



THE REPUBLIC OF CAMEROON

MINISTRY OF HIGHER EDUCATION

HND PROGRAM

Field : MANAGEMENT

Specialty :

HUMAN RESSOURCE MANAGEMENT





1. The objective of the training

The objective of this specialty is to train specialists in the administrative follow-up of the personnel (contracts, absences, leaves, medical visits, declarations to labour organizations) and offering refreshment courses in line with the labour code; the regulation of work and the human resource policy of the enterprise.

2. Skills Sought After

→ **General skills**

- Understand the professional and economic environment and enterprises;
- Master the use of the computer;
- Administer individual salary files;
- Effect declarations dictated by law;
- Identify the needs for training of the personnel;
- Define the needs for training;
- Inform the personnel on the labour code and the peculiarities of the enterprise;
- Lead a work team.

→ **Specific Skills**

- Control the pay vouchers of the personnel;
- Establish pay slips;
- Carry out the administrative follow-up of human resources operations;
- Carry out interview in view of employment;
- Follow up outsources service contracts;

3. OUTLETS

- Assistant human resource manager;
- Assistant to the person in charge of human resources;
- Assistant to the directorate;
- Officer in charge of recruitment;
- Manager of salaries.



4. Organization of the Teachings

Semester 1

FIELD: MANAGEMENT		Specialty: HUMAN RESOURCES MANAGEMENT (HRM)					
CODE	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 credits 135 hours							
HRM111	Mathematics and Computer Science I	50	20	0	5	75	5
HRM 112	Quantitative techniques I	40	15	0	5	60	4
Professional Courses 60% (4 UC) 18 credits 270 hours							
HRM 113	Legal Environment and accounting I	30	15	10	5	60	4
HRM 114	Human Relations I	40	20	10	5	75	5
HRM 115	Professional Relations I	35	10	10	5	60	4
HRM 116	Organization I	45	15	10	5	75	5
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours							
HRM 117	Bilingual training I and economic environment I	25	10	5	5	45	3
TOTAL		265	105	45	35	450	30

Semester 2

FIELD: MANAGEMENT		Specialty: HUMAN RESOURCES MANAGEMENT (HRM)					
CODE	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 credits 135 hours							
MHR 121	Mathematics and Computing II	50	20	0	5	75	5
MHR 122	Quantitative techniques II	40	15	0	5	60	4
Professional Courses 60% (4 UC) 18 credits 270 hours							
MHR 123	Legal Environment and accounting II	40	20	10	5	75	5
MHR 124	Human Relations II	25	20	10	5	60	4
MHR 125	Professional Relations II	30	10	15	5	60	4
MHR 126	Methodology and Organization II	40	20	10	5	75	5
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours							
MHR 127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3
TOTAL		250	115	50	35	450	30



Semester 3

FIELD: MANAGEMENT		Specialty: HUMAN RESOURCES MANAGEMENT (HRM)					
CODE	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 credits 135 hours							
HRM 231	Quantitative techniques and computer skills I	40	20	10	5	75	5
MHR 232	Finance and ICT I	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 credits 270 hours							
HRM 233	Valorisation of HR I	25	15	15	5	60	4
HRM 234	Techniques of management of HR I	30	10	15	5	60	4
HRM 235	Social environment I	25	10	20	5	60	4
HRM 236	Organization and Management I and II	30	40	15	5	90	6
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours							
HRM 237	The legal environment and the creation of business	25	10	5	5	45	3
TOTAL		205	120	90	35	450	30

Semester 4

FIELD: MANAGEMENT		Specialty: HUMAN RESOURCES MANAGEMENT (HRM)					
CODE	Courses Title	Hourly Volume					Number of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 credits 135 hours							
HRM 241	Quantitative techniques and computing II	10	30	30	5	75	5
HRM 242	Finance and ICTS II	10	20	25	5	60	4
Professional Courses 60% (4 UC) 18 credits 270 hours							
HRM 243	Valorisation of HR II	20	20	15	5	60	4
HRM 244	HRM Technics II	15	20	20	5	60	4
HRM 245	Social Environment II	10	30	15	5	60	4
HRM 246	Professional internship	0	0	60	30	90	6
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours							
HRM 247	Legal environment and civic education	25	15	0	5	45	3
TOTAL		90	135	165	60	450	30



5. COURSE CONTENTS

❖ **HRM 111: Mathematics and Computing I**

➤ **General Mathematics I: 3 credits (45hours); L, T, SPW**

- **Algebra vectors spaces**

1. **Polynomials**

- Polynomials characteristics.

