

Bachelor's Degree Training Program in Human Resource Management

Semester 1	Semester 2	Semester 3
<p style="text-align: center;"><u>Financial Accounting 1</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - General Introduction to Accounting Science. - Basic Concepts in Financial Accounting. - Accounting Ledgers and Financial Statements. - Accounting for Business Formation. - Study of Class 1 Accounts (Equity and Liabilities). - Value Added Tax (VAT) Accounting. - Accounting for Tangible and Intangible Fixed Assets. - Inventory Accounting. 	<p style="text-align: center;"><u>Financial Accounting 2</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Accounting for Purchase and Sales Returns. - Accounting for Advances and Down Payments on Inventories. - Accounting for Commercial and Financial Discounts. - Accounting for Packaging (Returnable and Non-returnable). - Accounting for Commercial Paper (Bills of Exchange and Promissory Notes). - Year-End Accounting Procedures (Adjusting Entries). 	<p style="text-align: center;"><u>Management Accounting</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Introduction to Management Accounting. - Introduction to Inventories and Valuation Methods: (WAC/CMUP, FIFO). - Full Costing Method based on Homogeneous Sections. - Variable Costing Method. - Rational Absorption Costing Method (Fixed Costs Rationalization). - Standard and Predetermined Costing Method. - Marginal Costing Method. - Activity-Based Costing (ABC) Method. - Target Costing Method. - Hidden Costs Method.
<p style="text-align: center;"><u>Microeconomics 1</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Introduction to Microeconomics. - Consumer Behavior Theory: Cardinal Utility Approach. - Consumer Behavior Theory: Ordinal Utility Approach (Indifference Curves). - Consumer Equilibrium: Graphical and Mathematical Analysis. - Derivation of Consumption Curves (Price-Income) and Substitution/Income Effects. 	<p style="text-align: center;"><u>Microeconomics 2</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Analysis of Producer Behavior under Perfect Competition. - Analysis of Producer Behavior under Pure Monopoly. - Analysis of Producer Behavior under Monopolistic Competition. - Analysis of Producer Behavior under Duopoly. - Analysis of Producer Behavior under Oligopoly. 	<p style="text-align: center;"><u>Macroeconomics 1</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Introduction to Macroeconomic Theory: Concepts and Terminology. - Measuring Economic Activity: (National Accounting and Indicators). - Data and Models for Measuring National and Global Macroeconomic Indicators. - The Classical Model of General Economic Equilibrium. - The Keynesian Model in a Simple

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<ul style="list-style-type: none"> - Supply, Demand, and Market Equilibrium. - Elasticities of Demand (Price, Income, and Cross-Elasticity). - Elasticity of Supply and its Determinants. - Government Market Regulation (Price and Fiscal Policies). - Consumer Surplus and Producer Surplus. - Production Theory in the Short Run and Long Run. - Producer Equilibrium: Isoquant and Isocost Curves. - Advanced Production Functions (Cobb-Douglas and Homogeneity). - Analysis of Production Costs in the Short and Long Run. - Revenue Analysis and Profit Maximization Rule. 		<p>Economy (Two-sector model: Households and Firms).</p>
<p style="text-align: center;"><u>Introduction to Economics</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Nature of Economic Science and its Relationship with Other Sciences. - The Economic Problem (Scarcity). - Economic Activities: Production, Trade/Exchange, Consumption, Income Distribution, Saving, and Investment. - Economic Systems. - Economic Agents and their Roles in the Economy. - Market and Price Determination Mechanisms. - Money. 	<p style="text-align: center;"><u>Business Economics</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Concept and Evolution of the Enterprise. - Classifications of Enterprises. - Resources and Functions of the Enterprise. - Enterprise Organization and Organizational Structure. - The Enterprise and its Environment. - Life Cycle and Growth Patterns of the Enterprise. - Modern Trends in Business Economics. 	<p style="text-align: center;"><u>Introduction to Business Administration</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - General Concepts of Business Administration: Focus on the environmental context. - The Classical School of Management: (Scientific Management, Administrative Theory, and Bureaucracy). - The Human Relations School: (Hawthorne studies and behavioral approach). - Modern Schools of Management:

