REPUBLIQUE DU CAMEROUN

REPUBLIC OF CAMEROON

MINISTERE DE L'ENSEIGNEMENT SUPERIEUR

MINISTRY OF HIGHER EDUCATION



CAMEROON HIGHER NATIONAL DIPLOMA TRAINING PROGRAM

Volume 4

TERTIARY SECTOR

September 2018

TERTIARY SECTOR





H.E. PAUL BIYA

President of the Republic of Cameroon,

"We need to radically transform the image of higher education in Cameroon" (10th February 2008)



H.E. PHILEMON YANG

Prime Minister, Head of Government,

"In Higher Education, the Government is striving not only to increase and diversify training offers for the Cameroonian youth, but also to ensure quality, social relevance and professionalization of teachings. Furthermore, it is providing better working and living conditions to the members of the university community"

(26th November 2013)



Prof. JACQUES FAME NDONGO

Minister of Higher Education, Chancellor of Academic Orders

"We must translate into reality the new vision of the University prescribed by the Head of State through far-reaching changes that seek, amongst other things, the improvement of the quality of university services in the areas of teaching and research, to make our universities more attractive and competitive at the national, sub-regional and international levels"

> (Excerpt of the New Year Wishes Speech at the University of Yaounde I, January 2010)

FOREWORD

Since November 2015, the Ministry of Higher Education has undertaken a vast and ambitious operation to review training programmes in the Brevet de Technicien Supérieur (BTS) and Higher National Diploma (HND) cycles. This initiative was incumbent on us as a categorical imperative since it became obvious that the programmes that were so far implemented had become obsolete because of the exponential evolution of the labour market.

If we recall that the programmes in question dated, most of them, as far back as 2001 and that they were developped as institutions and fields of study were set up, one easily understands why their review had become a must. Moreover, the advent of the BMD introduced innovations in our training and certification process that needed to be taken into account, especially as many BTS and HND holders now aspire to register in professional Bachelor's and Master's Degrees.

In order to reconcile this professional requirement with the legitimate need of students to pursue their academic programmes, we requested the support of three main stakeholders : representatives of the business world, teachers-experts from our universities and professional schools, proprietors/proprietresses of Private Institutions of Higher Education.

These three major stakeholders had the opportunity to brainstorm during the two (02) seminars we organized, the first took place on 28th November 2015 and the second on 16th march 2018, at the National Advanced School of Engineering of Yaounde I. The programmes that we are now putting at the disposal of the national university community is the fruit of their deliberations.

We can thus note that, thanks to this brainstorming, new fields of study emerged, others have been redesigned, while others have disappeared altogether, either because the labour market was already saturated, or because they had become inoperative. Trainings identified have been organized according to sectors of activity known to date : primary, secondary, tertiary and quaternary. Within these sectors, they have been divided into training areas, fields of study and specialties. We therefore have 7 major training areas, 21 fields of study and 130 specialties. These training areas have been grouped in a programme-document in 7 volumes, distributed as follows :

Volume 1 : Trainings of the Primary Sector (461 pages) ;

Volume 2 : Trainings of the Secondary Sector (356 pages) ;

Volume 3 : Trainings of the Secondary Sector (Continued) (514 pages) ;

Volume 4 : Trainings of the Tertiary Sector (627 pages) ;

Volume 5 : Trainings of the Tertiary Sector (Continued) (784 pages) ;

Volume 6 : Trainings of the Tertiary Sector (Continued) (572 pages) ;

Volume 7 : Trainings of the Quaternary Sector (246 pages).

The seven volumes put together make a total of three thousand five hundred and sixty (3560) pages, preceded by a statutory instrument to determine the system of studies and examinations of the Brevet de Technicien Supérieur.

All this arsenal is proof, if any were needed, that our educational and certification system is resolutely embarked on the quest for its effectiveness and social relevance. It is attentive to all innovations and adapts to the developments of our society.

Through this approach, we hope to meet the expectations of our partners and provide the nation with skills that it needs to achieve her emergence by 2035.



REPUBLIQUE DU CAMEROUN Paix-Travail-Patrie

MINISTERE DE L'ENSEIGNEMENT SUPERIEUR ******

866.

REPUBLIC OF CAMEROON Peace-Work-Fatherland

MINISTRY OF HIGHER EDUCATION

2 NOV 2018

Order Noll 8 - 00 ESTABLISHING THE SYSTEM OF TRAINING, ASSESSMENTS AND SYLLABI FOR OBTAINING A HIGHER NATIONAL DIPLOMA (HND) IN THE REPUBLIC OF CAMEROON.

THE MINISTER OF HIGHER EDUCATION,

- Mindful of the Constitution. ы
- Mindful of law No. 2001/005 of April 16th, 2001 on the orientation of Higher Education. 18
- Mindful of decree No. 2011/408 of December 9th, 2011 to organize the government.
- Mindful of decree No. 2012/433 of October 1st, 2012 to organize the Ministry of Higher Education.
- Mindful of decree No. 93/026 of January 19th, 1993 to create Universities.
- Mindful of decree No. 93/027 of January 19th, 1993 laying down common provisions in ш. state Universities modified and completed by decree No. 2005/345 of September 10th, 2005.
- Mindful of decree No. 2001/882/PM of September 10th, 2001 setting common rules ШĬ. applicable to the private institutions of Higher Education.
- Mindful of Order No.99/005/ MINESUP/DDES OF November 16th, 1999 to give the Ĥ. general depositions applicable to the organization of studies and the evaluation of State Universities of Cameroon.
- Mindful of Order No. 00/0007/MINESUP/SG/DDES/CJ of February 2nd, 2000 to create the National commission of Organization of the Higher National Diploma (HND) Examination.
- Mindful of Order No. 01/0014/MINESUP/DDES of February 26th, 2001 organizing the 11 study schemes and evaluations and setting the study programme fields of the HND in the Republic of Cameroon.

ORDERS:

SECTIONI: GENERAL PROVISIONS

Article 1: This Order deals with the organization of studies, assessments and syllabi of the Higher National Diploma, abbreviated "HND" in Cameroon.

Article 2:(1) The HND is a national certificate of higher education which certifies an academic and technical qualification in two years or four semesters of study after the acquisition of the Baccalaureate Certificate or General Certificate of Education, Advanced Level.

(2) It certifies that the graduate can hold a position of a senior technician and can use his / her knowledge and skills to improve upon himself / herself or pursue university studies in his/her field of study.

(3) The HND shall indicate the sector, the field and the professional specialty in accordance with the training pursued by its holder;

Article 3: (1) The HND is defined by a standard that is characteristic of the professional and crossdisciplinary skills required to obtain it.

(2) The standard referred to in paragraph (1) of this article is defined by domain and for each field by an order from the Minister of Higher Education. It lists the abilities that the diploma holders must have, specifies the knowledge and skills that must be acquired and indicates the requirements needed to obtain the certificate.

<u>Article 4</u>: Only public or private institutions of higher education duly authorized by the Minister of Higher Education can provide courses preparing candidates for the HND.

SECTION II: THE ORGANIZATION OF STUDY

<u>Article 5</u>:(1) Studies for the HND must last two (2) academic years or four (4) semesters after acquisition of the Baccalaureate certificate, the General Certificate of Education, Advanced Level or any diploma or certificate deemed equivalent pursuant to Article (2) above at the end of Secondary Education.

(2) However, some training programmes may require one year of preparation or upgrading, without any modification of the academic base set in Article (2) above.

(3) Where necessary, a specific text of the Minister of Higher Education shall specify the training programmes referred to in paragraph (2) of this article.

<u>Article 6</u>: (1) The academic year is subdivided into two (02) semesters. A semester consists of fourteen (14) to sixteen (16) weeks dedicated to teaching and assessment.

(2) Each semester ends with an examination session comprising a regular session and a resit session open to students who fail in the regular session under conditions set by regulatory texts.

<u>Article 7</u>: (1) Courses taught in Higher Education Institutions are organised following a structured programme.

(2) One semester has seven (7) Courses (C) with a total of 30 credits.

(3) A Course is an identifiable group of objectives and outcomes called Constituent Elements (CEs) that are scientifically coherent and specific. Each Course has a value defined in number of adjustable credits based on the pertinence of the Constituent Elements.

(4) The Constituent Elements of a CU (CECU) comprise several forms of teaching: Lectures (L), Practical work (P), Tutorials (T), Student's Personal Work (SPW); activities applied in the form of internships in companies, projects, (remove) or end-of-study projects.

Article 8: (1) Credit is a value or unit that is used to quantify the total workload required for the student to achieve the training objective of a CU. The number of credits allocated to each semester is thirty (30) for all the CUs of the semester. The number of hours to be taught for a credit is fifteen (15) hours spread weekly in one semester.

(2) The credits are only obtained after work has been carried out, after an appropriate assessment either during a semester, or during a year, or at the end of the course.

Article 9: (1) The courses are structured into compulsory Courses and Elective courses.

(2) The compulsory CUs are the set of CUs that students enrolled in an HND cycle must offer. They constitute (90%) of credits of all the CUs of the training and (100%) of credits of the

official program published by the Minister of Higher Education and required for the National Examination. They are divided into three categories:

- The compulsory CUs linked to the discipline or disciplines corresponding to the field, representing (30%) of the overall hours taught and credits allocated to the compulsory CUs.

- Professional CUs organized around technical and professional contents representing (60%) of the overall hours taught and credits allocated to the compulsory CUs.

-Cross-discipline CUs linked to complementary training in different domains, representing (10%) of the hours taught and compulsory CU credits.

(3) Elective CUs organised by each institution per its specificity, allowing the student to deepen his specialization or explore to other fields of knowledge.

<u>Article 10</u>: The Higher National Diploma cycle is done in four (04) semesters. The hours taught for a lecture credit is 15 hours, a total of 30 credits per semester consist of 450 hours of courses per semester. There is a total of 120 credits making 1800 hours of lectures for all the training in 2 years, distributed as follows per semester:

- a) Fundamental courses; 2 CU, 9 credits, 135 hours.
- b) Professional courses; 4 CU, 18 credits, 270 hours.
- c) Cross-discipline courses; 1 CU, 3 credits, 45 hours

<u>Article 11</u>: The teaching of French and English is compulsory throughout the training in accordance with the national decision on bilingualism. Likewise, the teaching of civics and ethical education is recommended throughout the training cycle.

<u>Article12</u>: The student is enrolled in a specialisation that he/she keeps throughout his/her training. He /She takes the cross-disciplinary lessons in general including classical aspects of the training.

Article 13: Practical lessons constitutes a decisive phase and is an indispensable base of the training.

SECTION III: INTERNSHIP IN A PROFESSIONAL MILIEU

Article 14: Each specialisation includes practical internships in companies. All HND candidates must complete an internship in a professional setting in one or more companies in the sector corresponding to their training.

<u>Article 15</u>: The internship in a professional setting aims at complementing the training of the candidate through the experience of professional practices corresponding to the skills required. It also allows the student to acquire qualities of rationality, professional aptitude and behaviours, and to develop a sense of responsibility by gradually adapting to the requirements of the job.

<u>Article 16</u>: (1) Internship in a professional setting is organized throughout the training leading to the HND. It constitutes an important and essential part of the student's training.

(2) No special provision may exempt an HND candidate from the obligation of carrying out an internship in a professional setting, referred to in paragraph (1) of this Article.

Article 17: (1) The search for companies or establishments to receive trainee students and the negotiation of the contents of the internship are carried out jointly by the student and the persons in charge of his/her training institution.

(2) The student's training institution is responsible in its entirety for the organisation of internship periods, their monitoring and their educational content.

(3) At the end of the internship, the candidate must produce an internship report.

(4) The institution must take all steps to find an internship for the student when the latter reports with evidence that his/her attempts to find an internship were unsuccessful.

Article 18: Internship in a professional setting is a Professional Course whose objectives and outcomes are considered in the assessments.

SECTION IV: TRAINING PROGRAM

Article 19: - The training to obtain the HND is structured into Sectors, Domains, Fields, Specialities and Options:

- A Sector consists of Domains;

-A Domain consists of Fields;

-A Field consists of Specialities from the same work-related group.

-A Speciality is a grouping of subjects forming a job profile required by the labour market.

-A Speciality may consist of options.

Article 20: The different sectors are as follows:

- Primary sector;
- Secondary sector:
- Tertiary sector;
- Quaternary sector.

Article 21: These sectors consist of the following domains:

-The primary sector includes the agro-pastoral domain, and the Water and Environmental domain.

-The secondary sector includes Industry and Technology.

-The tertiary sector includes the domains of Commerce, Management, Law, Tourism,

Hospitality, Social Sciences, and Health.

-The quaternary sector includes the domains of Information and Communication Technologies

Article 22: (1) The following specialities are open in the following domains:

PRIMARY SECTOR

DOMAIN: AGRICULTURAL AND ENVIRONMENTAL SCIENCES

Field: Agricultural And Food Sciences Specialties

1- Agricultural Engineering

2- Food Technology

3- Animal Production Technology

- 4- Crop Production Technology
- 5- Fisheries Management
- 6- Agro-pastoral adviser
- 7- Agro pastoral Entrepreneurship
- 8- Agricultural Business Technics
- 9-Aquaculture
- 10-Agricultural Production Technology

Field : Environmental Sciences Specialties

- 1-Agro-Forestry and Forest Management
- 2- Nature Management and Protection
- 3-Risk Management
- 4-Pollution Prevention and Remediation
- 5- Meteorology

And

- 6- Solid Waste Management
- 7- Wildlife Management
- 8-Environmental Impact Assessment
- 9-Forest Engineering

Field :Water Engineering Management Specialties

Hydrology and Water Resources Management
 Hydrogeology and Groundwater Management
 Waste Water Management
 Hydraulic Engineering and Water
 Infrastructure
 Integrated Water Resource Management

SECONDARY SECTOR

DOMAIN: ENGINEERING AND TECHNOLOGY

Field: Civil Engineering

Specialties

1-Civil Engineering Technology
2- Topography
3-Urban Planning
4-Geotechnics
5-Sanitary Installation and Plumbing
6- Building Science and Technology
7- Wood Works

Options: 7-1-Carpentry
7-2- Joinery And Cabinetmaking

8- Real Estate Maintenance

9- Roads and Civil Engineering

Field:Mechanical Engineering Specialties

Field:Chemical Engineering Specialties

Field:Biological engineering Specialities Metal Construction
 Mechanical Manufacturing
 Mechanical Construction
 Boiler making and Welding

1-Chemical Manufacturing
 2-Chemical Process Technology
 3-Chemical Laboratory Technology

1-Agricultural Biotechnology

Field: Electrical and Electronic Engineering Specialties

- 1-Electronics
- 2-Electrotechnics

3-Electrical Power System

4- Maintenance of Industrial system

5-Maintenance of Biomedical Equipment

6-Control Instrumentation and Regulation

Field : Thermal and Energy Engineering Specialties

1-Air conditioning and Refrigeration

2-Sustenability and Renewable energy

3-Maintenance and management of fluid system

Field : Petroleum And Mining Engineering Specialties

1-Applied Geology

2-Drilling Technology

3- Quarries Operations

4- Petroleum Systems and Exploitation

5-Petroleum Logistics

TERTIARY SECTOR

DOMAIN: MANAGEMENT, BUSINESS STUDIES AND LEGAL CAREERS

Field : Management

Specialties

- 1- Assistant Manager
- 2-Operation of Air Transport

3- Management of Non-Governmental Organization (NGO'S)

- 4- Project Management
- 5- Human Resource Management
- 6- Quality Management
- 7- Logistics and Transport Management
- 8- Sport Management
- 9- Information Systems Management
- 10-Local Government Management

Options: 10-1 Accounting and Finance

- 10-2 Local Government Taxation
- 10-3 Local Government Administration
- 11- Statistics

12-Events Management

13-Port Shipping Management

Field: Business and Finance Specialties

Accountancy
 Marketing- Trade-Sale
 Banking and Finance
 International Trade
 Microfinance
 Insurance

Field: Legal Careers Specialties Legal Assistant
 Business Law
 Land Law
 Stock Market Career
 Customs and Transit .
 Tax Management

DOMAIN: HOME ECONOMICS, TOURISM AND HOTEL MANAGEMENT,

Field : Home Economics and Social Work Specialties

- 1- Bakery and Food Processing
- 2- Fashion, Clothing and Textiles
- **3-Beauty-Esthetics**
 - Options: 3-1-Beauty care and Cosmetics 3-2 -Hairdressing Professions

4- Social Work

Field: Tourism and Hotel Management Specialties

1-Tourism and Travel Agency Management2- Hotel Management And Catering

DOMAIN: ARTS AND CULTURE, EDUCATION AND COMMUNICATION

Field: Education Specialties

1-Didactics, Curriculum Development and Teaching
2-Education Management and Administration
3-Special Education
4-Distance and Continuing Education
5-Vocational Guidance and Counseling
6-Andragogy

Field: Communication Specialties

Field: Arts And Culture Specialties

1-Journalism
 2-Advertisingand Public Relations
 3-Corporate Communication
 4-Printing, Editing and Publishing
 5-Media photography and Audio visual

1-Gastronomic Arts
2-Cinematography
3-Sculpture
4-Caricature, Illustration and Comic Arts
5-Cartoon
6- Art Design

Options 6-1-Product Design
6-2-Graphic Design

6-3-Fashion Design 6-4-Interior Design

7-Performing Arts

8-Musicology

9- Painting

DOMAIN: HEALTH

Field : Medical and Biomedical Sciences

Specialties

1-Nursing
2-Medical Laboratory Sciences
3-Medical Imaging Technology
4-Pharmacy Technology
5- Dental Therapy
6-Dental Prosthesis
7-Midwifery
8-Optician/Clinical Optometry
9-Physiotherapy
10-Nutrition and Dietetics
11-Health Care Management
12-Health Sanitary Inspector
13- Ophthalmic Technician
14- Ultrasonography
15- Prosthesis and Orthotics

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QUATERNARY SECTOR

DOMAIN: INFORMATION AND COMMUNICATION TECHNOLOGY

Field : Networks and Telecommunication

Specialties

Telecommunication
 Network and Security

Field: Computer Engineering Specialties 5- E-commerce and Digital Marketing

(2) Other specialities and options may be created when the need arises, by Order of the Minister in charge of Higher Education.

SECTION V: ASSESSMENTS

Article 23 : (1) Courses are evaluated from 0 to 100.

(2) No one may be admitted to take a Course unless he has obtained an average score of at least 50 out of 100 for all the Constituent elements of the CU.

(3) Assessment is carried out per Course. The test may consist of several sections corresponding to the constituent elements of the CU.

Article 24: (1) Except for the professional internship CU, each CU is assessed as follows per level:

- Continuous assessment: 30% of the points
- Written examination: 70% of the points

(2) The continuous assessment mark includes marks for the following:

- Participation in tutorials and practical work;
- Written Tests
- Oral questions;
- Presentations;
- Projects.

(3) The professional internship Course includes at least two Constituent elements, one of which is dedicated to the company experience and the other to the end of training report and its defence.

Article 25: (1) Continuous Assessment marks are on the competence of each authorized teacher who teaches the corresponding course. At least one continuous assessment mark is required per course.

(2) The written examinations referred to in paragraph (1) of Article (24) above and all activities involved in evaluation per level are organized under the responsibility of the Management of each institution authorized to provide HND training and under the supervision of the Institution which ensures the academic supervision of the Institution concerned in accordance with the regulations in force.

(3) The transition from level 1 to level 2 is conditioned by a pass in all the CUs.

Article 26: (1) A National Examination taking place in a single annual session shall approve the completion of studies carried out in accordance with the provisions of this Order.

(2) The General Regulations of the National Examination for obtaining the Higher National Diploma are fixed when necessary by the Minister of Higher Education on the proposal of the National Commission for the Organization of National Examinations.

SECTION VI: TEACHING SYLLABUS

<u>Article 27</u>: The teaching syllabus of the training leading to the acquisition of the Higher National Diploma presented by sectors, domains, fields, specialities and possibly by options are annexed to this order.

<u>Article 28</u>: The effective opening of an HND training in an authorised public or private Institution for a field, a speciality or a given option, can occur only after a specific text of the Minister of Higher Education establishing teaching syllabuses of corresponding courses has been issued.

SECTION VII: FINAL PROVISIONS

Article 29: This order repeals all prior contrary provisions including Order No. 01/0014/MINESUP/DDES of 26 February 2001 organising the system of studies and assessments and setting the syllabus for HND courses in the Republic of Cameroon, as well as those of Order No. 05/0020/MINESUP of 12 January 2005 on the creation, system of studies, assessments and syllabi of the Higher Professional Diploma (HPD) of Higher Education Institutions of Cameroon.