2. **Vectorspace**

- Linear applications.

3. **Matrices**

- Operations on the matrices;
- Matrices relating to a linear application;
- matrices and determinants.

4. **The Determinants**

- Determinant of a square matrix;
- Calculation of determinants of order less than or equal to 3.

5. **Linear Systems**

- Inversion of matrix of order less than or equal to 3 - method of Gauss;
- Resolution of systems of linear equations by the method of; Pivot
- Application of the matrix calculation on the resolution of systems of linear equations.

6. **Reduction of square matrices**

- own values;
- Own vectors.

7. **Differential equations and linear récurrentielles of order 2 with constant coefficients**

8. **Mathematical applications in Economics and Management**

➤ **General Computing I: 2 credits (30 hours); L, T, SPW**

The hardware and software on a computer system

has- the Hardware

1. **The peripheral components**

- The devices of input;
- The output devices;
- the storage devices;
- The devices of input and output.

2. **The central unit**

- The central memory;
- The microprocessor;
- The ports;
- The motherboard;
- The chipset;
- The powersupply;
- The cards of extension;



- other internal organs.

3. The unit of exchange (or bus)

- Role;
- Types of bus:
 - Data bus;
 - Control bus; - Bus of address.

B- The Software

1. The application software

- Definition;
- Role ;
- Types and examples of software.

2. The basic software (or software systems)

- Definition;
- Types of basic software;
 - The drivers;
 - The compilers;
 - The utilities;
 - The systems of exploitation":
 - Features;
 - Roles;
 - Types of operating system;
 - Structure of a operating system;
 - architecture.
- Concept of Free Software and proprietary software.

System of numeration and codification

A- The numberingsystems

1. A few basic concepts

- The base of the system;
- Weight;
- Alphabet of the language;
- Format of the word (length of the word);
- power of language.

2. A few numberingsystems

- The decimal system;
- The binary system; the octal system;
- thehexadecimal system.

3. The basic changes

- Of Decimal to another base b;
- To a base b of any kind to the decimal basis;
- of the binary in octal and vice versa;
- from binary to hexadecimal and vice versa.

4. Arithmetic operations

- binary numbers signed:
- Exact representation;
- Representation in complement to 2.
- addition of binary numbers;



- Subtraction of binary numbers;
- Use of the complement to 2 in the subtraction; multiplication of binary numbers; division of binary numbers.

5. Hexadecimal arithmetic

- addition of numbers in Hexadecimal;
- subtraction of numbers in hexadecimal.

B- The codes

1. General information on the concept of a code definitions;

- Objectives of the codification;
- The functional codification;
- Types of functional codes;
- The codification of technology.

2. The alphanumeric codes

- The ASCII code;
- Standard ASCII;
- Extended ASCII;
- Use.

❖ HRM 121: Mathematics and Computing II

➤ General Mathematics II: 3 credits (45hours); T, P, SPW

Analysis

1. The Real Numbers
2. Numerical Functions of a real variable, limit, Continuity
3. Differentiability, extrema, theorem of Rolle and finished increases
4. Polynomials, fractions, rational
5. Study and graphic representation, reciprocal Functions
6. Limited developments, integrals and applications to calculations of Aires
7. Logarithmic functions and exponential
8. Digital Suites: Direction of variation, convergence
9. Arithmetic Suites, Suites geometrical, recurring suites of order 1
10. Mathematical applications in Economics and Management

➤ General Computing II: 2 credits (30hours); T, P, SPW

A- Computer Networks

1. General information

- Definition of a computer network;
- interest of computer networks; basic vocabulary:
 - Workstation;
 - Node;
 - Server; - Packet.

2. Typology of networks according to the media:

- Wired Networks;
- Networks Not Wired.
- According The Geographic Extent:

Page 130 of 627

- The Local Networks (LAN);
- The Metropolitan Area Networks (MAN) ; -
- The wide area networks (WAN).

3. Network Topologies



- PhysicalTopology
- The bus topology;
- The star topology;
- The ring topology;
- The topology In Mesh;
- The topology in shaft.
- Logical Topology
- Point-to-point networks.

4. Network architectures

- client/server architecture;
- architecture of equal to equal.

