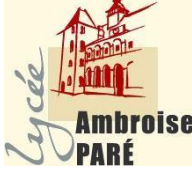




Course Catalogue – Lycée Ambroise Paré, Laval - France

1. General information

<p>Lycée Ambroise Paré, General and Technological High School</p>  <p>17, rue du Lycée B.P. 71309 53013 Laval Cedex</p>	<p>Leadership Team</p>  <p>Headteacher : M. Minzière Philippe Assistant Headteacher : Mme Foucher Aurélie Deputy Headteacher for Technological Studies: Mme Lecomte Véronique</p> <p>BTS Coordinators : Mme Bazin : BTS NDRC M. Icher: BTS GTLA Mme Trouillard et M.Pilon : BTS CG</p>		<p>Establishment description Public teaching high school 1150 high school pupils Baccalaureate general and technological</p> <p>150 BTS students 3 BTS courses (Brevets de Technicien Supérieur - higher technical certificates)</p> <p>150 staff members (administrators, teachers, technical personnel)</p>
<p>+33 243 591 759</p> <p>ce.0530010y@ac-nantes.fr</p> <p>https://ambroise-pare.paysdelaloire.e-lyco.fr/</p>	<p>Academic Calendar</p> <p>⇒ Courses start ⇒ Courses end ⇒ School Holidays</p> <p>⇒ Internship Periods</p>	<p>Dates</p> <p>1st September 2022 7 July 2023 Autumn Holidays from Oct. 2022 Christmas Holidays from 17 Dec. to 1 jan. Winter Holidays from 11 Feb. to 26 Feb. Spring Holidays from 15 April to 30 April From January to March and the month of June in the first year November to December in the second year</p>	
<p>List of Courses</p> <ul style="list-style-type: none"> ■ General Baccalaureate ■ Baccalaureate Technological and Management Sciences (STMG) ■ BTS Accounting (CG) ■ BTS Business Studies in Digitalisation and Customer Relations (NDRC) ■ BTS Transport and Logistics (GTLA) 	<p>Admission conditions and procedures</p> <ul style="list-style-type: none"> - Completed a Baccalaureate (Level 4 of the European Qualification Framework - EQF) - Attested level equivalent to level 4 of the EQF. - Selection on file - Registration on the national Parcoursup platform https://www.parcoursup.fr/ - Mobility entrants : registration on file . No general provisions for recognition of learning. 	<p>European Credits Transfer System</p> <p>Allocation by school year and module (See Table of training units and ECTS credits)</p>	

2. Resources and services

<p>High school and student life High Schoolers House (MDL) Students Office (BDE) Coordinator : X Alumni : President contact details</p>	<p>Accommodation - Boarding school reserved for high schoolers - For the students : the Laval CROUS (Regional Center for University and School Works) Résidence La Dormerie 54 rue des Docteurs-Calmette-et-Guérin 53000 Laval ☎ +33 243 492 585 ✉ heb.dormerie@crous-nantes.fr</p>	<p>Bursary  https://www.messervices.etudiant.gouv.fr</p>	<p>Cost of living in Laval Cost of accommodation: approximately 450€ per month for accommodation and bills Aid for accommodation: APL/CAF Cost of food: approximately 200€ per month</p>
<p>Stewardship Student liaison : Mme Papillon Julie Canteen meal tariff : 3,80€ Reimbursement of internship costs Social assistance (To be defined with Julie)</p>	<p>Insurance The students must arrange a student insurance and a civil liability insurance in order to carry out the training periods in businesses.</p>	<p>Educational resources CDI - school library and information centre Europresse - access European news sources E SIDOC - browse library collections and reserve books, DVDs and more online</p>	<p>Language Catalogue German English Chinese Spanish Italian Latin/Greek</p>
<p>International Programmes Partner programmes (Brigitte Sausay, Rotary) Mobility programmes : staff mobility, mobility for high schoolers, student mobility applications Certifications Euroscol Erasmus Charter Lycée Ambroise Paré international page: www.XXX</p>	<p>Sports facilities Gym hall Synthetic track Sports field Sports sections (Football, Cycling, Basketball)</p>	<p>Medical services Nurse Mme Lolon</p>	<p>Work Placement/ Internship DDFPT - M. Delhommeau Companies websites Internship position announcements</p>