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<ul style="list-style-type: none"> - Major Economic Problems. - International Economic Organizations and Regional Economic Blocs. - Digital Economy (Virtual Economy). 		<ul style="list-style-type: none"> (Systems theory, quantitative approach). - Contingency Theory: (The situational approach to leadership and organization). - Modern Trends in Management: Change Management and Quality Management (TQM). - Modern Trends in Management: Business Ethics. - Modern Trends in Management: Corporate Governance and Social Responsibility (CSR). - Modern Trends in Management: Knowledge Management. - Modern Trends in Management: Management of Innovation and Creativity. - Fundamentals of International Business Management.
<p style="text-align: center;"><u>Statistics 1</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - General Overview of Statistics. - Tabular Presentation of Data. - Graphical Representation of Data. - Measures of Central Tendency. - Measures of Dispersion (Variation). - Shape Measures (Skewness and Kurtosis). - Location Measures (Quartiles, Deciles, Percentiles). - Index Numbers. 	<p style="text-align: center;"><u>History of Economic Thought</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Economic Thought in Ancient Eastern Civilizations. - Economic Thought in Ancient Western Societies and the European Middle Ages. - Economic Thought in the Islamic Era. - Mercantilism (The Mercantilists). - Physiocracy (The Physiocrats). - Classical Economic Thought. - Capitalist Liberal Thought and its Stages. 	<p style="text-align: center;"><u>Public Finance</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Origins and Evolution of Public Finance in economic thought. - Conceptual Framework of Public Expenditure (Public Spending). - Conceptual Framework of Public Revenue. - The General State Budget and Finance Acts. - Budgetary Control and Oversight

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<ul style="list-style-type: none"> - Correlation and Regression. 	<ul style="list-style-type: none"> - French Socialist Thought and Marxist Thought. - The German Historical School of Economics. - Marginalism and Neoclassical Economic Thought. - Keynesian Economics and Contemporary Economic Theories (Post-Keynesianism) 	<ul style="list-style-type: none"> (Auditing). - Fiscal Policies (Budgetary Policies). - Local Government Budgets (Municipal Finance). - Public Finance Issues in Algeria: (Rationalization of public spending, double taxation, tax evasion, etc.). - Contemporary Trends in Public Budgeting. - Public Finance from an Islamic Perspective.
<p style="text-align: center;"><u>Mathematics 1</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Combinatorial Analysis (Permutations, Combinations). - General Overview of Numerical Sequences (Arithmetic and Geometric Sequences and their Applications). - Logarithmic and Exponential Functions. - Derivatives and their Applications (Extrema/Critical Points and Successive Derivatives). - Antiderivatives and Integral Calculus. 	<p style="text-align: center;"><u>Statistics 2</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Set Theory. - Experiments and Events. - Combinatorial Analysis. - Probability Theory. - Discrete Random Variables and their Probability Distributions. - Continuous Random Variables and their Probability Distributions. - Mathematical Expectation and Variance. - Moments and Moment-Generating Functions (MGF). - Chebyshev's Inequality and the Law of Large Numbers. 	<p style="text-align: center;"><u>Statistics 3</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Key Discrete Probability Distributions. - Key Continuous Probability Distributions. - Convergence of Probability Distributions. - Bivariate Random Variables.
<p style="text-align: center;"><u>Introduction to the Sociology of Organizations</u> <u>Course Content:</u></p>	<p style="text-align: center;"><u>Mathematics 2</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Differential Equations. 	<p style="text-align: center;"><u>Financial Mathematics</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Simple Interest.

