

# Syllabus catalogue - St Marc High School- Higher Education

## Section 1. School details

- **Name and address**

Lycée général Saint-Marc

10, rue Sainte-Hélène

69002 Lyon, France

Téléphone : +33 (0)4 78 38 06 06

Email : [lycee@centresaintmarc.fr](mailto:lycee@centresaintmarc.fr)

Site Internet : <http://www.lyceesaintmarcsup.org>

Website : <http://www.lyceesaintmarcsup.org>

- **Academic year**

Courses in BTS start at the beginning of September at which time a precise timetable is provided on the school website.

The first year course in BTS International Trade ends around mid-May.

The second-year course ends around mid-May, and is followed by the final written exams.

- **Academic authorities**

Mrs Pascale Masson, Principal and M. Cyril Dusautoy, is the person in charge of Higher Education.

Head Teacher of BTS International Trade classes: Ms Marie-Christine Page

- **General Description of the School**

St Marc is a private Catholic General High School, under contract with the State which enrolls around 850 pupils and 200 students. The school runs three courses are provided. A two-year vocational training in International Trade « BTS Commerce International » ; a two year vocational training in Banking and Client advice. A preparatory class for prestigious Colleges (Grandes Ecoles), called HK/K BL.

- **List of the courses provided**

The program for which we are applying for incoming applicants is the International Trade BTS.

- **General Admission Conditions**

To be enrolled at St Marc, candidates must have a Baccalaureate diploma- General, Technological or Professional.

- **General provisions of recognition of prior learning (formal, informal and non-formal)**

There are no specific provisions with regards to prior learning. Candidates will have the opportunity to present the different elements of their learning background in their cover letter: professional experience, internships, civil service.... Students who have taken courses which are recognized officially may, in some cases, be exempt from following similar ones when taking the BTS International Trade course.

- **General Enrolment process**

Students register at the national APB\* platform (\*Post-Baccalaureate Admission). <https://www.admission-postbac.fr/>  
This process does not concern incoming mobility.

**ECTS Credits are granted when students work enough to meet the learning requirements and pass exams successfully.**

Credit granting is standardized (Ref: spreadsheet below). To be granted credits, students must attend courses regularly and seriously.

- Peer tutoring available to students.

They can also rely on their teachers and their Head teacher's full support. For outbound mobilities 'internships, students get the full support of a tutor teacher. Moreover, St Marc often hosts foreign students such as American assistants who also help.

## **Section 2. Programs- information**

### **General Description**

The International Trade BTS is based on an extensive EU standards toolkit which describes this level III degree in detail. It goes into detail explaining what the BTS Commerce International course is, its specificities, the professional context and employment opportunities, and it describes the activities as well as the certification modalities), all of which can be downloaded from Lycée Saint Marc's website.

Please find below the spreadsheet presenting the courses and modules of the International Trade BTS programme, the languages courses are taught in, the number of hours per year and information about the credits system.

## BTS COMMERCE INTERNATIONAL - Unités de Formation et ECTS

| Unité de Formation et Modules <i>Courses and modules</i>  | Langue d'enseignement<br><i>Teaching Language</i> | Nombre d'heures<br>année<br><i>Hour count per<br/>year</i> | ECTS<br><i>CREDITS</i> |
|---|---|--|------------------------|
| <b>UF1 : Culture Générale et Expression</b>   | <b>français</b>                                   | <b>144</b>   | <b>16</b>              |
| M1, M4, M6 : Synthèse de documents  |   |  | 2, 2, 5                |
| M2, M3, M5 : Expression personnelle   |   |  | 2, 2, 3                |
| <b>UF21 : Langue vivante A</b><br><i>Langue A = langue choisie par l'étudiant pour la Négociation-vente à l'export (UF52M2)</i> | <b>anglais, allemand</b>                          | <b>216</b>   | <b>16</b>              |
| M1, M5 : Production orale   |   |  | 2, 2                   |
| M2, M6 : Production écrite  |   |  | 2, 2                   |
| M3, M7 : Compréhension orale  |   |  | 2, 2                   |
| M4, M8 : Compréhension écrite   |   |  | 2, 2                   |
| <b>UF22 : Langue vivante B</b>  | <b>anglais, allemand, espagnol</b>                | <b>216</b>   | <b>16</b>              |
| Même organisation qu'en LVA   |   |  |                        |
| <b>UF31 : Economie et Droit</b>   | <b>français</b>                                   | <b>288</b>   | <b>8</b>               |
| M1 : Création et répartition des richesses dans une économie de marché  |   |  | 2                      |
| M2 : Gouvernance économique et financière   |   |  | 2                      |
| M3 : Approche juridique du travail et des organisations   |   |  | 2                      |
| M4 : L'immatériel et le risque dans les relations économiques   |   |  | 2                      |
| <b>UF32 : Management des entreprises</b>  | <b>français</b>                                   | <b>144</b>   | <b>4</b>               |
| M1 : Finaliser et décider   |   |  | 2                      |
| M2 : Mettre en œuvre la stratégie   |   |  | 2                      |