Article 30: This order takes effect as of the 2018/2019 academic year.

<u>Article 31</u>: During the effective implementation of the new HND fields, the courses leading to HPD remain valid for a period of three (03) years.

Article 32: Heads of University Institutions, Heads of Authorized Institutions, the President of the National Commission for the Organization of National Examinations, the President of the National Commission for Private Higher Education and the Director of Development of Higher Education are responsible, in their respective spheres of competence for the implementation of this order which shall be registered and published in the official gazette in French and English.

HE MINISTER OF HIGHER EDUCATION,

Jacques Frame Ndongo

SUMMARY

DOMAIN : MANAGEMENT, BUSINESS STUDIES AND LEGAL CAREERS

Field : **MANAGEMENT**

ASSISTANT MANAGER7
OPERATION OF AIR TRANSPORT
MANAGEMENT OF NON-GOVERNMENTAL ORGANIZATION (NGO'S)
PROJECT MANAGEMENT
HUMAN RESSOURCE MANAGEMENT
QUALITY MANAGEMENT
LOGISTICS AND TRANSPORT MANAGEMENT
SPORT MANAGEMENT
INFORMATION SYSTEMS MANAGEMENT
LOCAL GOVERNMENT MANAGEMENT Option : ACCOUNTING AND FINANCE
LOCAL GOVERNMENT MANAGEMENT Option : TAXATION OF LOCAL GOVERNMENT 280
LOCAL GOVERNEMENT MANAGEMENT Option : ADMINISTRATION OF LOCAL GOVERNMENT307
STATISTICS
EVENTS MANAGEMENT
SHIPPING MANAGEMENT

Field : **BUSINESS AND FINANCE**

ACCOUNTANCY	406
MARKETING-TRADE-SALE	429
BANKING AND FINANCE	456
INTERNATIONAL TRADE	481
MICROFINANCE	507
INSURANCE	532

Field : LEGAL CAREERS

LEGAL ASSISTANT	558
BUSINESS LAW	569
LAND LAW	580
STOCK MARKET CAREERS	591
CUSTOMS AND TRANSIT	602
TAX MANAGEMENT	617

DOMAIN

MANAGEMENT, BUSINESS STUDIES AND LEGAL CAREERS

Field : MANAGEMENT

Specialty :

ASSISTANT MANAGER

Field:	MANAGEMENT
Specialty:	Assistant Manager

1. The objective of the training

This specialty, which replaces the HND in "Secretarial studies "trains the collaborators of General, manager, Directors of units or heads of service. Organized, rigorous, dynamic, discreet, they assist, facilitate and follow the work of the responsible in order to make it more effective. The Assistant Manager provides mainly plays the role of interface and mediation between the company and its environment. He is in charge of occupies the administration, communication, organization of work, anaid to decision and can even support a specialized file or organize an event.

2. The powers sought

- \rightarrow General skills
- Control the economy of organizations;
- Master several languages;
- Have negotiation skills;
- Understand the professional environment;
- Be able to work under pressure;
- Demonstrate adaptability and maturity.

\rightarrow Specific skills

- Participate in the organization and management of the company;
- Manage and deal with the flow of information to allow for decision-making
- Ensure the function of relational interface;
- Ensure the accounting and financial management of the company;
- Master the different legal procedures;
- Be courteous, reactive and well organized ;
- Master drafting administrative.

3. Outlets

- Assistant of managers;
- Assistant of directors;
- Administrative Assistants;
- Sales assistant;
- Public relations assistant;
- Assistant of human resources;
- Office manager.

4. Organization of the Teachings

• FIRST SEMESTER

	Field: Management	Specialty: Assistant Manager					
codo		Hourly Volume					Number
Code	Course line	L	T	Р	SPW	Total	Of Credits
	Fundamental courses 30% (2 UC) 9 cred	its 13	5 hou	rs			
AMA111	Mathematics and Computer Science I	50	20	0	5	75	5
AMA112	Quantitative management Techniques	40	15	0	5	60	4
	Professional courses 60%	(4 UC	c) 18 c	redits	270 ho	Urs	
AMA113	Communication Tools I	25	15	15	5	60	4
AMA114	Professional techniques I	40	15	15	5	75	5
AMA115	Professional Relations I	40	10	5	5	60	4
AMA116	Organization and Management I	50	15	5	5	75	5
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
AMA117	Bilingual training I and economic environment I	25	10	5	5	45	3
Total		270	100	45	35	450	30

• SECOND SEMESTER

Fieldr: Management			Specialty: Assistant Manager				
oodo		Hourly Volume					Number
code	Courses fille	L	T	Р	SPW	Total	Of Credits
	Fundamental UC 30%	(2 UC	:) 9 cre	edits 1	35 hou	rs	
AMA121	Mathematics and Computing II	15	40	15	5	75	5
AMA122	Quantitative management techniques	10	35	10	5	60	4
	Professional UC 60% (4	UC) 1	8 cred	lits 27	0 hours	;	
AMA123	Communication Tools II	45	10	15	5	75	5
AMA124	Methodology and Professional Techniques II	45	15	10	5	75	5
AMA125	Professional Relations II	30	15	10	5	60	4
AMA126	Organization and Management II	25	20	10	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
AMA127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3
Total		195	145	75	35	450	30

• THIRD SEMESTER

Field: Management			Specialty: Assistant Manager				
aada		Hourly Volume					Number
code	Courses Ime	L	T	Р	SPW	Total	Of Credits
	Fundamental UC 30%	(2 UC	:) 9 cre	edits 1	35 hou	rs	
AMA231	Quantitative techniques and computer skills I	40	20	10	5	75	5
AMA232	Accounting and ICT I	30	20	5	5	60	4
Professional courses 60% (4 UC) 18 credits 270 hours							
AMA233	Professional techniques III	25	15	15	5	60	4
AMA234	Professional Relations III	40	15		5	60	4
AMA235	Organization and Management III	10	30	15	5	60	4
AMA236	Management of Human Resources and of events I and II	45	25	10	5	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
AMA237	Legal environment and civic education	25	10	5	5	45	3
Total		215	135	65	35	450	30

• FOURTH SEMESTER

	Fieldr: Management	Specialty: Assistant Manager					er	
aada		Hourly Volume					Number	ər
code	Courses fille	L	Т	Р	SPW	Total	Of Cred	lits
	Fundamental UC 30%	(2 UC	:) 9 cre	edits 1	35 hou	rs		
AMA241	Quantitative techniques and computer studies II	10	30	30	5	75	5	
AMA242	Accounting and ICTS II	10	20	25	5	60	4	
	Professional courses 60%	(4 UC	:) 18 cr	edits	270 ho	urs		
AMA243	Professional techniques IV	15	30	10	5	60	4	
AMA244	Professional Relations IV	25	20	10	5	60	4	
AMA245	Organization and Management IV	10	30	15	5	60	4	
AMA246	Professional internship			60	30	90	6	
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours								
AMA247	Legal environment and civic education	25	15		5	45	3	
Total		95	145	150	60	450	30	

5. Description of Units Teaching

* AMA111: Mathematics and Computer Training I

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

- Algebra vector spaces

1. Polynomials

- Polynomials characteristics
- 2. Vector space
 - 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 the matrix calculation on the resolution of systems of linear equations.

6. **Reduction of square matrices**

- own values;
- ownvectors.
- 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

A- The hardware

1. The peripheral components

- Imputdevices;
- ouPutdevices;
- storage devices; □ devices input and output.

2. The central unit

- The central memory;
- The microprocessor;
- The ports;
- The motherboard;
- The chipset;
- The power;
- extensioncards;
- Otherinternalorgans;

3. The unit of exchange (or bus)

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

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 operating systems:
 - ✓ Features;
 - ✓ Roles;
 - ✓ Types of operating systems;
 - ✓ Structure of an operating system; □□architecture.
 - Concept of Free Software and proprietary software.

System of Numbering and coding

A- The numbering systems

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 numbering systems

- The decimal system;
- The binary system; \Box the octal system; \Box 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.
- addition of binary numbers;
 - Subtraction of binarynumbers;
 - Use the add-in to 2 in the subtraction;
 - multiplication of binary numbers;
 - division of binary numbers.

5. Hexadecimalarithmetic

- 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 codification;
- The functional codification;
- Types of functional codes;
- technological codification.

2. The alphanumeric codes

- The ASCII code:
 - ASCII standard;
 - Extended ASCII;
 - use.

* AMA121: Mathematics and Computing II

> General Mathematics II : 2 credits (30hours); L, T, P, SPW

- 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.

> Computing II: 2 credits (30hours); L, T, P, SPW

A. Computer Networks

1. General information

- Definition of A computer network;
- interest of computer networks;
- basic vocabulary:
 - Workstation;
 - Mode;
 - Server;
 - packet.

2. Typology of networks according to the media:

- Wired networks;
- Networks not wired.
- 3. Typology of networks according to the "Geographic Extent:
 - The local networks (LAN);
 - The metropolitan area networks (MAN); the wide area networks (WAN) .

4. Network Topologies

- Physicaltopology
- The bus topology;

- The star topology;
- The ring topology; the topology in mesh; the topology in shaft .
- LogicalTopology
 - Networks to dissemination;
 - Point-to-point networks.
- 5. Network Architectures
 - Client/Server architecture;
 □ architecture of equal to equal.
- 6. 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.

7. The equipment of interconnections:

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

8. 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 rOATgging (loopback).
- Class IP addressing
 - Class A;
 - Class B;
 - Class C.

B. Internet network

1. Concept of protocol

- definitions and a few types of protocols
 - SMP protocol;
 - POP protocol;
 - NNP protocol;
 - FP 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 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 of access (role, examples);
- Types of connections (specialized line, phone line, satellite).

* AMA112: Quantitative techniques I

> Financial Mathematics I: 2 credits (30 hours); 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;
 - Rate equivalent and proportional rate;
 □ rate of Interest apparent;
 - Rate of "realinterest.

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

- 1. Statistical series to a variable \Box 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;

- 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.

* AMA122: Quantitative techniques of management II

> Financial Mathematics II: 2 credits (30 hours); L, T, SPW

1. The annuities:

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

2. The undivistdebenture

- Reimbursement by constant annual installments;
- Table d'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 annualinstallments;
- 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.

> Statistics II: 2 credits (30 hours); L, T, 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-two

AMA113: Communication Tools I

> The tools of communication I: 2 credits (30 hours) L,T, P

- 1. Switched networks
- 2. The Theory of Circuits
- 3. The tools of telephone communication
- 4. The tools of the electronic messaging

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

- 1. Master the techniques of the Audiovisual sector in the framework of the policy of the Company
- 2. Study of Communication Networks
- 3. Study and practice of the Internet

- 4. The Multimedia Tools
- 5. Social Networks

* AMA123: Communication Tools II

> The tools of communication II: 2 credits (30 hours); L, T, P

- 1. videotex system
- 2. packet data transmission system
- 3. The tools used in the dissemination of information

> Information II : 3 credits (45 hours); L, T, P, SPW

- 1. The information Research. information needs Assesment
 Mobilization of information research methods;
 the eve informational.
- 2. Production of a structured information
 - Creation and modeling of a document;
 - Development of a documentary file, an a accounting file, A press review.
- 3. Management of records entity
 - The digital acquisition of documents;
 - Sorting, filling and archiving of documents in the service.

4. Contribution to the quality of the information system

Optimization of the circulation of the information;
 Participation in the evolution of the system of information.

* AMA114: Professional techniques I

> Commerce I: 2 credits (30 hours); L, T, P ,SPW

- 1. Definition of basic concepts
- 2. Study, design and use of commercial documents
- 3. Calculation of reductions, of taxes

> I Filing: 3 credits (45hours); L, T, P

- 1. General information onfiling
- 2. Filingmethods
- 3. Filingsystems

* AMA124: Methodology and Professional Techniques II

> Commerce II: 2 credits (30 hours); L, T, SPW

- 1. The Stock Exchange Operations
- 2. Operations related to orders, to delivery and invoicing

> Methodology for drafting internship reports: 1 credit (15 hours); L, P

- 1. The collection of Information
- 2. How to make a report
- 3. The plan of internship report and the Executive Summary
- 4. The Table of Contents

- 5. The introduction of report of internship
- 6. The conclusion of the Internship report
- 7. The Acknowledgments
- 8. How to build the appendices
- 9. When to start an Internship report
- 10. How to find a topic for of Internship report
- 11. The cover page
- 12. How to writeeffectively
- 13. Form and presentation (cover, MSDS identification seP, Abstract, glossary, bibliography, glossary, index of figures, tables and illustrations)
- 14. Instructions and typographical rules of presentation (police, spacing, titles, highlighting, punctuation, graphic charter)
- 15. How to prepare the defense

> Filing II: 2 credits (30 hours); L, T, P

- 1. Filingmethods
- 2. signalization

* AMA233: Professional techniques III

> Organization and administrative methods I: 2 credits (30 hours); L, T, P

1. Circulation of Documents

- Imageddiagram;
- postsdocumentsDiagram;
- SCOM Diagram.
- 2. Graphics representation of information
 - GANTT chart;
 - Calendar graphis;
 - chronological evolution graph (graph rectangular coordinates, graphic polar coordinate).

> Filing and office equipment I: 2 credits (30 hours); L, T, P

- 1. The Documentaryresearch
- 2. Manual and electronic archive

AMA243: Professional techniques IV

> Organization and administrative methods II: 2 credits (30 hours); L, T, P, SPW

- 1. Graphical representation of information
- 2. Distribution Graph3. ABC Graphs or 20/80)
 - Time Management:
 - The traditional tools (agenda, timing);
 - PERT Network (PERT Time PERT Cost PERT potential method); (schedule cordonnets); plannings (card planning, band planning, curser planning and thread planning)
- > Classification and office equipment II: 2 credits (30 hours); L, T, P

- 1. The filingequipment
- 2. Office equipment (for the seizure, the collection, processing and dissemination of the information)
- 3. Small Office equipment

* AMA115: Professional Relations I

> Internal Professional Relations I: 2 credits (30 hours); L, T, SPW

- 1. The Mail in the Company
- 2. mail processing
- 3. mail of contentious character
- 4. The characteristics of internal mail
- 5. The areas of internal mail
 - Notes;
 - Accountrendering;
 - Minutes;
 - Reports;

 memos.

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

- 1. The drafting of external mail
- 2. mail of contentious character
- 3. characteristics of the internal mail
- 4. mail relating to the search job seeking

* AMA125: Professional Relations II

> Internal Professional Relations II: 2 credits (30 hours); L, T, P

- 1. General notions
 - Identification of a mail ;
 - Mail data in the company;
 - access autothorization to e-mail.
- 2. Access to e-mail: composition, archiving, deletion, consultation
 - Composition of a mail;
 - Filing of a mail;
 - Deleting a mail;
 - opening of a mail;
 - Search for a mail.
- 3. Composition of a mail
 - Composition Screen;
 - Constitution of the list of addresses:
 - Upper part of the screen: Search of adresses;
 - Lower part of the screen: list of adresses.

> External professional Relations II: 2 credits (30 hours); L, T, P

1. management Functions of incoming mail

Information necessary for the management of incoming mail;

- Creation of the incoming mail register;
- Copies to one or more administrative units;
- Internal allocation;
- Follow-up of responses to incoming mail;
- Management of reassignment of e-mails;
- Management of invoice information;
- Consultation and editing of incoming mail file; □ Deleting incoming mail;
- Research in incoming mail.

2. Function of outgoing mail

- information processing of outanding mail;
- Creation of outgoing mail file;
- Management of addresses outgoing make;
- Management of certifies copies;
- Management of internal copies to the organization;
- Consultation and edition of an outgoing mail file;
- Deleting of outgoing mail file;
 management of the follow-up of outgoing mail;
 search in the outgoing mail.

* AMA234: Professional Relations III

> Professional writing I: 2 credits (30 hours); L, T, SPW

- 1. The specificity of the Administrative Style
- 2. The administrative vocabulary
- 3. The punctuation and the use of uppercase \Box punctuation:
 - Definition;
 - The punctuation signs; the spacings.
 - The Employment of capital letters:
 - General information; notions
 - The proper noun and the capital letter;
 - The other categories of words and the uppercase letter.
- 4. Commercial Letter (qualities and structure)
- 5. letter presentation and envelops
- 6. Preparation and placing of an order
- 7. Modification of an order + Reply
- 8. Correspondencerelating to the delivery
- 9. Claims relating to delivery
- 10. Correspondence relating to the invoicing
- 11. Paymentsettlements
- 12. Relationshipswith carriers
- 13. Relations with the Insurers
- 14. Letter to an after-sales service
- 15. Draftingof"printed matters

> internal and external Professional relations I: 2 credits (30 hours); L, T, SPW

The variability of professional situations and their criticality

1. The reception and information

- Roleestablished;
- Instructions respected;

- Atmosphericrelationship;
- Image;
- Social codes and cultural rights;
 □ professional effectiveness.

2. conflicts

conflict process, triggers, deep sources;
 attitudes and behavior of the
 actors in the conflict;
 result.

3. Cultural differences

- Professional context (statutes, roles, relationships, Territories);
- Issues of actors;
- Cultural codes, verbal and non-verbal cues;
- Interactions:
 - Adjustments, misunderstandings and potential misunderstandings due to the social or differences or cultural;
 - Difficulties from sources other than culture.

4. Negotiation

- The role and status of the actors, relationship;
- Interests and Issues;
- Margins of maneuvers and instructions;
- identifiedCulturaldifferences;
- Arguments;
- Processes of manipulation, processes process of manipulation refusal;
- Modalities for search of an agreement.

* AMA244: Professional Relations IV

> Professional writing II: 2 credits (30 hours); L, T, P, SPW

- 1. Features of administrative writing
- 2. Structure of Administrative letter
- 3. Drafting
- 4. Consignment note, and cover note
- 5. Acknowledgment of Receipt
- 6. Internal mail (reports, debrief, minutes, circulars, Invitations convocations and others)
- 7. Relations with Service Companies (Carriers, Insurances, Banks, telecommunications, NSIF...)
- 8. Drafting of the external mail (order, delivery, invoicing, settlement, transport, insurance...)
- 9. Personal Letters (application for internship, job application, motivation letter, curriculum vitae(CV)

> internal and external Professional relations II: 2 credits (30 hours); L, T, P, SPW

Support to professional relations internal and external

- 1. Collaborate with the(s) manager(s)
 - Establish and maintain the relationship with the(s) manager(s);
 - Render an collect work instructions; □ account, Inform, make the point.
- 2. Contribute to group cohesion
 - Put in place a favorable working climate conditions
- Manage a meeting.
- 3. Ensure the interface between manager(s) and the working environment (internal, external, international)
 - Create, maintain and activate a relational network (internal, external, to the International);
 - Welcome and inform in French and in foreign language; and in foreign
 - Communicate in Writing (internal, external, in French and in foreign language);
 - negotiate in French and other languages.

AMA116: Organization and Management I

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

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

> Application and synthesis work I: 3 credits (45 hours); L, T, SPW

A- Written part

Organize case studies of synthesis which simulate professional and administrative situations surrounding specific themes:

- 1. workOrganization
- 2. The diagrams, algorithms and graphs
- 3. The design, critical analysis and the improvement of operating modes 4. Assistance in decision-making

B- Practical part

- **Folder 1:** Activities of the administrative function, classification of these according to the main order, codification and control of information, elements, or barriers to communication, proposed enhancement, Accounting and Statistics
- **File 2:** Organization of a workstation, filing of the information according to the derivative methods, steps of the administrative work, conception of printed matter of printed, Accounting and Statistics
- **File 3:** Activities of the workstation, organization of premises, viewing information by tables, organization of a workstation, Accounting and Statistics
- **File 4:** Creation of a fictitious company, research of information, filing, processing of "information, Accounting and Statistics
- **File 5:** different modes and degrees of processing of the information, conception of simple printed matters, Accounting and Statistics

<u>NB</u>: The partis accounting and statistics will be planned and evaluated by teachers providing these disciplines.

AMA126: Organization and Management II

> Organization of the Action II : 2 credits (30 hours); L, T, P, SPW

- 1. Method of regulation and control of organization of administrative tasks (optimisation of administrative work; technics control of queues; 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)

> Application and Synthesis work II: 2 credits (30 hours); L, T, P

A- Written part

Organize case studies of synthesis which simulate professional administrativesurroundingsituations:

- 1. study of models of scheduling of tasks and the choice of opportunities;
- 2. The administrative costs and their minimization;
- 3. The conduct of the Office projects.

