

## Your missions

You will be working directly with the company's manager

### You will communicate

- Internally
- Externally

### You will be in charge of:

- Customer – supplier relationship management
- Human resources

You will take part in risk management

You will support the SME's development.



## Required qualities and skills

- ➔ Autonomy and flexibility
- ➔ Initiative
- ➔ Dynamism
- ➔ Writing and analytic skills
- ➔ Communication skills



## After graduation

- Entering the workforce as a business assistant, accountant, HR assistant, salesperson in small or medium sized businesses or even large companies.  
**96% of French businesses are SMEs.**
- Further education in various professional degrees
- Creating your own business or taking a company over

## Course content

Subjects	First Year		Second Year	
	lectures	tutorials	lectures	tutorials
<b>General studies</b>				
French (General Knowledge and Expression)	1 h	1 h	1 h	1 h
English	2 h	2 h	1 h	2 h
CEJM (Economical, Legal and Managerial Culture)	4 h		4 h	
<b>Enseignement professionnel</b>				
Professional workshops		4 h		3 h
Customer-Supplier relationship management	2 h	3 h		
Risk management			2 h	1,5 h
Staff management and HR support			2 h	1 h
SME support and development	2 h	2 h	3 h	2 h
Applied CEJM (Economic, Legal and Managerial culture)	1 h	0,5 h	1 h	0,5 h
Communication	2 h	1 h		1 h

## Internships

A six week work placement during the first year

A six week work placement during the second year



In a SME with 5 to 50 employees, in an organization or in some public administrations.

## One training course and work placements leading to a diploma

You are :

- A new high school or a vocational high school graduate
- A student looking for a new field to explore

## How to enrol

This procedure must be followed:

You need to enter your orientation requests on the Parcoursup website at this address:







<https://www.parcoursup.fr//>

Applications will be selected according to the criteria listed on the Parcoursup website.

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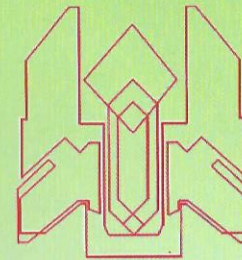


## For further information:

		Bts GPME department : 00 33 7 83 01 85 22 High school's office : 00 33 3 28.21.63.60
		HS : <a href="http://lenoordover.fr">http://lenoordover.fr</a>
		btspmenoordover@gmail.com
		 Lycée du Noordover 24 Avenue de Suwalki BP 50189 59792 GRANDE-SYNTHÉ CEDEX



# BTS GPME



Lycée du Noordover  
Grande-Synthe

# BTS Gestion de la PME

## (HND in SME management)

Versatility at the service of administrative,  
commercial and accounting departments of any  
business

