

THE REPUBLIC OF CAMEROON

MINISTRY OF HIGHER EDUCATION

HND PROGRAM

Field : MANAGEMENT

Specialty :

**LOGISTICS AND TRANSPORT
MANAGEMENT**



1. Objectives of the training

The objective of this specialty is to train experts in the organization and management of logistics and transport in the local, regional and international markets, taking into account the complementary modes of transport and sustainable development. They will in this exercise have to master foreign languages, communication and negotiation techniques, management techniques, and optimizing flow of goods, management of warehouses, and the exploitation of urban transport network.

2. Skills Sought After

→ General skills

- Have knowledge of the social and national, regional and international economic environment;
- Be rigorous in the organization of work, be proactive and creative;
- Have knowledge of foreign languages (English and French);
- Can negotiate sales and after sales agreements.

→ Specific Skills

- Ensure the piloting of a logistics chain;
- Know a wide range of techniques linked to the use of the logistics chain (storage, handling, workflow, transport, etc);
- Facilitate and coordinate exchange between the internal stakeholders of the enterprise;
- Contribute to the rapid resolution of problems between suppliers and customers;
- Manage change and promote solutions necessary for the adhesion of partners;
- Have knowledge of marketing so as to identify the expectations of customers and strike a compromise between efficiency and quality in a context of competition;
- Conceive adaptable structures, permanently interacting with the multiple environmental components ;
- Practice methods which are flexible and rational, to materialize the action and permit the regulation of flows through the development of a logistics system and good information networks;

- Have knowledge in accounting and finance management as well as management control (more centered on tools for rapid control of



the accounting methods);

4. Organization of the Teachings

Semester 1

FIELD: Management		Specialty: Logistics and Transport Management					
Code	Course Title	Hourly Volume					Number of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 credits 135 hours							
LTM111	Principles of Management/ Principles of business Law	25	3	0	2	30	2
LTM112	Mathematics and Quantitative technics	85	10	5	5	105	7
Professional Courses 60% (4 UC) 18 credits 270 hours							
LTM113	Introduction to Logistics Management / ICT for Logistics	40	5	10	5	60	4
LTM114	Ancillary Professions	60	10	15	5	90	6
LTM115	Shipping and International Trade/ Maritime Transport	40	5	10	5	60	4
LTM116	Transport Law/ Carriage Law	40	10	5	5	60	4
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours							
LTM117	Bilingual training I and economic environment I	28	10	5	2	45	3
Total		318	53	50	29	450	30

Semester 2

FIELD: Management		Specialty: Logistics and Transport Management					
Code	Course Title	Hourly Volume					Number of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 credits 135 hours							
LTM121	Government Politics	40	10	5	5	60	4
LTM122	Research Methodology	40	20	10	5	30	5
Professional Courses 60% (4 UC) 18 credits 270 hours							
LTM123	International Transport Management/ Safe Transport of Dangerous Goods	40	10	5	5	60	4
LTM124	Warehouse Management/ Procurement and Inventory Management	50	15	5	5	75	5
LTM 125	Total Quality Management/ Maritime Administration I and II	60	10	0	5	75	5
LTM126	Marine Insurance /Fundamentals of Cargo Insurance	45	10	0	5	60	4
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours							
LTM127	Bilingual Training II and Economic Environment II	28	10	5	2	45	3
Total		303	85	30	32	450	30


Semester 3

FIELD: Management		Specialty: Logistics and Transport Management					
Code	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 credits 135 hours							
LTM231	Project Management	40	20	10	5	75	5
LTM232	Computer for Business I	25	10	20	5	60	4
Professional Courses 60% (4 UC) 18 credits 270 hours							
LTM233	Land and Inland Waterway Transport/ Air Transport	60	5	20	5	90	6
LTM 234	Carriage of goods by sea / Port Management operation	40	10	5	5	60	4
LTM235	Environmental Management	30	10	0	5	45	3
LTM236	Ship Finance/ Ship Chartering	45	15	10	5	75	5
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours							
LTM237	Civics and Ethics/The legal environment and the creation of business	35	3	5	2	45	3
Total		275	73	70	32	450	30

