



IUT de TROYES

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DUT GEA Business administration and management

Application

Your school qualification transcripts will be examined by a jury. B1 level of French is required.

Goals

To train the students in the management of private and public companies.
This degree enables the students to carry on with further studies.

Training

This training is divided into :

- Courses described in the national program leaflet
- Summaries
- Tutored projects and team work
- Internships
- Adaptation modules adapted to the regional companies
- Differentiation modules chosen by the students according to their job plans.

Common compulsory courses in semesters 1 and 2.

Three options in semesters 3 and 4:

- Accounting and finance
- Small and medium-sized companies
- Human resources

Tests

Acquisition of knowledge is assessed by regular and continuous test. Validation is acquired as the student gets a grade point average of 10/20 and at least an average mark of 8/20 for each UE. Training units are definitely acquired since the student gets the average mark of 10/20. Acquisition of UE involves acquisition of ECTS. Each semester is equivalent to 30 credits. Getting your DUT adds up to 120 credits.

Opportunities

The balance between theory and practice enables the students to find a job in accounting and finance, management, or human resources.

Postgraduate Studies

Third-year university degree: licence, university degree, one year of specialising
Two years or more after graduation: degree as an accountant, masters, business schools.





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Teaching organisation in four semesters

There are four teaching units which correspond to the necessary skills you need to work in business :

UE1 : Communicating and belonging in companies

Using internal and external communication tools
Foreign languages
Building and setting up a project

UE2 : Understanding and managing companies

Understanding the economic and legal aspects of companies
Understanding how companies work, their organization, the human resources department

UE3 : Mastering and using management tools

Mastering accounting and fiscal issues
Measuring and analyzing financial performances
Mastering computer and mathematical management tools

Modules

Additional modules to complete the student's graduation according to his job plans

10-week Internship during the fourth semester

Options:

■ Accounting and Finance

Mastering the financial, budgetary and accounting methods, techniques and processes.
Taking part in the setting up of methods and tools dealing with staff and skills
Contributing to the decision making tools used in the economic and financial domains

■ Human Resources

Carrying out tasks and bearing responsibilities in relation with staff management
Taking part in the setting up of methods and tools used to manage staff and skills
Contributing to the social diagnosis and to the functioning of labour representative institutions

■ PMO (Small and medium-sized companies)

Managing daily a private or public organization in all its domains (logistics, marketing, legal, fiscal, accounting, finance)
Collecting, synthesizing, using information useful to the decisions taking
Setting up information systems useful for an effective managing

