

Institut Universitaire de Technologie (IUT)

FIELD Droit, Economie, Gestion

Course suitable for

Initial Education

Recognition of prior learning

• How to apply :

Applicants must state their choices using the Parcoursup Admission Procedure ONLY between 20 January and 20 March and submit a course application pack. Applicants are admitted after a review of the application, a pre-selection interview and applicant confirmation on Parcoursup.

• Course venue :

Meaux

• Calendar :

The BMPA DUT option OMA is a two-year course divided into 4 semesters, each year running from 1st September to 30 June

• Contacts :

- : LOPEO Ghislaine (Meaux)

- Academic secretary : GOUTTIERE Catherine (Meaux) (DUT1-DUT2)

Building : IUT site de Meaux

Office : A102

Phone number : 01 64 36 44 42

Email : gea-dir.iut@u-pem.fr

For further details :

Information, Career guidance and Professional integration Department

(SIO-IP) : sio@u-pem.fr / +33 1 60 95 76 76



UNIVERSITY TECHNICAL DIPLOMA



GESTION DES ENTREPRISES ET DES ADMINISTRATIONS - GESTION ET MANAGEMENT DES ORGANISATIONS

DUT1-DUT2

ENTRY REQUIREMENTS

The course is reserved for students with a high school diploma preferably in science, economics and social science or management sciences and technology, but does not exclude students from less conventional pathways. The student's career plan (personal statement required as part of the application) is a determining factor in the admission process.

ACQUIRED SKILLS

For operational management duties, the "Organisational Management and Administration" BMPA DUT enables students to manage information systems on a day-to-day basis in logistical, commercial, procurement and organisational roles, collect and organise the information required for decision-making, diagnose its shortcomings and suggest process improvements.

YOUR FUTURE CAREER

After the BMPA DUT option OMA, students either continue with long-term studies (Bachelor's and Master's degrees, School of Business and Management, etc.) or short-term studies (Professional degree), or prefer to enter the labour market. The course's two internships and a supervised project make it easier to access sandwich courses, due to the knowledge of the business world they provide.

BENEFITS OF THE PROGRAM

The training programme includes two internships with a recommended duration of 5 weeks in the 1st year and 8 - 16 weeks in the 2nd year (depending on the pathway). Students complete a project supervised by a tutor over approximately 12 months on a "managerial" or "entrepreneurial" theme. Students have one-to-one supervision to help them form their study and/or career plans.

Technical University Diploma (DUT) in Business Management and Public Administration (GEA)

Unit 1 S1 - Organisational environment - Introduction
 1101-Expression-Communication, Fundamental elements - 1102 - Modern language 1 English -
 Les éléments ci-dessous sont à choix :
 1103 - Modern language 2 Spanish - 1103 - Modern language 2 Chinese - 1103 - Modern language 2 German - 1103 - Modern language 2 French
 National Centre for Distance Education (CNED) -
 --- Fin de liste à choix ---
 1104 - Information and communication digital environment - 1105 - Personal and Professional Plan - 1106 - Economics - 1107 - Introduction to law - 1108 - Social psychology and sociology of organisations - 1109 - Support for success in Communication and Modern Foreign Language -
 UE2 S1 - Management tools and techniques - Introduction 1201 - Obligations law - 1202 - Introduction to management - 1203 - Financial Accounting - 1204 - Introduction to taxation and VAT - 1205 - Mathematics for management and statistics - 1206 - Marketing - 1207 - Support for success in quantitative management -

SEMESTER 2 - Technical University Diploma (DUT) in Business Management and Public Administration (GEA)

Unit 1 S2 - Organisational environment - Further studies 2101 - Expression-Communication, information and argumentation - 2102 - Modern language 1 English -
 Les éléments ci-dessous sont à choix :
 2103 - Modern language 2 Spanish - 2103 - Modern language 2 Chinese - 2103 - Modern language 2 German - 2103 - Modern language 2 French
 National Centre for Distance Education (CNED) -
 --- Fin de liste à choix ---
 2104 - Computing environment - 2105 - Personal and Professional Plan - 2106 - Economics - 2107 - French and European public institutions - 2108 - Investigation design and methods - 2109 - Support for success in Communication and Modern Foreign Language -
 Unit 2 S2 - Management tools and techniques - Further studies
 2201 - Business law - 2202 - Human Resources Management - 2203 - Inventory work and summary document analysis - 2204 - Personal taxes - 2205 - Cost calculation and analysis - 2206 - Probability - 2207 - Financial Mathematics - 2208 - Business simulation game - 2209 - Tutored project -

**Technical University Diploma (DUT) in Business Management and Public Administration (GEA)
 Semester 3 option in Organisational Management and Administration (GMO)**

Unit 3.1 Organisational management (GMO) 3101 - English -
 Les éléments ci-dessous sont à choix :
 3102 - Modern language 2 Spanish - 3102 - Modern language 2 Chinese - 3102 - Modern language 2 German - 3102 - Modern language 2 French
 National Centre for Distance Education (CNED) -
 --- Fin de liste à choix ---
 3103 - Economics - 3104 - Labour law - 3105 - Further business law - 3106 - Corporate taxes - 3107 - Business strategy - OS3108 - Maths / Statistics - OS3109 - Project Management - OS3110/1 - Further study in Maths - OS3110/2 - Further study in Communication - OS3110/3 - Further study in English - OS3111 - Business strategy simulation / business simulation game - IPI3108 - Statistical Analysis for Management - IPI3109 - Project management methodology - IPI3110 - Business application - IPI3111 - Management simulation / business simulation game -
 UE3.2 GMO - Management Tools and Organisational Management
 32M01 - Organisation Expression-Communication for Organisational Management and Administration - 32M02 - Database management system for Organisational Management and Administration - 32M03 - Personal and Professional Plan for Organisational Management and Administration - 32M10 - Tutored Project - OS32M04 - Financial diagnostics - OS32M05 - Business creation - OS32M06 - Cost calculation and analysis - OS32M07 - Operational Marketing - OS32M08 - Operational HR Management - OS32M09 - Logistics and production quality management - IPI32M04 - Financial diagnostics - IPI32M05 - Business creation - IPI32M06 - Cost calculation and analysis - IPI32M07 - Operational Marketing - IPI32M08 - Operational HR Management - IPI32M09 - Logistics and production quality management -

**Technical University Diploma (DUT) in Business Management and Public Administration (GEA)
 Semester 4 option in Organisational Management and Administration (GMO)**

Unit 4.1 Environment and tools for Organisational Management and Administration (GMO) 4101 - Professional Expression-Communication - 4102 - English -
 Les éléments ci-dessous sont à choix :
 4103 - Modern language 2 Spanish - 4103 - Modern language 2 Chinese - 4103 - Modern language 2 German - 4103 - Modern language 2 French
 National Centre for Distance Education (CNED) -
 --- Fin de liste à choix ---
 4104 - Economics - 4105 - Personal and Professional Plan - 4106 - Management information system - 4107 - Management control and Forecast management - 41M11 - Competition law - OS41M12 - International Culture - OS41M13 - Summary analysis and finance - OS41M14 - Trade Negotiation - OS41M15 - Further business law - OS4116/1 - Further study in Maths - OS4116/2 - Further study in Communication - OS4116/3 - Further study in English - IPI4108 - Administrative law - IPI4109 - Statistics for the professional environment - IPI4110 - Practical case study - IPI4102 - Integration into the professional world -
 Unit 4.2 Professional experience for Organisational Management and Administration (GMO) 4201 - Tutored project - 4202 - Internship -