Semester 4

Section: 4

Sector: Management		Specialty: Logistics and Transport Management					
Code	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 credits 135 hours							
LTM241	Computer for Business II	20	10	25	5	60	4
LTM242	International Commercial Law/ Strategic Management	40	20	10	5	75	5
Professional Courses 60% (4 UC) 18 credits 270 hours							
LTM243	Introduction to Custom Operations and Procedures/ Maritime Law	45	15	10	5	75	5
LTM244	Multi-modal Transport	25	5	10	5	45	3
LTM245	Introduction to Oil and Gas/ Safety and Security in Shipping	45	15	10	5	75	5
LTM246	Internship/Thesis Defense	55	10	5	5	75	5
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours							
LTM247	Business Communication	28	15	0	2	45	3
Total		258	90	70	32	450	30



- Know the tools necessary for optimizing quality and security of physical and information flows ;
- Provide for performing alternatives in case of disruption of the current flows;
- Be capable of using specific software, contribute in making a choice for the enterprise and facilitate their use;

3. Outlets

- Manager of transport units;
- Inventory Manager;
- Warehouse Manager;
- Stock Control and Store Keeper;
- Purchasing Manager ;
- Logistics Engineer;
- Supply Chain Manager;
- International Logistics Manager;
- Analyst;
- Logistics Consultant;
- Transport and logistics service provider;
- Authorized customs agent;
- Controller of SGS;
- Import and Export Agent
- Intermediate staff members of the Maritime Administration
- Port Officials/Administrators
- Shipping Line Personnel
- Shipping Agency Personnel
- Maritime Controllers
- Ship Brokers
- Customs Brokers
- Consolidators
- Maritime/Shipping Teachers
- Marine Insurance Officials/Personnel
- Customs Officials
- Logistics Officers
- Transport Officers
- Supply chain Officers
- Commercial Managers
- Freight Managers
- Delivery Officers
- Terminal Operators



5. Courses content

❖ **SMA111 : Mathematics and Computer Science I BKF**

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

- Algebra vector spaces

1. Polynomials

- Polynomials characteristics.

2. Vectorspace

- Linear applications.

3. Matrices

- Operations on the matrices;
- Matrices associated with 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 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

➤ **Generalities I: 2 credits (30hours); 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 power supply;
- The cards of extension;
- other internal organs.

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3. The unit of exchange (or bus)

- Role;
 - Types of bus:
- Data bus;



- Control bus;
- Bus of address.

B- The Software

5. The application software

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

6. The basic software (or software systems)

- Definition;
- Types of basic software:
 - 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

E- 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;
- the hexadecimal 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.

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- Addition of binary numbers;
- Subtraction of binary numbers;
- Use the add-in 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.

F- 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.

❖ SMA121: Mathematics and Computer Science II

➤ General Mathematics II : 2 credits (30hours); 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 areas
7. Logarithmic functions and exponential
8. Numerical series: Direction of variation, convergence
9. Arithmetic Suites, geometric series, recurring series of order 1
10. Mathematical applications in Economics and Management

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

A- Computer Networks

1. Generalities

- Definition of A computer network;
- interest of computer networks;
- basic vocabulary:
 - Workstation;
 - Node;
 - Server;

-- packet.

2. Typology of Networks

- networks according to the media:
 - Wired networks;
 - Networks not wired.
- according to the Geographic Extent:
 - The local networks (LAN);
 - The metropolitan area networks (MAN); - the wide area



networks (WAN).

3. Network Topologies

- Physical Topology
 - The bus topology;
 - The star topology;
 - The ring topology;
 - The topology in mesh; - the topology in shaft.
- Logical Topology
 - Networks to dissemination;
 - Point-to-point networks.

4. Network architectures

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

5. The equipment of computer networks

- Equipments 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).
- Specific addresses
 - Network address;
 - Machine address;
 - Broadcast Address (broadcast);
 - Limited Broadcast address (multicast);
 - Address of rebroadcasting (loopback).
- Classes of IP addressing
 - CLASS A;
 - CLASS B; - CLASS C.