5. The equipment of computer networks

- Equipements of basis of a network:

- The computer;
- The network card;
- The server;
- The network cable;
- The transceiver (or adapter);
- The transmission Mounts;
- The socket.

- The equipment of interconnections:

- Hubs (hub);
- Switch (Switch);
- Routers;
- Gateways
- The gateway (gateway);
- The router;
- The bridge (Bridge);
- the repeaters .

6. Concept of IP addressing

- structure of an IP address:
- Network identifier (Net ID);
- Identifier of host (Host ID).
- Specificaddresses :
- Network addresses;
- Machine address;
- BroadcastAddress (broadcaste);
- Limited Broadcast address (multicast); - Address of rebroadcasting (loopback).
- IP addressing by Classes:
- CLASS A;
- CLASS B; - CLASS C.

Page **131** of **627**

B- Internet network

1. Concept of protocol

definitions and a few types of protocols

- SMPprotocol;



- POP protocol;
- NNTP protocol;
- The FTP protocol;
- HTTP protocol;
- IMAP protocol; - Protocol TCP; - other.

2. A few Internet Services

- The e-mail;
- Research on the Internet;
- The Newsgroup (discussion forum);
- The transfer of files;
- The Download (Download A text, download An image, download a free software...);
- The online Trade;
- The IRC (Internet Relay Chat); Other.

3. The search engines

- Definition;
- Role;
- Some search engines.

4. Tools for Internet access

- The browsers (definition, examples);
- The plug-ins (definition, examples);
- The search engines (definition, examples, use).

5. The connection to the Internet

- Connection hardware;
- Suppliers of access (role, examples);
- Types of connections (specialized line, phone line, satellite).

❖ HRM 112: Quantitative techniques I

➤ Financial Mathematics I: 2 credits (30hours); L, T, SPW

1. The Basics

- Simple Interest;
- Calculation of the value gained;
- Current value commercial and current value rational one;
- précompté interest and effective interest.

2. Calculation of the average rate of a series of simultaneous investments

3. Equivalence and replacement of effect

4. Short-term financial transactions - Current Account and interest

5. Commercial Discount - real rate of discount

6. Compound interest

- Acquired value;
- Current value;

Page 132 of 627

- Rate equivalent and proportional rate;
- rate of Interest apparent;
- rate of real interest.

➤ Statistics: 2 credits (30hours); L, T, SPW

1. Statistical series to a variable

- Definition and vocabulary;



- Graphical representation;
- Characteristics of central tendency and dispersal characteristics:
 - Average;
 - Mode;
 - Median;
 - Gap-type;
 - Quantiles;
 - Coefficient of variation.

2. Statistical series of two variables

- Definition and vocabulary;
- Cloud of points;
- Average point;
- Covariance and covariance matrix of 2 variables;
- The coefficient of correlation and regression;
- Linear adjustment by the method of least squares.

❖ **HRM 122: Quantitative techniques II**

➤ **Financial Mathematics II: 2 credits (30 hours); T, P, SPW**

1. The Annuities

- Constant annual installments;
- Annuities in arithmetic progression; annuities in geometric progression;
- Perpetual annuities.

2. The undivided debentures

- Reimbursement by constant annual installments;
- Table of amortization;
- Laws followed by depreciation recovery of the debt still alive;
- Laws followed by the annuities;
- Applications on the borrowings undivided.

3. The bond loans

- Reimbursements to the pair;
- Constant annual installments;
- Constant depreciation;
- Rate of yield and rates of returns of a debenture loan;
- rate of returns of the borrowing to the Broadcast;
- Choice of Investments.

Page 133 of 627

➤ **Statistics II: 2 credits (30 hours); T, P, SPW**

1. Estimation of an average, a proportion and a gap type;
2. Confidence interval and confidence coefficient;
3. Tests of assumptions and the KHI-two.

❖ **HRM 113: Legal environment and accountant I**

➤ **General Ledger: 2 credits (30 hours); L, T, P, SPW**

1. The heritage
2. The flow in the company and their registration
3. Relationship balance, balance sheet, Result
4. Accounting Law and the accounting plan
5. Purchases and sales
6. The loads and the products



7. Incidental expenses on purchases and on sales
8. The packaging
9. The transport
10. The conventional financial system
11. The regulations in cash
12. The regulations in the long term
13. Depreciation

➤ **Legal management and tax I: 2 credits (30 hours); L, T, P, SPW**

1. Legal signification of economic activities

- Study of different sectors of activities from the distinction act of commerce act civil;
- Study of the statutes related to the nature of the professional activity; - economic activity public.

