



RÉPUBLIQUE
FRANÇAISE

Liberté
Égalité
Fraternité



BTS Accounting and Management

Aix-en-Provence



Formation éligible
au CPF



Formation réalisable
en alternance

The benefits of training

Learning dynamics built on professional simulations and group mobilisation

- Pass rate: 100% out of 11 people sitting the exam
 - Satisfaction rate: 100% out of 4 people who responded to our satisfaction survey
 - Recommendation rate: 100% out of 4 people who responded to our satisfaction survey
 - Overall job integration rate : 57%
 - Rate of integration into the target profession: 57%
 - Rate of further study: 50%
 - Rate of interruption during training: 0%
 - Rate of termination of apprenticeship contracts concluded: 0%
- GRETA-CFA supports work-linked training candidates to make their project a reality and promote their employability.

TRAINING

OBJECTIVES

On completion of this course, the holder of the diploma will be able to take charge of the accounting and management activities of a company or association, either in-house or as an external service provider. He/she will be able to reliably commit or carry out:

- the accounting recording of commercial transactions and their control,
- the establishment and verification of transactions linked to year-end work and financial documents,
- the examination, control and validation of accounts,
- the administrative and accounting activities of personnel management, linked to the preparation of the payroll,
- carrying out tax work
- drawing up returns for government departments,
- analysing the performance of organisations (cost calculations and analysis, cash management, financial analysis),
- preparing for decision-making by producing reliable and organised information,
- archiving, filing documents.

PROGRAMME

Professional areas:

BC01 - Accounting, tax and social analysis

- Taking ownership of a professional context, approaches and procedures, an accounting information system
- Carrying out relevant processing relating to accounting, tax and social obligations
- Implement work and control procedures and standards in force
- Use reference documentation
- Justify and argue one's choices

BC02 - Tax and social accounting practices

- Appropriate a professional context, approaches and procedures
- Make relevant use of the resources offered by the accounting information system to improve efficiency
- Explain and justify the work produced and the approach used

BC03 - Management and financial analysis

- Analysis and forecasting of activity :
- Identifying the cost structure
- Calculating, controlling and analysing the cost of the organisation's activities, products and services
- Forecasting and monitoring activity
- Ensuring the implementation of budget management
- Drawing up operational management charts
- Analysis of the financial situation:
- Analyse the performance of the organisation

- Analyse the profitability of an investment
- Analyse the financial equilibrium of the organisation
- Analyse the cash flow and solvency of the organisation
- Analyse the methods of financing
- Analyse the dynamics of financial flows

BC04 - Organisation of the accounting information system

- Analysing the accounting information system (SIC)
- Contributing to the performance of the "Control and accounting processing of commercial transactions" process and seeking to secure transactions
- Conduct regulatory monitoring necessary for the preparation of the accounts
- Conduct tax monitoring
- Conduct social monitoring
- Contribute to the performance of the "Management of social relations" process and the search for securing operations
- Search for information
- Manage the organisation's information
- Contribute to the quality of the information system

General and cross-disciplinary areas : mathematics, general culture, modern foreign language, economics and law.

VALIDATION

- Diploma from the Ministry of National Education and Youth Level 5 (BTS)
- + d'informations sur cette certification (RNCP39159, libellé exact du diplôme, nom du certificateur, date d'enregistrement de la certification) en cliquant sur : <https://www.francecompetences.fr/recherche/rncp/39159/>

WHO SHOULD ATTEND?

AUDIENCE

All audiences

PREREQUISITES

Baccalaureate or equivalent qualification.
Baccalaureate level with professional experience in a company.
Interest in the activity and ability to project oneself into the training and professional activities.

EDUCATIONAL ORGANISATION

SESSION DATES

from 4 September 2023 to 27 June 2024 **DIVERS FINANCEMENTS**

APPRENTICESHIP

from 4 September 2024 to 30 June 2025 **DIVERS FINANCEMENTS**

APPRENTICESHIP

from 1 September 2025 to 30 June 2026 **DIVERS FINANCEMENTS**

APPRENTICESHIP

DURATION

Maximum total duration of 1,350 hours The duration of the course is indicative and will be determined according to your profile.

WORKFORCE

16 people

TEACHING METHODS, EQUIPMENT AND FOLLOW-UP

Teaching method

- Fully classroom-based training

Teaching methods

- Personalised course
- Individual benefit

Equipment

- Room equipped with networked computer workstations

Monitoring and individualisation

Positioning prior to entry into training.

Interviews, remediation with the educational referent and/or company referent during training.

Possibility of post-training support.

For beneficiaries with disabilities: possible adaptation of training and certification methods, support by the GRETA-CFA TH referent.

EXPERTISE OF PARTICIPANTS

Education Nationale certified teachers, Bac +3 trainers with significant experience in adult education, professional lecturers.

ASSESSMENT AND CERTIFICATION PROCEDURES

Coursework assessment (CCF)

FINANCING

RATE

Total price including VAT: euros 11.00

. This price is indicative and non-contractual. Depending on your status, this course may be fully financed. Contact us.

FINANCING

Session from 04 September 2023 to 27 June 2025

Training on a sandwich course (apprenticeship or professional training contract).

Training eligible for the CPF.

This training on a sandwich course (apprenticeship or professional training contract) can be fully financed. It is also open to other audiences and may be covered by other partners/funders. Please contact us for more information.

Session from 04 September 2024 to 30 June 2026

Training on a sandwich course (apprenticeship or professional training contract).

Training eligible for the CPF.

This sandwich course (on an apprenticeship or professional training contract) can be fully financed. It is also open to other groups and may be funded by other partners/financiers. Contact us for more information.

Session from 01 September 2025 to 30 June 2027

Training on a sandwich course (apprenticeship or professional training contract).

Training eligible for the CPF.

This sandwich course (on an apprenticeship or professional training contract) can be fully financed. It is also open to other groups and may be funded by other partners/funders. Please contact us for more information.

HOW DO I REGISTER?

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Applications on Parcoursup.

Download pre-registration file

Depending on the funding body, training is available between 15 and 45 days before the start of the course. Please contact us for further information.

GROUP INFORMATION MEETING

Contact us to register for a meeting.

AFTER THE COURSE

The aim of the BTS is professional integration as an accounting assistant, sole accountant, accounting assistant, accounting manager, client accountant, supplier accountant, payroll manager, management controller assistant, financial and accounting management assistant, ... in a company or firm.
Further study is possible in a professional degree in the finance-accounting, human resources or business management sectors, in a DCG, in a degree (L3 economics-management, management or AES), in a business and management graduate school on parallel admission.

AMENITIES

Access for people with disabilities

Accessible to people with disabilities

PRACTICAL INFORMATION

CONTACTS

Baptiste MARCHI - Corporate Relations Officer
T. 06 24 48 14 62 | baptiste.marchi@greta-cfa-provence.fr

Laetitia RUIZ - Disability Officer
T. 04 42 40 56 70 | laetitia.ruiz1@ac-aix-marseille.fr

PLACE OF TRAINING

Lycée Emile Zola | Av. Arc de Meyran | 13601 Aix-en-Provence

ORGANIZATION

GRETA-CFA Provence

Headquarters : Lycée Vauvenargues 13625 Aix en Provence

Public reception Monday to Friday from 09.00 to 12.00 and from 14.00 to 17.00

Business registration number : 9313P000113