

One training course and work placements leading to a diploma

You are :

- A new high school or a vocational high school graduate
- A student looking for new studies

How to enrol

This procedure must be followed:

You need to enter your orientation requests on the Parcoursup website at this address:

<https://www.parcoursup.fr//>

Applications will be selected according to the criteria listed on the Parcoursup website.



For further information:

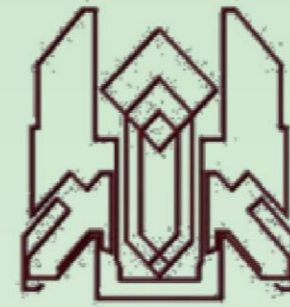
Flash this QR code to reach the BTS SAM department:



	Bts SAM department High school's office	00 33 3.28.27.89.34 00 33 3 28.21.63.60
	Bts SAM department High school's office	https://bts-sam-lycee-noordover.fr http://lenoordover.fr
	btssam@nordnet.fr	
	 Lycée du Noordover Grande-Synthe	Lycée du Noordover BP 50189 24 Avenue de Suwalki 59792 GRANDE SYNTHÉ CEDEX



BTS S.A.M.



Lycée du Noordover
Grande-Synthe

BTS Support à l'Action Managériale

(HND Business
Management Support)

A two-year diploma offering job opportunities in many local and international organizations.



Créativité
disponibilité
humaines
anglais
Discrétion
attitude
relations
stress
Sens
éthique
Maîtrise
SIRH
adaptabilité
citoyenne
responsabilités
Réistance
dynamisme
réactivité

The missions of the Office Manager

- * Graduates lend their support to one or several executives or to a project management team.
- * They are in charge of administrative tasks and handling specific projects.
- * They work in any type of organization: private companies, public administration, charities and organizations...

Course content

Subjects	First Year	Second Year
French (General Knowledge and Expression)	3 h	3 h
Foreign Language A	3 h	4 h
Foreign Language B	3 h	2 h
CEJM (Economical, Legal and Managerial Culture)	4 h	4 h
Administrative Process Optimization	4 h	4 h
Project Management	4 h	4 h
Support to Human Resources Management	4 h	4 h
Applied CEJM Professional Workshops	6 h	6 h
Total	31 h	31 h

What our BTS SAM students benefit from

- 1 computer reserved to each student
- A computer room linked to a high speed internet connection and equipped with a projector and a smartboard.
- Printers and a phone line reserved to the department
- A dynamic team dedicated to meeting students' needs.
- Exchanges with local businesses to lead common projects.
- A quality, human-centered training
- Very good results: a 93% success rate in 2018.



Work placements

- In the first year, a first 3- or 4-week internship period takes place before the end of the first semester and another 5- to 6-week placement before the end of the second semester.
- In the second year, a 5-week internship before the end of the first semester.

Exams

Subjects	Exam Type	Length	Grade Percentage
French (General Knowledge and Expression)	Written	4 h	14.25%
Foreign Language A	Written Oral	2 h 20 min	9.5%
Foreign Language B	Written Oral	2 h 20 min	4.75%
CEJM (Economical, Legal and Managerial Culture)	Written	4 h	14.25%
Administrative Process Optimization	Oral	55 min	19%
Project Management	Oral and practical	Exam 1 : 15 min Exam 2 : 75 min	19%
Support to Human Resources Management	Written	4 h	19%

After graduation

Employment:

Graduates either enter the professional world as office managers, team support assistants, Human Resources assistants, sales assistant, communication assistant...

Further education:

...or enrol in universities for degrees in Business and Economics, Law, or for professional degrees in Human Resources, social housing management, international trade, SME management

Or continue their studies in specialized schools.