BACHELOR EN RESSOURCES HUMAINES
BACHELOR IN HUMAN RESOURCES

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I. GENERAL PRESENTATION

• IPAC School of Management

Created in 1984
1 400 students studying at Bachelor or Master level, with 700 in Annecy
4 000 alumni.

IPAC is a State-recognised school.

The State can relieve its public service obligations to recognised institutions, after validating their level. It officially attests the institution’s value.

So IPAC:

- Can welcome lecturers coming from public institutions,
- Can welcome students with national scholarships,
- Can have recognised degree,
- Is bind to the study programmes and schedules declared when looking for recognition,
- The faculty is validated by the Ministry of National Education,
- Teaching Inspection is the same as in public schools.

(Source: « Les établissements Privés d’Enseignement Supérieur » Pierre-Henri PRELOT)

IPAC has more than 40 foreign partner universities, mainly within the ERASMUS network.

IPAC has very close links with local and national companies.

In March 2003, IPAC has obtained ISO 9001 certification, version 2000.
(ISO: International Organisation for Standardization)

This certification is delivered by an institution (ex: BVQI for Bureau Veritas Quality International) for organisations (company, association, administration) that have a quality system that complies with international standards.
IPAC has defined its own field (education), its scope and quality standards. The certification is delivered by an independent organisation. A certification follow-up is organised every semester and a general examination must be retake every 3 years.
French higher education system

Top-up Bachelors (Level II – Top-up bachelor in 1 year after 2 validated years of higher education)
Bachelor en Marketing et Communication / Bachelor in Marketing and Communication
Bachelor en Tourisme / Bachelor in Tourism
Bachelor en Ressources Humaines / Bachelor in Human Resources
Bachelor en Marketing et Communication, spécialité Bancassurance / Bachelor in Marketing and Communication, speciality Banking and Insurance
Bachelor en Marketing et Communication, spécialité Immobilier / Bachelor in Marketing and communication, speciality Real Estate Management
Bachelor in International Business Studies with Marketing

Bachelors (Level II – 3-year programme)
Bachelor en Management et Gestion des Entreprises OPEN / Bachelor in Management and Business Administration OPEN
Bachelor en Management et Gestion des Entreprises, spécialité International / Bachelor in Management and Business Administration, speciality International
Bachelor en Management et Gestion des Entreprises, spécialité Tourisme / Bachelor in Management and Business Administration, speciality Tourism
Bachelor en Management et Gestion des Entreprises, spécialité Gestion de Patrimoine / Bachelor in Management and Business Administration, speciality Wealth Management

IPAC School of Management
http://www.ipac-france.com/formation/bachelor/marketing-communication.html
Master level (Level I – 2-year programme after 3 validated years of higher education)
Manager du Développement Commercial et Entrepreneuriat, spécialité International / Manager in Sales Development and Entrepreneurship, speciality International
Manager du Développement Commercial et Entrepreneuriat, spécialité Tourisme / Manager in International Sales Development and Entrepreneurship, speciality Tourism
Manager des Ressources Humaines / Manager in Human Resources

• Rules and procedures

ARTICLE 1 – HEALTH AND SAFETY
1. No smoking indoor
2. No food or drinks in class rooms
3. Speed limit in the car park is 10 km/hour
4. In case of emergency, use the emergency exits at each end of the building. See evacuation plan displayed at each floor

ARTICLE 2 – SCHEDULE
1. Class hours: 8:15am - 12am  1:30pm – 5:15pm
2. No lateness or early departure from class allowed. The break lasts 15 minutes and must be respected.
3. IPAC is open from 7am until 7pm. After 5:30 pm students studying at IPAC are asked to do so in the rooms allocated so that cleaning service can go on.

ARTICLE 3 – WORKING CONDITIONS
1. No students allowed in the copy room or staff rooms. For support, students must refer to the concerned lecturer.
2. It is strictly forbidden to copy software installed on IPAC computers
3. It is strictly forbidden to move computers or other IT tools from one room to another
4. Access to fax, telephone, and copy machine is available on request. You can buy cards at the reception desk.
5. IPAC resource center is on-line, and called Cyberlibris. All students will be given an access code when starting classes.