2. The company

- Legal concept of the company;
- The merits of trade;
- The building of the company (registered or not in the balance sheet).

3. The structures of the company

- Individual company;
- Commercial companies and civil, associations... - public company.

4. Instruments of payment and credit

- Check, bill of exchange, promissory note, Dailli slip, cards; - leasing; - the inheritance.

5. Forecasting and regulation of business difficulties

❖ **MHR 123: Legal environment and accounting II**

➤ **Cost accounting and management of budget : 2 credits (30 hours); L, T, P, SPW**

1. Of the general ledger to the cost accounting

- Generality on the analytical accounting (objectives, role, concept of load)

Page 134 of 627

2. Analysis of expenses

- Loads liable and not liable
- Direct costs and indirect
- Suppletive loads
- Distribution of Indirect loads

3. Valuation of stocks (FIFO method, LUP)

4. The full costs (cost of purchase, cost of production, introduce the outstanding) NB: do not address the special notes related to the costs (waste and scrap, semi-finished, under Products)

5. Partial costs

- The variable costs
- The marginal costs

6. The Rational Importance of loads of structure

7. The predetermined costs

- Identification of gaps on direct costs and indirect and algebraic analysis of these differences (exclude the graphic analysis)

8. The Budgets (brief study and practice)



- The budgets of sales
- The production budgets
- The budgets of supply
- Budgets of investments
- Budgets of cash flow.

➤ **Tax Management II: 3 credits (45hours); L, T, P.**

1. The sources of the tax law

- National sources;
- International sources.

2. Definition of the various tax levies – taxes rates and taxes fiscal, and parafiscal charges; - State taxes and local taxes.

3. Presentation of different taxes

- Vat;
- Personal income tax;
- Corporate tax.

4. Relationship between tax payer and fiscal administration (fiscal control, tax litigation)

❖ **MHR 114: Human Relations I**

➤ **Psychology and social relations dynamics I: 2 credits (30hours); L, T, SPW**

1. Psychosocial organizations;
2. Theory of motivation;
3. Social communication.

➤ **Human Resource Information Systems I: 3 credits (45hours); L, T, P, SPW**

1. Concept of Information Systems

Page 135 of 627

- Introduction:
 - Systemic Analysis of the business.
- the system of information:
 - Functions of the IF;
 - The roles of the IF;
 - Qualities of an IF.
- Computerization of if:
 - The parties of A if;
 - Software;
 - Definitions;
 - The purpose of a system of information;
 - The functions of a system of information;
 - The organizational system;
 - The processing of information.
- 2. Concept of algorithmic and Programming Initiation**
 - Objects: cumstances, variables, operators ...
 - Basic treatments and sequential;
 - Choice and repetition;
 - Function and procedures;
 - Structure of the data (vectors, table, registration, file).

3. Application with Basic or Pascal

❖ **MHR 124: Human Relations II**



➤ **Psychology and social relations dynamics II: 2 credits (30hours); L, T, SPW**

1. The personality;
2. The leadership;
3. Decision-making;
4. The management of stress.

➤ **HR Information Systems II: 2 credits (30hours); L, T, P.**

Elaboration of the Database

1. The conceptual model of data: MCD

- Constitution of data dictionary SD:
 - Goal (objective);
 - Basic Concepts: Elementary data-heading- Document;
 - Techniques of collection of information;
 - Purge of the dictionary;
 - Highlightedobjects;
 - Identification of entities;
 - Definition of the relations of dependency between the objects.

- The development of the entity model- association:

- Basic Concepts:

Page **136** of **627**

- ✓ Entity and entity type;
- ✓ Attribute(property);
- ✓ INSociation;
- ✓ Occurrence of a property;
- ✓ identifier (key);
- ✓ cardinality.

2. The logic model of relational data: MLDR

- Purpose;
- Basic Concepts:
 - Primary key;
 - Foreign key;
 - Relationship;
 - Registration.
- The model entity/association
 - Relationship of the entities;
 - Definition of Other relations of dependencies between objects;
 - Cardinalities;
 - Passage of the MCD at the MLD;
 - Transformation of entities;
 - Transformation of associations;
- ✓ Binary relationship to the cardinalities $(x, 1)$ - (x, n) with $X = 0$ or $x = 1$;
- ✓ Relationship n-area (regardless of the cardinality);
- ✓ Reflexive relationship to the cardinalities $(x, 1)$ - (x, n) with $X= 0$ or $X = 1$; binary relationship to the cardinalities (0.1) - (1.1) .

