

Assessment

- **Coursework** (assessment during the 2 years of study is used in several of the professional subjects)
- **Oral and Written Exams at the end of the 2nd year of study**

Pass rate for the BTS AG at Lycée G. Apollinaire

2011: 86 %

2012: 78 %

2013: 87 %

Regional average: 50 %

After the BTS: Career prospects/further studies

The management Assistant in a small or medium-sized firm liaises directly with the head of the company or a senior manager.

Due to the varied nature of the course, a student who passes this BTS is able to work and evolve professionally in a large number of posts, all of which carry responsibility.

Continuing your studies at University after your BTS:

➤ It is possible to join a university course in the second-year in order to study for a Bachelor's Degree

➤ It's possible to join a Professional degree course

It's also possible to take various competitive administrative exams

Admission

Students studying for/or who have already obtained:

A Vocational Baccalauréat
A Baccalauréat STMG
A Baccalauréat L, ES, S

To apply for a place candidates must register their request on the following website:

<http://www.admission-postbac.org>

After registering, the candidate prints out the registration forms, which must be sent to the selected establishment for specific dates.

Practical Information

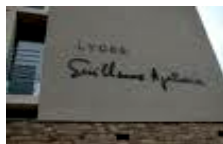
Student Status: Higher Education Scholarships available, State Health Care

Working conditions to help students succeed:

- A dynamic and stable team of dedicated teachers
- Easy access to computer laboratories
- A well-equipped and friendly school setting

Lycée G. APOLLINAIRE
42 rue du Pavé de Grignon
94320 THIAIS

Tél : 00 33 (0)1 48 52 58 77



www.apollinaire-thiais.ac-creteil.fr

Teachers in charge : Mme Davesne - M Bouchou
Contact : stsag.lga@gmail.com

RÉGIONAL EDUCATION AUTHORITY
ACADEMIE DE CRETEIL

LYCEE G. APOLLINAIRE THIAIS



Brevet de Technicien Supérieur

Assistant de gestion

PME-PMI



A two-year higher education vocational course aimed at students wanting to become management assistants in small and medium-sized firms

An Interesting and Appealing Course Description

↪ An enriched and modernized course

Much learning time is accorded to the importance of establishing and maintaining good relationships with suppliers and clients. This, together with the development of organization and communication skills is at the heart of any management assistant's job.

↪ A European Dimension

This BTS is a European qualification.

A network of educational establishments and small and medium firms means that students can follow the course and do their work placements in one or more of the European countries that are already part of this educational partnership (Germany, Greece, Great Britain, Italy, Poland, Portugal, Romania and Estonia).

↪ The value of the periods of work placement is highlighted in the final exams

The experiences form the basis of two papers:

- Communication and Relations with Clients and Suppliers
- Project for developing Small and Medium-Sized Firms

A varied course

During their studies, students acquire:

- Training in administration, accountancy and sales, which is adapted to the needs of small and medium-sized companies;
- Knowledge about the professional arena and an analytical approach to professional work;
- Strong skills in written and oral communication;
- Proficiency in the use of computers:
 - ⇒ *Basic software (Word, Excel, Access, PowerPoint), email communication and Internet*
 - ⇒ *Specialised management software (Cegid)*

Work experience

12 Weeks of Work Placements

- 🕒 6 consecutive weeks at the end of the 1st year
- 🕒 6 weeks in the 2nd year, 4 of which are consecutive

Possibility of work placements with Erasmus program in Europe

Professional Workshops: Writing CVs and Cover Letters, looking for a work placement, looking for a small or medium-sized company, negotiating the period of work experience, fitting in to a company, follow-up and assessment of the work placement.

Teaching Time per Week during the Course

Subjects	1 st Year	2 nd Year
<u>General Education</u>		
French	2 h	2 h
Foreign Language, English or Spanish (LV1)	4 h	3 h
Economics, Law	4 h	4 h
Management	2 h	2 h
<u>Professional Education</u>		
Relations with Clients and Suppliers	4 h	1 h
Administration and Development of Human Resources	-	2 h
Organisation and Planning	3 h	-
Management and Financing of Assets	-	2 h
Management of Information Systems	2 h	-
Company Survival	-	4 h
Risk Management	-	2 h
Global Communication	3,5 h	2 h
Professional Workshop	4 h	3 h