B- Practical part

- File 6: aid to decision-making by decision tables, organization chart, accounting and statistics
- **File 7:** Tools of aid to decision-making by the presentation of the algorithm, elaboration of of miscellaneous printed material, Accounting and Statistics
- **Case 8:** representation of information by the tables, filing of modern aids, accounting and statistics
- **File 9:** Activities of the workstation, drawing of a post profile using Microsoft Word, comparison and choice of a workstation, Accounting and Statistics
- **Case 10:** functional Codification, elaboration and representation of a planetary flowchart, calculation of costs, accounting and statistics

<u>NB</u>: The accounting and statistics parts will be planned and evaluated by teachers providing these courses.

AMA235: Organization and Management III

> Organization of the Action III: 2 credits (30 hours);L, T, P, SPW

Decision aid

1. Identification of a problem or a need

- Distinction of a need or a problem;
- Definition of objectives;
- Identification of constraints and opportunities.

2. Proposal of solutions

- Search for solutions;
 □ analysis of solutions;
- Presentation of the solutions.

3. The follow-up of the decision

- Definition of a plan of action;
- Development of adashboard;
- Analysis of variances; and
- Alert and proposal of the corrective measures.

> Application and synthesis work III: 2 credits (30 hours); T, P

At least 10 practices cases will be studied and treated by the learners to be, corrected by the teacher.

Each case study will include 03 parts organized in 4 or in 5 files:

- First part (03 files): OTA+ informationAid;
- Second part (01 Folder): accounting;
- Third part (01 Folder): Statistics.

• **Case 01:** elaborationofaquestionnaireand counting table and the Table of recount, circulation of documents, Filing of documents of the company, codification and control of information, accounting, statistics.

• **Case 02:** visualization of information, elaboration of graph and its functioning, establishment of traditional aids, filing and coding of information, accounting, statistics.

• **Case 03:** Visualization information by the distribution graphs, organization of A Workstation, filing and coding of information, accounting, statistics.

• **Case 04:** Time Management by the conventional tools, calculation of administrative costs, filing and coding of information, accounting, statistics.

• **Case 05:** construction of the PERT time network elaboration of Bible standard paragraphs, establishment of the datasheet of paragraphs selected for the drafting, filing and coding of information, accounting, statistics.

• **Case 06:** Time Management by the PERT "cost", establishment of staff distribution table staff, equalization of staff for period, filing of printed matters and counting, filing and coding of information, accounting, statistics.

• **Case 07:** PERT method of the potential, programming table and correspondinggraph, Organization of enterprise, calculation of the costs of this visit, filing and coding of information, accounting, statistics.

• **Case 08:** Circulation of Documents, SCOMdiagram) + critical analysis, calculation of bands,

Elaboration of a position document, filing elaboration and coding of information, accounting, statistics.

• **Case 09:** time management by plannings and presentation of a function description and compare it to the Attribution, sheet, filing and coding of information, accounting, statistics.

• **Case 10:** Presentation of cursor planning, functioning principle of the planning, structural organization chart. Staff and Line, particularity of this tool, filing and coding of information, accounting, statistics.

* AMA245: Organization and Management IV

> Organization of the action IV: 2 credits (30 hours); L, T, P

The Delegated Activities

- 1. The administrative management of the human resources of the service
 - Participation in the recruitmentprocess;
 - Preparation and Monitoring of the trainings;
 - The follow-up of annual leaves;
 - Management of absences;
 - Participation in the social information of the members of the service. Update
 of the administrative data of the staff.
- 2. Management of material resources of an administrative service
 - Management of Purchases of small equipment and supplies;
 - organization of the work space;
 - Development and monitoring of the operating budget of the service.
- 3. Handling of a specialized file
 - Collection of information specific to the field of specialty;
 - Implementation of the methods of work specific to the field of specialty;
 evaluation of its performance.

> Application and synthesis work IV: 2 credits (30 hours); T, P

At least 10 practices cases will be studied and treated by the learners to be, corrected by the teacher.

Each case will include 03 parts organized in 4 or in 5 files:

- First part (03 files): OA+ information Aidtheintraining;
- Second part (01 Folder): accounting;
- Third part (01 Folder): Statistics.

• **Case 11:** Determination of the number of instantaneous observations, elaboration of printed matter table of counting, to properly manage time, Forecast Graph and its commentary, filing of documents in the Company numerical and alphanumerical accounting, statistics.

• **Case 12:** ABC Graph or 20/80, (Representation and operation of the latter), Improvement of the perfection by Quality Circle, filing and coding of information, accounting, statistics. • **Case 13:** visualization of information by chronological evolution graph, Ishikawa diagram (5 m provide the table the analysis table, filingof rubrics in ideological method and transformation in decimal method comparison of the two methods in the ideological, accounting, statistics).

• **Case 14:** Time Management by conventional tools, calculation of administrative costs, filing and coding of information, accounting, statistics.

• **Case 15:** construction of the PERT" network by potential methods evaluation elaboration," of printed matters and Table accounting of problem of queue (arithmetic solution and graphic, filing and coding of information, accounting, statistics.

• **Case 16:** management of queues, elaboration of the causes effects diagram "causes-effects," filling of the documents terminal digit methods, particularity of this method of filing, accounting, statistics.

• **Case 17:** Visualization information by a dynamic planning, organization of a trip abroad, elaboration of a trip sheet, filing and coding of information, accounting, statistics.

• **Case 18:** Monitoring Devices: the T.R.T, calculation of bands, conception of a position document, characteristics of Such a document, filing of information in "alphabetical order and justify the choice of the word Director, Accounting, Statistics.

• **Case 19:** Monitoring Devices: the checklist, establishment of a post profile of position and to a curriculum vitae, research of personnel needs, filing of documents and active filing of the pending documents, accounting, statistics.

• **Case 20:** elaboration of a request for personnel form, a printed form for Evaluation of a training action, queue (do consider the two solutions, filing and coding of information, accounting, statistics.

* AMA117: Bilingual training I and economic environment I

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

1. Form of words in French

- Prefix, radical; \Box Root, suffix.
- 2. Explanation of words and group of words
- 3. Morphosyntax and rhetoric
 - Components and structure of the sentence:
 - Simple sentence;
 - complex sentence;
 - sentence composed.
 - Figures of style:
 - Figures of analogy;
 - Figures of amplification;
 - Figures of opposition;

- Figures of mitigation.

4. Administrative correspondence professional and

- The different parts of an administrative correspondence and the administrative style;
- Professional correspondence:
 - Note of service;
 - Record (activity, mission);
 - the report (activity, mission).

5. Professional correspondence to individual dominance

- Request for employment;
- CV;
- Letter of motivation.

6. Methodological Considerations on the written exercises

- French composition;
- Contraction of text:
 - French composition: methodological reminder and application;
 - Contraction of text: methodological reminder and application.

> General Economics: 2 credits (30 hours); 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 Accounts
- 7. The macro-economicequilibrium
- 8. The socialist system
- 9. The capitalisteconomy
- 10. The State and its interventions
- 11. The foundations of international trade
- 12. International payments
- 13. The balance of payments
- 14. Economic development and itsinequalities
- 15. Growth and itsinequalities
- 16. Inflation, unemployment, industrial change
- 17. The issues of development and the globalization of problems
- 18. The developmentstrategies
- 19. The economic integration and the forms of cooperation in the world
- 20. The strategies of the International Debt

* AMA127: Bilingual training I and Economic Environment II

> English Expression: 1 credit (15 hours); L, T

Introduction - Course Content - Syllabus - Importance of English - Style in Business Writing -Punctuation; capitalization - Abbreviations

Parts of speech - Verbs - Question Words - Methodology: - of asking and answering questions Economic activities - Sectors of activity - Commerce and Trade - Channels of Distribution -Essay writing -specialized shops - active voice and passive voice - direct and indirect speech Question Tags - The use of: For - Since - ago. DO AND MAKE - Vocabulary: - Forms of Business Organization - General Organization and the personnel of a firm - Business documents - words denoting numbers -

Adjectives: Comparisons and comparative irregular -Numbers - Measures and Weight -

Vocabulary: Finance - Means of Payment - -Banks and Banking

Words denoting gold Professions trades and places

Words denoting Places -tenses - troublesome Verbs - conditional tense, - I wish - had better - I'd rather - it's time.

Vocabulary: Transport by Road - By Rail - How to tackle Reading Comprehension and exercise.

Vocabulary: Transport by air - by sea. - Other means of payments: bill of exchange; Promissory Note - words denoting Numbers **-The use of**: lot of - Much - Many - Little - Few - a little - a few - exercises relating to the preparation of the 1st continuous assessment.

<u>Vocabulary</u>: Insurance - Essay writing: Structure and different kinds of Essay - (Business Letters + letter of motivation + CV/Resume)

Conjunctions and Embedding - Gerund - Numbers - Fractions - Vocabulary- Insolvency and Bankruptcy -Gold Indirect reported speech

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

- 1. The company, definition and mode of analysis
- 2. Filingof 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 humanresources
- **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

* AMA231: Quantitative techniques and computer skills I

> Probabilities and operational research I: 3 credits (45hours); L, T, P, PE

1. Algebra of sets

- Applications;
- The Counts.
- 2. Basic Set linked to a random experiment
 - Probabilisation;
 - Conditionalprobability;
 - Formula of Bayes;
 - Tests in BERNOUILLI.

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 computer I: 2 credits (30hours); 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. PracticalStudy of Microsoft Excel
 - Presentation;
 - Arithmeticoperations.
- 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.

* AMA241: 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 maskingfluid;

- The Waves...
- 3. The linearprogramming
 - 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 assesment

> Applied computer II: 2 credits (30 hours); L, T, P

Specificwork

- 1. Creation of printed
- 2. Manufacture of various cards with Publisher
- 3. Fusion and direct mail
- 4. Printing of documents and protection
- 5. Update of the various files.

* AMA232: Accounting and ICT I

> System of information I: 2 credits (30 hours); L, T, P

1. Concept information systems

- Introduction
 - Systemic Analysis of the company the system of information:
 - Functions of the IF; the roles of the IF; qualities of A 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 treatment of information.

2. Concept of algorithmic and programming initiation

- Objects: circonsstances, 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.

Analytical accounting and budgetary management I: 2 credits (30 hours); L, T, SPW

1. Of the general ledger to the analytical accounting

- Generality on the analytical accounting (objectives, role, concept of load)
- 2. Analysis of expenses
 - Loads liable and not liable;
 - Direct costs and indirect;
 - Suppletiveloads;
 - Allocation of Indirect Costs.
- 3. Valuation of stocks (FIFO method, LUP)

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

<u>NB</u> : do not address the special notes related to the costs (waste and scrap, semi-finished, sub-products).

- 5. Partial costs
 - The variable costs;
 - The marginal costs.

6. The Rational Importance of loads of structure

* AMA242: Accounting and ICTS II

> System of Information II: 2 credits (30 hours); L, T, P

A- The conceptual model of data: mcd

1. Constitution of the data dictionary DD

- 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.

2. The development of the entity model- Association

- Basic Concepts:
 - Entity and entity type;
 - Attribute (property);
 - Insociation;
 - 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/INSociation

- Relationship of the entities;

4. 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; 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

> Analytical accounting and budgetary management II: 2 credits (30hours); L,

T, P, SPW

1. The predetermined costs

• determination of variances on direct costs and indirect and algebraic analysis of these differences (exclude the graphic analysis)

2. The Budgets (brief study and practice)

- The budgets of the sales;
- The production budgets;
- The budgets of supply; □ budgets of investment; □ budgets of cash flow.

* AMA236: Management of human resources and of events I and II

Introduction to the management of human resources i: 2 credits (30 hours); L, T, SPW

History of the management of HR

- 1. The Secrets of the well-being in the Middle Ages
- 2. The management of staff and the industrial revolution
- 3. The first areas of HRM
- 4. The HRM before the 2nd World War

> Organization an Event I: 1 credit (15 hours); L, T, P

- 1. Analysis of the environment and choice of a strategy
- 2. The planning and project management
- 3. The Logistics

> Introduction to the management of human resources ii: 2 credits (30 hours) ; L, P

Administrative management and social relations

A- Environment of employment

- The CV, letter of motivation, request for employment, sheet of post, recruitment, performance assessment, wage negotiation

1. Locate the legal context of the function and know seek information 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, resuming...);
- Accommodate the employee;
- Know the minimum content of a mandatory CDI ;
- Follow the test periods.

3. Control the management of CSD and acting appointments

- The unemployment contribution on the CSD short;
- what period of time? For whatreason?
- The possibilities of renewal and succession;
- what salary? What premiums?

4. Manage the working time and absences

- The duration of the work;
- The overtime;
- Paid leave (legal framework, planning, etc.);
- The absences disease and accident at work (against-medical visit...); Leave related to parenting.

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

- Distinguish between the different causes of rapture and their consequences;
- Organize administratively to the departure of the employee;
- Inform the employee on its rights to unemployment and the Foresight...

> Organization of an event II: 1 credit (15 hours) ; L, T, P, SPW

- 1. Sponsorship
- 2. The relationship with the media
- 3. Forecasting and Management of Costs
- 4. Evaluation of Results

AMA237: The legal environment and civic education I

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

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

> Civil law: 2 credits (30hours); 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 resident
- 7. The Disabilities
- 8. The legalacts
- 9. The legalfacts

AMA 246 : Professional internship

> The 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

AMA 247: The legal environment and Civic education II

> Law on Commercial Companies 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: 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
- 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

Field : MANAGEMENT

Specialty :

OPERATION OF AIR TRANSPORT

Field:

MANAGEMENT

Specialty:

Operation of Air Transport

1. Objectives of the training

The objective of this specialty is to provide holders of the certificate with theoretical and practical knowledge that will enable them participate in all activities relating to air transport operations performed by air transport companies, management of airport services and the administration of air transport.

2. Skills Sought After

ightarrow General skills

- Understand the professional and economic environment;
- Be apt in oral and written communication;
- Be apt in sales and commercial negotiations;
- Master the legal framework of the activity and be able to analyze the applicable taxation rules;
- Master the use of NIT applicable to air transport;
- Be capable of having a second look at a problem and finding the solution that meets the expectations of the client and the marketing policy of the enterprise;
- Be flexible.

ightarrow Specific Skills

- Technical preparation of the flight (aircraft loading plan);
- Issuing of tickets;
- Processing of passengers;
- Processing of luggage and freight;
- Management of security and security of the flight.

3. Outlets

- Airport and customer service reception officer;
- Commercial stop over and customer relation officer;
- Import and export agent;
- Technical operating officer;
- Freight agent.

4. Organization of the Teachings

Field: Management		Specialty: OPERATION of AIR TRANSPORT							
_			Но	Number					
code	Course Title	L	T	Р	SPW	Total	Of Credits		
Fundamental Courses 30% (2 UC) 9 credits 135 hours									
OAT111	Mathematics and Computer Science I	50	20	0	5	75	5		
OAT112	Quantitative Technicsl	40	15	0	5	60	4		
Professional course 60% (4 UC) 18 credits 270 hours									
OAT113	Economic Environment of Air Transport	40	5	15	5	75	5		
OAT114	Airport platform	45	15	10	5	75	5		
OAT115	Legal framework and safety	35	10	10	5	60	4		
OAT116	Quality and safety management	30	15	10	5	60	4		
Cross-sectional course 10% (1 UC) 3 credits 45 hours									
OAT117	Bilingual training I and economic environment I	30	10	5	0	45	3		
Total		270	100	50	30	450	30		

Semester 1

Semester 2

Field: Management			Specialty: OPERATION OF AIR TRANSPORT						
a a d a	code Course Title	Hourly Volume					Number		
code		L	T	Р	SPW	Total	Of Credits		
Fundamental course 30% (2 UC) 9 credits 135 hours									
OAT121	Mathematics and Computing II		50	20	5	75	5		
OAT122	Quantitative TechnicsII		40	15	5	60	4		
Professional course 60% (4 UC) 18 credits 270 hours									
OAT123	Methodology and Marketing	40	15	15	5	75	5		
OAT124	Goods and Freight	40	15	15	5	75	5		
OAT125	Legal framework and balance of loads in the aircraft	35	10	15	0	60	4		
OAT126	Weighing,pricing of roads and handling of air cargo	30	15	15	0	60	4		
Cross-sectionalcourses 10% (1 UC) 3 credits 45 hours									
OAT127	Bilingual Training II and Economic Environment II	30	10	5	0	45	3		
Total		185	155	100	20	450	30		

Semester 3

Fieldr: Management		Specialty: OPERATION OF AIR TRANSPORT						
code		Hourly Volume					Number	
code	coorse fille	L	T	Р	SPW	Total	Of Credits	
Fundamentalcourse 30% (2 UC) 9 credits 135 hours								
OAT231	Quantitative techniques and computer skills I	35	20	15	5	75	5	
OAT232	Accounting and ICT I	30	15	10	5	60	4	
Professional course 60% (4 UC) 18 credits 270 hours								
OAT233	Security control system and multimodality of transport	30	15	10	5	60	4	
OAT234	Units of packaging and services rendered to the aircraft	30	20	10	0	60	4	
OAT235	The work of synthesis and operational management of the navigation	20	35	30	5	90	6	
OAT236	Administration and planning of air navigation	15	20	20	5	60	4	
Cross-sectionalcourse 10% (1 UC) 3 credits 45 hours								
OAT237	Legal environment and civic education I	30	10	5	0	45	3	
Total		190	135	100	25	450	30	

Semester 4

Field: Management			Specialty: OPERATION OF AIR TRANSPORT						
code	Course Title	Hourly Volume					Number		
		L	T	Р	SPW	Total	Of Credits		
Fundamental course 30% (2 UC) 9 credits 135 hours									
OAT241	Quantitative techniques and computer II	15	30	25	5	75	5		
OAT242	Accounting and ICTS II	10	20	25	5	60	4		
Professional course 60% (4 UC) 18 credits 270 hours									
OAT243	The work of synthesis, management and treatment of airport flows	10	25	20	5	60	4		
OAT244	Claims management and processing of disputes in air transport	20	20	15	5	60	4		
OAT245	Actuation of the skills and management of resources	15	25	15	5	60	4		
OAT246	Professional internship	0	0	60	30	90	6		
Cross-sectional course 10% (1 UC) 3 credits 45 hours									
OAT247	Legal environment and civic education	30	15	0	0	45	3		
Total		100	135	160	55	450	30		

5. Courses content

* OAT 111: Mathematics and computing I

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

- Algebra vector spaces

- 1. Polynomials
 - polynomials characteristics

2. Vector space

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. LinearSystems

- 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**

- real values;
- realvectors.

7. Differential equations and linear recurrence of 2ndorder with cc constant coefficients

8. Mathematical applications in Economics and Management

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

A- The hardware

1. The peripheral components

- inputdevice;
- ouPutdevices;
- The storage devices; \Box the devices of input and output.

2. The central unit

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

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 proprioatry software.

System of Numbering and coding

A- The numbering systems

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

- from Decimal to another base b;
- To a base b of any kind to the decimal basis; □ from 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 binarynumbers;
- Use of the complement to2 in the subtraction;
- multiplication of binary numbers;
- division of binary numbers.

5. Hexadecimalarithmetic

- 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 technological codification.

2. The alphanumeric codes

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

* OAT 121: Mathematics and Computing II

> General Mathematics II: 2 credits (30 hours); L, T, P, SPW

- 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.

> Computing II: 2 credits (30 hours); L, T, P, SPW

A- Computer Networks

1. General information

- Definition of A computer network;
- interest of computer networks;
- basic vocabulary:
 - Workstation;
 - Mode;
 - Server;
 - packet.
- 2. Typology of networks according to the media:
 - Wired networks;

Networks not wired.

3. Typology of networks according to the "Geographic Extent:

- The local networks (LAN);
- The metropolitan area networks (MAN); the wide area networks (WAN) .

4. Network Topologies

- Physicaltopology
 - The bus topology;
 - The star topology;
 - The ring topology; the topology in mesh; the topology in shaft .
- LogicalTopology
 - Networks to dissemination;
 - Point-to-point networks.

5. Network Architectures

- Client/Server architecture; □ architecture of equal to equal.
- 6. 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.

7. The equipment of interconnections:

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

8. 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 rOATgging (loopback).
- Class IP addressing
 - Class A;
 - Class B;
 - Class C.

C. Internet network

1. Concept of protocol

- definitions and a few types of protocols
 - SMP protocol;
 - POP protocol;
 - NNP protocol;

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

* OAT 112: Quantitative technics I

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

$1. \ \, {\rm The \ } {\rm Basics}$

- Simple Interest;
- Calculation of the acquired value.
- Commercial present value and current value rational
- Pre-determined 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;
- present value;
- Equivalent rate and proportional rate;
- apparent rate of interest;
- real interest rate.

