

BTS¹ Accounting and Management

A new degree for a changing job



¹ BTS : a two-year post A-level degree

BTS Accounting & Management

A promising job

Your job

The graduated student of a BTS Accounting and Management (AM) works to satisfy the needs of the company and to respect the regulations in force.

His/her autonomy and his/her sphere of activity vary according to the company.

The graduated student of a BTS AM masters the complexity of the accounting activities.

He/she updates his/her knowledge through a permanent information watch.

He/she is aware of the IT evolutions.

He/she masters a management software for the different steps of the accounting entries.

The mastery of English is essential.

Promising job opportunities

The graduated student works among a team, a department, a supervision as:

- ✓ An accountant's assistant;
- ✓ An accountant;
- ✓ An accounting collaborator;
- ✓ An account officer;
- ✓ An invoice manager;
- ✓ A payroll manager;
- ✓ A management controller's assistant;
- ✓ A financial and accounting manager's assistant;
- ✓ Etc...

Companies to work for

Any private or public companies – Accounting firms – Associative sector

BTS Accounting & Management

The admission

Conditions:

Graduated with an A-level degree.

To register:

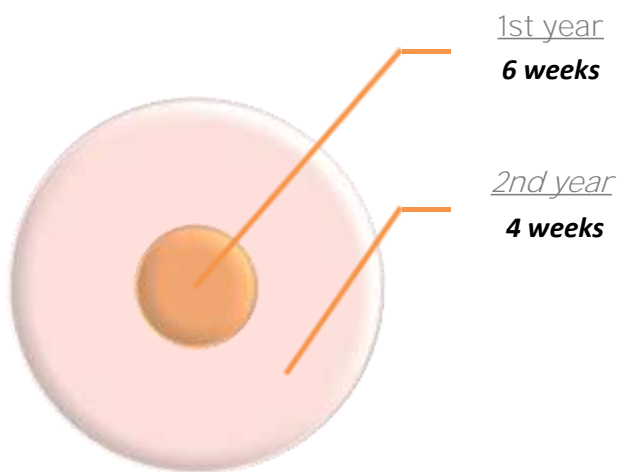
✓ For the French students, register on the website parcoursup.fr.

✓ For the foreign students, make an appointment with the deputy head of the school (bts@saintemarthe-chavagnes.com)

Scholarships:

Register before the end of May.

Work experiences



The courses

Subjects	Weekly hours	
	1 st year	2 nd year
French(Culture, reading, writing)	3	3
English	2	2
2 nd foreign language (Spanish, German) - Optional	2	2
Law	2	2
Economics	2	2
Management	2	2
Mathematics	2	2
Process 1 : <i>Control and processing of the commercial transactions</i>	6	4
Process 2 : <i>Control and production of the financial information</i>		
Process 3 : <i>Management of the tax commitments</i>	5	2
Process 4 : <i>Management of the social relations</i>		
Process 5 : <i>Analysis and forecasting of the activity</i>	2	5
Process 6 : <i>Analysis of the financial situation</i>		
Process 7 : <i>Reliability of the accounting information and of the processing system</i>	2	2
Professional workshop	3	4
Access to IT tools	3	3
Refresher course	2	

Post-BTS

- ✓ Vocational Degree; Economics Degree;
- ✓ Accounting and Management Degree and Higher Accounting and Management Degree; Chartered Accountancy Degree