|   |                                    |                     |            |
|---|------------------------------------|---------------------|------------|
| <b>UF41 : Etudes et veille des marchés étrangers</b>  | <b>français</b>                    | <b>216</b>          | <b>14</b>  |
| M1 : Marketing international  |                                    |                     | 8          |
| M2 : Diagnostic des marchés étrangers   |                                    |                     | 6          |
| <b>UF42 : Informatique commerciale</b>  | <b>français</b>                    | <b>108</b>          | <b>6</b>   |
| M1 : Techniques informatiques d'études et veille commerciales internationales                   |                                    |                     | 6          |
| <b>UF51 : Prospection et suivi de clientèle</b>   | <b>français</b>                    | <b>288</b>          | <b>10</b>  |
| M1 : Méthodologie de la prospection à l'international   |                                    |                     | 3          |
| M2 : Mise en œuvre et suivi de la prospection à l'international                                 |                                    |                     | 7          |
| <b>UF52 : Négociation-vente</b>   | <b>français</b>                    | <b>180</b>          | <b>10</b>  |
| M1 : Offre commerciale à l'international  |                                    |                     | 3          |
| M2 : Négociation-vente à l'export   | <b>anglais, allemand, espagnol</b> |                     | 7          |
| <b>UF61 : Montage des opérations d'import-export</b>  | <b>français</b>                    | <b>198</b>          | <b>12</b>  |
| M1 : Transport logistique   |                                    |                     | 6          |
| M2 : financement à l'international  |                                    |                     | 4          |
| M3 : Les achats à l'international   |                                    |                     | 2          |
| <b>UF62 : Gestion documentaire des activités d'import-export et suivi des activités support</b> | <b>français</b>                    | <b>36 + stage</b>   | <b>8</b>   |
| <b>TOTAL BTS</b>  |                                    | <b>2014 + stage</b> | <b>120</b> |

### Section 3. General information for students

- **Cost of living**

The cost of living in Lyon is relatively high. According students' unions, it's the fourth most expensive city in France for students, a figure based on four parameters which matter in a student's life : fixed expenses ( food, books, phone, charges and leisure), the average price of housing, transport costs, and finally, they factored in the subsidies granted to students by the city (Health, holiday and housing).

1. **Paris: 1124,33 euros/month**

2. **Saint-Quentin: 987,41 euros/month**

3. **Saint-Denis: 985,41 euros/month**

**4. Lyon: 842,67 euros/month**

**5. Marseille: 819,33 euros/month**

**6. Lille: 813,54 euros/month**

**7. Montpellier: 811,25 euros/month**

**8. Bordeaux: 805,42 euros/month**

**9. Strasbourg: 796,17 euros/month**

**10. Toulouse: 773,42 euros/month**

- **Housing**

Lyon is a university town. Even if rents are high, there is a wide variety of accommodations (flat rentals, flatsharing, private and public university residences, student centers...). St Marc is located at the very heart of Lyon near Bellecour Square. The Underground situated very close to the school as well as a transport hub (Perrache) where all buses stop make it easy for students to look for accommodation beyond the 2d district of the city. When the student commits to enrol at school, he is given a list of accommodations that can help him find the right one for him/her.

- **Meals**

Students can have their meals at the school's self-service. Meals are provided by Elior- a catering company. A full meal costs around 6.5 euros. However, students can also lunch in neighborhood or bring their lunch, and heat it in the micro-wave in the student's lounge.

- **Medical services**

As a private high school under contract with the state St Marc High School is under no obligation to have a general practitioner (GP) on the premises.

- **Services for students with special needs.**

St Marc High School is accessible to disabled persons. Concerning meals, there are no specific menus for allergic people or vegetarian or vegan people. Elior does however list the main allergens in the meals it serves as well as information concerning product traceability.

- **Insurance**

Students who are enrolled at St Marc must have a valid insurance when they settle their school fees (or contribution).

- **Financial help for students**

If students have financial difficulties, they can ask the Principal for financial help. This request has to be well-founded and sent by letter.

### **Administration**

St Marc's Higher Education Secretary is Ms Douillet. Her office is located on the ground floor and is open every day, Monday through Friday.

### **Learning Resources**

The School Library has approx. 18,000 books as well as subscriptions to newspapers and magazines.

- **International programs**

St Marc has nine partnerships and international exchange programmes which concern Sophomore and Junior students mainly. The partner countries are : The United States with 3 exchanges: Boston, Pittsburgh, Los Angeles ; China (Canton), Australia (Adelaide), Ireland (Dublin), Germany (Berlin), Finland (Helsinki), and Spain (Almeria).

- **Practical information for students exchange programmes**

The exchanges mentioned above concern St Marc's High School pupils only. The type of exams that students have to take require their presence at school all year long, and does not allow them to miss out for long periods of time.

- **Language courses**

Higher education students are taught the following languages: English, Spanish and German.

- **Boarding school**

St Marc is a day school not a boarding school.

- **Sports and leisure facilities**

St Marc students have 2 weekly P.E hours included in their curriculum. Sports are practiced at the school's gymnasium which is also fitted with two climbing walls.

### **Students' association.**

There is no students' association at St Marc High School- but the students have a lounge. A Chaplain is present to mentor and propose an array of activities.