B- Internet network

1. Concept of protocol



- definitions and a few types of protocols
- SMTP protocol;
- 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, downloadAn image, downloada free software...);
- The online Trade;
- TheIRC (Internet Relay Chat);
- Other.

3. The searchengines

- Definition;
- Role;
- Somesearchengines.

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 ofaccess (role, examples);
- Types of connections (specialized line, phone line, satellite).

❖ SMA112: Quantitative techniques of management I

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

1. The Basics

- Simple Interest;
- Calculation of the acquired value ;
- Commercial present value and rational present value current, value commercial and current value rational one;
- fore casted 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. Cash Discount - real rate of discount

6. Compound interest

- Acquired value;
- present value;
- Equivalent rate and proportional rate;
- apparent Interest rate;



- rate of real interest.

7. The Annuities

- Constant annuities;
- Annuities in arithmetic progression;
- annuities in geometric progression;
- perpetual annuities.

8. Joint loan

- Reimbursement by constant annual installments;
- Amortization table;
- Laws followed by depreciation recovery of the debt still in process;
- Laws followed by the annuities;
- Applications on the borrowings undivided.

9. The bond loans /Debentureloans

- Reimbursementsat part;
- Constant annuities;
- Constant amortisation;
- yieldRate and rates of returns of a debenture loan;
- Rate of returns of the debenture loan at issue;

➤ The statistics I: 2 credits (30 hours); L, T, SPW

1. Statisticalseries to a variable

- Definition and vocabulary;
- Graphicalrepresentation;
- Characteristics of central tendency and dispersal characteristics:
 - Average;
 - Mode;
 - Median;
 - Standard deviation;
 - Quantiles;
 - Coefficient of variation.

2. Statisticalseries of two variables

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

❖ SMA122: Quantitative techniques of management II

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

1. Estimation of an average, a proportion and a standard deviation
2. Confidence interval and confidence coefficient
3. Tests of hypothesis and the KHI- square

➤ General Accounting II: 3 credits (45hours); L, T, SPW

1. The settlement

- In cash (credit settlement, bank);
- A term (bill of exchange: creation, cashing). **NB** : do not see the circulations of the commercial bills.



2. The significant balances of Management (industrial and commercial company)

NB : from management accounts present the significant balances of management.

3. Concept of depreciation (constant and degressive)

- Terminology;
- Calculation (Table of Depreciation of assets placed in service at the beginning and the course of financial year).

4. Concept of Provision

- For depreciation;
- For loads and losses.

NB : for the chap IX and X and present the Extract of balance sheet (brief study and practice).

❖ **SMA113: Legal environment and accounting I**

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

1. General information

- Definition evolution and the role of the accounting;
- Study of the accounting law: sources and Principles (briefly).

2	The balance sheet
.	notion of sources and application

3. The account and the principle of the double entry

4. The accounting transfer

5. The accounting systems (conventional and

computerized) 6. Purchase and sale of the goods

- The elements that decrease the invoice (reductions);
- The elements that increases the invoice (transportation costs, VAT, packaging (do not see That logging and déconsignation)).

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

1. Legal classification of economic activities

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

2. The company

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

3. The structures of the company

- Sale proprietorship;
- 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



❖ **SMA123: Legal environment and accounting II**

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

1	from general accounting to cash accounting
.	Generality on the cash accounting (objectives, role, concept of charges)

2. **Analysis of expenses**

- Comparable and non-comparable expenses;
- Direct expenses and expenses;
- Apportissement charges;
- Allocation of Indirect Costs.

3. **Valuation of stocks (FIFO method, WAC)**

4. **The full costs** (cost of Purchase, cost of production, introduce the stocks)

NB: do not address the special notes related to the costs (waste and scrap, semifinished, sub-products).

5. **Partial costs**

- The variable costs;
- The marginal costs.

6. **The Rational Importance of loads of structure**

➤ **legal and taxation Management II: 2 credits (30 hours); L, T, P**

1. **The sources of the tax law** - national sources; - international sources.