ARTICLE 4 – RULES
1. Classes are compulsory. All delays and absences must be justified.
2. Grading system by semester
3. All student work that is not hand in on time will be graded with a 0/20 grade
4. Absence: Students must collect documents from the course leader and get informed of contents of classes missed. Students who have missed an examination will have to register directly to the retake session to sit their exam.
5. Tests and exams rules: no speaking allowed. Any exam fraud will be discussed by the course leader and lead to a 0/20 grade
6. Dressing code: Correct dressing is required. Ostentatious religious sign is prohibited
• **Bachelor en Ressources Humaines**

The objective of the Bachelor en Ressources Humaines is for the students to complete the academic knowledge and succeed in entering the job market. At the end of this programme, graduate students will validate the RNCP degree, Level II “Responsable de Gestion des Ressources Humaines” / Human resource administrator (code NSF 313)

The Commission Nationale de la Certification Professionnelle / National Commission of Vocational Certifications (CNCP) is associated with the Ministry of Labour.

The Commission draws up the Répertoire National des Certifications Professionnelles / National Register of Vocational which registers all degrees and diplomas in France.

The CNCP is also in charge of creating the evaluation procedure for programmes. After this evaluation, the Ministry of Labour will decide if the programme will be registered on the RNCP or not. This will give national recognition for the level of the qualification (Level I = master level; Level II = Bachelor level; Level III = Higher certificate).

• **Certified skills**

Within the human resource department of a medium or large company or within a company using external human resources (as temporary work agencies), the Human resource administrator is in charge of:
- managing resources (recruitment, management of flows and needs, skills development)
- negotiation, communication, management (manage the relationship with candidates, employees, social partners, environment)
- administrating human resources (manage employment contracts, statements, monthly pay)

• **Job positions**

Main Jobs or positions for the “Business Unit Manager” graduates
“Fiches ROME” and number associated (National references)

M1503: Human resource management
M1502: Human resource development
M1203: Accounting
M1302: Management of small or medium enterprise
2. COURSE STRUCTURE

- Application procedure
Candidates must have validated 2 years of higher education or equivalent or 120 ECTS.
Candidates can also enter the programme through a V.E.S. (Validation des Études Supérieures) Validation of Higher Education or V.A.P. (Validation des Acquis Pédagogiques) Validation of Academic Knowledge.

- Admission procedure
Application form + motivation interview + English test according to the CEFRL (Common European Framework of Reference for Languages)

- Registration procedure
Return the final enrolment form with the necessary documents

3. CONTINUATION

Master in management, human resource management

4. GENERAL INFORMATION

Level of the degree: Level II, degree obtained after the completion of 3 or 4 years of higher education
Programme length: 2 semesters
This programme can be followed as a full-time programme
This programme can be followed as a part-time programme
This programme can be followed a distance-learning programme
This programme can be followed as a Validation des Acquis de l'Expérience (Validation of Gained Experience)

5. USEFUL INFORMATION

- Course leaders and contacts
Bachelor en Ressources Humaines course leaders: info@ipac-france.com
  - Chambéry campus: Stéphanie PERRIN / 44 Rue Charles Montreuil 73000 CHAMBERY / 04 79 69 65 91
  - Ville-La-Grand campus: Sophie HAUTBOIS / 15 Rue Montréal 74100 VILLE LA GRAND / 04 50 37 14 32
6. PROGRAMME

• List of subjects

<table>
<thead>
<tr>
<th>Subjects</th>
<th>ECTS credits</th>
<th>Workload</th>
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<td>HUMAN RESOURCES STUDY UNIT</td>
<td>12</td>
<td>360H</td>
<td>Michel Callot</td>
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<td>Internal communication</td>
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<td>Recruitment</td>
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<td>Pay policy</td>
<td>2</td>
<td>60</td>
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<td>Administration of human resources</td>
<td>2</td>
<td>60</td>
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<td>Advanced human resource management</td>
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<td>Financial analysis tools</td>
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<td>Business planning and forecasting</td>
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<td>LAW STUDY UNIT</td>
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<td>Naima Yassin</td>
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<td>Advanced labour law</td>
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<td>Human resources and pay management</td>
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<td>Business law and taxation</td>
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<td>Finance case study</td>
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INTERNAL COMMUNICATION

Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + human resources case study (60%)
Dates: Semester 5
Language: French

Learning outcomes:
By the end of the module the student should be able to:

• Know the sector of internal communication, a main part of the strategic function of human resource management

By the end of the module the student should have the skills to:

• Listen
• Master analysis tools to understand the issues of internal communication within a company
• Set the different needs in terms of internal communication and set measurable objectives accordingly
• Draw an internal communication plan according the constraints
• Develop and use internal communication tools
• Involve communication actors at all levels

Programme:
Situation of internal communication – Design and implement an internal communication plan – Internal communication perspectives

Bibliography:
L’Encyclopédie du savoir relatif et absolu - Bernard Werber - Albin Michel, 2000
La communication, état des savoirs - Philippe Cabin et Jean-François Dortier - Sciences Humaines Éditions, 2008
Pentacom, Communication : théorie et pratique - Philippe Malaval et Jean-Marc Décaudin - Pearson Education, 2005
La communication interne - Thierry LIBAERT - Dunod, 2007
La communication de crise - Thierry LIBAERT - Dunod, 2005
Entre management et marketing : La communication interne - Jean-Pierre Beal , Pierre André Lestocart - DEMOS 2003
La Communication interne au service du management - Philippe Détérie , Catherine Meslin-Broyez - Liaisons 2001
La communication interne. Les clés d’un renouvellement - Mucchielli Alex - Paris, Armand Colin, 2001
Tous DRH - Peretti Jean-Marie (dir.) - Paris, Éditions d’Organisation, 2002

RECRUITMENT

Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + human resources case study (60%)
Dates: Semester 6
Language: French
Learning outcomes:
By the end of the module the student should be able to:
- Analyse a job position and know the different job positions
- Know the different recruitment methods
- Lead a recruitment process until employee's integration

By the end of the module the student should have the skills to:
- Identify company's needs
- Define a position profile and launch a recruitment process
- Lead a recruitment interview
- Implement the right recruitment communication

Programme:
Company's needs – Selection of applicants – Integration – Problems to face when recruiting – Recruitment issues – recruitment communication – recruiting and integrate disabled people

Bibliography:
Mener efficacement vos entretiens de recrutement Manuel à l'usage des responsables RH et des managers - Georges Tourrenc - Studyrama 2008
Faire passer un entretien de recrutement Méthode à l'usage de tous les managers - Philippe Villemus - Editions d'Organisation 2008
Recruter les meilleurs... et les garder - Philippe Fourny - L'Entreprise , Prix Eyrolles.com : 2007
Le recrutement - Collectif Gereso - Prix Eyrolles 2006
Recrutez gagnant-gagnant - Jean-Christophe Durieux, Hannah Besser - ESF, éditeur 2006
Chasseur de têtes à visage humain - Guy Moreno chez Jacques-Marie - Laffont 2003
L'art de mener un entretien de recrutement - Jean-Pierre Doury - 1999 aux Editions d'Organisation
Attention, chasseurs de têtes ! - Jean-Claude Lasané - Bourin éditeur 2005
Entretiens professionnels : la fin du casse-tête - Mireille Brahic - 2002 de aux Editions d'Organisation

PAY POLICY
Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + human resources case study (60%)
Dates: Semester 5
Language: French

Learning outcomes:
By the end of the module the student should be able to:
- Know the legal framework for salaries
- Know the different types of salaries

By the end of the module the student should have the skills to:
- Design a salary grid
- Attract talents, motivate, get the loyalty of key employees
- Design a reliable pay plan, in relation to company strategy

Programme:
Pay – The different types of salaries – People involved in pay – Pay and employment contract – Pay legal framework – Pay social and fiscal framework – The impact of pays on company's strategy – Documents
ADMINISTRATION OF HUMAN RESOURCES

Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + human resources case study (60%)
Dates: Semester 6
Language: French

Learning outcomes:
By the end of the module the student should be able to:

- Know the structure of the company
- Know the actors within the company
- Know the different styles of management
- Know the role of the manager and today’s evolution in management
- Know what is power in a company?
- Know the different roles of the HR manager
- Know the human resource management techniques and methods to develop the process of leading people and teams within the company