3. Physical Data Model: Implementation of the database

- Creation of the database;
- Creation of tables;
- Entering data in the tables;
- Relationship of the tables;



- Creating forms;
- Relational model (relationship, degree, schema, PRIMARY KEY/secondary, cardinality, domain, ... P of base or access);
- The languages of requests (SQL...);
- Study of a few SQL commands.

❖ **MHR 115: Professional Relations I**

➤ **Professional relations both internal and external I: 2 credits (30hours); L, T, P, SPW.**

- The mail in the Enterprise;
- The processing of mail;
- The mail to contentious character.

Page 137 of 627

➤ **ComputingI: 2 credits (30hours); L, T, P.**

- Master the techniques of the Audiovisual sector in the framework of the policy of the business.
- Study of communication networks;
- Study and practice of the Internet.

❖ **MHR 125: Professional Relations II**

➤ **Professional relations both internal and external II: 2 credits (30hours); L, T, P, SPW.**

- The characteristics of internal mail;
- The areas of internal mail: notes, reporting, minutes, reports, memos.

➤ **Information II: 2 credits (30hours); L, T, P, SPW.**

- Multimediatools; - social networks.

❖ **MHR 116: Organization I**

➤ **Initiation to the HRM I: 2 credits (30hours); L, T, P.**

- Evolution of HRM;
- The Secretary of employee well-being during the Middle Ages;
- The management of staff and the industrial revolution;
- The first areas of HRM; - HRM before the 2nd World War.

➤ **The Motivation I: 3 credits (45hours); L, T, P.**

- The process of motivation;
- The theories on motivation:
 - The Maslow's hierarchy of needs;
 - The Theory X and Theory Y (McGregor);
 - The Hygiene Theory of motivation by Hertzberg.

❖ **MHR 126: Methodology and organization II**

➤ **Methodology on writing an internshipreport: 1 credit (15hours); L, P**

1. The collection of Information
2. How to write a report
3. The methodology and abstract
4. The Table of Contents
5. The introduction of the report of internship
6. The conclusion of the Internship report
7. The Acknowledgments
8. How to build the annex



9. When to start his Internship report
10. How to construct a report Topic

Page **138** of **627**

11. The cover page
12. How to write effectively
13. Form to and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
14. Instructions and typographical rules of presentation (police, titles, highlighted, punctuation, graphic charter)
15. How to prepare the intership defense

➤ **Initiation to the HRM II: 2 credits (30 hours); L, T, P**

Administrative management and social relations

The Employment Environment

The CV, letter of motivation, request for employment, sheet of post, recruitment, performance appraisal, wage bargaining.

1. Locate the legal context of the function and know how on information

- To make the link between the Labor Code and collective agreements.

2. Formalities for hiring and follow-up of the trial period

- Complete the formalities of hiring (DPAE, registration to the social security ...);
- Organize the medical visits (hiring, rinduction...);
- Accommodate the employee;
- Mastering the content of and obligatory contract of definite duration;
- Follow up of the test periods.

3. Control the management of CDD and Part time

- The unemployment benefits on the CDD;
- what period of time? For what reason?
- The possibilities of renewal and succession;
- What is the salary? What benefits?

4. Manage the working time and absences

- The work duration;
- The overtime;
- Paid leave (legal executies, planning, etc.);
- Sick absences and accident at work (against-medical visit...);
- leave related to maternity.

5. To best manage the end of the labor contract and accompanying the employee in the event of departure

- Distinguish between the different causes of rupture and their consequences;
- Organize administratively to the departure of an employee;
- Inform the employee on his unemployment rights and Insurance...

➤ **The Motivation II: 2 credits (30hours); L, T, P**

1. contemporary approaches of the Motivation;
2. Theory of the three needs (McClelland) ;

Page **139** of **627**

3. Theory of equity (Adams):

- Relations of comparison in the Equity theory



- Theory of the Equity: personal judgments;
- Motivate the various employees;
- Work/life balance;
- Profiles of collaborators and system of motivation.