2. **Definition of the various tax levies** - taxes, taxes and parafiscal charges; - Taxation of state and local taxation.

3. **Presentation of different taxes**

- VAT;
- Personal income Tax; - corporate tax.

4. **Relations between taxpayer and tax administration (fiscal control, tax litigation)**

❖ **SMA114: Marketing**

➤ **Fundamental Marketing: 2 credits (30 hours); L, T, P**

- The basis of the marketing; - the market;
- The Analysis of the competition;
- The information marketing;
- The techniques of Market research;
- Introduction to Marketing Planning; - strategic development; - the marketing mix.

➤ **Negotiation of contracts athletes: 3 credits (45 hours); L, T, P, SPW.**

1. **Applicable standards**

- Legal framework of the sporting activity employed;
- Athlete labor market;
- Law applicable to the contract of work in sport.

2. **Negotiation and formation of the contract**

- Genesis of the labor contract of athlete; - negotiation and the before and after contracts; - draining of the contract.

3. **Contract components**



- Content of the contract work;
- Duration of the contract;
- Obligations of the contract; - Obligations of the club; - working time.

4. Alteration and termination of the contract

- The vagaries and the end of the labor contract of athletes;
- The case of alteration of the contractual link;
- Termination of the contract;
- Conversion of the professional sportsman.

5. Guide to negotiate its contract

- The collective agreements (principles);
- The labour contract;
- The working time;
- The Grids of classifications; - Sheet of position or employment.

6. Various

- Count and compensation for traveling time professionals (professional travel, Terms of compensation);
- Modalities of compensation and Decision of compensatory rest.

❖ SMA115: Management tools of sport I

➤ Sponsoring I: 2 credits (30hours); L, T, P, SPW

- Definition;
- Typology of events;
- The classification levels of the sport; - the forms of sponsorship of sport:
 - The sponsorship of team or of champions;
 - The sponsorship of tests or sports events.

➤ Tools for the management of sports projects i: 2 credits (30hours); L, T, P

- General information on the projects, problems of the management of projects; - The Typology of projects;
- The History of the Management of Projects, part of the project, SOW;
- The techniques of management of projects;
- Administrative management of the project, the management of time limits; - management of human resources of the project, the management of the quality.

❖ SMA125: Management tools of Sport II

➤ Sponsoring II: 2 credits (30hours); L, T, P, SPW

- Approach of the Sponsor:
 - The arguments to users;
 - The advice before the meeting with the sponsor;
 - The document of sponsoring (the form and the substance).

➤ Tools for the management of sports projects II: 2 credits (30hours); L, T, P

The five (05) stages of a project:

1. The emergence of the project

- Definition;



- Tools: The Beast To horns, the tree of objectives.

2. The feasibility

- definition;
- Tools: quantitative tools, qualitative tools of Analysis of risks; tools for functional analysis.

3. The design

- Definition
- Tools: work breakdown structure (WBS), activity list, the planning, budget, the schedule of expenditures.

4. The implementation

- definition;
- Tools: work desemption load, the Gantt, sheet of reporting, dashboards.

5. The Terminator

- Definition;
- Tools : the transfer and the closure, the sheets of capitalization of the experience.

❖ SMA116: Management of structures and sports organizations I

➤ Conception of sports projects i: 2 credits (30 hours); L, T, P, SPW.

- Theoretical reminders on mounting of projects

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➤ Management of sports infrastructures i: 3 credits (45 hours) L, T, P, SPW.

1. Institutional and administrative framework

- The legal nature of the sports center;
- The Public administration;
- The different modes of administration and management.

2. Design and development of equipment

- The programming of the construction of a Sports center;
- The land of outdoor sports;
- The Omnisports halves;
- The heating;
- The choice of the energy;
- The ventilation and the dissemination of air;
- The natural and artificial lighting;
- The sports floor; - the acoustic ; - the timing.