By the end of the module the student should have the skills to:

- Develop a critical analysis of a human resource situation with a systemic and strategic point of view
- Use the most relevant methods for efficient human resource management
- Describe an HR process
- Animate a team. Implement a relationship to optimise the organisation
- Integrate a management style
- Understand the objectives and expectations within a group of work
- Communicate efficiently within an organisation

Programme:
The different company structures – The functioning of companies according to their size and their business – Functions and actors – The issues of different management styles – Principles of communication – Crisis and conflict management – HR function, actors, structure – Auditing – The missions of the HR manager – Manage the HR department – Trends

Bibliography:
La fonction Ressources Humaines Métiers, compétences et formation - Jacqueline Barraud, Martine Guillemin, Francoise Kittel - Dunod 2008
Tous DRH, Pour savoir comment choisir un collaborateur, le former, le rémunérer, gérer le temps, négocier - Jean-Marie Peretti - Eyrolles 2006
Pratique de la formation – Bezsonoff - Editions d’organisation, 2000
Les méthodes d’évaluation en ressources humaines - Balicco - Editions d’Organisation, Collection 1997
Déployer la stratégie Ressources Humaines - Alain MEIGNANT - Editions Liaisons 2000
Audit des Ressources Humaines - Jacques IGALENS - Editions liaisons 2000
Les pratiques de gestion des ressources humaines - François PICHault et Jean NIZET - Point Seuil, Collection Essais 2000
Les fondamentaux de l’audit - Michel JORAS - Editions Préventique 2000
Gestion des Ressources Humaines - Jean-Marie Peretti - Vuibert 2007
La Gestion des Ressources Humaines en pratique - Frank BIETRY - ESKA 2001
Les théories du management - C. Kennedy - Editions Maxima 2008
Le management et le pouvoir - Pierre Morin - Les éditions d’organisation 1991
La motivation dans l’entreprise - Claude Levy Leboyer - Les éditions d’organisation 1998

ADVANCED HUMAN RESOURCE MANAGEMENT
Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + human resources case study (60%)
Dates: Semester 5
Language: French

Learning outcomes:
By the end of the module the student should be able to:
• Master the HR approach in relation to the employee’s contract (recruitment, follow-up and development, dismissal)
• Master the HR indicators and related legal aspects
By the end of the module the student should have the skills to:
• Understand human resource policy, be operational in the job, using different tools that have been implemented in the company (recruitment, training, career and skills development, pay)
• Integrate the employees and get their loyalty
• Implement reliable scorecards to help for decision making
• Create performance indicators
• Integrate the HR policy in the company’s strategy
• Integrate the HR policy in the quality policy

Programme:
The new employee – Employee’s life within the company – Employee’s departure – Contemporary issues in HR

Bibliography:
La gestion des ressources humaines, 4e éd. - Tendances, enjeux et pratiques actuelles - Tania Saba, Shimon L. Dolan, Susan E. Jackson, Randall S. Schuler - Pearson Education 2008
Gestion des ressources humaines - Jean-Marie PERETTI - Collection VUIBERT ENTREPRISE
Gestion des ressources humaines, Pratiques et éléments de théories - CADIN Loic , Francis Guérin , Frédérique Pigeyre - Dunod 2007

TRAINING AND DEVELOPMENT
Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + human resources case study (60%)
Dates: Semester 6
Language: French

Learning outcomes:
By the end of the module the student should be able to:
• Understand the legal aspects related to professional training
• Know the financing systems
By the end of the module the student should have the skills to:
• Translate the skills needs in training plans
• Build a training plan
• Buy training sessions and organise the training plan
• Evaluate the training actions

Programme:
Training plan and its environment – Building a training plan – Implement a training plan and related issues

Bibliography:
Le plan de formation : Conception, réalisation et mise en scène - Henry-Claude Lafitte et Gérard Layole - DUNOD
Formation professionnelle : DIF, congés, plan de formation, participation - Francis Lefebvre
Concevoir son plan de formation - Madeleine Doubet - GERESO
Construire le plan de formation d'une équipe : Toutes les grandes étapes - Jean-Louis Chauchard - Editions d'organisation