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

1. Statistical series to a variable

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

2. Statistical series of two variables

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

✤ OAT 122: Quantitative techniques II

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

1. The Annuities

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

2. The joint loans

- Reimbursement by constant annual installments;
- Amortization table ;
- Laws followed by depreciation recovery of the debt still alive;
- Laws followed by the annuities;
- Applications on the undivided loans (joint loans).

3. The bond loans

- Reimbursements to the pair;
- Constant annualinstallments;
- Constant depreciation;
- Yield rate and rates of returns of a debenture loan;
- rate of returns of debenture loan at issue;
- Choice of Investments.

> 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

***** OAT113: Economic Environment of the Air Transport

- > International Economics: 2 credits (30 hours); L, T, P, SPW
 - A- Benefits and nature of international economic relations:
 - 1. The Act, comparative advantages and the magnitude of the international economic relations
 - **B-** The balance of payments:
 - 1. Definition and operation;
 - 2. The content of the international economic relations
 - 3. The balance of trade
 - The territorial services;
 - The external services;
 - The Unilateraltransfers;
 - The balance of current transactions (balance of income); □ The balance of capital movements;
 - The balance of the compensatory movements.

C- The protectionism and tradepolicy

- 1. The tariff instruments of trade policy the rights of customs
- 2. The instruments Non-tariff barriers to trade policy
- **D-** The cooperation and economic integration: international organizations of economic cooperation International:
 - 1. The International MonataryFund
 - Agreements of Brettons Woods (USA);
 - Collapse of the system of the standard"-currency-gold;
 - Two causes of the collapse;
 - Kingston conference. Amendment of the Statutes of the IMF (1976); SDR.
 - 2. The International Bank for Reconstruction and Development (IBRD)
 - 3. The General Agreement on Tariffs and Trade GATT
 - 4. The Organization of Economic Cooperation and Development (OECD)
 - 5. The United Nations Conference on Trade and Development (CNUCE)

E- The Europeaneconomicintegration

- 1. The modalities and forms of the Economic Integration
- 2. The EuropeanCommunity (EC)
- 3. The The European Free Trade association (EFTA)
- 4. TheEuropean Economic Area (EEA)

F- The economic development and development Assistance

- 1. International economic disparities
- 2. The characteristics of the under-development
- 3. The theories of the Economic under-development
- 4. The developmentstrategies

G- Economicintegration in Africa

1. CEMAC

- 2. UMOA
- 3. CDEAO

> Air Transporteconomics: 3 credits (45 hours); L, T, P, SPW

1. Introduction

2. The economy of the offer

- Economy of the production of services of transport;
- Economics of infrastructure;
- Economics of services in passenger transport.

3. The demand in air transport

- The demand for transport;
- Analysis (static) of the balance of supply and demand; □ management of the request.
- 4. The management of the transport system and its development
 - The management of the medium-term offer;
 - Long-term development of a transportation system;
 supplements and openings.

OAT 114: Airportplatform

> Airport environment: 3 credits (45 hours); L, T, P, SPW

- 1. The devicemodels
 - Gateway model;
 - Satellite model;
 - Gateway model-satellite ;
 model semi-circular;
 Room of waiting for mobile.

2. Role and Responsibilities of the stakeholders

- Airlines;
- The air navigation services and meteorology;
- Royal Canadian Mounted Police;
- Police;
- FireDepartment;
- Oil tankers;
- Customs;
- Health;
- Catering;
- Shops.

> Passengers and Baggage I: 2 credits (30 hours); L, T, P

- 1. General information
- 2. The commercial documents and Accounts
- 3. System of management of passengers
 - Booking module (PNR);
 - Inventory Module (yield management);
 - Control Module of departures (DCS);
 - the revenues management module (RMS).

4. Treatment of passengers

- The different types of passengers;
- Passengers not admitted expelled, persons to be convicted;
- Procedures for registration;
- Procedures For boarding ;
- landing procedures;
- Treatment of carry-on baggage.

5. Baggageprocessing

- Standards of registration;
- Bags out template;
- Baggage disputes (System World Tracer);
- 6. The contract of assistance

* OAT 115: Legal framework and safety

> Law and regulation of air transport: 2 credits (30 hours); L, T, P, PE

1. Background and objectives of the instruction

2. Certification of Operators

- The functions of the authorities of the State;
- Methods by which the State exercises normally its authority;
- Permit to exploitation.

3. The Convention on International Civil Aviation

- The Convention on the international civil aviation;
- Sovereignty over the airspace;
- Right to overview by commercial aircraft of the territory of the Contracting States.

4. Question of International Air Transport

- Treated in the Conventions;
- The problems dealt with in an international arrangement.
- 5. The International Civil Aviation Organization (ICAO)
- 3. The organization of the international civil aviation;
- 4. documents and publications of the ICAO.

6. Responsibility for the airworthiness of aircraft

- Responsibilities of the State relating to the maintenance of the airworthiness of aircraft;
- Responsibility of the operator in respect to the maintenance of the airworthiness of aircraft;
- Responsibility of the operator relating to the loading (state of charge).

7. The regulatory provisions of the flight manual.

- Field of application of the manual of the flight;
- Content of a flight manual typical;
- Systems of circuits of edge that present interest for the state, and effect of their state of operation.
- 8. Introduction to the minimum list of equipment (LME)
 - General description
- 9. Introduction In the Operations Manual
 - The force of the Manual of Operating;

• Layout and content of the Manual of Operating.

10. Aircrew

- Patents, licenses and qualifications;
- Composition of crews, designation of the CBD; □ responsibility of the CBD.
- 11. Embedded documentation

12. Equipment for navigation, communication and rescue

> Introduction to the safety: 2 credits (30 hours); L, T, P.

- 1. Objective of the safety
- 2. General Organization of the safety of the Aviation
- 3. Presentation of the national program of safety (PNS) of the civil aviation
- 4. Responsibility of the airline in terms of reliability of the civil aviation
- 5. Safety Program of the company
- 6. Role of the chief of security of the operator
- 7. Responsibility of the captain and the crew of conduct relating to security
- 8. Protection of the cockpit
- 9. Precautionsbe fore flight

***** OAT 116: Safety and quality Management

> Quality Management System: 2 credits (30 hours); L, T, P

- 1. General requirements
- 2. Requirements relating to the documentation
 - General information ;
 - Quality Manual;
 Control of documents;
 - Control of Records.

3. **Responsibility of the Directorate**

- Management commitment;
- Listens to the customer;
- Qualitypolicy;
- Planning;
- Responsibility, Authority and Communication.

4. Management of Resources

- Provision of resources;
- HumanResources;
- Competence, Training and awareness raising and training;
- Infrastructure;
- WorkEnvironment.

> Introduction to the Safety Management System I: 2 credits (30 hours); L, T, P, SPW

- 1. Role of the responsible officer
- 2. Guide to the preparation of a manual GSS
 - Introduction;
 - Security policy and organization;
 - Risk management;
 - Assurance of the maintenance of the Security;
 - Promotion of security.

3. Elaboration of an impact assessment on the security in the event of change

- Introduction;
- Principle of evaluations of impact on Security (EIS);
- Evaluation of impact on the safety (risk management);
- Form ofimpact evaluation.

* OAT 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 nondénombrable ;
- 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

- 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 Accounts
- 7. The macro-economicequilibrium
- 8. The socialist system
- 9. The capitalisteconomy
- 10. The State and its interventions
- 11. The foundations of international trade
- 12. International payments
- 13. The balance of payments
- 14. Economic development and itsinequalities
- 15. Growth and itsinequalities
- 16. Inflation, unemployment, industrial change
- 17. The issues of development and the globalization of problems
- 18. The developmentstrategies
- 19. The economic integration and the forms of cooperation in the world;
- 20. The strategies of the International Debt

* OAT 127: Bilingual training II 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

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

- TheEnterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- Theinsertion of the company in the economic fabric;
- Thecommercial activity of the enterprise;

- Theproductive activity of theenterprise;
- Logistics in theenterprise;
- Thefinancial activity of the enterprise ;
- The management of human resources;
- Thesystemic approach of the enterprise;
- Information system;
- The decisionmakingprocess
- Thestrategic analysis of the company;
- Choice and implementation of a strategy;
- Thebusiness, society and culture; □
- Thebusiness, society and theEthics.

OAT 123: Methodology and Marketing

> Marketing applied to the air transport: 2 credits (30 hours); L, T, P, SPW

- 1. History of marketing
- 2. The foundations of the marketing concept
- 3. The role of marketing
- 4. The approach of marketing
- 5. The areas of application of marketing
- 6. Relations between Business and the market
- 7. The environment of the Company
- 8. The characteristics and actors in the market
- 9. The demand of the consumers
- 10. The behavior of the Consumer face in the market
- 11. The segmentation of the market
- 12. The internal and external factors which influence the Purchaser
- 13. The Analysis of the competition

> Methodology for drafting a report of internship: 1credit (15hours); L, P

- 1. The collection of Information
- 2. How to make a report
- 3. The plan of the probationary report and the Executive Summary
- 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 annexes
- 9. When to start his internship report
- 10. How to find a subject of Internship report
- 11. The cover page
- 12. How to writeeffectively
- **13.** Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
- 14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)

15. How to prepare the defense

> Purchase negotiation sale: 2 credits (30 hours); L, T, P, SPW

1. Systemiclogic of the Negotiation

- Fit the situation of negotiations;
- Explore and collect information on the specific objectives and issues;
- take position and negotiate;
- conclude.

2. Key steps of the process of purchase

- Identification of need;
- Review and formalization of the need (specifications);
- Analysis of the market;
- The call for offer;
- Counting of the call for offers and analysis of results;
- Analysis of the strengths and weaknesses;
- Selecting short list;
- Negotiations (search of the agreement);
- contractualisation.

3. Key steps sales process

- Preparation: objectives and strategic plan;
- Preparationatmosphere of context;
- Open questioning and methods of "active listening;
- Reformulation of the need;
- Involvement of the prospect in the act of Purchase;
- discussion and research of agreements;
- conclusion.

OAT 124: Goods and Freight

> The dangerous goods: 2 credits (30 hours); L, T, P, SPW

1. General Theory

- The basis of the Regulations;
- Responsibility of shippers/carriers;
- training.

2. Restriction

- Dangerousgoodsconcealed;
- Dangerous goods transported by the passengers and the crew";
- Differences of states and airlines.

3. Classification of DangerousGoods

- General principles;
- The classes of dangerous goods;

- Dangerous goods to multiple risks;
- Identification of DangerousGoods
- General information;
- Choice of the exact designation of "expedition;
- List of dangerous goods;
 specific definitions.

4. Packaging

- General information;
- Instructions for packaging;
- Identification of the types of packaging.

5. Marking and labelling of dangerous goods

- Markings;
- Labelling;
- Specification of the labels.

6. Documentation

- Declaration of the Sender of dangerous goods;
- Letter of air transport.

7. Treatment of dangerousgoods

- Acceptance;
- Warehousing;
- Loading;
- Inspection;
- Information to provide.

8. Radioactive materials

- Transport of radioactive goods;
- Restrictions;
- Classification;
- Identification;
- Packaging;
- Marking and labelling; \Box Documentation.

> Treatment of air cargo I: 2 credits (30 hours); L, T, P

1. Generality

- IATA areas and code of cities/airport;
- Abbreviations of codes ;
- Coding/decoding of the companies;
- Definitions;
- The conversion tables of weights and measures.

2. Acceptance of the transportation and logistics

- Generality;
- Documents to be provided by the sender";
- Acceptance of the goods;
- Delivery;
- Shipping during transport.
- 3. Transportation Costs

- Taxation;
- Rates not published;
- Calculation of the transport costs;
 Costs Appendix.
- The letter of air transport

* OAT 125 : Legal framework and balance of loads in the aircraft

> Ground control and the centering: 2 credits (30 hours); L, T, P

- 1. Introduction to the control of the weight and balance
- 2. Definitions and objectives (limits of structure, aerodynamic and operational)
- 3. Organization of responsibilities relating to the control of the weight and balance
- 4. Technical services, preparation of the load and communication
- 5. Methods of calculation of the mass and the centering (moments and% MAC)
- 6. Authorization of loading (state of charge); detailed description

> Certification of an airline company: 2 credits (30 hours); L, T, P

- 1. The Air Transport License
- 2. The certificate of air carrier
- 3. Detailed study of the Operations Manual A, B, C, D
 - Organization of an airline;
 - The control of operation;
 - Crew and qualifications;
 - Limitation of working time and rest recuperator;
 - Qualification to the jurisdiction of the road and airfield;
 - The provisions of health;
 - Procedures for operating on the ground;
 - Use of Aircraft;
 - Roads and Road;
 - Training of crews.

4. Study of Airworthiness

• Procedures and Documents

5. Detailed study of the MEL/CDL

- Master MEL;
- Procedure for adaptation of the Master MEL;
- approval of the MEL.

* OAT 126: Weighing and pricing of the loads and handling of air cargo

Planning of the load: 2 credits (30 hours); L, T, P

1. The three aspects of the planning of the load

• The volume or space available;

- Carry the maximum load;
- Distribute the load and the separate depending on the nature, the destination, etc.

2. Combined limitations of maximum pay

- Difference between base weight and mass of Maxi without fuel;
- volumetric limits ;
- passenger capacity.

3. Tables of pre-allocation of the pay load load

- Cargo ventilation, pax, position; lump-sum mass by pax (statistics);
- Case of excessive load (larger aircraft, landing in Road, hold favorable weather, disembark load);
- List of Priority pax, freight claims and position, live animals.

4. Definition of masses of maximum calculation

- Whendriving;
- Take-off;
- Landing;
- Without fuel.

5. The operational factors that can limit the earth

- Limitation of track on takeoff and the landing;
- Limitation of performance at takeoff and landing";
- Limitation to the take-off related to the limitation landing and to the conso;
- limitations related to anomalies of loading or fuel; □ limitations related to the state machine.

6. The various operational masses

• BOW , Dow, ZFW, OW, TOW and all the relationships combined

7. MINS of the passengers

Convention according to regulations, statistics, season or destination

8. Reminders of the mass of the fuel minimum

- Concept of fuel mini on assumption of ZFW;
- Notions of density, temperature, and mass;
- Converting Units of Volume (liters, USG, gal) in kg.

9. Determination of the pay load available

- Determine operational mass eligible to take-off;
- Determine the fuel mini and the fuel for the take-off to the ground;
- Determine the ZFW (compare to the ZFW maxi);
- Closer to the DOW.

10. Centering and longitudinal stability

- The center of gravity and the center of aerodynamic thrust;
- The mean aerodynamic chord (MAC) and % MAC;
- functions of stabilizer and the control surfaces of depth;
- variations of the CG depending on the load.

11. Moments and centering

 the time, definition and units; negative time and conditions of balancing"

> The structural aspects of the loading of a plane: 2 credits (30 hours); L, T, P

1. **Resistance of the fuselage**

- need to distribute the load to decrease the local overload;
- Stowage of the load for the security and stability of the Balance.

2. Structure of the fuselage

- Floor joists laid down in the backbone of the fuselage;
- Loads transmitted to the structure of the fuselage and wings and the train;
- loads of remote structure of the wings can withstand more of mass;
- The bunkers closest to the wings can withstand more mass.

3. Illustrations of eligibleloading

- Schema of fuselage with senior compartments and lower;
- Resistance of each section of the floor
- Maximum load per unit of floor surface
- Load per unit length
- Use of standardized spacers to spread the load.

4. Tables of maximum combinations

- Tables builders by plane and/or by cargo door;
- combination of length, height, width, maximum.

5. Immobilization of loads

- Protection of persons, cargo and the plane;
- Prevent movement of the brutal CG in acceleration, turbulence;
- Methods of immobilization in the hold bulk or in CAB;
- Pallets description, limitations, cargo stowage on pallet and pallet on A/C;
 Certification Containers, description, limits stowage of containers.
- 6. Imitation: airplane mass, bunkers, compartments, floor, centering
- 7. Dangerousgoods, accounting, location, priorities
- 8. Loading Instructions
 - Responsibility of the authorising officer, AE or loader chief;
 - Detailed form with visa of conformity of the charger.

9. Loads of last minute (LA)

- Conditions of acceptance
- 10. Authorization of loading (state of load)
 - Description, details of loading, LA, limitations, CG

11. Dangerous goods and other special cargo

- Awareness: types, packaging, separation, inspection, information, CBD;
- Live animals: handling, processing temperature, ventilation, protection of the aircraft, the pax, of the crew.

12. IATA system of technical numbering of the flight
* OAT 231: Quantitative techniques and computer skills I

> Probabilities and Operational Research i: 3 credits (45 hours); L, T, P, 4SPW

- 1. Algebra of sets
 - Applications;
 - The Counts.

2. Basic Set linked to a random experiment

- Probability;
- Conditionalprobability;
- Formula of Bayes;
- Tests in BERNOUILLI.

3. Random variables discrete

- Law of probability;
- Distribution function.

4. Random variables continuous

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

5. Conventionallaws

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

> Applied computer 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. PracticalStudy of Microsoft Excel
 - Presentation;
 - Arithmeticoperations.

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.

* OAT 241: Quantitative Technical and informatics II

> Probabilities and Operational Research II: 3 credits (45 hours); 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 treesmaskingfluid;
- The Waves...

3. The linearprogramming

- 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 informatics II: 2 credits (30hours); L, T, P

Specific work

□ Software of exploitation of air transport

OAT 232: Accounting and ICT I

> Logistics Information System i: 2 credits (30 hours); L, T, P, SPW

1. Concept information systems

- Introduction
 - Systemic Analysis of the company the system of information system:
 - Functions of the inforamtion system; the roles of the IF;

- Qualities of an IF.
- Computerization of the IF:
 - \checkmark The parts of an IF;
 - \checkmark 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: circumstances, 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.

> Cost accounting and budgetary management i: 2 credits (30hours); L, T, SPW

1. Of the general ledger to the analytical accounting

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

2. Analysis of expenses

- liable and non-liableexpense;
- Direct and indirectcost;
- Suppletiveexpenses;
- Allocation of Indirect Costs.
- 3. Valuation of stocks (FIFO method, Average Method)

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, semi-finished, sub-products)

5. Partial costs

- The variable costs; \Box marginal costs.
- 6. The Rational Importance of expenses

OAT 242 : Accounting and ICTS II

System of Information II: 2 credits (30 hours); L, T, P

A- The conceptual model of data: mcd

1. Constitution of the data dictionary DD

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

2. The development of the entity association model

- 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. 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; 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

Cost accounting and budgetary management II: 2 credits (30 hours); L, T, P, SPW

1. The predeterminedcosts

• Identification of standard deviation on direct costs and indirect and algebraic analysis of these differences (exclude the graphic analysis)

2. The Budgets (brief study and practice)

- The budgets of the sales;
- The production budgets;
- The budgets of supply;

- The budgets of the investment;
- budgets of cash flow.

✤ OAT 233: Security and control system and multimodality of transport

> Introduction to the Safety Management System II: 1 credit (15 hours); L, T, P, SPW

- 1. Method of analysis of incidents/accidents
 - Introduction;
 - Form of accident/incident analysis.
- 2. Supplement relating to the characteristics of the risk fatigue
 - Particular case of risk management fatigue; □ assurance of the maintenance of security.

> Introduction to the safety II: 1 credit (15 hours); L, T, P, SPW

- 1. Responsibilities of the Chief of the cab in the area of safety
- 2. Measures of safety related to activities traffic and passage of an Airline
- 3. Measures of safety related to activities track, office, armaments, cleaning and victualling
- 4. Work to the Airport
- 5. Protection of Aircraftparked
- 6. Filtering and physical search of hold baggage and cab
- 7. Manual inspection of luggage
- 8. Escort of passengers and shipments by air 9. Search and protection of a sterile area.

> The road transport (terrestrial): 1 credit (15 hours); L, T, P

- 1. Specificcharacteristics to road transport
- 2. Characteristics of roads
- 3. Control of the load to the axle and preservation of roads
- 4. Transport of people and goods
- 5. Choice and cost of operation of motor vehicles
- 6. Technical control and inspections and the maintenance of the vehicles
- 7. Organization of the profession

> The maritime and inland waterway transport: 1 credit (1 hours); L, T, P

- 1. Specific characteristics of mode of Transport
- 2. The port infrastructure
- 3. Transport of people and goods
- 4. Characteristics and Types of vessels or boats
- 5. The costs of exploitation"
- 6. Terminal Charges
- 7. The organization of the profession

* OAT 234: Units of command and services rendered to the aircraft

> Assistance from the aircraft to the stopover: 2 credits (30 hours); L, T, P

Technicalaffected

- 1. The stakeholders
- 2. Aircraft Park and safety zone
- 3. Refuelling
- 4. The Constraints
- 5. Load Test
- 6. The contract of assistance
- 7. The equipment of Airport assistance
- 8. FireSafety
- 9. Anti-cooling and coolingg of the Air
- **10.**Nomenclature of causes of delays
- 11. Regulation of flights

> The packagings in air transport: 2 credits (30 hours); L, T, P.