3. Methods and planning of activities

- The analysis and the knowledge of the area and of the Environment;
- The study and knowledge of the terms of the practice of sport and its evolution; - The design strategies and planning at an activity.

4. Management of Financial Resources

- The policy of the financing of the activities of the Sport Center;
- The function and the Development of a budget estimate;
- The principles of double-entry accounting and the operation of the accounts (public and private);
- The function and the Analysis of an account of operation;



- The function and the Analysis of an accounting sheet ;
 - The function of A program of investment;
 - The search for co-financing and the management of the appropriations; -
- A Few terminologies used in accounting.

❖ **SMA126: Management of structures and sports organizations II**

➤ **Conception of sports projects II: 2 credits (30hours); L, T, P.**

- The different steps for conception of a sports project:

- The project itself (conceptualization);
- The search for the information;
- The partners (together);
- Conception the file;
- The search for funding.

➤ **Management of sports infrastructures II: 2 credits (30 hours); L, T, P.**

1. Management of natural resources and equipment: control tools

- the technical management.

2. Management of the security of persons and the protection of property - the security of persons;

- the protection of property.

3. Concept of Management in the framework of a sustainable development

- Concept of sustainable development;

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- The High Environmental Quality (programming, construction of the sports center).

4. Partnerships

- Why partnerships?
- With that build partnerships;
- The sponsorship, patronage or sponsorship; - The sponsorship contract or sponsorship.

5. Information communication technologies

- The principles and the basic mechanisms of the communication;
- The basic process;
- The various forms of communication;
- The techniques of communication;
- The supports of the communication;
- The styles of interpersonal communication;
- The advantages of the communication;
- The barriers of the communication; - the attitudes facilitating the communication; - the technologies of the information.

6. Management tools

Human Resources

- Divisionnel organization chart;
- Functional Organizational Chart;
- Matrix Organization Chart;
- Example of the job specification (Director of Sports);



- Example of the job specification (responsible for stages);
- Plug of evaluation;
- Criteria for assessment;
- Example of Partnership Convention.

Financial Resources

- Accounting balance sheet;
- Account of forecast exploitation;
- Account of operation;
- Plan of amortization of equipment and of capital assets;
- Cash Plan;
- Plan for reimbursement of loan";
- Program of investment.

Hardware resources and equipment

- Example of regulation order procedure;

Example of schedule of A Sports center; -instrument panel to A equipment.

Safety of persons and protection of property

❖ SMA117: Bilingual training I and economic environment I

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

1. Vocabulaire

- Vocabulaire technique usuel

2. Grammaire

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- 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

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

- Business and production
- Households and the consumption
- Markets and Prices
- Training and distribution of income
- The currency and the financing of the Economy
- The elements of the National Accounting
- The macro-economic equilibrium
- The socialist system
- The capitalisteconomy
- The State and its interventions
- The foundations of international trade
- International payments
- The balance of payments
- Economic development and its inequalities
- Growth and its inequalities
- Inflation, unemployment, industrial change
- The issues of development and the globalization of problems
- The development strategies
- The economic integration and the forms of cooperation in the world 20.
- The strategies of the International Debt

❖ **SMA127 : Bilingual training I and Economic Environment II**

➤ **English Expression: 1 credit (15hours); 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

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

1. The company, definition and mode of analysis
2. Classifications of Enterprises
3. The structures of organization of enterprises
4. The insertion of the company in the economic fabric
5. The commercial activity of the company
6. The productive activity of the Company
7. Logistics in the Company
8. The financial activity of the company
9. The management of human resources
10. The systemic approach of the company
11. The system of Information
12. The decision-making system
13. The strategic analysis of the Company
14. Choice and implementation of a Strategy
15. The business, society and culture
16. The business, society and the Ethics

❖ **SMA124: Management of Human Resources and Methodology**

➤ **Methodology for drafting the report of internship: 1 credit (15hours); L, P.**

- The collection of information;
- How to make a report;

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- The plan of the Probationary report and the summary;
- The Table of material;
- The introduction of the report of internship;
- The conclusion of the internship report;
- The acknowledgments;
- How to build the annexes;
- When to start his internship report;
- How to find a subject of internship report;
- The cover page;
- How to write effectively;
- Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations);
- Instructions and typographical rules of presentation (font type, spacing, titles, highlighted, punctuation, graphic charter);
- How to prepare the defense.