MANAGEMENT STUDY UNIT

SOCIAL NEGOTIATION

Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + management case study (60%)
Dates: Semester 5
Language: French

Learning outcomes:
By the end of the module the student should be able to:
• Prepare and conduct a social negotiation interview.
• Argue, deal with objections, listen and communicate
By the end of the module the student should have the skills to:
• Organise the environment for an efficient social negotiation approach
• Develop a negotiation skill in order to improve relationships and have propositions accepted by social partners

Programme:
Negotiate, communicate, Convince – Prepare and lead a negotiation – Master the non-oral communication

Bibliography:
Faut-il brûler le modèle social français ? - LEFEBVRE & MEDA - Seuil, Paris 2006
PME et dialogue social - SANDEAU MAÉVA , HENRI LASSERRE - éd. Chronique sociale 2004
La négociation sociale - THUDEROZ & GIRAUD-HERAUD - CNRS éditions 2000
La négociation valorielle - KUTY OLGIERD - De Boeck, Bruxelles 1998
Les mondes sociaux de l'entreprise - FRANCFORT, OSTY, SAINSAULIEU - Desclée De Brouwer 1995

IPAC School of Management
http://www.ipac-france.com/formation/bachelor/marketing-communication.html
INTER-PROFESSIONAL RELATIONS AND COMMUNICATION

Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + management case study (60%)
Dates: Semester 5 or 6
Language: French

Learning outcomes:
By the end of the module the student should be able to:

- Know useful tools for a good interpersonal communication within the company and a good stress and time management

By the end of the module the student should have the skills to:

- Use tools to be more efficient at work: time, stress, relationships management, evaluation interviews, meeting animations, conflict management…

Programme:
The basics of communication – Conflict management – Individual and group communication

Bibliography:
Savoir définir et gérer ses objectifs – Chantal Selva, Guy Mitsoum – Collection permanente en Sciences Humaines
Comment se faire des amis – Dale Carnégie – J’ai lu
T’es toi quand tu parles – Jacques Salomé
Parle-moi, j’ai des choses à te dire – Jacques Salomé
La gestion du temps – Roger Moyson – Boek Université
Les outils de base de l’Analyse Transactionnelle – Dominique Chalvin - Collection permanente en Sciences Humaines
La programmation Neurolinguistique – Chantal Selva – ESF
S’entraîner à la PNL au quotidien – Nelly Bidot et Bernard Morat – InterEditions
Soyez un stressé heureux – Elisabeut Couzon et Françoise Dorn – ESF
Managez votre temps et vos priorités - Launay-Duhautbout, Muller, Testa – ESF
Gérer les conflits – Christine Marsan – DUNOD
Communication efficace – Linda Adams – Les éditions de l’homme
Sept minutes pour convaincre – Lionel Bellenger – ESF
Comment réussir à échouer – Paul Watzlawick – Editions Seuil
Faites vous-même votre malheur – Paul Watzlawick – Editions Seuil
Des jeux et des hommes – Eric Berne – Editions Stock
Heureux qui communique – Jacques Salomé – Editions Albin Michel
La communication dans l’entreprise - J. P Lehnisch – Collection Que sais-je, Editions PUF
L’entreprise à l’écoute – Michel Crozier – Editions Seuil

PEOPLE AND ORGANISATIONS MANAGEMENT

Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + management case study (60%)
Dates: Semester 5 or 6
Language: French
Learning outcomes:
By the end of the module the student should be able to:
- Know the different styles of management
- Know the management of a group of work
- Organisation theories
- The role of the manager
- The evolution of management through organisational theories

By the end of the module the student should have the skills to:
- Have a management skill to manage its teams
- Manage and animate a team. Implement a relationship in order to optimise the organisation
- Detect objectives and expectations within a group of work
- Follow individual and group results and validate the reach of objectives

Programme:
Management and organisation – Management theories – Leadership – Management methods – Manage all management situations

Bibliography:
Le management d’une équipe – Jean et Renée Simonet – Les Editions d’organisation 1987
La motivation dans l’entreprise – Claude Levy Leboyer – Editions d’organisation 1998
La troisième vague – Alvin Toffler – Denoël Paris, 1980
Le coût de l’excellence – Nicole Aubert, Vincent De Gaulejac – Le Seuil 1991