3. Academic programmes information : table of training units and their ECTS credits

HIGHER TECHNICAL CERTIFICATE IN ACCOUNTING

General description : The overall mission of the holder of the BTS in Accounting is to take charge of the accounting and management activities of the organisation to which he belongs, or on behalf of which he acts as an external service provider. The holder of the certificate carries out his mission as a “service provider” which may be internal or external to the “client” organisation. These activities respond both to the need to meet the obligations to which the organisations are subject, and to their need for efficiency. They participate directly or indirectly in the production of value. They all require the ability to use the resources offered by a digital environment (integrated management software optionally supplemented by specific software, office software with spreadsheet, network access, etc.).

Name BTS CG		EQF Level 5	Duration: 2 years , short cycle	Sector tertiary Transport domain	Mode of Study : Full Time	Internships in businesses obligatory for 10 weeks over two years		
Test	Units and Modules	Processes and Activities		Coefficient	Form	Duration	Annual Hours	Credits ECTS / year
E1	U11 – General culture and expression			4	End of year exam	4h	108h	5
	U12 – Modern Foreign Language English obligatory			3	Oral	20 minutes	72h	3
E2	U2 – Applied Maths			3	Course work	2 times 55 minutes 2 assessed pieces	72h	3
E3	Economy, Law and Management							
	U31 – Economy and Law			5	End of year exam	4h	72h (economy)	7
	U32 – Business Management			3		3h	72h (law) 72h	3
E4	Processing and regulation of accounting, tax and social transactions	Process n°1 - Regulation and processing of commercial transactions <input type="checkbox"/> Regulation of commercial documents <input type="checkbox"/> Recording and monitoring of clients' accounting operations <input type="checkbox"/> Production of information relating to clients' risk <input type="checkbox"/> Recording and monitoring of operations relating to suppliers <input type="checkbox"/> Implementation of bank reconciliations (cash accounting)			End of year exam		P1 + P2 180h	21
	U41 – Case Study	Process n°2 - Regulation and production of financial information <input type="checkbox"/> Carrying out accounting work relating to the establishment of the company and capital growth <input type="checkbox"/> Carrying out stock takes		6		4h	P3 + P4 126h	
	U42 – Accounting and tax practices			4	Course work	3h	P7 72h	

		<input type="checkbox"/> Production of annual accounts and interim statements <input type="checkbox"/> Accounting monitoring of work relating to the allocation of returns <input type="checkbox"/> Saving and archiving of accounting documents <input type="checkbox"/> Production of information necessary for consolidation Process n°3 - Management of tax obligations <input type="checkbox"/> Processing of VAT transactions <input type="checkbox"/> Processing of transactions relating to direct taxes <input type="checkbox"/> Processing of special cases and other taxes Process n°4 - Management of social relations <input type="checkbox"/> Preparation of administrative forms for personnel management and employee information <input type="checkbox"/> Payroll accounting management and employee information Process n°7 - Reliability of the information and the accounting information system (SIC) <input type="checkbox"/> Research information <input type="checkbox"/> Manage the organisation's information <input type="checkbox"/> Contribute to the quality of the information system			2 assessed pieces		
E5	U5 – Situations of management regulation and financial analysis	Process n°5 - Analysis and forecasting of activity <input type="checkbox"/> Identification of the cost structure <input type="checkbox"/> Calculation, control and analysis of the cost of the activities, products and services of the organisation <input type="checkbox"/> Forecasting and monitoring of activity <input type="checkbox"/> Establishment of budget management <input type="checkbox"/> Development of operational dashboards Process n°6 - Analysis of the financial situation <input type="checkbox"/> Analysis of organisational performance <input type="checkbox"/> Analysis of the profitability of an investment <input type="checkbox"/> Analysis of the financial balance of the organisation <input type="checkbox"/> Analysis of the organisation's cash flow and solvency <input type="checkbox"/> Analysis of modes of financing <input type="checkbox"/> Dynamic analysis of financial flows	5	Course work	2 assessed pieces	P5 + P6 126h	7
E6	U6 – Professionalisation Path	Process n°1 - Regulation and processing of commercial transactions <input type="checkbox"/> Analysis of the accounting information system (SIC) <input type="checkbox"/> Contribution to the performance of the process "Regulation and processing of commercial transactions" and research into operational security Process n°2 - Regulation and production of financial information <input type="checkbox"/> Conduct of a regulatory watch necessary for the establishment of accounts <input type="checkbox"/> Contribution to the performance of the process "Regulation and processing of commercial transactions" and research into operational security Process n°3 - Management of tax obligations <input type="checkbox"/> Exert vigilance on taxes Process n°4 - Management of social relations <input type="checkbox"/> Exert social vigilance <input type="checkbox"/> Contribution to the performance of the "Management of labor relations" process and research into operational security + Process n°5 - Analysis and forecasting of the activity + Process n°6 - Analysis of the financial situation +	5	Oral	30 minutes	72h	11