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

- The HRM - Definition and History;



- The HR function;
- Locate the HRM in the Managerial modes;
- Contribution and HR choice;
- International Strategy.

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

1. The process of motivation

2. The theories on motivation

- The Maslow's hierarchy of needs;
- The Theory X and Theory Y (McGregor);
- Theory of the motivation and the Hygiene of Herzberg.

3. Contemporary approaches to the motivation

- Theory of the three needs (McClelland); - Theory of equity (Adams): relations of comparison in the theory of the equity;
- theory of the Equity: personal judgments.
- Motivate the various employees;
- Work/life balance;
- Profiles of collaborators and system of motivation.

❖ **SMA231: Quantitative techniques and computer skills I**

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

1. Algebra of sets

- Applications;
- The Counts.

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2. Basic Set linked to a random experiment

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

3. Random variables discrete

- probability;
- Distribution function.

4. Random variables continuous

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

5. Conventional laws

- ; Binomial
- Normal ;
- fisher;
- exponential.

➤ **Applied informatics 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.

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.

❖ **SMA241: Quantitative techniques and informatics II**

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

1. Concepts of the combinatorial optimization

- Constraints/objectives;

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- 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 posting**

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

Specific work

The software of management of sport.

❖ **SMA232: Informationsysteml and Financial Analysis I**

➤ **System of Information Human Resources I: 2 credits (30hours); L, T, P, SPW**

1. Concept of Information Systems

• Introduction:

- Systemic Analysis of the business.

• The system of information:

- Functions of the Information system; - the roles of the Information system;

- Qualities of an information system.

• Computerization of the information system:

- The parties to an information system;

- Software;

- Definitions;

- The purpose of a system of information;

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- The functions of a system of information; - the organizational system; - the processing of information.

2. Concept of algorithmic and programming initiation

- Objects : constances, variables, operators ...;

- Basic treatments and sequences;

- 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.

❖ **SMA242: Information System and Financial Analysis II**

➤ **System of Information II: 2 credits (30 hours); 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;
- Highlighted objects;
- Identification of entities;
- Definition of the relations of dependency between the objects.

2. Elaboration of the model Entité- 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.

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3. The model entity/association

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

4. Passage from the MCD to 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

- 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.

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

- The magnitudes of the financial balance;
- Presentation of the profit and loss account ;
- Ability to self-financing
- ratios of farms and profitability.

❖ SMA233 : Strategies and Tools I



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

1. The approach to undertake

- Creation of the company;
- Analysis of Evolution of activity in long period.

2. The strategic approaches

- Analysis and fault finding: identification of opportunities and modalities of decision-making; identification of the 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.

➤ **Tools for the management of sports projects III: 2 credits (30 hours); L, T, P**

1. The Project manager

- The profile of the project manager;

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- The specialties;
- The strengths of the Project manager;
- The behaviors;
- The activities;
- The dilemmas.

2. The Small Projects

- Elements of context;
- Elements of Implementation.

❖ **SMA243: Strategies and Tools II**

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

1. The organizational structures

- the bases and forms of organizations.

2. The dynamic strategy-structure

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

➤ **Tools for the management of sports projects IV: 2 credits (30 hours); L, T, P, SPW**

The data of a general nature

- The project, the stakeholders;
- The project of enterprise;
- The Phases of preliminary studies;
- The offers, the risks;
- The launch of the project;
- The Human Resources; - the cycle of project management.

❖ **SMA234: Microenvironment and sports organizations I**

➤ **The actors of the market of sport I: 2 credits (30 hours); L, T, P, SPW**



- **The analysis of the offer**

- In general the sports market is facing major issues;
- Segmentation of the market as a function of the seasons;
- The main suppliers on the market of the sport;
- Analysis of the distribution.