1. General Packing Instructions

- Restrictions on size and weight of the mailings;
- General instructions for packaging;
- General methods of packaging;
- Closure of your package;
- Addressing and labelling of your package;
- Instructions for the packaging of particular goods.

2. The packing instructions for perishable foodstuffs

- Preparation of perishable foodstuffs for the shipping;
- Maintenance of the temperature of the refrigerated products during transport;
- Maintenance of the temperature of the frozen products during transport;
- Shipment of fish and seafood with the ice;
- protection of products in order to avoid freezing their;
- Instructions of sealing and of labelling.

3. The packing instructions for flowers and plants

- Requirements relating to the packaging ;
- Preparation of flowers and plants for the shipping;
- The recommendations of the Service Express;
- Instructions for sealing and labelling.

4. The packing instructions for the computer hardware

- Options for Recommended packaging;
- Shipping in the packing of Origin of the manufacturer;
- Shipping without the packing of Origin of the manufacturer;
- Instructions for sealing and labelling;
- Shipping in a fund of transport;
- Packaging for shipments of freight;

• General instructions for the shipping of components and computing devices.

5. The packing instructions for clinical samples

- Requirements of packaging of clinical samples;
- General requirements of packaging;
- Requirements of complementary packaging of clinical samples Non-infectious.

6. The packing instructions for the automotive parts

- General instructions;
- Good practices for automotive parts;
- Methods of shipping and minimum requirements of packaging;
- Shipping safely with a packaging and a adequate padding;
- Shipment with a basis for forklift truck;
- Instructions relating to dangerous goods;
- packaging for shipments of freight;
- Instructions of sealing and of labelling.

7. The packing instructions for the batteries / Battery

- Preparation of Batteries loaded for the shipping;
- Shipment of batteries to liquid;
- Shipment of dry cell batteries;
- Shipment of batteries/ lithium batteries;
- Instructions of sealing and of labelling;
- Restrictions on shipment of batteries/batteries.

8. The packing instructions for the packaging of United Nations shipments 3373

- The requirements of shipments listed as biological substances of Category B;
- General requirements of packaging;
- Marking requirements of shipments listed as biological substances of category B.

* OAT 235: Work of synthesis and operational management of the navigation

> Weather: 2 credits (30 hours); L, T, P

1. Atmosphere

- Temperature, humidity of the atmosphere and units;
- Atmospheric pressure and units;
- wind;
- turbulence.
- 2. Clouds
 - Formation of clouds to the precipitation; \Box thunderstorms.
- 3. Aircraftcooling
- 4. Visibility and runwayvisual range
- 5. Climatology
 - General Climatology;
 - Climatologyalonga road.

- 6. Time under the tropics
- 7. Messages of meteorological observation aeronautics
- 8. Analysis of the cards is surface and in altitude
- 9. Aviation Forecasts
- 10. Meteorological support to the international navigation
- 11. Organization of the weather assistance aeronautics in the states

> The work of Synthesis I: 2 credits (30 hours); T, P

A dozen of practical cases mounted and animated by a group of teachers of the specialty

> The Navigation: 2 credits (30 hours); L, T, P, SPW

- 1. Position and distance
- 2. Time
- 3. True direction, magnetic and compass
- 4. Map protections
- 5. Cards used by a representative operator
- 6. General determination of the position of a plane
- 7. Measurement of aerodynamic speeds
- 8. Measurement of the altitude of the aircraft
- 9. Introduction to the radionavigation system
- 10. Point of non-return (NRP) and critical point (équitemps)
- 11. System of landing with instruments (they)
- 12. Navigation Procedures

* OAT 236: Administration and planning of air navigation

> Flight Plan: 2 credits (30 hours); L, T, P, SPW

- 1. The flight plan ATC
- 2. Operational Flight Plan

> Record of flight: 2 credits (30 hours); L, T, P

- 1. Constitution of flight record
- 2. Acceptance by the"crew

✤ OAT 237: The legal environment and civic education I

- > 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: 2 credits (30hours); 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

* OAT243: Work of synthesis, management and treatment of airport flows

> Passengers and Baggage II: 1 credit (15 hours); L, T, P

1. Baggageprocessing

- Standards of registration;
- Bags out template;
- Baggage disputes (System World Tracer).

2. The contract of assistance

> Treatment of air cargo II: 1 credit (15hours); L, T, P, SPW

1. Transportation Costs

- Taxation;
- Rates not published;
- Calculation of the transport costs;
- Charges;
- The letter of air transport.

> 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

* OAT 244 : Claims management and processing of disputes in air transport

> Treatment of incidents - accidents: 2 credits (30 hours); L, T, P

- 1. Definitions
- 2. Record
- 3. Serious Incidents
- 4. Accidents

> Investigations on the incidents and accidents to aircraft: 2 credits (30 hours); L,

T, P, SPW

- 1. Objective of the Investigation
- 2. Responsibility of the state of occurrence

- 3. Conservation of the indices, custody and removal of theaircraft
- 4. Responsibility of the state of registration, the state of the design or the "state" of construction
- 5. Responsibility of the opening and of the conduct of the Investigation
- 6. Organization and Conduct of the Investigation
- 7. Participation in the Investigation
- 8. Preliminaryaccount
- 9. Reporting of Data of accident/incident
- 10. System of account of Incidents
- 11. The Database System
- 12. Data analysis, measurementpreventivemeasures
- 13. Exchange of security information

***** OAT245: Coordination and resource management

Human Factors and dispatch resources management: 2 credits (30 hours); L, T, P, SPW

- 1. Meaning of the expression "human factors"
- 2. DispatchResources Management (DRM)
- 3. Awareness, drive, return of information and strengthening
- 4. DRM Concept of base: environment of the operation; vigilance
- 5. Communications, use of the Info, interpersonal relations
- 6. Management of the workload, effective decision-making
- 7. The parts of the statement DRM and the evolution of concepts
- 8. Management of stress and fatigue
- 9. Errorsinduced by the Technology
- 10. Command and Leadership
- 11. Management of Conflicts
- 12. Corporateresource management

> Command and Leadership: 2 credits (30 hours); L, T, P, SPW

1. The Leadership

- Introduction on the notions of power and leadership;
- The origins of leadership;
- The Study of Behavior styles:
 - The two-dimensional model of leadership;
 - The Managerial grid of Blake and sheep; the situational approaches to leadership.
- Recentresearch:
 - The implicit theories of leadership; the Study of Shweder.

2. The dynamics of the group

- The different types of groups;
- The communication of influence in the groups;
- The animation of group.

OAT 246: Professional internship

> The 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 and academic supervisor structure
- 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

* OAT 247: The 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: 2 credits (30 hours); L, T, P

- 1. Definition of thelabour law, creation 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

Field : MANAGEMENT

Specialty :

MANAGEMENT OF NON-GOVERNMENTAL ORGANIZATION (NGO'S)

Field:

Specialty:

MANAGEMENT

Management of Non Governmental Organizations

1. The objective of the training

The objective of this specialty is to produce technicians having good knowledge of analyses of the stakes of NGOs, the understanding and use of management techniques, the conception and follow-up of projects, and negotiation with partners.

2. Skills Sought After

\rightarrow General skills

- Understand the professional and economic environment and enterprises;
- Master the use of the computer;
- Be apt in oral and written communication;
- Be capable of team leadership.

\rightarrow Specific Skills

- Lead a project for the creation of an NGO);
- Master the analyzing and evaluation tools of projects;
- Mount and manage NGO development projects;
- Participate in the preparation of NGO action plans (preparation of the rules, and orientation and harmonization of their orientation;
- Put in place the means necessary for the accomplishment of the administrative action (defining the mission, programmers and scheduling; management of subventions and financial assistance);
- Give an account of the conduct of the work to hierarchy;
- Update his knowledge and follow up the evolution of regulatory and legislative instruments in the domain.

The holder of the HND should be able to:

- Identify the principal components of a project in the domain and the roles involved;
- Evaluate the charges and arrange the scheduling of an NGO;
- Construct and follow up the budgetary plan of an NGO;
- Follow up and master NGOs.

3. OUTLETS

- Administrative officer of NGOs;
- Collaborator to the head of a project;
- Assistant to the head of a cooperation and development mission;

4. Organization of Courses

Semester 1

Field : MANAGEMENT			Specialty : MANAGEMENT OF NGO'S						
			Hourl	y Vo	olume	Number			
code	Course fiffie	L	Т	Ρ	SPW	Total	Of Credits		
Fundamental courses 30% (2 UC) 9 credits 135 hours									
MNG111	Mathematics and Computer Science I	40	20	10	5	75	5		
MNG112	Quantitative techniques of management I	30	15	10	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
MNG113	Legal Environment and accounting 1	35	10	10	5	60	4		
MNG114	Business ethics and analysis of markets I	45	15	10	5	75	5		
MNG115	I Marketing	30	15	10	5	60	4		
MNG116	Creation and management of the projects 1	40	15	15	5	75	5		
Cross-sectional courses 10% (1 UC) 3 credits 45 hours									
MNG117	Bilingual training I and economic environment I	25	10	5	5	45	3		
Total		245	100	70	35	450	30		

Semester 2

Field: MANAGEMENT		Specialty : MANAGEMENT OF NGO'S						
	Course title		Number					
code		L	т	Р	SPW	Total	Of Credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
MNG121	Mathematics and Computing II	45	15	10	5	75	5	
MNG122	Quantitative techniques of management II	35	10	10	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
MNG123	Legal Environment and accounting II	35	10	10	5	60	4	
MNG124	Business ethics and analysis of markets II	40	15	15	5	75	5	
MNG125	Management Techniques	30	15	10	5	60	4	
MNG126	Methodology, creation and management of projects II	40	15	15	5	75	5	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MNG127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3	
Total		250	90	75	35	450	30	

Semester 3

Field: MANAGEMENT		Specialty : MANAGEMENT OF NGO'S						
		Hourly Volume		Number				
code	Course title	L	Т	P	SPW	Total	Of Credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
MNG231	Quantitative techniques and computer skills I	35	20	15	5	75	5	
MNG232	Information Systems and Financial Analysis I	30	15	10	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
MNG233	General Policy and Accounting Management I	30	20	5	5	60	4	
MNG234	Management of Risks and initiation to the Logistics I	25	15	15	5	60	4	
MNG235	Management Techniques of camp I	30	20	5	5	60	4	
MNG236	Management techniques and management of projects III and IV	30	40	15	5	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MNG237	The legal environment and the creation of business	25	10	5	5	45	3	
Total		205	140	70	35	450	30	

Semester 4

Field: MANAGEMENT			Specialty : MANAGEMENT OF NGO'S							
code	Course title		Number							
		L	Т	Р	SPW	Total	Of Credits			
Fundamental courses 30% (2 UC) 9 credits 135 hours										
MNG241	Quantitative techniques and Computing I	20	25	25	5	75	5			
MNG242	Information Systems and Financial Analysis II	10	20	25	5	60	4			
Professional courses 60% (4 UC) 18 credits 270 hours										
MNG243	General Policy and Accounting Management II	20	25	10	5	60	4			
MNG244	Management of Risks and initiation to the Logistics II	15	25	15	5	60	4			
MNG245	Initiation to logistics and management of camps II	15	20	20	5	60	4			
MNG246	Professional Internship			60	30	90	6			
Cross-sectional courses 10% (1 UC) 3 credits 45 hours										
MNG247	Legal environment and civic education II	25	10	5	5	45	3			
Total		133	165	120	32	450	30			

5. Courses contents

MNG 111: Mathematics and Computing 1

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

- Algebra vector spaces

1. Polynomials

• Polynomialscharacteristics.

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. LinearSystems

- Inversion of matrix of order less than or equal to 3 method of Gauss;

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 devicesofinput;
- 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;
- Thepowersupply;
- The cards of extension;
- other internal organs.

3. The unit of exchange (or bus)

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

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:
 - 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 numbering systems

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

3. The basic changes

- Of Decimal to another base b;
- Toa 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 binary numbers signed:
 - Exact representation;
 - Representation in complement to 2.

- Addition of binarynumbers;
- Subtraction of binarynumbers;
- Use the add-in to 2 in the subtraction;
- multiplication of binary numbers;
- division of binary numbers.

5. Hexadecimalarithmetic

- 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.

* MNG 121: Mathematics and Computing II

General Mathematics II: 3 credits (45 hours); 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 oforder 1

10. Mathematical applications in Economics and Management

> General Computing II: 2 credits (30 hours); 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.
- accordingtheGeographicExtent:
 - 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
 - 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:
 - Thecomputer;
 - The network card;
 - The server;
 - The network cable;
 - The transceiver (or adapter);
 - the transmission mounts;
 - the socket.
- The equipmentofinterconnections:
 - 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 ofhost (Host ID).
- Specificaddresses
 - Network address;
 - Machine address;
 - Broadcast Address (broadcaste);
 - 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
 - SMP protocol;
 - POP protocol;
 - NNP protocol;
 - The FP protocol;
 - HTP 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).

MNG112: 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;
- Rate equivalent and proportional rate;
- rate ofInterest apparent;
- rate of real interest.

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

1. Statistical series to a variable

- 2. Definition and vocabulary;
 - Graphicalrepresentation;
 - Characteristics of central tendency and dispersal characteristics:
 - Average;
 - Mode;
 - Median;
 - Gap-type; quantiles; coefficient of variation.

3. Statisticalseries 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.

* MNG122: Quantitative Techniques II

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

1. The Annuities

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

2. The undivist debenture

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

3. The bond loans (Obligatory Loans)

- Reimbursements to the pair;
- Constant annuities;
- Constant depreciation;
- Rate of yield and rates of returns of a debenture loan;
- rate of returns of theborrowing to theBroadcast;
- Choice of Investments.

> 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 assumption and the KHI-two

* MNG 113: The legal environment and Accounting I

> Principles of Accounting 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 Employment and Resource
- 3. The account and the principle of the double part
- 4. The accounting transfer
- 5. The accounting systems (conventional and computerized) 6. Purchase and sale of the goods
 - the elements which diminish the invoice (reductions);
 - The elements that increases the invoice (transportation costs, VAT, packaging (see only logging and deconsignation).

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

1. Legal Classifications of Economic Activities

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

2. The company

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

3. Organisational Structures

- Sole Proprietorship;
- Private Limited Companies, Commercial companies and civil,
- Cooperatives... public limited company.

4. Instruments of payment and credit

- Checks, bill of exchange, promissory notes, Dailli slip, cards; leasing; the inheritance.
- 5. Forecasting and regulation of business difficulties

* MNG 123: The legal environment and accounting II

> Principles of Accounting II: 2 credits (30 hours); L, T, P

1. The Regulations

- In cash (broken, bank);
- A term (effect of trade : creation, cashing).

<u>NB</u> : do not see the movement of the effects of trade.

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

<u>NB</u> : from management accounts present the significant balances of management.

3. Concept of amortization (constant and degressive)

- Terminology;
- Calculation (Table DDepreciation of INSets placed in service at the beginning and the course of exercise).

4. Concept of Provision

- For depreciation;
- For loads and losses.

<u>NB</u> : for the Chapters IX and X and present the Extract from the balance sheet (brief study and practice).

> Legal and Tax Management : 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 para-fiscal charges; -Taxation ofstate and local taxation.
- 3. Presentation of different taxes
 - Vat; Taxes on income; Tax on corporations.
- 4. Relations between taxpayer and tax administration (fiscal control, tax litigation)

* MNG 114: Business ethics and analysis of markets I

> Business Ethics I: 2 credits (30 hours); L, T, P,SPW

- The loyalty in contractual matters;
- The loyalty of the competition;
- The duties and responsibility of the leaders and auditors.

> Analysis of the markets I: 3 credits (45 hours); L, T, P, SPW

- How to analyze a market?
- The study of the competition, characteristics.

The productpolicy

- The classification and the identity of the product;
- The cycle of life, packing and packaging;
- The quality, standards and labels;
- The range, the design;
- The launch of new products;
- The policy communication: communication media, the communication nonmedia.

* MNG 124: Business ethics and analysis of markets II

> Business Ethics II: 2 credits (30 hours); L, T, P, SPW

- The duties and responsibility of the leaders and auditors; - the control of the management by the Cooperation; - the prohibitions and disqualifications.

> Analysis of the Markets II: 3 credits (45 hours); L, T, P, SPW

The privatepolicy

- The priceconstraints;
- The strategies of price by the launch of a new product;
- The strategies of prices compared to the request, the fixing of prices by the costs;

The distribution policy

- Definitions;
- The functions;
- The different forms of distribution.

MNG 115: Marketing I

> Principles /Bases of Marketing: 2 credits (30 hours); L, T, P

1. The basis of marketing

- History of marketing;
- Definition and objective of the Marketing;
- Evolution of Marketing ;
- Field of application of marketing; customer satisfaction.

2. The Market

- Theenvironment;
- The concept of the market;
- The segmentation;
- Indicators of the market;
- Analysis of competition (competitive positions, competitive strategies,).

3. Marketing Information

- The Analysis of consumer market
- Consumer's behavior relating to purchasing (models of 'analysis, the consumer, the determinants of the 'purchase, the Process of purchase).
- Market Research Techniques (Phase of the conduct, techniques of descriptive studies, processing of information).

4. political and social marketing credit (30 hours) ; L;T;P, SPW

- The 'strategic analysis in marketing (environmental analysis and determination of the opportunities /threats, Diagnosis of the 'company and determination of the strength/weaknesses.
- The 'Strategic Development (formulation of objectives, targeting and positioning, choice of strategic vectors);
- The marketing mix (the contours of the concept of marketing mix, the product, the price, the distribution the marketing communication /EOL).
- The product life cycle (from the idea generation to phases of the product life cycle)
- Management of brands
- Operation of the product (product functions).

> Management of communication in projects I: 2 credits (30 hours); L, T, P, SPW

- Planning the communication: needs analysis, use of technology, methods and models of communication.
- Disseminating of communication in NGO's I: 2 credits (30 hours)L,T,P, PE.

* MNG 125: Marketing II

> Fundamental Marketing II: 2 credits (30hours); L, T, P, SPW

1. Maketing Information

- TheAnalysis of consumer markets;
- Consumer behavior relating to purchasing (models of analysis, the consumer, the determinants of the purchase, the process of purchase);
- -
- Market Research Techniques (Phase of the conduct, techniques of descriptive studies, processing of information).

2. Introduction to Marketing Planning

- Thestrategic analysis in marketing (environmental analysis and determination of the opportunities /threats, Diagnosis of the company and determination of the strengths/weaknesses);
- The Strategic Development (formulation of objectives, targeting and positioning, choice of strategic vectors);
- The marketing mix (the contours of the concept of marketing mix, the product, the price, the distribution, the marketing communication/EOL);
- The life cycle of the product (from idea generation to phases of product life cycle);
- Management of brands;
- Identification of the product; Product functions.

Management of communication in NGO's projects II: 2 credits (30hours); L,

T, P, SPW

- Events communication and its different techniques: sponsoring, patronage, sponsorship,
- The 'interest of the choice of the 'Event as the support of communication;
- Effectiveness and impact of an action of event communication;-The place of the event communication in a global communication plan
- Disseminate information and make account: Frequency necessary, technology available, duration of the project...

* MNG 116: Creation and management of Projects I

> Creation of Projects I: 2 credits (30hours); L, T, P, SPW

1. Technicalstudies

- Objective of theTechnical Study;
- Definition of theactivity;
- Enumeration and qualification of needs;
- analysis of the constraints of the project.

2. Marketing Research of the expectations of the Beneficiaries

- Marketing Research
- Objectives Marketing Research
- know and understanding your market

> Introduction to the Management of Projects I: 3 credits (45hours); L, T, P, SPW

- General information on the projects, problematic of the management of projects;
- The Typology of projects;
- TheHistory of the Management of Projects, project framework.
- Techniques of project management.
- Administrative management of the project, the management of datelines.
- Human resources management of projects, the management of quality.

* MNG 126: Methodology, Creation and management of projects II

> Research Methodology for internship Reports : 1 credit (15hours); L, P

- Data Collection
- How to write a report;
- 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 annexs;
- When to start his internship report;
- How to find a subject of internship report;
- The cover page;
- How to writeeffectively;
- Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations);
- Instructions and typographical rules of presentation (police, sprint, titles, highlighted, punctuation, graphic charter); How to prepare the defense.