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<ul style="list-style-type: none"> - Sociology: Origins and Evolution. - Pioneers of Sociology (Ibn Khaldun, Auguste Comte). - Social Phenomena and the Relationship between Sociology and Other Sciences. - Sociology of Organizations. - Sociological Approach to Organizational Culture and Identity. - Organizational Theories: Classical Theories. - Organizational Theories: Behavioral Theory. - Organizational Theories: Modern Theories. - Administrative Leadership in Work Organizations. - Professional Identity and Workgroup Dynamics. 	<ul style="list-style-type: none"> - Functions of Two Variables. - Matrices and Matrix Operations. - Determinants and Matrix Inversion. - Solving Systems of Linear Equations. 	<ul style="list-style-type: none"> - Discounting (Commercial and Rational). - Compound Interest. - Annuities. - Loan Amortization. - Investment Selection (Capital Budgeting).
<p style="text-align: center;"><u>Fundamentals of Python Programming 1</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Introduction to Python Programming. - Writing the first simple Python program. - Variables and Arithmetic Operations. - Working with Strings. - Lists and Tuples. - Dictionaries and Sets. - Prompt Engineering and its applications in programming. - File Handling. 	<p style="text-align: center;"><u>Fundamentals of Python Programming 2</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Data Analysis Libraries (e.g., Pandas, NumPy). - Files and Economic Data Handling. - Applications in Descriptive Statistics. - Applications in Mathematics. - Applications in Microeconomics using Python. - Introduction to Artificial Intelligence (AI) and Neural Networks. - Applied Projects. 	<p style="text-align: center;"><u>Monetary Economics</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Conceptual Introduction to Money. - Monetary Aggregates and their Counterparts. - Monetary Systems. - Commercial Banks and the Central Bank. - Money Creation and the Money Multiplier. - Inflation and Monetary Policy. - The Money Market.
<p style="text-align: center;"><u>Introduction to Law</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - The Concept of the Legal Rule: (Origin, 	<p style="text-align: center;"><u>Commercial Law</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Concept and Characteristics of Commercial 	<p style="text-align: center;"><u>Methodology</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Basic Concepts of Scientific Research.

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<ul style="list-style-type: none"> definition, characteristics, and distinguishing legal rules from similar concepts). - The Relationship between Law and other Social Sciences. - Classifications of Legal Rules. - Sources of Law. - Scope of Law Application: (Application in terms of persons, place, and time). - General Theory of Rights: (Definition of right, and distinguishing it from similar concepts). - Classifications of Rights. - Pillars of Right: (Subject of the right, object of the right, and source of the right). - Expiration and Termination of Rights. 	<ul style="list-style-type: none"> Law. - Sources of Commercial Law. - Objective Commercial Acts. - Commercial Acts by Form (Commercial Companies + Commercial Papers). - Accessory Commercial Acts (Commercial Acts by Dependence). - Mixed Acts. - Conditions for Acquiring Merchant Status (Definition, Independence, Commercial Capacity). - Obligations of a Merchant: Registration in the Commercial Registry and Keeping Commercial Books. - Concept and Elements of a Commercial Business (Goodwill). - Legal Transactions Related to the Commercial Business. 	<ul style="list-style-type: none"> - Research Ethics and Plagiarism. - Scientific Research Methods. - Stages of Preparing Scientific Research (Using Zotero, Producteev). - The Research Problem and Hypothesis Formulation. - Sampling, Samples, and Measurement Scales. - Citation, Footnoting, and Reference Management (Using APA, MLA, Mendeley, Paperrater). - Data Collection Tools (Questionnaire, Interview, Observation, etc.). - Statistical Methods for Data Analysis and Hypothesis Testing. - Modern Methods for Writing Scientific Papers (IMRAD Format). - Reading Note (Fiche de Lecture): Types and Preparation.
<p style="text-align: center;"><u>Academic English</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> -Introduction to academic context -Academic vs. general English -Basic academic vocabulary -Paragraph structure -Writing introductions and conclusions -Summarizing and paraphrasing -Reading strategies -Referencing and avoiding plagiarism -Writing a short academic essay 	<p style="text-align: center;"><u>English Economic Terminology</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> Introduction to Economic -Language -Basic economic concepts -Micro vs. macroeconomics -Supply and demand -Market types -National income and GDP -Inflation and deflation -Fiscal and monetary policy 	<p style="text-align: center;"><u>Computer Science 2 (Informatics 2)</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Historical Overview of Information Systems Evolution and Design Methods. - General Overview of Microsoft Access. - Creating Tables in Databases. - Creating Forms. - Creating Queries. - Creating Reports (États). - Creating Application Menus. - Programming using VBA (Visual Basic