- **Sports organizations I: 2 credits (30hours); L, T, P, SPW**

- **Environment, Law and Administration I**

- The evolution of sports demand and the adaptation of clubs;
- The regulatory aspects of the sports club;
- Environment.

- ❖ **SMA244 : Microenvironment and sports organizations II**

- **The actors of the market of Sport II: 2 credits (30 hours); L, T, P, SPW.**

- **The analysis of the request**

- The reasons of such a passion;
- Different needs according to buyers;
- A request little money;
- And for women... The freedom;
- The mixed: a miracle;
- industrial - Pricing policy;
- The charm of the feedback.

- **Sports organizations II: 2 credits (30 hours); L, T, P, SPW.**

- **Environment, Law and Administration II**

- Structure and internal functioning of the club;
- Responsibilities and insurance;
- The club and its relations with the sports movement and the local communities.

- ❖ **SMA235: Marketing and Strategy I and II**

- **Marketing of a sports organization I: 2 credits (30hours); L, T, P**

- **The different facets of sports marketing**

- The sponsorship;
- The Naming;
- The patronage;
- Public relations; - the right of the sport.

- **The new practices**

- The specialized agencies;
- The new actors;
- The importance of the segmentation.

- **Strategy and planning of a sports club I: 1 credit (15 hours); L, T, P**

- Segmentation and strategic positioning;
- The variables of the marketing mix;
- Communication and advertising.

- **Marketing of a sports organization II: 2 credits (30hours); L, T, P, SPW**



- The actors of the sport;
 - The marketing teams and sports events;
 - The marketing of the products through the sport;
 - The sponsorship of events;
 - Sponsorship of league;
 - Advertising during sports events;
 - Television advertising:
- ✓ during sporting events of dissemination;
 - ✓ using the image of athletes known worldwide.
- **Strategy and planning of a sports club II: 1 credit (15 hours); L, T, P**
 - Planning and adapting;
 - Construction and Implementation of a club project
- ❖ **SMA236: Work of synthesis and sport organization I**
 - **Organization of a sports event I: 2 credits (30 hours); L, T, P, SPW**
 - Analysis of the environment and choice of a strategy;
 - The planning and management of the project;
 - The sponsorship;
 - The relationship with the media.
- **Sport Sponsorship I: 1 credit (15 hours); L, T, P, SPW**
 - Different types of sponsorship;
 - The issues of sponsorship for the enterprises;
 - The needs assessment;
 - The formulation of the offers:
 - ✓ The folder;
 - ✓ the counterparties.
- **The work of Synthesis I: 1 credit (15 hours); T, P**
 - A dozen of practical cases mounted and animated by a group of teachers of the specialty.
- ❖ **SMA245: Work of synthesis and sport organization II**
 - **The work of Synthesis II: 2 credits (30 hours); T, P**
 - A dozen of practical cases mounted and animated by a group of teachers of the Specialty.
- **Organization of a sports event II: 2 credits (30 hours); L, T, P**
 - The legal aspects;
 - The insurance of risks events;
 - Evaluation of results.
- **Sport Sponsorship II: 2 credits (30 hours); L, T, P**
 - The plan of Action:
 - The targeting;
 - The startup:
 - ✓ how to establish the first contact.
 - ✓ The agreement (convention of partnership);



- ✓ The implementation of the partnership.

❖ **SMA237: Legal environment and creation of business**

➤ **Business law I: 1 credit (15hours); L, T**

1. The status of trader
2. The acts of commerce
3. business
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 Domicile
7. The Disabilities
8. The legalacts
9. The legalfacts

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

- Concept of contractor;
- Motivations to the creation of company;
- Search for ideas and evaluation;
- Researchfunding;
- Choice of legal status; - Ethical aspects of the business; - Preparation of the business plan.

❖ **SMA246: Professional internship**

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

1. Arrival and Business Integration
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

❖ **SMA247: Legal environment and civic education**

➤ **Business law II: 1 credit (15hours); 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: 2 credits (30hours); L, T, P**

1. Definition of the labour law, 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 staff delegate, 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
- 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