> Project, Creation / Entrepreneurship II: 1 credit (15hours); L, T, P

> Economic and financial studies

Study of the market or of the expectations of the Beneficiaries

- Objective of the Market Survey
- Know and understanditsmarket
- The initial financial plan
- Treasuring planning, the cash plan, the threshold of profitability.

> Introduction to the management of projects II: 3 credits (45hours); L, T, P, PE

- The techniques of management of projects;
- Administrative management of the project, the management of time;

- Human resources management of the project, the management of the quality.

* MNG 236: Management Techniques III and IV

> Mounting of Projects I: 1 credit (15 hours); L, T, P, SPW

- 1. Marketing Research or of the expectations of the beneficiaries -Define a strategy to develop the activity.
- 2. Economic and financial studies
 - Course Objective ;
 - The initial financial plan.
 - Treasuring Planning-The cash plan, the threshold of profitability.

> Management of Projects I: 2 credits (30hours); L, T, P.

The five (05) stages of a project:

- Project emergency
 - Definition;
 - Tools: The Beast To horns, thetreeofobjectives.
- The feasibility
 - Definition;
 - Tools: quantitative tools, qualitative tools of Analysis of risks, tools offunctional analysis.
- The design definition;
 - Tools: Organizational chart of tasks (WBS), the plug of the tasks, the planning, budget, the schedule of expenditures.
- The achievement definition;
 - Tools: Book of operational load, the Gannt, sheet of reporting, dashboards.
 - Conclusion
 - Definition;
 - Tools: the transfer and the closure, the sheets of capitalization of the experience.

> Mounting of projects II: 1 credit (15 hours); L, T, P, SPW.

StudyEconomic and Financial

- The account of forecast result;
- The cash plan;
- The threshold of profitability.

> Management of Projects II: 2 credits (30hours); T, P, SPW.

1. The Project Leader

- The profile of the project leader;
- The specialties;
- The strengths of the Project Leader;
- The behaviors;
- The activities;
- The dilemmas.

2. The Small Projects

- Contextual Elements;

- Elements of Implementation.

3. 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 HumanResources;
- The cycle of project management.

* MNG 117: Bilingual training I and Economic environment I

> French expression: 1 credit (15 hours); 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

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

- The enterprises and the production;
- The Households and consumption;
- Markets and prices;

- Training and distribution of income;
- The currency and the finanINTg of theeconomy;
- The elements of the national accounts;
- Themacro-economicequilibrium;
- The socialist system;
- Thecapitalisteconomy;
- TheState 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 developmentstrategies;
- Theeconomic integration and the forms of cooperation in the world;
- The strategies of theinternational debt.

* MNG 127: Bilingual training II 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

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

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

- 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 decisionmakingprocess
- The strategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

* MNG231: 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.

2. Basic Set linked to a random experiment

- Probabilisation;
- Conditionalprobability;
- Formula of Bayes;
- Tests in BERNOUILLI.

3. Random variables discrete

- Law of probability;
- Distribution function.

4. Random variables continuous

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

5. Conventionallaws

- ; Binomial
- Normal ; \Box fish; \Box exponential.

> Applied Computing I: 2 credits (30hours); 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 ofaccess to a file.
- 3. Practical Study of Microsoft Word
 study of basic functions.

4. PracticalStudy of Microsoft Excel

• Presentation;

• Arithmeticoperations.

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.

* MNG 241: Quantitative Techniques and Computing 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 treesmaskingfluid;
- The Waves...

3. The linearprogramming

- 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 INSignment

> Applied Computing II: 2 credits (30hours); L, T, P

Specific work

□ software for the management of projects.

* MNG 232 : Information Systems and Financial Analysis I

> Information Systems: 2 credits (30 hours); L, T, P, SPW.

1. Concepts information systems

- Introduction
 - SystemicAnalysis of theCompany
- The system of information:
 - Functions of the IF; the roles of the IF; qualities of A 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 programming

- Objects: cumstances, variables, operators;
- Basic treatments and sequencies;
- Choice and repetition;
- Function and procedures;
- Structure of 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 \Box ; the threshold of profitability.

* MNG 242: Information System and Financial Analysis II

> Information System 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;
- 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 aproperty;
 - 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/Information

- Relationship of the entities;

4. Pinsage of the MCD at the MLD

- Transformation of entities;
- Transformation of Information;
 - 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 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 (30hours); L, T, P, SPW

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

MNG 233: General Policy and Managerial Accounting I

> Costaccounting and budget management 1: 2 credits (30 hours); L, T, P, SPW

1. From principles of accounting to cost accounting

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

2. Analysis of expenses

- Loads liable and not liable;
- Direct costs and indirect;
- Suppletiveloads;
- Allocation of Indirect Costs.

3. Valuation of stocks (FIFO method, LUP)

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, semi-finished, sub-products).

5. Partial costs

- The variable costs; - the marginal costs.

6. The Rational Importance of loads of structure

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

1. The approach to undertake

- Creation of thecompany;
- Analysis of Evolution of activity in long period.

2. The strategicapproaches

- Analysis and fault finding: 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 of the

Operational functioning.

* MNG 243: General Policy and Managerial Accounting II

> Cost accounting and budget management II: 2 credits (30 hours); L, T, P, SPW

1. The predeterminedcosts

• Identification of gaps on direct costs and indirect and algebraic analysis of these differences (exclude thegraphic analysis).

2. The Budgets (brief study and practice)

- The budgets of the sales;
- The production budgets;
- The budgets of supply;
 budgets of investment;
 budgets of cash
 flow.

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

1. The organizational structures

Bases and forms of organizations.

2. The dynamicstrategy-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...).

* MNG 234: Management of Risks and initiation to Logistics I

> Risk management i: 2 credits (30 hours); L, T, P, SPW.

- Analysis of the risks in the management of enterprise;
- Risk analysis in the management of projects; -
- Risk management planning;
- Identification of risks.

Initiation to the Logistics and team management I: 2 credits (30hours); L, T, P, SPW.

- Physical flows and informational, loops of pilotage, mapping of flows, flow learned/Pushed;
- Production system, charging station, work, data time association;
- Types of needs.

* MNG 244: Management of Risks and initiation to the Logistics II

> Team Management I: 1 credits (45hours); L, T, P.

- Analysis of the risk;
- Answers to the risk
- Follow-up to the risk of project;
- Communications in management of risks;
- Case study: analysis of risks in a project well specified.

> Initiation to Logistics and team management: 2 credits (30hours); L, T, P, SPW.

- Notions of load and capacity, deadlines for obtaining;
- Impact of the flows and the management of the stocks in the company, performance indicators.

* MNG 235: Analysis and planning of projects I

> Technical analysis of the projects I: 2 credits (30 hours); L, T, P.

- The production process;
- The criteria to remember;
- The characteristics of the means of production;
- The equipment of the project.
> Planning of the projects I: 2 credits (30hours); L, T, P, SPW.

- Identification of tasks and operations of the project;
- Scheduling of these tasks.

* MNG 245: Initiation to the logistics and Group/Team management

> Technical analysis of projects II: 2 credits (30 hours); L, T, P, SPW.

- Location of the unit of production;
- Risk Analysis of the project;
- Prevention of risks of the project.

> Planning of the groupII: 2 credits (30hours); L, T, P, SPW

- Scheduling of these tasks;
- Planning tools of the projects (Gantt of the project).

* MNG 237: The legal environment I.

> Law on Commercial enterprises I: 1 credit (15hours); L, T

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

> Civil law: 1 credit (15hours); 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. Thelegalorganization;
- 5. The law of the legal personality;
- 6. Thecivil status, the name and the domicile;
- 7. The disability; 8. The legal acts;
- 8. The legalfacts.

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

- 1. Concept of contractor;
- 2. Motivations to the creation of company;
- 3. Search forideas and evaluation;
- 4. Researchfunding;
- 5. Choice of legal status;
- 6. Ethical aspects of the business;
- 7. Preparation of the business plan.

MNG 246 : Professional internship

> The 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. Theorganization of work
- 8. Drafting of the report
- 9. Presentation of the report before a jury

* MNG 247: The legal environment and civic education II

> Law on Commercial Companies 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: 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. Thehygiene 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

Field : MANAGEMENT

Specialty : PROJECT MANAGEMENT Field:

MANAGEMENT

Specialty: **Project Management**

1. The objective of the training

The objective of this specialty is to train technicians capable of leading projects of enterprises in all sectors (industrial, service, commercial, technological and cultural), through the development of the enterprise and the acquisition of theoretical and practical knowledge in project management.

2. Skills Sought After

ightarrow General skills

- Understand the professional and economic environment and enterprises;
- Master the use of the computer;
- Be apt in oral and written communication;
- Be capable of team leadership.

\rightarrow Specific Skills

Innovate, create, and ameliorate a project, product or process:

- Identify local, national and international partners;
- Monitoring technological and competitive development;

Coordinate a project:

- Carry out feasibility studies;
- Define the operational objectives of the project;
- Identify the working tools;
- Prepare the technical file.

Search and treatment of information:

- Identify the sources to exploit
- Analyze and summarize information found.

3. Outlets

- Assistant project manager;
- Assistant marketer;
- Officer responsible for public relations;
- Planner of the project.

4. Organization of the Teachings

Semester 1

FIELD: MANAGEMENT			Specialty : PROJECT MANAGEMENT						
			Hou	Number					
Codes	Course fifie	L	T	Ρ	SPW	Total	Of Credits		
Fundamental Courses 30% (2 UC) 9 credits 135 hours									
PRM111	Mathematics and Computer Science I	50	20		5	75	5		
PRM112	Quantitative techniques I	40	15		5	60	4		
Professional Courses 60% (4 UC) 18 credits 270 hours									
PRM113	Legal Environment and accounting I	40	10	10		60	4		
PRM114	Business ethics and analysis of markets I	45	15	10	5	75	5		
PRM115	Marketing Conception 1	30	15	10	5	60	4		
PRM116	Editing and management of the projects I	40	15	15	5	75	5		
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours									
PRM117	Bilingual training I and economic environment I	25	10	5	5	45	3		
Total		270	100	50	30	450	30		

Semester 2

FIELD: MANAGEMENT			Specialty : PROJECT MANAGEMENT						
Courses	Course title	Hourly Volume					Number		
Codes		L	T	Р	SPW	Total	Of Credits		
	Fundamental Courses 30% (2 UC) 9 credit	s 135	hours	5	_		-		
PRM121	Mathematics and Computing II	45	15	10	5	75	5		
PRM122	Quantitative techniques II	35	10	10	5	60	4		
	Professional Courses 60% (4 UC) 18 credits 270 hours								
PRM123	Legal Environment and accountanting II	35	10	10	5	60	4		
PRM124	Business ethics and analysis of markets II	40	15	15	5	75	5		
PRM125	Marketing II	30	15	10	5	60	4		
PRM126	Methodology, editing and management of projects II	40	15	15	5	75	5		
Cross- sectional Courses 10% (1 UC) 3 credits 45 hours									
PRM127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3		
Total		250	90	75	35	450	30		

Semester 3

FIELD: MANAGEMENT			Specialty : PROJECT MANAGEMENT					
Codes	Course title		Number					
coucs		L	T	Р	SPW	Total	Of Credits	
	Fundamental courses 30% (2	2 UC) 9	credit	s 135 k	nours	-		
PRM231	Quantitative techniques and computer skills I	35	20	15	5	75	5	
PRM232	Information System and Financial Analysis I	30	15	10	5	60	4	
	Professional Courses 60% (4	UC) 18	credit	s 270 l	nours	-		
PRM233	General Policy and Accounting Management I	30	20	5	5	60	4	
PRM234	Management of Risks and initiation to the Logistics I	25	15	15	5	60	4	
PRM235	Analysis and planning of projects I	30	20	5	5	60	4	
PRM236	Conception and management of projects III and IV	30	40	15	5	90	6	
	Cross-sectional Courses 10%	(1 UC)) 3 crea	dits 45	hours			
PRM237	Legal environment and creation of enterprises	25	10	5	5	45	3	
Total		205	140	70	35	450	30	

Semester 4

FIELD: MANAGEMENT			specialty : PROJECT MANAGEMENT					
Courses	Course title	Hourly Volume					Number Of	
Codes			Т	Р	SPW	Total	Credits	
	Fundamental Courses	30% (2	UC) 9	credits	s 135 ho	ours		
PRM241	Quantitative techniques and computer II	20	25	25	5	75	5	
PRM242	Information System and Financial Analysis II	10	20	25	5	60	4	
	Professional courses 60% (4 UC) 18 credits 270 hours							
PRM243	General Policy and Accounting Management II	20	25	10	5	60	4	
PRM244	Management of Risks and initiation to the Logistics II	15	25	15	5	60	4	
PRM245	Analysis and planning of projects I	15	20	20	5	60	4	
PRM246	Professional internship			60	30	90	6	
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours								
PRM247	Legal environment and civic education II	25	10	5	5	45	3	
Total		133	165	120	32	450	30	

5. Courses content

PRM 111: Mathematics and Computer training I

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

- Algebra vector spaces

- 1. Polynomials
 - Polynomials characteristics.

2. Vector space

• 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; 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 (30hours); L, T, SPW

The hardware and software on a computer system - the Hardware

1. The peripheral components

- The devices of input;
- The ouPut devices;

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

3. The application software

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

4. 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 an operating system;
 - architecture.
 - Concept of Free Software and proprietary software.

System of numeration and Codification

C- The numbering systems

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 binary numbers signed:
 - Exact representation;
 - Representation in complement to 2.
- Addition of binarynumbers;
- Subtraction of binarynumbers;
- 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.

D- 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.

PRM 121: Mathematics and Computing II

General Mathematics II: 3 credits (45 hours); 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 (30 hours); 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 GeographicExtent:
- 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;
- 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 equipmentof 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 address;
- Machine address;
- Broadcast Address (broadcast);
- Limited Broadcast address (multicast);
- Address of rebroadcasting (loopback);
- Classification IP addressing; CLASS A; CLASS B; CLASS C.

B- Internet network

1. Concept of protocol

- definitions and a few types of protocols
 - SMPprotocol;
 - POP protocol;
 - NNPprotocol;
 - The FPprotocol;
 - HTPprotocol;
 - 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 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 of access (role, examples);
- Types of connections (specialized line, phone line, satellite).

PRM 112: Quantitative techniques I

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

- 1. The Basics
 - Simple Interest;
 - Calculation of the acquired values;
 - Commercial present value and rational present value;
 - forcasted 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;
 - Rate equivalent and proportional rate;
 - apparent interest rate ;
 - real rate of interest.

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

1. Statistical series 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;
- 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.

PRM 122: Quantitative techniques II

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

1. The Annuities

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

2. Joint loan

- Reimbursement by constant annuities;
- Amortisation Table
- Laws followed by depreciation recovery of the debt still annuities;
- Laws followed by the annuities;
- Applications on the joint loan .

3. The bond loans

- Reimbursements as pearannuities;
- Constant annuities;
- ConstantAmortissation;
- Yield rateand rates of returns of a debenture loan;
- Rate of returns of the debenture loan at issue ;
- Choice of Investments.

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

- 1. Estimation of anaverage, a proportion and a standard deviation
- 2. Confidence interval and confidence coefficient
- 3. Hypothesis testing and the KHI-square

PRM 113: The 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 source and Application
- 3. The account and the principle of the double entry
- 4. The accountingtransfer
- 5. The accounting systems (conventional and computerized)
- 6. Purchase and sale of the goods
 - the elements which diminish the invoice (reductions);
 - The elements that increases the invoice (transportation costs, VAT, packaging (see only logging and deconsignation).

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

1. Legal classification of economic activities

- Study of different sectors of activities from the distinction of the commercial act and Civics act ;
- Study of the statutes related to the nature of the professional activity;
- Public economic activities
- 2. The company
 - Legal aspect of the company;
 - Business ;
 - The building of the company (registered or not in the balance sheet).

3. The structures of the company

- Sole Proprietorship;
- Commercial companies and civil, Association
- public company.

4. Instruments of payment and credit

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

5. Forecasting and settlement of business difficulties

* PRM 123: The legal environment and accountant II

> General Accounting II: 2 credits (30 hours); L, T, P

- 1. The settlement
 - In cash (cash, bank);
 - A term (effect of trade: creation, cashing).

<u>NB</u>: do not see the movement of the effects of trade.

2. Trading profit and loss account (industrial and commercial company)

<u>NB</u> : from management accounts present the significant balances of management.

3. Concept of amortization (constant and degressive)

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

4. Concept of Provision

- For depreciation;
- For expenses and losses.

<u>NB</u>: for the Chapters IX and X and present the Extract from the balance sheet (brief study and practice).

> Legal management and taxation 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 taxs, taxs and parafiscal charges; Taxation of state and local taxation.
- 3. Presentation of differenttaxs

-VAT;

-Personal Income tax on corporations.

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

PRM 114: Business ethics and Market Research I

Business Ethics I: 2 credits (30 hours); L, T, P, SPW

- The loyalty in contractual matters;
- The loyalty of the competition;
- The duties and responsibility of the leaders and auditors.

> Market Research I: 3 credits (45 hours); L, T, P, SPW

- How to analyze a market?
- The study of the competition, characteristics.

The productpolicy

- The classification and the identity of the product;
- Life cycle, packing and packaging;
- The quality, standards and labels;
- The range, the design;
- The launch of new products;
- The communication policy: communication media, the communication non-media.

PRM 124: Business ethics and market research II

> Business Ethics II: 2 credits (30 hours); L, T, P, SPW

The duties and responsibility of the leaders and auditors; - the control of the management by the associated; - the prohibitions and disqualifications.

> Market research II: 3 credits (45 hours); L, T, P, SPW

The pricingpolicy

- The priceconstraints;
- The strategies of price by the launch of a new product;
- The strategies of prices compared to the demand the fixing of prices from the costs;

The distribution policy

- Definitions;
- The functions;
- The different forms of distribution.

PRM 115: Marketing I

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

- 1. The basis of the marketing History of marketing;
 - Definition and objective of the Marketing;

- Balance Sheet of marketing;
- Field of application of marketing;
- Customer satisfaction.

2. The Market

- The environment;
- The concept of the market;
- The segmentation;
- Indicators of the market;
- Analysis of the competition (competitive positions, competitive strategies,).

> Communication in Project Managemet I: 2 credits (30 hours); L, T, P, PE

- Planning the communication: needs analysis, use of technology, methods and models of communication.

□ PRM □ 125: Marketing II

> Fundamental Marketing II: 2 credits (30hours); L, T, P, SPW

1. The Marketing information

- The Analysis of consumer markets;
- Consumer buying behavior (models of analysis, the consumer, the determinants of the purchase, the process of purchase);
- The techniques of market studies (Phase of the conduct, techniques of descriptive studies, processing of information).

2. Introduction to Marketing Planning

- The strategic analysis in marketing (environmental analysis and determination of the opportunities /threats, Diagnosis of the company and determination of the strengths/weaknesses);
- The Strategic Development (formulation of objectives, targeting and positioning, choice of strategic vectors);
- The marketing mix (the concept of marketing mix, the product, the price, the distribution, the commercial communication/EOL);
- The life cycle of the product (the idea to product, phases of the cycle of life);
- Brand Management ;
- Identification of the product;
- Operation of the products.

Communication management in the projects II: 2 credits (30hours); L,

T, P, PE

- Disseminate information and make reports: Frequency necessary, technology available, duration of the project...

* PRM 116: Conception and management of the projects I

- > Introduction to the fitting of the projects I: 2 credits (30hours); L, T, P, SPW
 - 1. Technicalstudy
 - Objective of the Technical Study;

- Definition of the activity;
- Enumeration and qualification of needs;
- Analysis od project constraints.
- 2. Study of the market or of the expectations of the Beneficiaries
 - Objective of the MarketStudy; -
 - know and understand its market.

> Introduction of the project Management I: 3 credits (45hours); L, T, P, SPW

- Generalities on projects, problems in the management of projects;
- The Typology of projects;
- The History of the Management of Projects, part of the project, specifications.

PRM 126: Methodology, Conception and management of projects II

> Methodology of the drafting of the report of internship: 1 credit (15hours); L, P

- The collection of information;
- How to make a report;
- The plan of the Probationary report and the summary;
- The Tables of content ;
- 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 topic of internship report;
- The cover page;
- How to writeeffectively;
- Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations);
- Instructions and typographical rules of presentation (font size, line spacing, titles, highlighted, punctuation, graphic charter); How to prepare the defense.

> Introduction to the conception of projects II: 1 credit (15hours); L, T, P

Study of the market or of the expectations of the Beneficiaries

- Objectives of the Market Survey
- Know and understand your market

> Introduction to the management of projects II: 3 credits (45hours); L, T, P, SPW

- The techniques of managing Projects ;
- Administrative management of the project, the management of time;
- Human resources management of the project, the management of the quality.

