

SUMMARY TABLE–ACTIVITIES–SKILL BLOCKS–UNITS



BTS SAM/ Higher National Diploma HND in Support for Managerial Action



Activities	Skills blocks	Units
<p>Activity area 1 - Optimization of Administrative Processes</p> <ul style="list-style-type: none"> - Operational support to entity members - Management of responsible files - Continuous improvement of processes - Management of entity resources 	<p>Block #1 - Optimization of administrative processes</p> <ul style="list-style-type: none"> - Carrying Out administrative actions in support of entity members - Carrying Out administrative actions as a file manager - Contributing to the sustainability of processes - Rationalizing the use of entity resources 	<p>UNITU4</p> <p><i>Optimization of administrative processes</i></p>
<p>Activity area 2 - Project Management</p> <ul style="list-style-type: none"> - Project preparation - Implementation of informational monitoring related to the project - Project management - Project closure 	<p>Block #2 - Project management</p> <ul style="list-style-type: none"> - Formalizing the project framework - Carrying Out information monitoring - Monitoring and controlling the project - Evaluating the project 	<p>UNITU5</p> <p><i>Project Management</i></p>
<p>Activity area 3 - Collaboration in human resources management</p> <ul style="list-style-type: none"> - Support for professional development - Contribution to improving quality of work life - Collaboration in social relations - Participation in social performance 	<p>Block #3 - Collaboration in human resources management</p> <ul style="list-style-type: none"> - Managing the employment relationship - Implementing actions to improve quality of work life - Organizing activities related to social relations - Mobilizing tools for individual and collective performance development 	<p>UNITU6</p> <p><i>Collaboration in human resources management</i></p>

	<p>Block #4 - General culture and expression</p> <p>Written communication:</p> <ul style="list-style-type: none"> • Understanding and producing a written message • Respecting the constraints of written language • Synthesizing information: fidelity to the meaning of documents, accuracy and precision in their understanding and correlation, relevance of the choices made based on the problem and issues at hand, coherence of the production • Responding in a reasoned manner to a question posed in relation to the documents proposed for reading. <p>Oral communication:</p> <ul style="list-style-type: none"> • Adapting to the situation: mastery of time, place, objectives, and adaptation to the recipient, appropriate choice of means of expression, consideration of the attitude and questions of the interlocutors • Organizing an oral message: adherence to the topic, internal structure of the message. 	<p style="text-align: center;">UNITU1 General culture and expression</p>
	<p>Block #5 - Expression and culture in foreign living languages</p> <p>Foreign living language A Level B2 of the CEFR for the following language activities:</p> <ul style="list-style-type: none"> - Comprehension of written documents - Written production and interaction - Comprehension of oral language - Oral production and interaction 	<p style="text-align: center;">UNIT U21 –Foreign Living LanguageA</p>

SUMMARY TABLE–ACTIVITIES–SKILL BLOCKS–UNITS



BTS SAM/ Higher National Diploma HND in Support for Managerial Action



	<p>Foreign living language B Level B1 of the CEFR for the following language activities:</p> <ul style="list-style-type: none">- Comprehension of written documents- Written production and interaction- Comprehension of oral language- Oral production and interaction	<p><i>UNIT U22 –Foreign living language B</i></p>
--	---	--

SUMMARY TABLE–ACTIVITIES–SKILL BLOCKS–UNITS

BTS SAM/ Higher National Diploma HND in Support for Managerial Action

	<p>Block #6 - Economic, legal and managerial culture</p> <p>Competences to:</p> <ul style="list-style-type: none"> - Analysing situations faced by the company; - Using an economic, legal or managerial documentary database; - Proposing reasoned solutions using economic, legal or managerial concepts and methodologies adapted to the proposed situations; - Establishing a diagnosis (or part of a diagnosis) preparing a strategic decision-making; - Presenting analyses and proposals in a coherent and reasoned manner. 	<p>UNITU3</p> <p><i>Economic, legal and managerial culture</i></p>
	<p>Optional block- Foreign Language C</p> <p>Level B1 of the CEFR for the following language skills:</p> <ul style="list-style-type: none"> - Comprehension of written documents - Written production and interaction - Comprehension of oral language - Oral production and interaction 	<p><i>Optional unit - Foreign Language C</i></p>
	<p><i>The optional block - Individualized Pathway Module:</i></p> <ul style="list-style-type: none"> • Building a personal approach to acquiring additional skills. 	<p><i>Optional Unit– Individualized Pathway Module</i></p>