry out studying at University (Degree, Master, Doctorate), or to specialize in a college



IMPLEMENTATION OF THE TRAINING

Students must meet the demands of both the vocational exam and the firms.

Training at school :

- ◆ By acquiring general knowledge, necessary to carry out their missions
- ◆ By teaching students how to pass on information and how to communicate
- ◆ By teaching them manners, qualities expected from an assistant and a versatile colleague.

Vocational training within the firm:

A ten-week work placement, out of two years

One day a week in a firm.

What is more, for a whole year, students will be able to have their comprehensive training within the same firm. They will be the more confident when they join the firm

BTS : A first step in post – A- level studies

TRAINING COURSE

PERIODS:

◆ Vocational periods

- Accountancy
 - Trade
 - Administrative methods
 - Computer
 - Vocational course
 - English
 - Economics
 - Law
 - French
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- ◆ A ten-week work placement out of two years.
 - ◆ Free access to the computer room
 - ◆ An hour on working conditions

TOOLS:

Internet
Business and accountancy softwares
Database
Outlook
Digital videocam
Etc

Students can work at school, but can also relax (students' association, for instance) and the well being of our students is also very important

