

**University of Oum El Bouaghi**

**Institute of technology**

**Department of management of enterprises and administration**

**Program name: professional Bachelor's degree in human resource management**

- **Level: Bachelor**
- **Domain: economics commercial and management sciences**
- **Field: management science**
- **Specialty: human resource management**

**1. Program Description:**

This bachelor's degree provides training and teaching for middle managers specializing in human resource management (HRM). This program has been conceived to facilitate professional integration; through the application of knowledge and know-how, the experimentation of transdisciplinarity, learning and application of project management methodology: writing Specifications, group work, time and schedule management, written and oral communications skills, and The development of students' interpersonal skills: autonomy and qualities specific to team work (initiative, communication skills, coordination...).. The specialization (HRM) is carried out in the third year

**2. Entry Requirements**

Having a minimum average of 12 in the baccalaureate

### **3. Program Units and modules**

#### **First Semester:**

##### Fundamental unit

- Introduction to economics
- The Company and its organization
- Introduction to Marketing
- Legal environment

##### Methodological unit

- Written and oral communication
- Written and oral communication in English
- PPP Methodology Phase 1
- Methodology and literature search
- Local adaptations

## Discovery unit

- Management: the concepts
- Accounting: the fundamentals
- Mathematics, statistics and probability for managers
- Digital information and communication environment

## **Second Semester:**

### Fundamental unit

- Algerian fiscal environment
- Algerian public institutions
- Economics

### Methodological unit

- Written and oral communication
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- Written and oral communication in English

- PPP Methodology Phase 2
- Learn differently and transdisciplinary activity
- Local adaptations
- Internship 3 weeks minimum

### Discovery unit

- Accounting: inventory work and analysis of summary documents
- Costing and analysis – 1
- T. Environment
- Financial Mathematics
- Survey design, methodology and treatment

### **Third Semester:**

#### Fundamental unit

- Company taxation

- Costing and analysis – 2
- Financial management
- Monetary and financial economy

### Methodological unit

- Written and oral communication
- Written and oral communication in English
- PPP Methodology Phase 3
- Local adaptations
- Projects tutorial 1 – methodology

### Discovery unit

- Human resources management 1
- Database management system
- Labor law
- Organization Strategy

## Transversal unit

- Learn differently and transdisciplinary activity

## **Fourth Semester:**

### Fundamental unit

- Management control and planning management
- Corporate Finance
- Human resources management 2
- Logistics and quality

### Methodological unit

- Written and oral communication
- Written and oral communication in English
- PPP Methodology Phase 4
- Local adaptations
- Projects tutorial 2 – implementation

- Internship 6 weeks minimum

#### Discovery unit

- Human resources management 1
- Database management system
- E-Commerce and E-marketing
- Information system
- Business creation approach

#### Transversal unit

- Learn differently and transdisciplinary activity

### **Fifth Semester:**

#### Fundamental unit

- Social Balance Sheet and Scorecards

- Pay Techniques
- Social and tax returns
- Management of employment contracts
- Computerized personnel administration

#### Discovery unit

- Written and oral communication in Arabic
- Written and oral communication in French
- Written and oral communication in English
- PPP Methodology Phase 5

#### Methodological unit

- Remuneration policies
- Recruitment and Career Management
- Social relations in the enterprise
- HR Management
- Provisional management of jobs and skills

#### **Sixth semester:**

Internship and final project



#### 4. Other

The wide spectrum of skills allows the graduate access to positions such as:

- Human resources manager;
- Recruitment consultant;
- Payroll Manager;
- Social auditor;
- Administrative assistant/assistant