❖ **MHR 117: Bilingual training I and economic environment I**

➤ **French expression: 1 credit (15hours); L, T**

1. Vocabulaire

- Vocabulaire technique usuel

2. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance – d'une lettre recommandation ou de motivation, d'une demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

➤ **General Economics: 2 credits (30hours); L, T, P**

1. Business and production
2. Households and the consumption
3. Markets and Prices
4. Training and distribution of income
5. The currency and the financing of the Economy
6. The elements of the National Accounting
7. The macro-economic equilibrium
8. The socialist system
9. The capitalist economy
10. The State and its interventions
11. The foundations of international trade;
12. International payments



13. The balance of payments
14. Economic development and its inequalities
15. Growth and its inequalities
16. Inflation, unemployment, industrial change
17. The issues of development and the globalization of problems
18. The development strategies
19. The economic integration and the forms of cooperation in the world
20. The strategies of the International Debt

❖ **MHR 127: Bilingual training II and Economic Environment II**

➤ **English Expression: 1 credit (15 hours); L, T, SPW**

1. Vocabulary

- Technical and usual vocabulary of the specialty

2. Grammar

3. Bilingual expression

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. Write clear, detailed texts

- Essay writing;
- Application for employment;
- C.V.;
- Letter of motivation;
- Letter/memo writing and minutes of a meeting

➤ **Economy and organization of enterprises: 2 credits (30 hours); L, T, P**

- The Enterprise, definition and mode of analysis;
- Classification of Enterprises ;
- The Organisational Structure of enterprises ;
- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;

Page **141** of **627**

- The productive activity of the enterprise;
- Logistics in the enterprise;
- The financial activity of the enterprise ;
- The management of human resources;
- The systemic approach of the enterprise;
- Information system ;
- The decision making process
- The strategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;



- The business, society and the Ethics.

❖ **MHR 231: Quantitative techniques and computer skills I**

➤ **Probabilities and operational research i: 3 credits (45hours); L, T, P, SPW**

1. sets Algebra

- Applications;
- The Counts.

2. Basic Set linked to a random experiment

- Probabilities;
- Conditional probability;
- Formula of Bayes;
- Tests in BERNOULLI.

3. Random variables discrete

- Law of probability ;
- Distribution function.

4. Random variables continuous

- Density,
- Hope;
- Variance;
- Standard deviation; moments.

5. Conventional laws

- ; Binomial
- Normal ; fish; exponential.

➤ **Applied computing i: 2 credits (30 hours) ; L, T, P, SPW**

1. The study of the Graphical Environment Windows

- Presentation;
- Management of Windows;
- Managing Files and Folders.

2. What is a file, a folder?

- Path of access to a file

3. Practical Study of Microsoft Word

- Study of Basic Functions

Page 142 of 627

4. Practical Study of Microsoft Excel

- Presentation;
- Arithmetic operations.

5. Construction of a formula

- Use of the integrated functions:
 - definition;
 - Syntax of the integrated functions;
 - A few integrated functions;
 - Relative reference, absolute reference and joint reference;
 - Case of synthesis.

❖ **MHR 241: Quantitative techniques and computer training II**

➤ **Probabilities and Operational Research II: 3 credits (45hours); L, T, P, SPW**

1. Concepts of the combinatorial optimization

- Constraints/objectives;
- Feasible solution/best;



- Terminal;
- Local optima, etc.

2. Graph Theory

- Modeling;
- Coloring;
- Roads;
- The trees masking fluid;
- The Waves...

3. The linear programming

- Program to two variables;
- program to more than two variables.

4. The algorithm of the simplex - the table method

- Analysis of the final table of the simplex; problem of duality ; the management of stocks.

5. The problems of scheduling - General Information on the Graphs

- The PERT method:
 - Applications on the PERT;
- The choice of investment in deterministic universe.

6. Modeling

7. Decision in Uncertain Future

8. Transportation problems

9. The problems of assignment

- **Applied computing II: 2 credits (30 hours); L, T, P**

Specific work

software for the management of human resources.

❖ **MHR 232: Finance and ICT I**

- **The Human Resources Information System i: 2 credits (30hours); L, T, P, SPW**

1. Concept information systems

- Introduction:
 - Systemic Analysis of the business.
- The system of information:
 - Functions of the IF;
 - The roles of the IF;
 - Qualities of an IF.
- Computerization of the IF:
 - The parties to A if;
 - Software;
 - Definitions;
 - The purpose of a system of information;
 - The functions of a system of information;
 - The organizational system;
 - The processing of information.

