

# **BUSINESS STUDIES DEPARTMENT**

## ECTS GUIDE

In Business studies department 1 ECTS is delivered for around a15-hour workload.

<b>SECOND YEAR (option Human Resources management)</b>						
<b>SEMESTER 3</b>						
<b>UE</b>	<b>CODE</b>	<b>Module</b>	<b>ECTS</b>	<b>Total</b>	<b>Notes</b>	<b>Tutorials</b>
UE3.1	M3101	English	2	12	2	24
	M3103	Economics	1		2	18
	M3104	Labour law	1		2	18
	M3105	Corporate law (in depth)	1		2	18
	M3106	Taxation of legal entities	1		2	18
	M3107	Business strategy	1		2	18
	M3108C	Statistical analyses for management	1		2	18
	M3109C	Methodology and management (establish a company)	1		1	12
	M3110C	Business software	1		1	12
	M3111C	Management simulation and strategy	2		1	27
UE3.2	M32H01	Expression: Communication in HR organizations	3	18	2	18
	M32H02	HR software: Administrative database system	3		2	24
	M32H04	Corporate law (in depth)	3		2	18
	M32H05	Human resources management: Financial analysis	3		2	18
	M32H06	HR Administration	3		2	18
	M32H07	Management of jobs and skills	3		2	24
<b>Total Semester 3</b>				<b>30</b>		<b>303</b>

SECOND YEAR (option Human Resources management)						
SEMESTER 4						
UE	CODE	Module	ECTS	Total	Notes	Tutorials
UE4.1	M4101	Expression: professional communication	1	14	2	18
	M4102	English: professional knowledge	2		2	18
	M4104	Economics	1		1	15
	M4106	Management information system	1		1	12
	M4107	Management planning and management control	2		2	18
	M4108C	Administrative law	1		2	18
	M4109C	Professional statistical applications	1		2	18
	M4110C	Practical case studies	1		2	18
	M41H11	Establish relationships in a company	1		1	12
	M41H12C	Social dynamics in an organization	0.5		1	12
	M41H12C	Social reports	0.5		1	12
	M41H15C	Payroll management	1		2	16
	M41H14C	Managing recruitment and training (engineering risk analysis)	1		1	12
UE4.2	M4202	Internship	16	16	1	
<b>Total Semester 4</b>				<b>30</b>		<b>199</b>
<b>Total S3 + S4</b>				<b>60</b>		<b>502</b>

<b>FIRST YEAR (option:Accounting and Financial management systems)</b>						
<b>SEMESTER 1</b>						
<b>UE</b>	<b>CODE</b>	<b>Module</b>	<b>ECTS</b>	<b>Total</b>	<b>Notes</b>	<b>Tutorials</b>
UE1	M1101	Fundamental elements of communication	3	15	2	45
	M1102	English	3		2	45
	M1104	Digital tools of information and communication	3		2	45
	M1105	Personal professional project (business approach) - personal support	1		1	2
	M1106	Economics	3		2	45
	M1107	Introduction to law	2		1	22
UE2	M1201	Law of obligations	3	15	1	22
	M1202-M1206	Business management - marketing	4		2	45
	M1203	Financial accounting	5		3	75
	M1205	Mathematics and statistics management	3		2	45
<b>Total Semester 1</b>				<b>30</b>		<b>413</b>

<b>FIRST YEAR (option: Accounting and financial management systems)</b>						
<b>SEMESTER 2</b>						
<b>UE</b>	<b>CODE</b>	<b>Module</b>	<b>ECTS</b>	<b>Total</b>	<b>Notes</b>	<b>Tutorials</b>
UE1	M2101	Communication, information and argumentation: inquiry methods	3	14	1	45
	M2102	English	3		2	45
	M2104	IT tools	3		2	45
	M2105	Personal professional project (professional competencies) – personal support	1		1	22.5
	M2106	Economics	2		1	22.5
	M2107	French and European public institutions	2		1	22.5
UE2	M2201	Business law	3	16	2	45
	M2202	Human resources management	2		1	22.5
	M2203	Inventory work and analysis of synthesis documents	4		2	45
	M2204	Taxation of individuals	2		1	22.5
	M2205	Calculation and cost analysis	2		1	22.5
	M2206-M2207	Probabilities – financial mathematics	2		2	45
	M2208	Summarizing business game	1		1	22.5
	M2209	Tutored project				
<b>Total Semester 2</b>				<b>30</b>		<b>427.5</b>