ADMINISTRATION AND FINANCE STUDY UNIT

BUDGETARY CONTROL

Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + finance case study (60%)
Dates: Semester 5 or 6
Language: French

Learning outcomes:
By the end of the module the student should be able to:
- Know the main cost calculations, read financial or accounting documents and improve the break-even point

By the end of the module the student should have the skills to:
- Understand data provided by the controlling department and calculate a break-even point for a specific action
- Manage costs and optimise earnings
- Calculate a cost price, a margin and set a selling price

Programme:
Cost controlling – The different types of cost calculation – Fix and variable charges – Break-even points
FINANCIAL ANALYSIS TOOLS

Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + finance case study (60%)
Dates: Semester 5 or 6
Language: French

Learning outcomes:
By the end of the module the student should be able to:
• Know the main items of the profit and loss account and the balance sheet
• Know the key elements of the profit and loss account
By the end of the module the student should have the skills to:
• Do the intermediary between financial and accounting services
• Translate the figured impact of marketing, social, legal decisions on the profit and loss account

Programme:
The profit and loss account – VAT – Intermediate management accounts – Rents and lease-purchase – Charges of outsourced staff – Auto financing – Ratios from the profit and loss account

Bibliography:
Comment lire les comptes des sociétés - P. Poux – Maxima 2003
Analyse financière, 12ème édition - B. et F. Grandguillot – Galino 2008
Mémento LMD – Analyse financière, 6ème édition - B. et F. Grandguillot – Galino 2009

BUSINESS PLANNING AND FORECASTING

Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + finance case study (60%)
Dates: Semester 5 or 6
Language: French

Learning outcomes:
By the end of the module the student should be able to:
• Create a business plan : financing plan, projected profit and loss account, projected balance sheet, projected profitability analysis
By the end of the module the student should have the skills to:
• Measure the financial consequences (budget, profitability) of implementing a project in a company, or un business entrepreneurship
Programme:
Create a business plan – Methodology for the financial part – Projected selling budget – Projected profit and loss account – Cash flow planning – Profitability analysis – Financing planning and projected balance sheet

Bibliography:
L’essentiel du contrôle de gestion - B.et F. Grandguillot – Gualino 2009
Réussir son Business Plan – Michel SION – DUNOD mars 2007
L’essentiel de la gestion prévisionnelle - B. et F. Grandguillot – Gualino 2004
Les budgets : élaboration et analyse - J.-G. Degos et A. Fayad, 2004

LAW STUDY UNIT

LABOUR LAW
Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + law case study (60%)
Dates: Semester 5 or 6
Language: French

Learning outcomes:
By the end of the module the student should be able to:
- Master the basics of labour law
- Be vigilant and have the advised reactions to avoid conflict situations
- Know where to find the accurate information

By the end of the module the student should have the skills to:
- Deal with the main problems related to personnel management (recruitment, workload, paid leaves, illness…) according to the techniques implemented and with respect to the social legislation

Programme:
Recruitment and workload – Employment contract suspension – Employment contract breach

Bibliography:
Memento pratique – Francis Lefebvre – Social
Ouvrages spécialisés sur différents aspects du droit social – Editions Lamy
Revue fiduciaire – Paye (RF Paye)
Code du travail annoté – Editions Dalloz
Droit du travail Droit vivant - Jean-Emmanuel RAY – Editions Liaisons

ADVANCED LABOUR LAW
Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + law case study (60%)
Dates: Semester 5
Language: French
Learning outcomes:
By the end of the module the student should be able to:
- Master the legal organisation within an HR department and the related issues
By the end of the module the student should have the skills to:
- Be able to react correctly and use correctly the professional documentation to deal with legal situations

Programme:
Employees files – Health and security at work – Employees’ representatives – Collective negotiation – Retirement

HUMAN RESOURCES AND PAY MANAGEMENT
Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + law case study (60%)
Dates: Semester 5
Language: French

Learning outcomes:
By the end of the module the student should be able to:
- Master pay management and related issues
By the end of the module the student should have the skills to:
- Master the constituent elements of salary
- Explain a payslip to an employee
- Master the integration of main pay anomalies