		Process n°7 - Improving the reliability of the information and the accounting information system (SIC)					
E6		Professionalisation workshop				126h	
		Autonomous work (Computer room) second year		3h/weekly		108h	
		Upgrading first year		2h/weekly in first year		36h	
EF1 (optional unit)	UF1 – (optional unit) Modern Foreign Language	Optional module - Modern Foreign Language Level B1 of CECRL for the following language activities : - Comprehension of written documents - Written communication and production - Spoken communication and production		Oral	20 minutes	72h	
EF12 (optional unit)	UF2 – (optional unit) Development module	Optional module - Development module - Development of skills relating to one or more units of the diploma certification reference system - Development of specialised skills in relation to the professional activities of the BTS CG. - Acquisition of professional skills related to international mobility		Course work	20 minutes	36h	
						1170h (excluding LV2 and development module)	60 credits ECTS

Calcul de la charge de travail BTS GTLA = 2074 heures

Charge de travail = Cours + Séminaires + Projets + Travaux pratiques + Études personnelles + Stages en entreprise

Cours = 1170 heures / an

Stages = 175 heures / an

Projets et séminaires = 135 heures / an

Études personnelles = 450 heures / an

Travail en autonomie = 144 heures / an

Calcul de la charge de travail par module de formation

Module de formation	Volume Horaire	Charge de travail 2074h/an	Total	Crédits ECTS/an
U11 – Culture générale et expression	108h	108 + 54 (4) + 10 (3)	172h	8,3% = 4,98 ECTS = 5 ECTS
U12 – Langue vivante Obligatoire Anglais	72h	72 + 36 (4) + 5 (3)	113h	5,45% = 3,27 ECTS = 3 ECTS
U2 – Mathématiques appliqués	72h	72 + 36 (4) + 5 (3)	113h	5,45% = 3,27 ECTS = 3 ECTS
U31 – Économie et Droit	144h	144 + 72 (4) + 10 (3)	226h	10,89% = 6,5 ECTS = 7 ECTS
U32 – Management des entreprises	72h	72 + 36 (4) + 10 (3)	118h	5,68% = 3,4 ECTS = 3 ECTS
U4 – Traitement et contrôle des opérations comptables, fiscales et sociales	378h	378 + 189 (4) + 78 (1) + 70 (2)	715h	34,47% = 20,68 ECTS = 21 ECTS
U5 – Situations de contrôle de gestion et d'analyse financière	126h	126 + 63 (4) + 26 (1) + 20 (2)	235h	11,33% = 6,80 ECTS = 7 ECTS
U6 – Parcours de professionnalisation	198h	198 + 99 (4) + 40 (1) + 45 (2)	382h	18,41% = 11,05 ECTS = 11 ECTS
		Total	2074h	Total = 60 crédits ECTS

UF1 – Communication en langue vivante étrangère	72h	Ces heures n'entrent pas dans le calcul de charge (Facultatif) (1) Les heures sont réparties sur les modules U4, U5 et U6 sur les deux années (2) 135 heures sur les modules U4, U5 et U6 et 40 (3) heures sur les modules U1, U2 et U3
UF2 – Module d'approfondissement	36h	
Travail en autonomie	144h	
Stages en entreprise	175h	

Études personnelles, projets
Total (Hors UF1 et UF2)

585h
2074h

(4) ½ heure affectée par heure de cours.