<b>SECOND YEAR (option: Accounting and financial management systems)</b>						
<b>SEMESTER 3</b>						
<b>UE</b>	<b>CODE</b>	<b>Module</b>	<b>ECTS</b>	<b>Total</b>	<b>Notes</b>	<b>Tutorials</b>
UE3.1	M3101	English	2	12	2	22.5
	M3103	Economics	1		2	22.5
	M3104	Labour law	1.5		2	22.5
	M3105	Corporate law (in depth)	1.5		2	22.5
	M3106	Taxation of legal entities	1.5		2	22.5
	M3107	Business strategy	1		2	22.5
	M3108C	Statistical analysis for management	1		2	22.5
	M3110C	Business software	1.5		2	22.5
	M3111C	Simulation and management strategy	1		1	22.5
UE3.2	M32F01	Expression – Corporate communication in accounting/financial companies	2	18	2	22.5
	M32F02	Database management system of financial accounting	2		2	22.5
	M32F03	Personal professional project	1.5		1	22.5
	M32F04	Financial management	3.5		2	45
	M32F05	Calculation and cost analysis	2.5		2	22.5
	M32F06	Accounting	2.5		2	22.5
	M32F10	Tutored project (120h)	4		1	
<b>Total Semester 3</b>				<b>30</b>		

<b>SECOND YEAR (option: Accounting and financial management systems)</b>						
<b>SEMESTER 4</b>						
<b>UE</b>	<b>CODE</b>	<b>Module</b>	<b>ECTS</b>	<b>Total</b>	<b>Notes</b>	<b>Tutorials</b>
UE1	M4101	Expression: professional communication	1	14	2	22.5
	M4102	English: professional knowledge	1.5		2	22.5
	M4104	Economics	1		2	22.5
	M4105	Personal professional project	0.5		1	22.5
	M4106	Management information system	1		2	22.5
	M4107	Management planning and management control	1.5		2	22.5
	M4108C	Administrative law	1		2	22.5
	M4109C	Professional statistical applications	1		2	22.5
	M4110C	Practical case studies	1		2	22.5
	M41F11	Cash management and applied financial analysis	1.5		2	22.5
	M41F12C	Tax and accounting specificities of companies – tax system	1		2	22.5
	M41F13C	Management dashboard and evaluation of results and performances	1		2	22.5
	M41F14C	Payroll software	1		2	22.5
	M4201	Tutored project (120h)	4	4	1	
	M4202	Internship (minimum 10 weeks)	12	12	1	
<b>Total Semester 4</b>				<b>30</b>		<b>292.50</b>
<b>Total S3+S4</b>				<b>60</b>		<b>652.5</b>

<b>FIRST YEAR (option: Management and management of organizations)</b>						
<b>SEMESTER 1</b>						
<b>UE</b>	<b>CODE</b>	<b>Module</b>	<b>ECTS</b>	<b>Total</b>	<b>Notes</b>	<b>Tutorials</b>
UE1	M1101	Expression, communication , fundamental elements	2	15	2	32
	M1102	Language 1: English	3		2	36
	M1103	Language 2	1		2	30
	M1104	Digital tools for information and communication	2		2	36
	M1106	Economics	2		2	39
	M1107	Law: an introduction	2		2	20
	M1108	Social psychology and social organizations	3		2	39
	M1105	Personal professional project				
UE2	M1201	Law of obligations	2	15	2	24
	M1202	Management: an introduction	4		2	46
	M1206	Marketing				
	M1203	Financial accounting	5		4	84
	M1204	Taxation and VAT: an introduction				
	M1205	Mathematics and statistical management	4		2	54
<b>Total Semester 1</b>				<b>30</b>		<b>440</b>