Programme:
The determining elements of pay – Payslip – Issues in terms of pay for specific situations – Salary protection and additional salary elements – Executive status

COMPANY LEGAL FRAMEWORK
Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + law case study (60%)
Dates: Semester 5 or 6
Language: French

Learning outcomes:
By the end of the module the student should be able to:
- Legal knowledge and practise
By the end of the module the student should have the skills to:
- Master the company legal framework
- Understand the obligations of different contracts and their enforcement in terms of professional responsibility

Programme:
General theory of contracts – Selling contract – Selling – Regulated sales – The responsibility of professionals for defective products – Outsourcing, distributorship and franchise contracts – Patents, brands and authors rights

Bibliography:
Le droit de la responsabilité et des contrats – Edition DALLOZ
Le droit de la publicité et de la promotion des ventes – Biblio DALLOZ

IPAC School of Management
http://www.ipac-france.com/formation/bachelor/marketing-communication.html
La protection des marques sur INTERNET – Editions BRUYANT
Guide pratique de droit d’auteur – Editions MAXIMA.
Le code de la consommation

BUSINESS LAW AND TAXATION
Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (40%) + law case study (60%)
Dates: Semester 5 or 6
Language: French

Learning outcomes:
By the end of the module the student should be able to:
  • Master the legal vocabulary adapted to business law and taxation
  • Understand the difference between the fiscal approach and the accounting approach
By the end of the module the student should have the skills to:
  • Study the legal aspect of a project
  • Master the fiscal impact of structure or administrative decisions

Programme:
The different company status – Legal rules for creating a company – Taxation

Bibliography:
Les sociétés commerciales – Editions Lefebvre
Fiscalité – Editions Lefebvre

LANGUAGES AND CULTURE STUDY UNIT

ENGLISH
Number of ECTS credits: 2 ECTS/semester
Number of hours: 60 hours (22h in class+38h personal work) / semester
Assessment: 1 multiple choice questionnaire /semester (100%)
Dates: Semester 5 and 6

Learning outcomes:
By the end of the module the student should be able to:
  • Welcome a foreign visitor
  • Organise a workshop or a trade fair
  • Be able to make an offer in English
  • Recruit a foreign employee

Programme:
Present yourself – Present a company, a product – Marketing techniques – debates on deferent techniques and their applications – Negotiation interview with a foreign client – Description of a marketing service – Marketing functions
Bibliography:
NATHAN Anglais, Coffret liberté

WEB AND GRAPHIC DESIGN
Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (100%)
Dates: Semester 6
Language: French

Learning outcomes:
By the end of the module the student should be able to:
• Know the paper graphic design tools (Publisher) and web design tools (blogs, web2, websites…) as well as referencing techniques
By the end of the module the student should have the skills to:
• Present models on relevant external and internal communication supports
• Communicate with web2 tools, blogs and websites and reference them

Programme:
Publisher – Presentation of the web context – The different steps of designing a website – referencing and web research – Web 2.0 – Blogs and social networks – RSS – Watching tools – HTML

Bibliography:
Créer du trafic sur son site Web – Andrieu - Ed. Eyrolles
HTML & XHTML – Dick Oliver - Ed. CampusPress
[re]design de sites web : conduite de projet – Goto & Cotler - Ed. Eyrolles

IT TOOLS FOR MANAGERS
Number of ECTS credits: 2 ECTS
Number of hours: 60 hours (22h in class+38h personal work)
Assessment: 1 multiple choice questionnaire (100%)
Dates: Semester 5
Language: French

Learning outcomes:
By the end of the module the student should be able to:
Know the tools adapted to the business unit manager’s environment (Word, Excel, Access, PowerPoint…)
By the end of the module the student should have the skills to:
Create a mailing
Write a study and automated reports
Design reporting
Create scorecards for efficient reporting
Design a slide show to present data
Create an efficient clients database

Programme:
Bibliography:
Série compétence micro pour débuter + manuels des éditions ENI
Analyse financière et reporting avec Excel – Rubin J. – Eyrolles Editions d’organisation, 2004

- **Professional practice**

The professional experience in a company must last at least 6 months.