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<ul style="list-style-type: none"> -Oral presentation skills -Feedback and peer review -Vocabulary quiz + revision 	<ul style="list-style-type: none"> -Banking terminology -International trade -Case study: economic news article -Translation of economic texts 	<p>for Applications).</p>
<p>Semester 4</p>	<p>Semester 5</p>	<p>Semester 6</p>
<p style="text-align: center;"><u>Management Information Systems (MIS)</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Information Systems and the Organization. - Process Modeling. - IT Hardware and Equipment. - Information Security. - Modeling using Spreadsheets. - Data Processing. - Dematerialization of Exchanges (EDI). - Business and Management Software Packages. - Enterprise Resource Planning (ERP). 	<p style="text-align: center;"><u>Fundamentals of Human Resource Management (HRM)</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Conceptual Introduction to HRM: Concepts and Historical Evolution. - Human Resource Planning (HRP). - Job Analysis and Job Design. - Recruitment and Selection. - Compensation, Benefits, and Incentive Systems. - Training and Development. - Career Path Management. - Performance Appraisal (Performance Management). - Integration and Maintenance Functions. - HRM and Future Challenges. 	<p style="text-align: center;"><u>Strategic Human Resource Management (SHRM)</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Strategic View of Human Capital. - Introduction to Strategic Human Resource Management. - Analyzing the Relationship between SHRM and Organizational Strategy. - Formulating HR Strategy. - HR Strategy Design Models. - Strategic Recruitment in the Enterprise. - Strategic Training and Development. - Incentive Systems as a Strategic Factor. - Social Auditing of HR as a Strategic Factor. - Modern Roles of HR Strategy.
<p style="text-align: center;"><u>Macroeconomics 2</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - The Keynesian Model in a Closed Economy (Three-sector model). - The Keynesian Model in an Open Economy (Four-sector model). - The IS-LM Model. 	<p style="text-align: center;"><u>Career Management</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Nature of Career Management: Concepts, importance, objectives, and career management models. - Dimensions and Types of Career Paths: Operational dimensions of career mapping 	<p style="text-align: center;"><u>Training Engineering (Engineering of Training)</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Historical Evolution of Training and its place in management thought. - Fundamentals of Organizational

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<ul style="list-style-type: none"> - Fiscal and Monetary Policy Analysis. - Business Cycles. - Economic Growth, Unemployment, and Inflation. - The Phillips Curve and Okun's Law. 	<p>and types of career paths.</p> <ul style="list-style-type: none"> - Individual Career Planning and Development: Stages of career management at the individual level. - The Career Life Cycle: Determinants of career management effectiveness and obstacles to employee career planning. - Career Management Mechanisms: Career planning, training, promotion, and professional mobility 	<p>Training.</p> <ul style="list-style-type: none"> - Planning Stages of the Training Process. - Training Planning in Public Administration. - Qualitative and Quantitative Models for Measuring Return on Investment (ROI) in Training.
<p style="text-align: center;"><u>Management of the Enterprise</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - General Introduction to Management. - Managerial Roles and Challenges. - Planning and Decision-Making. - Organizing and Designing Organizational Structures. - Directing/Leading Function. - Controlling Function. - Strategic Management. - Financial and Accounting Management. - Supply Chain and Logistics Management. - Production and Quality Management. - Commercial Management. - Human Resource Management (HRM). - Operations Management (Value Chains). 	<p style="text-align: center;"><u>Organizational Communication</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Concept of Organizational Communication. - Organizational Communication in Management Thought. - Types of Organizational Communication: (Formal vs. Informal; Directional: Upward, Downward, Horizontal/Lateral; Oral, Written, and Non-verbal). - Internal vs. External Communication: (Internal techniques, and types of external communication: Institutional, Commercial/Marketing, Product/Brand, Financial, and Crisis Communication) with focus on the specific techniques for each type. 	<p style="text-align: center;"><u>Electronic Human Resource Management (e-HRM)</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Concept of e-HRM: Objectives and its position within the HRIS (HR Information System). - e-HRM Applications: Recruitment, Training, and Competency Management. - e-HRM Applications: Job Analysis, Performance Management, and Compensation. - Information Technology and maintaining social balance within the organization. - HRM and Social Media. - Information Technology and International HRM. - Outcomes, Challenges, and the