<b>FIRST YEAR (option: Management and management of organizations)</b>						
<b>SEMESTER 2</b>						
<b>UE</b>	<b>CODE</b>	<b>Module</b>	<b>ECTS</b>	<b>Total</b>	<b>Notes</b>	<b>Tutorials</b>
UE1	M2101	Expression, communication, information and argumentation	2	14	2	26
	M2102	Language 1: English	3			
	M2110	Personal assistance to succeed in your English practical work			2	42
	M2103	Language 2	1		2	30
	M2104	IT environment	2		1	24
	M2106	Economics	3		2	38
	M2107	French and European public institutions	1		1	18
	M2109	Design and survey methods	2		2	30
	M2105	Personal professional project (identify professional skills)				
UE2	M2201	Business law	3	16	2	48
	M2202	Human resources management	2		1	24
	M2203	Inventory	2		2	28
	M2203	Analysis of summarized documents	1		1	20
	M2204	Taxation of individuals	1		1	12
	M2205	Calculation and cost analysis	2		2	30
	M2206	Probabilities	4		2	48
	M2207	Financial mathematics				
	M2208	Business game	1		1	21
M2209	Tutored project (60h)					
<b>Total Semester 2</b>				<b>30</b>		<b>439</b>
<b>Total S1 + S2</b>				<b>60</b>		<b>879</b>

<b>SECOND YEAR (option: Management and management of organizations)</b>						
<b>SEMESTER 3</b>						
<b>UE</b>	<b>CODE</b>	<b>Module</b>	<b>ECTS</b>	<b>Total</b>	<b>Notes</b>	<b>Tutorials</b>
UE1	M3101	Language 1: English	2	12	2	30
	M3102	Language 2	1		2	26
	M3103	Economics	1		2	24
	M3104	Labour law	1		2	24
	M3105	Corporate law (in depth)	1		2	21
	M3106	Taxation of legal entities	1		2	24
	M3107- M3109C	Business strategy – methodology of project management	2		3	33
	M3108	Statistical analysis for management	1		2	21
	M3110	General culture	1		2	15
	M3111C	Simulation and management strategy	1		1	27
UE2	M32M01	Expression - communication for management	2	18	2	28
	M32M02	Database management system	1.5		2	30
	M32M03	Personal professional project	1.5		1	15
	M32M04	Financial analysis for administration in organizations	1.5		2	24
	M32M05	Establish a company	1.5		1	19
	M32M06	Financial analysis	1.5		2	24
	M32M07	Operational marketing	1.5		2	24
	M32M08	Operation management of Human Resources	1.5		1	15
	M32M09	Manage quality, logistics and production	1.5		2	20
	M32M10	Tutored project (120h)	4		1	
<b>Total Semester 3</b>				<b>30</b>		<b>444</b>

<b>SECOND YEAR (option: Management and management of organizations)</b>						
<b>SEMESTER 4</b>						
<b>UE</b>	<b>CODE</b>	<b>Module</b>	<b>ECTS</b>	<b>Total</b>	<b>Notes</b>	<b>Tutorials</b>
UE1	M4101-M4105	Expression professional communication – Personal professional project	1.5	14	2	35
	M4102	Language 1: English – professional knowledge	1.5		2	24
	M4103	Language 2	1		2	20
	M4104	Economics	1		2	15
	M4106	Information system for management	1		2	18
	M4107- M41M13C	Management control and	2		3	48
	M4108C	Administrative law	1		2	24
	M4109C	Professional statistical applications	1		2	24
	M4110C	Practical case study	1		2	24
	M41M11C	Competition law	1		2	20
	MM41M12C	Management applied to a particular industry ( international trade)	1		2	18
	M41M34C	International management	1	2	24	
UE2	M4201	Tutored project (120h)	4	16	1	
	M4202	Internship (minimum 10 weeks)	12		1	
<b>Total Semester 4</b>				<b>30</b>		<b>294</b>
<b>Total S3 + S4</b>						<b>738</b>