- **Knowledge and skills evaluation**

Each seminar of the bachelor will be assessed during an exam which objective is to validate the knowledge acquired during this seminar.
In order to validate the skills acquired during the year, a case study is proposed at the end of the year. The case study will be completed by a Professional project which consists of developing a project within the company the student is intern in, that requires all or a part of the skills necessary to validate the degree.

Equal opportunity: students who present a disability, proved by a medical certificate, will be given an additional third-time to write their exams.

- **Organisation**

Starting date: Monday 12 September 2011
15 weeks of class
Case study and defence of Professional Project: from Monday 11 June to Monday 18 June 2012
Retake session: from Monday 27 August to Friday 31 August 2012

See Calendar at the end of the document

- **Graduation**

To graduate, students must meet the following criteria after the retake session:
- obtain all exams, all case studies, the professional project and the internship a grade of at least 6/20
- obtain an average grade for each study unit of at least 10/20
- obtain a general average of at least 10/20
- obtain at least 60 ECTS.
All other cases will be discussed by a jury. If the jury decides not to give the degree to the student, the student can re-sit the exams within 2 successive years.

Questionable grades must be made in written form to the course leader and will be appreciated by the study unit coordinator.
7. INTERNATIONAL

- **Study abroad**

Students who have validated a Bachelor en Ressources Humaines can follow their studies in a partner institution abroad within our Erasmus and bilateral agreements. Scholarships available.

Information at the International office:
Géraldine HUSSENOT / ghussenot@ipac-france.com / 04 50 45 32 47
Audrey ABBONEN / aabbonen@ipac-france.com / 04 50 45 32 47

- **International transcript of records**

Transcripts of records are both in French and English and appear with ECTS credits and grades for each subject. 1 ECTS = 20 to 30 workload hours

ECTS (European Transfer and Accumulation System) is a learner-centred system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. It aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student mobility. ECTS is widely used in formal higher education and can be applied to other lifelong learning activities. ECTS credits are based on the workload students need in order to achieve expected learning outcomes.

The ECTS grade scale goes from A to FX as follows:

<table>
<thead>
<tr>
<th>ECTS grade</th>
<th>% of successful students normally achieving the grade</th>
<th>Description of the grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10</td>
<td>EXCELLENT - outstanding performance with only minor errors</td>
</tr>
<tr>
<td>B</td>
<td>25</td>
<td>VERY GOOD - above the average standard but with some errors</td>
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<tr>
<td>C</td>
<td>30</td>
<td>GOOD - generally sound work with a number of notable errors</td>
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<tr>
<td>D</td>
<td>25</td>
<td>SATISFACTORY - fair but with significant shortcomings</td>
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<tr>
<td>E</td>
<td>10</td>
<td>SUFFICIENT - performance meets the minimum criteria</td>
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<td>FX</td>
<td>-</td>
<td>FAIL - some more work required before the credit can be awarded</td>
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<tr>
<td>F</td>
<td>-</td>
<td>FAIL - considerable further work is required</td>
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</table>

- **Diploma supplement**

With their degree, students will be given an Europass Diploma Supplement.

The Diploma Supplement accompanies a higher education diploma, providing a standardised description of the nature, level, context, content and status of the studies completed by its holder. The Diploma Supplement aids mobility and access to lifelong learning opportunities. It promotes transparency in higher education and fair and informed judgements about qualifications. It also accommodates rapid changes in qualifications.
National higher education institutions produce the supplement according to a template jointly developed by the European Commission, the Council of Europe and UNESCO. Each graduate should receive the Diploma Supplement automatically, free of charge and in a major European language.
# PLANNING PRÉVISIONNEL 2011 - 2012 BACHELOR RESSOURCES HUMAINES CHAMBERY

<table>
<thead>
<tr>
<th>Semestre 1 : Du 12/09/11 au 06/01/12</th>
<th>Semestre 2 : Du 09/01/12 au 18/06/12</th>
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### COURS
- IPAC FERME
- PARTIELS
- ENTREPRISE
- RATTRAPAGES

IPAC School of Management
http://www.ipac-france.com/formation/bachelor/marketing-communication.html