2. Concept of algorithmic and initiation to the programming

- Objects: cumstances, variables, operators ...;
- Basic treatments and sequential;
- Choice and repetition;
- Function and procedures;



- Structure of the data (vectors, table, registration, file); application with basic or Pascal.

➤ **Financial Analysis I: 2 credits (30hours); L, T, SPW.**

- Accounting balance sheet;
- Financial Balance sheet;
- Functional balance sheet;
- Significant balances of management;
- The ratios;
- Functional analysis and differential ; the threshold of profitability.

❖ **MHR 242: Finance and ICTS II**

➤ **The Human Resources Information System II: 2 credits (30hours); L, T, P.**

Elaboration of the Database

A- The conceptual model of data: mcd

1. Constitution of the data dictionary DD

- Goal (objective);
- Basic Concepts : Elementary data-Rubrique-Document;
- Techniques of collection of information;
- Purge of the dictionary;

Page **144** of **627**

- Highlightedobjects;
- Identification of entities;
- Definition of the relations of dependency between the objects.

2. Elaboration of the model Entity-Association

- Basic Concepts:
 - Entity and entity type;
 - Attribute(property);
 - Association;
 - Occurrence of a property;
 - The identifier (key);
 - Cardinality.

B- The logic model for relational data: MLDR

1. Purpose

2. Basic concepts

- Primary key;
- Foreign key;
- relationship;
- registration.

3. The model entity/association

- Relationship of the entities;
- Definition of Other relations of dependencies between objects; cardinalities.

4. PINSage of the MCD at the MLD

- Transformation of entities; Transformation of associations:
 - Binary relationship to the cardinalities $(x, 1)$ - (x, n) with $X = 0$ or $x = 1$;
 - Relationship n-area (regardless of the cardinality);
 - Reflexive relationship to the cardinalities $(x, 1)$ - (x, n) with $X = 0$ or $X = 1$;
 - a binary relationship to the cardinalities (0.1) - (1.1) .



C- Physical Data Model: implementation of the database

1. Creation of the database
2. Creation of tables
3. Entering the data in the tables
4. Relationship of the tables
5. CreatingForms
6. Relational model (relationship, degree, schema, PRIMARY KEY/secondary, cardinality, domain, ... P of base or access)
7. The languages of requests (SQL...)
8. Study of a few SQL commands

➤ **Financial Analysis II: 2 credits (30 hours); L, T, P, SPW**

- The magnitudes of the financial balance;
- Presentation of the account of result;
- Ability to self-financing";
- The rations of farms and profitability.

Page 145 of 627

❖ **MHR 233: Development of Human Resources I**

➤ **General Policy and Strategy I: 2 credits (30 hours); L, T, P.**

1. The approach to undertake

- Creation of the company;
- Analysis of Evolutionofactivity in long period.

2. The strategicapproaches

- Analysis and diagnosis: identification of opportunities and modalities of decision-making, identification of strengths and weaknesses of the company;
- Strategic Choice: approach by the segmentation of the activities and/or by the Trades...
- Implementation and pilotage: articulation of strategic decisions and the operational functioning.

➤ **The areas of the Social Management I: 2 credits (30 hours); L, T, P, SPW.**

- The management of staffing and skills;
- The management of the remuneration and pay roll;
- The organization and working conditions; - the structure and dynamics of the human resources function.

❖ **MHR 243: Development of Human Resources II**

➤ **General Policy and Strategy II: 2 credits (30 hours); L, T, P, PE**

1. The organizational structures

- the bases and forms of organizations.

2. The dynamicstrategy-structure

- Taking into account the constraints of organizationan d Environment in the development of strategic decisions (dimension of the company or of the markets, international context...).

➤ **The areas of the Social Management II: 2 credits (30 hours); L, T, P, SPW.**

- The dialog and the social audit;
- The control of social management;
- The instrument panel.

❖ **MHR 234: Human resources Management technics I**



➤ **Social pilotage I: 2 credits (30hours); L, T, P**

- Instrument panel;
- Social balance sheet.

➤ **The GPEC I: 2 credits (30 hours); L, T, P**

- Recruitment;
- Training.

❖ **MHR 244: Human Resources Management technics II**

➤ **Social pilotage II: 2 credits (30 hours); L, T, P, SPW**

- Performance appraisal
- Compensation.

➤ **The GPEC II: 2 credits (30 hours); L, T, P, SPW**

- Assessment of performance;
- Remuneration.