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<p style="text-align: center;"><u>Marketing</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Introduction to Marketing. - The Marketing Environment. - Marketing Intelligence and Research. - Market Segmentation and Targeting. - Final and Industrial Consumer Behavior. - Product Decisions. - Pricing Decisions. - Distribution Channels. - Promotional Mix. - Marketing Management. - E-Marketing (Digital Marketing). 	<p style="text-align: center;"><u>Strategic Management</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Introduction: Evolution of Strategic Thought. - Determining Strategic Direction Elements (Vision, Mission, Values). - External Environmental Analysis (PESTEL & Industry Analysis). - Internal Environmental Analysis (Resource-Based View & VRIO). - Corporate-Level Strategic Options. - Business-Level Strategic Options (Strategic Business Units - SBU). - Functional-Level Strategic Options. - Strategy Implementation. - Strategic Control and Evaluation. 	<p style="text-align: center;"><u>Future of e-HRM implementation.</u> <u>Occupational Health and Safety (OHS)</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Fundamentals of OHS: (Concept, objectives, and HR's interest in it). - Risks, Hazards, and Occupational Diseases: (Concepts, types, causes, and prevention). - Legal, Financial, and Ethical Reasons for promoting OHS. - Psychology and Occupational Safety: (Workplace violence). - Requirements and Standards for OHS. - Occupational Health and Safety in Algeria: (Evolution, decrees, and laws). - Algerian Institutions Overseeing OHS: (Ministry of Labour, General Labour Inspectorate, INPRP, PRESTIMED, etc.). - International Bodies Overseeing OHS: (International Labour Organization - ILO, Arab Institute for OHS, etc.). - Pioneering Experiences in adopting OHS standards.
<p style="text-align: center;"><u>Statistics 4</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Sampling Theory and Sampling Distributions. - Estimation Theory. - Statistical Hypothesis Testing. 	<p style="text-align: center;"><u>Information Technology Management</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Introduction to Information Systems (IS) Management. - Challenges Facing Information Systems. 	<p style="text-align: center;"><u>Management Control</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Introduction to Management Control. - Sales Budgeting.

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	<ul style="list-style-type: none"> - Strategic Management of Information Systems. - Organizational Dimension of IS in the Enterprise. - Information System Design: A Managerial Approach. - Directing and Governance in IS Management. - Monitoring Information System Performance. - Contemporary Issues in IS Management. 	<ul style="list-style-type: none"> - Production Budgeting. - Investment Budgeting. - Procurement/Supply Budgeting. - Treasury and Cash Management. - Management Dashboards (Balanced Scorecard).
<p style="text-align: center;"><u>Fundamentals of Operations Research</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - General Introduction to Operations Research (OR). - Linear Programming (LP): Standard Form. - Linear Programming: Graphical Method. - Linear Programming: Simplex Method. - Linear Programming: Duality Theory. - Integer Programming: Cutting-Plane Method. - Integer Programming: Transportation Problems. 	<p style="text-align: center;"><u>Investigation Techniques (Survey Methods)</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Basic Concepts of Investigation Techniques. - Questionnaire Design. - Types of Measurement Scales in Questionnaires. - Sampling and Estimation Problems. - Probability Sampling (Random Sampling). - Non-Probability Sampling. - Statistical Data Analysis. - Drafting the Statistical Report. 	<p style="text-align: center;"><u>Bachelor's Graduation Project (Final Year Project)</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Feasibility Study: Preparing a business plan for a project idea under academic supervision, supported by Entrepreneurship Centers or Business Incubators, and evaluated by experts according to Ministerial Decree 1275. - Workshops & Networking: Participation in open days and workshops with economic sectors (Banking, Accounting, Trade, Industry, Insurance, Telecommunications, and Manufacturing). - Specialized Seminars: Training workshops including statistical database creation, stock market indicators analysis, and translation of specialized foreign articles.