PRM 236: Conception and management of projects III and IV

> Conception of Projects I: 1 credit (15 hours); L, T, P, SPW

- 1. Study of the market or of the expectations of the beneficiaries
- Define a strategy to develop the activity.

2. Economic and Financial study

- Objectives of the Study;
- The initial financial plan.

> Project management I: 2 credits (30hours); L, T, P.

The five (05) stages of a project:

• The emergence of the project

- Definition;
- Tools: The Beast To horns, the tree of objectives.
- The feasibility
 - Definition;
 - Tools : quantitative tools, qualitative tools of Analysis of risks, tools of functional analysis.
- The design definition;
 - Tools: Work Break Down Structure (WBS), activity list, the planning, budget, the schedule of expenditures.
- Implimentation definition;
 - Tools: Specification the Gannt, sheet of reporting, dashboards.
- Conclusion
 - Definition;
 - Tools: the transfer and the closure, the sheets of capitalization of the experience.

> Conception of projects II: 1 credit (15 hours); L, T, P, SPW.

StudyEconomic and Financial

- The forecast account result; -
- The cash plan; -
- The threshold of profitability.

> Project management II: 2 credits (30hours); T, P, SPW

1. The Project Manager

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

2. The Small Projects

- Elements of context;

- Elements of Implementation.

3. Generalities of project

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

PRM 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 financingofthe"Economy
- 6. The elements of the National Accounting
- 7. The"macro-economicequilibrium
- 8. The socialist system
- 9. The"capitalisteconomy
- 10. The "State and its interventions
- 11. The foundations of international trade;
- 12.International payments
- 13. The balance of payments
- 14. Economic development and itsine qualities
- 15. Growth and itsinequalities
- 16.Inflation, unemployment, industrial change
- 17. The issues of development and the globalization of problems
- 18. The developments trategies
- 19.The"economic integration and the forms of cooperation in the world
- 20. The strategies of the "International Debt

* PRM 127: Bilingual training II 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

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

- The Enterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;
- 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
- Thestrategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

PRM 231: 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.

2. Basic Set linked to a random experiment

- Probabilisation;
- Conditionalprobability;
- Formula of Bayes;
- Tests of BERNOUILLI.

3. Random variables discrete

- Law of probability;
- Distribution function.
- 4. Random variables continuous
 - Density,
 - Hope;
 - Variance;
 - Standard deviation; \Box moments.

5. Conventionallaws

- ; Binomial
- Normal ; \Box fisher; \Box exponential.

> Applied computer i: 2 credits (30hours); 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. PracticalStudy of Microsoft Excel
 - Presentation;
 - Arithmeticoperations.
- 5. Construction of a formula
 - Use of the integrated functions: definition;
 - Syntax of the integrated functions;
 - Someintegratedfunctions;
 - Relative reference, absolute reference and joint reference; summary case .

* PRM 241: Quantitative Techniques and computer 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 treesmaskingfluid;
- The Waves...

3. The linearprogramming

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 consignment

> Applied computer training II: 2 credits (30hours); L, T, P

Specific work

□ software for the management of projects.

* PRM 232 : System of Information and Financial Analysis I

> System of Information i: 2 credits (30 hours); L, T, P, SPW

1. Concept information systems

- Introduction
 - Systemic Analysis of the Company
- Information System :
 - 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;
 - 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;
- Trading profit and loss account ;
- The ratios;
- Functional analysis and differential □;
- theindex profitability.

* PRM 242: 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;
- 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 aproperty;
 - 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. 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; 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 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 (30hours); L, T, P, SPW

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

PRM 233: General Policy and Accounting Management I

> Cost accounting and budgetry management i: 2 credits (30 hours); L, T, P, SPW

1. Of the general ledger to the cost accounting

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

2. Analysis of expenses

- Loads liable and not liable;
- Corporable and non-corporable expense
- Direct costs and indirect;
- Suppletiveloads;
- Allocation of Indirect Costs.
- 3. Valuation of stocks (FIFO method, LUP)

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

<u>NB</u>: 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

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

1. The approach to undertake

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

2. The strategicapproaches

- Analysis and fault finding: 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 coordination : articulation of strategic decisions and of the Operational functioning.

* PRM 243: General Policy and Accounting Management II

> Analytical accounting and budgetary management II: 2 credits (30 hours); L, T, P, SPW

1. The predeterminedcosts

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

2. The Budgets (brief study and practice)

- Sales budget ;
- The production budgets;
- The supplybudget ;
- investment budget;

• cash budget.

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

1. The organizational structures

• Bases and forms of organizations.

2. The dynamicstrategy-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...).

* PRM 234: Management of Risks and initiation to the Logistics I

> Risk management i: 2 credits (30 hours); L, T, P, SPW

- Analysis of the risks in the management of enterprise";
- Risk analysis in the management of projects; -
- Risk management planning; -
- Identification of risks.

> Initiation to the Logistics I: 2 credits (30hours); L, T, P, SPW

- Physical and informational, flows loops of coordination, mapping of flows, flow pulled /Pushed;
- Production system, expenses station, work, data time negotiation; -
 - Types of needs.

* PRM 244: Management of Risks and initiation to the Logistics II

> Management of Risk II: 2 credits (30hours); L, T, P.

- Analysis of the risk;
- Answers to the risk
- Follow-up to the risk of project;
- Communications in management of risks;
- Case study: analysis of risks in a project well specified.

> Initiation to the Logistics II: 2 credits (30hours); L, T, P, SPW

- Notions of load and capacity, deadlines for obtaining;
- Impact of the flows and the management of the stocks in the company, performance indicators.

PRM 235: analysis and planning of projects I

> Technical analysis of the projects I: 2 credits (30 hours); L, T, P.

- The production process;
- The criteria to remember;
- The characteristics of the means of production; -
- The equipment of the project.

> Planning of the projects I: 2 credits (30hours); L, T, P, SPW

- Identification of tasks and operations of the project; -
- Scheduling of these tasks.

PRM 245: analysis and planning of projects II

> Technical analysis of projects II: 2 credits (30 hours); L, T, P, SPW

- Location of the unit of production;
- Risk Analysis of the project;
- Prevention of risks of the project.

> Planning of projects II : 2 credits (30hours); L, T, P, SPW

- Scheduling of these tasks; -
- Planning tools of the projects (Gantt chart of the project).

* PRM 237: The legal environment, civic education and the creation of business

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

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

Civil law: 1 credit (15hours); 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 law of the legal personality;
- 6. The civil status, the name and the domicile;
- 7. The disability;
- 8. The legal acts;
- 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.

PRM 246 : Professional internship

> The 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 research structure
- 6. The resources to operate
- 7. The organization of work
- 8. Drafting of the report
- 9. Presentation of the report before a jury

✤ PRM 247: legal environment and civic education II

> Law on Commercial Companies 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: 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

- 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

Field : MANAGEMENT

Specialty :

HUMAN RESSOURCE MANAGEMENT

Field:

MANAGEMENT

Specialty: Human Resource 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

\rightarrow 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.

\rightarrow 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	Speci	alty: HI	JMAN	RESOUI (HRM)	RCES M	ANAGEMENT	
CODE	Course Title		Hou	rly Vol	ume		Number	
CODE		L	T	P	SPW	Total	Of Credits	
	Fundamental Courses 30% (2 UC) 9 credits 135 hours							
HRM111	Mathematics and Computer Science	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 accountanting 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			Но	urly Vo	olume		Number
CODE	Course lifte	L	T	Р	SPW	Total	Of Credits
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 accountanting	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			Ηου	rly Vol	ume	-	Number		
CODE	Course line	L	T	Р	SPW	Total	Of Credits		
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-sectionalCourses 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			Hou	rly Vol	ume		Number		
CODE	Courses lifte	L	T	Р	SPW	Total	of Credits		
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

- Algebravectorspaces

- 1. Polynomials
 - Polynomialscharacteristics.
- 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. LinearSystems

- 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;
- Ownnvectors.
- 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 numbering systems

- The decimal system;
- The binary system; \Box 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 binarynumbers;
- Use of the complement to2 in the subtraction; multiplication of binary numbers; division of binary numbers.

5. Hexadecimalarithmetic

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

B- Internet network

1. Concept of protocol

- □ definitions and a few types of protocols
 - SMPprotocol;
 - POP protocol;
 - NNPprotocol;
 - The FPprotocol;
 - HTPprotocol;
 - 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 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 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;

- 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;
- Graphicalrepresentation;
- 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 annualinstallments;
- Annuities in arithmetic progression;
 annuities in geometric progression;
- Perpetual annuities.

2. The undivistdebentures

- 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 annualinstallments;
- 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.

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

- 1. Estimation of anaverage, a proportion and a gap type;
- 2. Confidence interval and confidence coefficient;
- 3. Tests of assomptions 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 conventionalfinancial 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. Legalsignification of economicactivities

- 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

- Individualcompany;
- 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)

2. Analysis of expenses

- Loads liable and not liable
- Direct costs and indirect
- Suppletiveloads
- 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 predeterminedcosts
 - 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 differenttaxes

- 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 SystemsI: 3 credits (45hours); L, T, P, SPW
 - 1. Concept of 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 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:

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

> 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: 1credit (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 annexs
- 9. When to start his Internship report
- 10. How to contruct a report Topic

- 11. The cover page
- 12. How to writeeffectively
- 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 oninformation

• 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 conctract 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? Whatbenefits?

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);

- 3. Theory of equity (Adams):
 - Relations of comparison in the Equity theory
 - Theory of the Equity: personal judgments;
 - Motivate the variousemployees;
 - 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 financingofthe"Economy
- 6. The elements of the National Accounting
- 7. The macro-economic equilibrium
- 8. The socialist system
- 9. The capitalisteconomy
- 10. The State and its interventions
- 11. The foundations of international trade;
- 12. International payments
- 13. The balance of payments
- 14. Economic development and itsinequalities
- 15. Growth and itsinequalities
- 16. Inflation, unemployment, industrial change
- 17. The issues of development and the globalization of problems
- 18. The developmentstrategies
- 19. The economic integration and the forms of cooperation in the world
- 20. 7The strategies of the International Debt

* MHR 127: Bilingual training II 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

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

- TheEnterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- Theinsertion of the company in the economic fabric;
- Thecommercial activity of the enterprise;

- Theproductive activity of theenterprise;
- Logistics in theenterprise;
- Thefinancial activity of the enterprise ;
- The management of human resources;
- Thesystemic approach of the enterprise;
- Information system;
- The decisionmakingprocess
- Thestrategic analysis of the company;
- Choice and implementation of a strategy;
- Thebusiness, society and culture; □
- Thebusiness, society and theEthics.

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;
 - Conditionalprobability;
 - Formula of Bayes;
 - Tests in BERNOUILLI.

3. Random variables discrete

- Law of probability ;
- Distribution function.

4. Random variables continuous

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

 moments.

5. Conventionallaws

- ; Binomial
- Normal ; \Box fish; \Box 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

4. PracticalStudy of Microsoft Excel

- Presentation;
- Arithmeticoperations.

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

 \Box 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); \square 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 \Box ; 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;

- 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.

♦ 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.

<u>NB</u> : 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.

<u>NB</u> : 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.

MHR 246: Professional internship

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

- 1. Arrival and Recption
- 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

- 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

Field : MANAGEMENT

Specialty :

QUALITY MANAGEMENT

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MANAGEMENT

Specialty: Quality Management

1. The objective of the training

The objective of this specialty is to train specialists who can ensure the control of flows and quality; and who shall have good knowledge to pilot the production of goods and services within the framework of improved performance in terms of costs, quality, and delay, to satisfy the demands of internal and external customers.

2. Skills Sought After

\rightarrow General skills

- Pilot a unit of production;
- Manage the flow of material and information;
- Manage work in shifts/team work;
- Supervise production and control products;
- Animate a quality system.

\rightarrow Specific Skills

- Put in place appropriate methods and tools;
- Exploit resources implemented and the associated information systems;
- Check the compliance of results of associated processes;
- Measure the activity and its performance;
- Contribute to the continuous improvement of the activity and its performance;
- Evolve towards positions with greater responsibility;
- Implant and organize production resources and logistics;
- Put in place and cause to evolve information systems;
- Plan operations and induced resources;
- Schedule, launch and monitor operations;
- Use information systems dedicated to the production of goods and services;
- Participate in the putting in place of an approach to improve on flows;
- Use, within the framework of quality approach, statistical and methodology tools that will enable a mastery of processes and quality;
- Participate to put in place an approach to improve on quality capable of being attested by the issue of a certificate;
- Participate in the characterization and optimization of the parameters of an industrial process;

- Measure the magnitude of industrial processes when they are put in place or improved;
- Measure and control the conformity of manufactured products and processes with the specifications and norms;
- Follow up the updating of measuring and control techniques and norms which are responsible for development of metrology and control services.

3. Outlets

- Scheduling expert;
- Inventory manager;
- Supplier;
- Planning technician;
- Manager of technical data;
- GPAO/ERP technician;
- Logistics technician;
- Method/industrialization/organization technician, etc;
- Quality assessment technician;
- Metrology technician;
- Internal auditor;
- Quality controller;
- Quality animator.

4. Organization of the Teachings

Semester 1

Field: Management		Specialty : QUALITY MANAGEMENT					
Cada		Hourly Volume				Number	
Code	Course fifle		T	Р	SPW	Total	of Credits
Fundamental course30% (2 UC) 9 credits 135 hours							
QMA111	Mathematics and Computer Science I	40	20	10	5	75	5
QMA112	Quantitative technics I	35	15	5	5	60	4
Professional Course 60% (4 UC) 18 credits 270 hours							
QMA 113	Logistics and Quality Management	30	15	10	5	60	4
QMA114	Stocks Management and production system	40	25	20	5	90	6
QMA115	Quality Health, Safety and Environmental Control	30	10	15	5	60	4
QMA116	Industrialization and Eco-design	30	15	10	5	60	4
Cross-sectional course 10% (1 UC) 3 credits 45 hours							
QMA117	Bilingual training I and Economic environment I	28	10	5	2	45	3
Total		233	110	75	32	450	30

Semester 2

Field: Management		Specialty: QUALITY MANAGEMENT					
Codo	Course Hills	Hourly Volume				Number	
Code		L	T	Р	SPW	Total	of Credits
Fundamental courses 30% (2 UC) 9 credits 135 hours							
QMA121	Mathematics and Computing II	40	15	15	5	75	5
QMA 122	Quantitative technics II	30	15	10	5	60	4
Professional courses 60% (4 UC) 18 credits 270 hours							
QMA 123	Demand and technical Data Management	30	15	10	5	60	4
QMA 124	Quality management and auditing	35	20	15	5	75	5
QMA 125	Organization and Planning	55	25	5	5	90	6
QMA 126	Methodology and Project	28	5	10	2	45	3
Cross-sectional courses UC 10% (1 UC) 3 credits 45 hours							
QMA 127	Bilingual Training II and Economic Environment II	28	10	5	2	45	3
Total		246	105	70	29	450	30

Semester 3

Field: Management		Specialty: QUALITY MANAGEMENT					
a a d a		Hourly Volume				Number	
code	Course tifle		T	Ρ	SPW	Total	Of Credits
Fundamental courses 30% (2 UC) 9 credits 135 hours							
QMA 231	Quantitative techniques and computer skills I	35	20	15	5	75	5
QMA232	Accounting and ICT I	30	15	10	5	60	4
Professional courses 60% (4 UC) 18 credits 270 hours							
QMA 233	Implementation of an approach and Scheduling I and II	25	25	20	5	75	5
QMA 234	Mastery of processes and coordination of workshop	20	20	15	5	60	4
QMA 235	Optimization	35	35	30	5	105	7
QMA 236	Simulation and ethics	12	6	10	2	30	2
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
QMA 237	The legal environment and enterprise creation	28	10	5	2	45	3
Total		185	131	105	29	450	30

Semester 4

Field: Management		Specialty: QUALITY MANAGEMENT					
code	Course title	Hourly Volume				Number	
coue	Course mile	L	T	Ρ	SPW	Total	Of Credits
	Fundamental courses	s 30% ((2 UC) 9	credi	its 135 k	nours	
QMA 241	Quantitative techniques and Computer Skills II	20	25	25	5	75	5
QMA 242	Accounting and ICTS II	10	20	25	5	60	4
Professional courses 60% (4 UC) 18 credits 270 hours							
QMA 243	Documentary Management of a system, organization and animation of a production unit	30	30	10	5	75	5
QMA 244	Planning and Control	10	23	10	2	45	3
QMA 245	Simulation and parameterization of an ERP	25	15	15	5	60	4
QMA 246	Professional intership	0	0	60	30	90	6
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
QMA 247	Legal environment and civic education	30	13	0	2	45	3
Total		125	126	145	54	450	30

5. Courses content

QMA 111 : Mathematics and Computing I

> General Mathematics I: 3 credits (45hours); L, SPW

- Algebravectorspaces

1. Polynomials

• Polynomialscharacteristics.

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. LinearSystems

- Inversion of matrix of order less than or equal to 3 method of Gauss;

6. Reduction of square matrices

- Real value; □ Real vectors.
- 7. Differential equations and linear recurrence of the 2nd order with constant coefficients
- 8. Mathematical applications in Economics and Management

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

The hardware and software on a computer system

has- the Hardware

1. The peripheral components

- inputdevices;
- Output devices;
- The storage devices;
- Input and outputdevices.

2. The central unit

- The central memory;
- The microprocessor;
- The ports;
- The motherboard;
- The chipset;
- The power supply;
- The cards of extension; \Box 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 an operating system;
 □ architecture.
- Concept of Free Software and proprietary software.

System of numeration and Codification

A- The numbering systems

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 numbering systems

- The decimal system;
- The binary system;
 ☐ the octal system;
 ☐ the hexadecimal system.

3. The basic changes

- From Decimal to another base b;
- From a base b of any kind to the decimal basis; □ from 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 binarynumbers;
 - Use of the complement to2 in the subtraction; □ multiplication of binary numbers; □ division of binary numbers.

5. Hexadecimal arithmetics

 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;
- technologicalcodification.

2. The alphanumeric codes

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

* QMA121 : 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. 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.
- accordingtheGeographicExtent:
 - 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
 - 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:
 - Thecomputer;
 - The network card;
 - The server;
 - The network cable;
 - The transceiver (or adapter);
 - the transmission mounts;
 - the socket.
- The equipmentofinterconnections:
 - 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 ofhost (Host ID).
- Specificaddresses
 - Network address;
 - Machine address;
 - Broadcast Address (broadcaste);
 - Limited Broadcast address (multicast);
 - Address of rebroadcasting (loopback).
- Classes of IP addressing
 - CLASS A;
 - CLASS B; CLASS C.

- b- Internet network

7. Concept of protocol

- definitions and a few types of protocols
 - SMP protocol;
 - POP protocol;

- NNP protocol;
- The FP protocol;
- HTP protocol;
- IMAP protocol; Protocol TCP; other.

8. 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.

9. The searchengines

- Definition;
- Role;
- Somesearchengines.

10. Tools for Internet access

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

11. The connection to the Internet

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

QMA112: Quantitative technics I

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

1. The Basics

- Simple Interest;
- Calculation of the acquired value;
- commercialpresent value and current value rational one;

 predetermined 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;
 - present value;
 - equivalentrate and proportional rate;

 apparent rate of interest;

 real interest rate.

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

1. Statistical series to a variable

• Definition and vocabulary;

- Graphicalrepresentation;
- Characteristics of central tendency and dispersal characteristics:
 - Average;
 - Mode;
 - Median;
 - Gap-type;
 - Standard deviation
 - Quatiles;
 - Coefficient of variation.

2. Statistical series of two variables

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

✤ QMA 122: Quantitative technics II

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

1. The Annuities

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

2. The joint-loans

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

3. The bond loans

- Reimbursements to the pair;
- Constant annualinstallments;
- Constant depreciation;
- yield Rate and rates of returns of a debenture loan;
- rate of returns of Debenture loan at issue;
- Choice of Investments.

> 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 assumptions and the KHI-two

QMA 113: Logistics and Quality

> Introduction to logistics: 2credits (30 hours); L, T, P

- Physical and informationalflows, loops of coordination, mapping of flows, flow learned/Pushed;
- Production system, charging station, work, associated data time;
- Types of needs;
- Notions of load and capacity, deadlines for obtaining;
- Impact of the flows and the management of the stocks in the company, performance indicators.

> Introduction to the quality: 2credits (30 hours); L, T, P

- Methods and Tools for the resolution of problems;
- The principle of continuous improvement;
- The repositories of quality management for the industrial sectors and service;
- Processapproach;
- Structure of quality managementsystem.

