

ECTS
European Credit Transfer System
BTS AD
Brevet de Technicien Supérieur d'Assistant de Direction
1st year

Code	Subject	Hr/week	Hr/year	Type of course	Assessment	ECTS	
A1.1	French	3	81	Lectures Class	Continuous assessment Tests Mock-exam	6	
A1.2	Language A: English, German, Spanish	4	108	Lectures Class	Continuous assessment Tests Mock-exam	6	
A1.3	Law	2	54	Lectures Class	Continuous assessment Tests Mock-exam	4	
A1.4	Economics	2	54	Lectures Class	Continuous assessment Tests Mock-exam	4	
A1.5	Management	2	54	Lectures Class	Continuous assessment Tests Mock-exam	4	
A1.6	Communication in French	5	135	dossiers	dossiers	10	
A1.7	Communication in English	1	27	Class	Continuous assessment Tests Mock-exam	2	
A1.8	Organisation and accountancy	4	108	Lectures Class	Continuous assessment	8	
A1.9	Work-assignment methodology	3	81	Face-t-face meetings	Face-to- face meetings	6	
A1.10	Work-assignment	3	81	Work- assignments in the firm and at school	Face-to- face meetings	6	
A1.11	Work placement	7 weeks					4
	TOTAL						60
A10.1	Optional subject: English, German, Spanish	3	81	Lectures Class + language lab	Continuous assessment Test Mock-exam	6	

all the subjects are taught in French

French: 6 ECTS a year

from September to mid-January	<ul style="list-style-type: none"> - methodology: summary and essay - 4 themes from the class book: society, children, law, nature - personal reading
from mid-January to mid-May	<ul style="list-style-type: none"> - methodology: synthesis - 4 other themes from the book - personal reading (5 books a year)

English (language A): 6 ECTS a year

from September to mid-January	<ul style="list-style-type: none"> - the world of work - work patterns - the environment - business ethics - communication
from mid-January to mid-May	<ul style="list-style-type: none"> - e-business - marketing - innovation and new technologies - the tourist industry - transports

German (language A): 6 ECTS a year

from September to mid-January	<ul style="list-style-type: none"> - presentation of Germany and its economic context -the world of work: training and job application - work in the future - new technologies - business letters
from mid-January to mid-May	<ul style="list-style-type: none"> - marketing and advertising - e-business - press articles and oral reports - business letters

Spanish (language A): 6 ECTS a year

from September to mid-January	<ul style="list-style-type: none"> - Spain - main economic sectors - structures, organisation, the world of work
from mid-January to mid-May	<ul style="list-style-type: none"> - business letters - press articles

Law: 4 ECTS a year

from September to mid-January	- law, economic activities: public liberties, institutions, judicial organisation, general principles, grievance procedure, origins of the law - judicial mechanism: acts, facts, proofs - contracts
from mid- January to mid- May	- responsibility - the firm, the commercial activity: the trades, the sole trader, the company, the company contract, the public company, the private limited company, how to select a legal status

Economics: 4 ECTS a year

from September to mid-January	- the base of economy: main systems the economic circuit - the economic function: production, work, capital, the productive system distribution and redistribution
from mid- January to mid- May	- consumption and savings - the economy financing: types, functions and money creation - currency and finance - regulation: thanks to the market, the State and the economic policy

Management: 4 ECTS a year

from September to mid-January	- the firm: role, environment - different types of firms - the firm: as a centre of decision, power, information, decision making
from mid- January to mid- May	- management of the decision of a firm: marketing - management of productive system, logistics and supply - financial choice: sources and need for financing - human resources

Communication in French: 10 ECTS a year

from September to mid-January	- identification of situations of communication - analysis of situations of communication - methods of analysis - speed writing - lay-out of documents: printed matters, tables, faxes... - lay-out of business letters, notes, reports - business letters - production and transmission tools - case study No 1
from mid- January to mid- May	- case study No 2, using: Word, Excel, PowerPoint, Publisher, the Internet - case study No 3, using: Word, Excel, PowerPoint, Publisher, the Internet

Communication in English: 2 ECTS a year

from September to mid-January	- classified ads - CV + letters of application - lay-out of British/American business letters - business letters - bilingual case study No 1
from mid- January to mid- May	- business letters - 2 bilingual case studies - telephone - bilingual case study No 2

Organisation and accountancy: 8 ECTS a year

from September to mid-January	- accountancy and organisation of information - accounting information system - document management - general accountancy: basic recording and current operations
from mid- January to mid- May	- how to collect information - descriptive statistics - interests

Methodology, work-assignment and communication and projects collecting: 6 ECTS a year

from September to mid-January	- 1 file
from mid- January to mid- May	- 2 files

Work-assignments: ECTS a year

from September to mid-January	- CV and letter of application - follow-up and coaching
from mid- January to mid- May	- follow-up and coaching

Work-placement: 6 ECTS a year

7 weeks in a firm (mid-May to the end of June)

English (language B): 6 ECTS a year

from September to mid-January	<ul style="list-style-type: none"> - the world of work - work patterns - the environment - business ethics - communication
from mid-January to mid-May	<ul style="list-style-type: none"> - e-business - marketing - innovation and new technologies - the tourist industry - transports

German (language B): 6 ECTS a year

from September to mid-January	<ul style="list-style-type: none"> - presentation of Germany and its economic context -the world of work: training and job application - work in the future - new technologies - business letters
from mid-January to mid-May	<ul style="list-style-type: none"> - marketing and advertising - e-business - press articles and oral reports - business letters

Spanish (language B): 6 ECTS a year

from September to mid-January	<ul style="list-style-type: none"> - Spain - main economic sectors - structures, organisation, the world of work
from mid-January to mid-May	<ul style="list-style-type: none"> - business letters - press articles