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		<ul style="list-style-type: none"> - Internship: Conducting field training and preparing a practical report under the supervision of a professor and a professional mentor. - Case Studies: Analysis of economic phenomena using statistical software. - Application Design: Developing software programs to assist in educational materials. - Simulations: Designing virtual advertising campaigns or virtual banking operations. - Field Surveys: Conducting investigative studies on contemporary issues in economics and management.
<p style="text-align: center;"><u>Entrepreneurship</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Introduction to Entrepreneurship and the Entrepreneur. - Forms of Entrepreneurship. - Stages of Founding an Entrepreneurial Project. - Stages of Founding an Entrepreneurial Project. - Socio-Economic Environment. - Socio-Economic Environment. - Startups in Algeria. - Developing Entrepreneurial Intent in Academia. - Project Pitching. - Labels and Funding: Patent Label, Startup Label, Algeria Startup Fund (ASF), and "Algeria Venture" Accelerator. 	<p style="text-align: center;"><u>Labor Law</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - General Overview of Labor Law: (Definition, primary and secondary content). - Individual Labor Contract: (Substantive and formal requirements). - Formation of the Individual Labor Contract. - Effects and Termination of the Labor Contract. - Collective Labor Agreements and the Role of Trade Unions. - Legal Mechanisms for Resolving Labor Disputes under Algerian Law. 	<p style="text-align: center;"><u>Data Analysis</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Matrix Algebra Operations. - Linear Mapping and Eigenvalues. - Principal Component Analysis (PCA). - Correspondence Factor Analysis (CFA). - Multiple Correspondence Analysis (MCA). - Cluster Analysis (CA). - Discriminant Factor Analysis (DFA).

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<ul style="list-style-type: none"> - Analysis of the Self-Employed (Auto-entrepreneur) Law. 		
<p style="text-align: center;"><u>Business Ethics</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Introduction to Business Ethics. - Sources of Business Ethics and Methods of Development. - Professional Ethics and the Code of Conduct. - Business Ethics and Enterprise Functions. - Business Ethics and Administrative/Managerial Functions. - Introduction to Administrative Corruption. - Dimensions of Administrative Corruption and Methods of Combating it. - Corruption Indicators and Governance. - Business Ethics, Governance, and Corporate Social Responsibility (CSR). - Organizational Culture and Business Ethics 	<p style="text-align: center;"><u>Specialized Foreign Language 1</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Business environment - Main theories of Human Resources Management - Introduction to Human Resource Management - Recruitment and staffing - Motivation management - Human resource employment law - Performance Appraisal and management 	<p style="text-align: center;"><u>Specialized Foreign Language 2</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> - Human resource employment law - Performance Appraisal and management - Business organizational behavior - Training and development - Strategic Human Resource Management - Human resource systems and technology - Business letters
<p style="text-align: center;"><u>Foreign Language 3</u> <u>Course Content:</u></p> <ul style="list-style-type: none"> -Company Structure. -Leadership and Group Dynamics. -Business Ethics. -Describing Charts, Diagrams, and Tables. -Decision Making. -SWOT Analysis. 		