❖ **MHR 235: Social Environment I**

➤ **Professional Relations I Internal: 2 credits (30 hours); L, T, P, SPW.**

- The mail in the "Enterprise";
- The processing of the mail;
- The mail to contentious.

➤ **External Professional Relations I: 2 credits (30 hours); L, T, P, SPW.**

- The drafting of the external mail;
- The mail to litigation.

❖ **MHR 245: Social Environment II**

➤ **Professional Relations II Internal: 3 credits (45 hours); L, T, P, SPW**

- The characteristics of the internal mail;
- The areas of internal mail: notes, reports, minutes, reports, memos.

➤ **Professional Relations II External: 2 credits (30hours); L, T, P.**

- The characteristics of the internal mail;
- The mail relating to the search for employment.

❖ **MHR 236: Organization and management I and II**

➤ **Organization of the action I: 2 credits (30 hours); L, T, P**

1. The administrative work
2. The matter of work of administrative work
3. The observation of the administrative work
4. The means used in the execution of the administrative work

➤ **The case of synthesis I: 2 credits (30 hours); T.**

- 15 cases on the 1st part of the fundamental courses of the Semester 3;
- The 15 cases studied, treaties and corrected with the learners on the teachings of the fourth semester.

NB : Each case is a presentation of work situations calling for a thorough reflection.

➤ **Organization of the Action II: 1 credit (15 hours); L, T, P, SPW**

1. Method of regulation and control of the organization of administrative tasks (optimisation of the administrative work; technical control of queues of hold; measurement and control of the quality of administrative work)
2. Measurement and control of the quality of administrative work



3. Monitoring devices (T.R.T. and check-list)

➤ **The case of summary II: 1 credit (15 hours); T**

- 15 cases on the 1st part of the fundamental courses of the Semester 3;
- The 15 cases studied, treaties and corrected with the learners on the teachings of the fourth semester.

NB : Each case is a presentation of work situations calling for a thorough reflection.

❖ **MHR 237: The legal environment and enterprise creation**

➤ **Law on Commercial Companies I: 1 credit (15hours); L, T**

1. The status of trader
2. The acts of commerce
3. The fund of commerce
4. The different commercial contracts.

➤ **Civil law: 1 credit (15 hours); L, T, P**

1. Definition, characters, the branches and the sources of the law
2. The field of application of the Act
3. The dimensions of the law (objective, subjective right)
4. The Legalorganization
5. The right to legalpersonality
6. The civil status, the name and the residence
7. The Disabilities
8. The legalacts
9. The legalfacts

➤ **Creation of enterprise: 1 credit (15 hours); L, T, P, SPW**

- Concept of Entrepreneur;
- Reasons for Business Creation;
- Search for ideas and evaluation;
- Sources of finance;
- Choice of legal status;
- Ethical aspects of the business;
- Preparation of the business plan.

Page **148** of **627**

❖ **MHR 246: Professional internship**

➤ **Professional Internship: 6 credits (90 hours); P, SPW**

1. Arrival and Reception
2. Working in a company
3. The holding of the Intern journal
4. The choice of the theme of work : in collaboration with mentors professional academic and
5. Elaboration of the canvas of research
6. The resources to operate
7. The organization of work
8. Drafting of the report
9. Presentation of the report before a jury

❖ **MHR 247: Legal environment and Civic education II**

➤ **Law on Commercial Companies II: 1 credit (15 hours); L, T**



1. Definition, Object and forms of commercial companies
2. The creation of commercial companies
3. The operation of the Commercial Companies
4. The dissolution of commercial companies

➤ **Labor law: 1 credit (15 hours); L, T, P**

1. Definition of the right of labor, birth and evolution of labor law and sources
2. The contract of work (conclusion, implementation and rupture)
3. The conflicts of work (individual and collective)
4. The delegate of the staff, unions
5. Work accidents and occupational diseases
6. The hygiene and safety in the workplace

➤ **Civic Education and Ethics: 1 credit (15 hours); L, SPW**

The Concepts

- The citizen;
- The Nation;
- The State;
- Public Property unto collective property;
- The freedoms;
- The public service;
- Problem of ethics;
- Ethics, Law and reason;
- Management and ethics of responsibility;
- Ethics and management.
- Ethics
- Civics

Page **149** of **627**

- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- Explain the importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics
- Codes of ethics