

**BREVET DE TECHNICIEN SUPÉRIEUR « COMPTABILITÉ ET GESTION DES ORGANISATIONS »**

**FICHE D'ACTIVITÉ**

| <b>NOM, Prénoms du candidat :</b>                        | <b>ACTIVITÉ N°</b>   |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
|--|--|-----------|---------------|---|--|---------------------------------|---------------------------------|---|---|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|-----|--|--|--|--|
| <b>INTITULÉ DE L'ACTIVITÉ :</b>                          |  |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
| <b>Durée :</b> heures                                    |  |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
| <b>Objectif(s) de l'activité :</b>                       |  |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
| <b>Contexte de l'activité :</b>                          |  |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
| <b>Compétences mises en œuvre :</b>                      |  |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
| <b>Processus</b>   | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 10%; padding: 5px;">Processus</th> <th colspan="3" style="padding: 5px;">Compétences *</th> <th rowspan="2" style="padding: 5px;">Activités relevant du processus</th> </tr> <tr> <th style="width: 10%; padding: 5px;">T</th> <th style="width: 10%; padding: 5px;">C</th> <th style="width: 10%; padding: 5px;">O</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">P1</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">P2</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">P3</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">P4</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">P5</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">P6</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">P7</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">P8</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">P9</td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">P10</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | Processus | Compétences * |   |  | Activités relevant du processus | T                               | C | O | P1 |  |  |  |  | P2 |  |  |  |  | P3 |  |  |  |  | P4 |  |  |  |  | P5 |  |  |  |  | P6 |  |  |  |  | P7 |  |  |  |  | P8 |  |  |  |  | P9 |  |  |  |  | P10 |  |  |  |  |
|  | Processus  |           | Compétences * |   |  |                                 | Activités relevant du processus |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
|  |  | T         | C             | O |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
|  | P1   |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
|  | P2   |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
|  | P3   |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
|  | P4   |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
|  | P5   |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
|  | P6   |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
|  | P7   |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
|  | P8   |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
| P9   |  |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
| P10  |  |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |
| * T : technique, C : en communication, O en organisation |  |           |               |   |  |                                 |                                 |   |   |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |     |  |  |  |  |

**Démarches mobilisées, ressources et outils utilisés :**

**Productions réalisées :**

**Analyse des résultats obtenus :**