

**ECTS**  
**European Credit Transfer System**  
**BTS AD**  
**Brevet de Technicien Supérieur d'Assistant de Direction**  
**2<sup>nd</sup> year**

<b>Code</b>	<b>Subject</b>	<b>Hr/week</b>	<b>Hr/year</b>	<b>Type of course</b>	<b>Assessment</b>	<b>ECTS</b>	
A2.1	French	2	81	Lectures Classes	Continuous assessment Mock exam	4	
A2.2	Language A: English, German, Spanish	4	108	Lectures Classes +	Continuous assessment Mock exam	6	
A2.3	Law	2	54	Lectures Classes	Continuous assessment Mock exam	4	
A2.4	Economics	2	54	Lectures Classes	Continuous assessment Mock exam	4	
A2.5	Management	2	54	Lectures Classes	Continuous assessment Mock exam	4	
A2.6	Communication in French	5	135	dossiers	Continuous assessment	10	
A2.7	Communication in English	1	27	Class	Continuous assessment Mock exam	2	
A2.8	Organisation and accountancy	3	81	Lectures	Continuous assessment Mock exam	6	
A2.9	Work-assignment methodology	3	81	Lectures	Assessment Included in the exam	6	
A2.10	Work-assignment	6	162	Work- assignments in the firm & at school	Mock exam	10	
A2.11	Work placement	5 weeks					4
<b>TOTAL</b>						<b>60</b>	
A2O.1	Optional subject: English, German, Spanish	3	81	Lectures Class + Language lab	Continuous assessment Mock exam	6	

*All the subjects are taught in French*

**French: 4 ECTS a year**

from mid-September to mid-January	<ul style="list-style-type: none"> <li>- revision of the methodology: summary, vocabulary, discussion</li> <li>- culture and oral presentation and/or questions (themes studied in the press or the class book)</li> <li>- revision of the methodology: synthesis of documents</li> </ul>
from mid-January to mid-May	<ul style="list-style-type: none"> <li>- culture, oral presentation and books to read</li> <li>- improvement of the synthesis of documents</li> </ul>

**English (language A): 6 ECTS a year**

from mid-September to mid-January	<ul style="list-style-type: none"> <li>- the global economy</li> <li>- finance, accountancy and banking</li> <li>- the world's main trading areas</li> <li>- the European Union</li> <li>- cross-cultural relations</li> </ul>
from mid-January to mid-May	<ul style="list-style-type: none"> <li>- revisions</li> </ul>

**German (language A): 6 ECTS a year**

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

**Spanish (language A): 6 ECTS a year**

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

**Law: 4 ECTS a year**

from mid-September to mid-January	<ul style="list-style-type: none"> <li>- : contracts, employers' power</li> <li>- working conditions</li> <li>- contracts: breach of contracts (laying-off and other methods)</li> <li>- : collective bargaining, disputes, representativity (?)</li> </ul>
from mid-January to mid-May	<ul style="list-style-type: none"> <li>- relations with the customer: protection, information on training and contract execution, credit protection</li> <li>- relations among firms: , techniques, competition, employment practice discrimination and .....</li> <li>- industrial property</li> </ul>

**Economics: 4 ECTS a year**

from mid-September to mid-January	<ul style="list-style-type: none"> <li>- bases of international trade: free-trade and protectionism</li> <li>- world exchanges, balance of trade, currency exchange, International Monetary System, international financial system</li> <li>-</li> <li>- the European Union: its position in the world, the building of Europe</li> <li>- the European currency</li> <li>- growth and fluctuations, economics and social unbalance of developed countries</li> </ul>
from mid-January to mid-May	

**Management: 4 ECTS a year**

from mid-September to mid-January	<ul style="list-style-type: none"> <li>- the structure of the firm and its evolution</li> <li>- notion of strategy</li> <li>- competitiveness, technological and organisational analysis</li> </ul>
from mid-January to mid-May	<ul style="list-style-type: none"> <li>- strategy: jobs, development</li> <li>- strategic modalities: pacification and control</li> <li>- the ethical firm: ethics, general interest</li> </ul>

**Professional communication: methods, techniques and practices (in French): 10 ECTS a year**

from mid-September to mid-January	- case study No 4, using: Word, Excel, PowerPoint, Publisher, the Internet
from mid-January to mid-May	<ul style="list-style-type: none"> <li>- case study No 5, using: Word, Excel, PowerPoint, Publisher, the Internet</li> <li>- case study No 6, using: Word, Excel, PowerPoint, Publisher, the Internet</li> </ul>

**Professional communication: methods, techniques and practices (in English): 2 ECTS a year**

from mid-September to mid-January	- 1 <sup>st</sup> report on the 1 <sup>st</sup> work placement - business letters - bilingual case study No 3
from mid-January to mid-May	- up-dating of CV - 2 <sup>nd</sup> report on the 2 <sup>nd</sup> work placement - bilingual case study No 4

**Organisation and accountancy: 6 ECTS a year**

from mid-September to mid-January	- time management - resources and activities organisation - statistics
from mid-January to mid-May	- - financial calculations

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

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

**Work-assignments: 10 ECTS a year**

from mid-September to mid-January	- follow-up and coaching
from mid-January to mid-May	- follow-up and coaching

**Work-placement: 4 ECTS a year**

6 weeks (mid-November to Christmas break)

**English (language B): 6 ECTS a year**

from mid-September to mid-January	- the global economy - finance, accountancy and banking - the world's main trading areas - the European Union - cross-cultural relations
from mid-January to mid-May	- revisions

**German (language B): 6 ECTS a year**

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

**Spanish (language B): 6 ECTS a year**

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