QMA114: Inventory management and production system

> Management of stocks: 2 credits (30 hours); L, T, P

- The different types of stocks and their functions;
- Classification of stocks: ABC method;
- Inventories (turning; to fixed period);
- Economic Quantity: The formula of Wilson;
- Safety stock;
- Indicators of a stock (coverage; average stock; rate of rotation);
- Costs related to stocks (acquisitions and possession), capital; Valuation of stocks;
- Different types of replenishments:
 - Restocking at fixed quantity/fixed periodicity;
 - Restocking at fixed quantity/variable frequency. Point of command;
 - replenishment to quantity variable/fixed periodicity. Refill;

• replenishment by dates and quantities variables. - Impact of the rules of management of stock on the production process; - limitation of stock management

> Characterization of a production system: 4credits (60 hours); L, T,

P, SPW

- Typology of production;
- Means of production, handling, storage, control;
- Implantation of the means of production, handling, storage and control;
- Representation of flows (graph of flows, process analysis);
- Knowledge of the static and the dynamic aspects of the stream;
- Influence of the modification of technical data on the process; analysis of a implantation.

• QMA115: QH S E, R S E and typology of products and processes

> H S E, Sustainable Development and R S E: 2 credits (30hours); L, T, P, SPW

- Repositories, certification and self-assessment;
- Standards relating to hygiene, security, the environment, sustainable development and social responsibility;
- Methods of Analysis: HACCP;
- Integrated Management System;
- Organization and QSE services; QSE Management/DD/CSR.

> Typology of products and processes: 2 credits (30hours); L, T, P, SPW

- Typology of products, productions and companies, sectors of activity;
- Constraints induced by the products and processes on production activities (quality, logistics, organization, hygiene and safety, environment); Processes for the preparation and processing of materials.

QMA116: Industrialization and eco-design

> Industrialization: 2credits (30hours); L, T, P, SPW

- The industrialization process;
- Means of production, position of load, workstation, handling means storage and control;
- Modes of description of a production process (ranges, contract phase, operating diagrams, ...);
- Manufacturing cycle, cycle time, simmogramme; identify the cycle of a production machine;
- Deadlines, operating time, unproductive time, causes of waiting;
- Learning of the measure and the estimation of time; Study and organization of a workstation (ergonomy);
- Flow rate or rate of a process and a workstation (evaluation); safety of operation.

> Eco-design: 2credits (30hours); L, T, P, SPW.

- Conduct and Analysis of technical drawings;
- Determination of needs in materials;
- Analysis of the falls and replacement items;
- Realization of the nomenclature of the Bureau of Studies;
- Functional analysis of the need (AFB) and Functional Analysis Technique (AFT);
- Analysis of the life cycle of the product;
- The impact of design on the process of recycling;
- Principle of recycling to infinity (C2C: Cradle to Cradle);
- Positioning of the product in the company and its environment.

* QMA 117: Bilingual training I and economic environment I

> French expression: 1 credit (15 hours); 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

> Principles of 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 Accounts
- 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

* QMA127: 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

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

- TheEnterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- Theinsertion of the company in the economic fabric;
- Thecommercial activity of the enterprise;
- Theproductive activity of theenterprise;
- Logistics in theenterprise;
- Thefinancial activity of the enterprise ;
- The management of human resources;
- Thesystemic approach of the enterprise;
- Information system;
- The decisionmakingprocess
- Thestrategic analysis of the company;
- Choice and implementation of a strategy;
- Thebusiness, society and culture; □
- Thebusiness, society and theEthics.

* QMA123: Management of the application and technical data

> Management of request: 2credits (30 hours); L, T, P, SPW

1. The different types of markets and request

- B to B, B to C, public markets...
- Firmorders, open orders
- Type of trend, seasonalities, vagaries.

2. Customer Relationship Management

- Principles and issues;
- The different commercial documents;
- Tools for the management of the customer relationship: e-commerce, call center.
- 3. Forecasts of the request: issues and links with the planning
- 4. Qualitative Methods
- 5. Quantitative methods

6. Critical analysis of a method of forecasting

- · Criteria for the choice of a method of forecasting;
- Horizon and mesh of forecasting;
- Errors and Uncertainties on the forecasts.
- 7. Calculation of the needs for distribution

> Technical data: 2 credits (30 hours); L, T, P, SPW.

- Codification and categories of articles;
- The different types of nomenclatures;
- Center of load, position of load and Workstation;
- The ranges and their data;
- Organization of the production process with the ranges and the nomenclatures, in an objective of client satisfaction;
- Flow, cadence, performance of a production process (evaluation), and the concept of productivity and flexibility;
- Optimize flows, management of the bottlenecks and critical positions; Operating Time (simmogramme), cycle time of production.

QMA124: Quality management and auditing

> Quality Management and improvement: 3 credits (45 hours); L, T, P, SPW.

- Indicators and dashboards
- Continuousimprovement;
- Mapping;
- Evaluations;
- Documentary structure and management of data;
- Creativity and approach;
- Repositories and quality management system.
> Audit, Evaluation and Certification: 2credits (30 hours); L, T, P, SPW.

- Typology of the repositories;
- Evaluations;
- Internal Audits;
- External Audits;
- Certification process;
- Introduction to the management of a park measurement. equipment

QMA 125: Organization and planning

> Organization of a workstation: 3 credits (45 hours); L, T, P, SPW.

- Organization of a workstation, 5s;
- Ergonomic approach; security to the workstation
- SMED, Kaizen;
- Integration of the self-regulation in the position;
- Performance rate synthetic (TRS);
- Integration of the first level of maintenance, safety of operation;
- Formalization of the workstation (drafting of operating modes, fact sheets of instructions).

> Production Planning : 3 credits (45 hours) ; L, T.

- Exploitation of technical data (Articles, nomenclatures, posts of load, ranges and calendars);
- Distinguish the different needs (gross, net, dependent, independent);
- Plan the needs in horizons of decisions (periodicity and mesh of time);
- Plan the production of finished products: Program Director of production;
- Planning the production and supply of components and materials: Calculation of the needs of gross and net;
- Staking out the shop orders (OF) and check the adequacy between load and production capacity.

QMA126: Methodology and project

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

- The collection of information;
- How to make a report;
- The plan of the probationary report and the summary;
- The table of contents;
- 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 writeeffectively;

- Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations);
- Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter); How to prepare the defense.

> The bases of the project planning: 2credits (30hours); L, T, P.

- Expression of the need and desirability study (management of a case, decomposition of the elements constituting);
- Costing of the time and costs in a case;
- Task and division of the project, links of chronology between the tasks;
- Tasks and critical path, free margin, total margin;
- Analysis of the workload, the dimensioning of resources, costs; uncertainties of planning;
- Schedule of Project, Project Schedule;
- Follow up of the project or of the case and update of a schedule.

QMA 231 : 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.

2. Basic Set linked to a random experiment

- Probability;
- Conditionalprobability;
- Formula of Bayes;
- Tests in BERNOUILLI.

3. Random variables discrete

- Law of probability;
- Distribution function.

4. Random variables continuous

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

5. Conventionallaws

- Binomial
- Normal ;
- fisher;
- exponential.

> Applied computer 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.

* QMA 241 : Quantitative techniques and computing II

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

1. Concepts of the optimization combination

- Constraints/objectives;
- Feasible solution/best;
- Terminal;
- Local optima, etc.

2. Graph Theory

- Modeling;
- Coloring;
- Roads;
- The treesmaskingfluid;
- 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. Decisionon uncertainly
- 8. Transportation problems
- 9. The problems of transfert

> Applied computer II: 2 credits (30hours); L, T, P

Specific work

software quality management.

QMA232: Accounting and ICT I

> The information system: 2 credits (30hours); L, T, P, SPW

1. Concept 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 Information System;
 - The parts to anInformation System;
 - Software;
 - Definitions;
 - The purpose of information system;
 - The functions of information system; the organizational system; the processing of information.

2. Concept of algorithmic and initiation to the programming

- Objects: circumstances, 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.

> Cost accounting and budgetary management: 2 credits (30 hours); L, T, P, SPW

1. the general ledger to the cost accounting

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

2. Analysis of expenses

- liable and not liable expenses;
- Direct and indirect costs;
- Suppletive expenses;
- Allocation of Indirect Costs.
- 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 expenses of structure

* QMA 242: Accounting and ICTS II

> System of Information II: 2 credits (30 hours); L, T, P.

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

2. Elaboration of the Entity association model

- 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/associations

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

4. 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; 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

> Analytical accounting and budgetary management II: 2 credits (30hours); L, T, P

1. The predetermined costs

• Identification of standard deviation on direct and indirect costs and algebraic analysis of these differences (exclude the graphic analysis).

2. The Budgets (brief study and practice)

- The budgets of the sales;
- The production budgets;
- The budgets of supply;
- budgets of investment;
- budgets of cash flow.

♦ QMA 233: Implementation of an approach and scheduling I and II

> Scheduling/Launch I: 1 credit (15 hours); L, T, P, SPW

- Definition of types of workshops and yields, Capacities of workstations, posts of expenses;
- Determination of the sequences of scheduling with methods of Simple Scheduling (Johnson, rules of priority, algorithm, ..);
- Staking activity in earlier and the later, overlap, fractionation;
- Reimplementation schedules of Gantt.

> Implementation of animproving process I: 1.5 credits (22.5 hours); L, T, P

- Continuous improvement;
- Project Process Improvement (6 sigma; DMAICS; Lean ...);
- The Kaizen Process;
- Project Definition (context; issues; actors; perimeter of action; difficulties and constraints...);
- Performance measurement: diagnosis of the existing and indicators to measure the existing;
- Conduct of the change;
- Analysis and statistical treatment of data;
- Implementation and monitoring of actions;
- Drafting of a specification.

> Scheduling/Launch II: 1credit (15 hours); L, T, P, SPW

- Authorisation by the bottlenecks and optimization;

- Assessment of the performance of a schedule (performance criteria, measures ...) and decision-making;
- Evolution of the schedule as a function of the vagaries (breakdowns, absenteeism ...).

> Implementation of animproving process II: 1.5 credits (22.5 hours); L, T, P, SPW

- Continuous improvement;
- Project Process Improvement (6 sigma; DMAICS; Lean ...);
- Approach of the small Not (Kaizen...);
- Project Definition (context; issues; actors; perimeter of action;
- Difficulties and constraints...);
- Performance measurement: diagnosis of the existing and indicators to measure the existing;
- Conduct of the change;
- Analysis and statistical treatment of data;
- Implementation and monitoring of actions;
- Drafting of a specimen.

QMA 234 : Mastery of processes and pilotage of workshop

> Mastery of processes: 2 credits (30 hours); L, T, P

- Aptitude of control systems measurement;
- Implementation and Use of the control cards;
- Effectiveness of models of the control cards in a given context;
- Control of receipt;
- Self-control, foolproofing devices;
- Sources of variability;
- capability study.

> Piloting of workshop: 2credits (30 hours); L, T, P, SPW

- Management of planning process of, management of production and purchases;
- Operating and updating of technical data (Articles, ranges, Nomenclatures, Inventories, workstation, workshop, calendars,...);
- Planning of manufacture orders (OF) and of purchase (OA) and scheduling;
- Staking of ofto infinite capacity and calculation of forecast loads;
- Scheduling and generation of production schedule;
- Launch in production, pilotage, monitoring and closure of of;
- Management of OA, procurement and receipt of purchase orders.

QMA 235: Optimization

Optimization processes /experimental approaches: 2credits (30hours); L, T, P, SPW

- Introduction and Reminder of basic statistics;
- Statistical Quality Control: The control cards by variables, maps of control by attributes, the control cards for small series;
- Performance Indices and of capability of processes;

- Theory and plans of the sampling;
- Systematic experimentation and passive: plans of experiences fractional factorial, Taguchi method and response surfaces;
- Modeling and Optimization of processes;
- Use of software packages for the development of the control cards and the treatment and the statistical analysis of the data.

> Actuation of the flows in just in time: 2credits (30hours); L, T, P, SPW

- Philosophy of the Just In Time (JIT) Base of Lean Production management;
- The tools for improvement and reduction of time (SMED, PM, 5S, ...);
- Implementation of a customer partnership-supplier;
- Continuousimprovement KAIZEN;
- Different ways to control the flow (pushed, drawn); Principle of the kanban sizing (and implementation).

> Optimization of a workstation: 2credits (30 hours); L, T, P

- Regulations and standards of work;
- Ergonomic approach, security to the workstation;
- Calculation of time and optimization of the Cadence;
- Efficiency of aworkstation;
- Specification of evolution and creation of posts;
- Application to the workstation of the concepts of improvement and just in time (P on the position);
- The establishment of standards for time; analysis of the economic impact of the solutions to be recommended.

> Optimization of an Implementation: 2credits (30hours); L, T, P

- Influence of the modification of technical data on the process;
- Consistency between the technical data and process (trio nomenclature range process);
- Analysis of a Location:
 - Needs of circulation space in function of the technological means of handling and production;

•The needs of spaces linked to human activity;

functional analysis of surfaces.

- Analysis of stream:

• Quantification of trafficking;

debits and cadences.

- Simple techniques of implantation (-membered, online, homogeneous sections, implementationislets ...);
- Physical implementation and implementation plan:
 □ location of stocks and incourse;
 □ Calculation of surfaces.

QMA 236: Simulation and ethics

Simulation of a system of production of goods and services I: 1credit (15 hours); T, P

- Definition of key performance indicators of production;
- Definition of the criteria and objectives of the simulation;
- Collection, analysis and preparation of data.

> The Ethics: 1credit (15 hours); L, SPW

- The loyalty in contractual matters;
- The loyalty of the competition;
- The duties and responsibility of the leaders and auditors; -
- The control of the management by the associated;
- Interdictions and disqualifications.

♦ QMA 237: Legal environment and Creation of an enterprise

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

- 1. The status of trader
- 2. The acts of commerce
- 3. Goodwill
- 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

* QMA 244: Planning and Control

> Short and long-term planning : 1credit (15hours); L, T.

- Industrial and Business Plan (ICP): Notions of families of products, macro nomenclatures, finished products by family; OF SUPPLY; configuration;
- Calculation of capacity needs on the critical resources (ratio, macro-ranges, articles-ressources...);
- Program Director of Production (PDP);
- Typologies of PDP (on forecasting, to the command; mixed);

- Horizons and management area (farm ...), available to sell, consumption of forecasts;
- Consistency PIC/PDP;
- Measurement of the performance of the PDP (indicator of stability of the PDP ; ...).

> Control and Management of Equipments: 2credits (30 hours); L, T, P.

- Declaration of Conformity Product;
- Documentation management and monitoring of equipment;
- Instruction cards;
- Facilities management of monitoring and measuring.

QMA 245: Simulation and parameterization of an ERP

> Parameterization of an ERP: 3credits (45 hours); L, T, P, SPW.

1. General presentation of the les

- Definition;
- The LES: for who, why?
 - For that;
 - For what;
 - Technical architecture.
- 2. Modular architecture of the ERP \Box The main publishers of the ERP; \Box modular architecture:
 - The finance module.
 - The logistics module: The profiles menus;
 - The basic data;
 - The sales process, the command of sale;
 - □ The process stock;
 - The process of purchase, the purchase order; The module e-commerce.
- 3. Parameterization, commissioning, testing and evaluation of the software package
 setting:
 - Analysis;
 - Development;
 - Qualification;
 - Migration of data;
 - Development, Test and Evaluation;
 assistance to change;
 maintenance and support of the product.

Simulation of a system of production of goods and services II: 2credits (30 hours); T, P, SPW.

- □ Setting of the model;
- □ Strategy for the conduct of the trials of simulation;
- □ Analysis, formatting and exploitation of results.

QMA 243: Documentary Management of a system, organization and animation of a production unit

> Documentary Management of a quality system: 3 credits (45 hours); L, T, P, SPW

- What is documentary management?
- The objectives of the Documentary Management;
- The components of the documentary system;
- The documents quality;
- The creation of a document quality;
- The application of a document quality;
- The monitoring of a document quality;
- The principlediagram;
- The qualitymanual;
- The procedures;
- The operating mode;
- The guides;
- The design and presentation;
- The"approval and dissemination;
- The conservation and the archiving;
- The Computer Management of the documentary system;
- The usefulness of a documentary system effectiveness.

Organization and animation of a unit of production of goods and services: 3 credits (45 hours); L, T, P, SPW

- Modeling of the production unit, balancing and implantation, coordination by the constraints, by the bottlenecks;
- Organization of production units:
 - ✓ Passage of a traditional unit to an autonomous unit;
 - Opportunity to an organization in a team and their capacity for action;
 - ✓ The key factors of success; key success factors
 - ✓ Management of the versatility/polycompétence; □ □ Definition, distribution and planning of tasks.
- Animation of the production units:
 - ✓ Visual management;
 - ✓ Implementation of an approach to progress; □□Choice, establishment, operation of the indicators.

QMA 246 : Professional internship

> The 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 and academic
- 5. Elaboration of the structure 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

QMA247: Legal environment and Civic education II

> 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 labour law creation 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

Field : MANAGEMENT

Specialty :

LOGISTICS AND TRANSPORT MANAGEMENT

Field:

MANAGEMENT

Specialty:

Logitics 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

ightarrow 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.

\rightarrow SpecificSkills

- 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 theaction 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);
- 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;
- LogisticsEngineer;
- 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

4. Organization of the Teachings

Semester 1

FIELD: Management Specialty			r: Logistics and Transport Management						
Cada	Course Title		Hourly Volume					Number	
Code			L	T	Р	SPW	Total	of Credits	
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 economi environment I	C	28	10	5	2	45	3	
Total			318	53	50	29	450	30	

Semester 2

FIELD: Management Spe			ecialty: Logistics and Transport Management						
Cada	Course Title			Number					
Code	Course liffe		L	T	Р	SPW	Total	of Credits	
	Fundamental Courses 30% (2 UC) 9 cr	edits 1	35 ho	urs					
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/ Procureme and Inventory Management	ent	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 Speci				ialty: Logistics and Transport Management						
Code	Course Title		Hourly Volume					Number Of		
			L	T	Р	SPW	Total	Credits		
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	ort/ Air	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 environ and the creation of business	ment	35	3	5	2	45	3		
Total			275	73	70	32	450	30		

Semester 4

Sector: Management Special			lty: Logistics and Transport Management						
Code	Course Title		Hourly Volume					Number	
Code			L	Т	Р	SPW	Total	Credits	
	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 Operat and Procedures/ Maritime Law	ions	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	

5. Courses content

LTM111: Principles of Management/ Principles of business Law

> Principles of Management: 1 credits (15 hours); L, T, SPW

Description - This is a beginning course designed to study management theory and practice. The topics to be treated in this course will include inter alia:

- Functions of management
- History of management thought
- Executive functions of a manager
- Functional areas (Marketing, Production, Personnel, Financial, Operations)
- Business organizations.

Principles of business Lawl: 1 credits (15 hours); L, T, SPW

LTM 112: Mathematics and Quantitative technics

- > General Mathematics :3 .5 (52.5 hours)
- > General Mathematics I: 1.75credits (26.25 hours)
- Algebra vector spaces: 1.75credits (26.25 hours); L, T, P, SPW
 - 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 the matrix calculation on the resolution of systems of linear equations.

6. **Reduction of square matrices**

- Real values;
- Real vectors.
- 7. Differential equations and linear reoccurrence of the 2nd order with constant coefficients (cc)
- 8. Mathematical applications in Economics and Management.

> General Mathematics II 1.75credits (26.25 hours)

Analysis: 1.75credits (26.25 hours); L, T, P, SPW

- 1. The Real Numbers
- 2. Numerical Functions of a real variable, limit, Continuity
- 3. Differentiability, extrema, theorem of Role 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

> Quantitative technics: 3.5credits (52.5 hours)

Financial Mathematics I: 0.875credits (13.125 hours); L, T, P, 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;
 - Rate equivalent and proportional rate;
 - Rate of Interest apparent;
 - Rate of" real interest.

4 Statistics: 0.875credits (13.125 hours); L, T, P, 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.

Financial Mathematics II: 0.875credits (13.125 hours); L, T, P, SPW

1. The Annuities

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

2. The undivided borrowings

- Reimbursement by constant annual installments;
- Table d"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.

> Statistics II: 0.875credits (13.125 hours); L, T, P, SPW

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

* LTM113: Introduction to Logistics Management / ICT for Logistics

> Introduction to Logistics Management : 2.5 credits (37.5 hours); L, T, SPW

Course description:

This module provides students with the skills and knowledge in coordinating the movement of goods, both imports and exports. Some of the topics to be covered are as follows:

- Important Concepts in Logistics management: Logistics, Forwarding, Outsourcing, Tendering, Quality management etc.
- Information handling and control issues
- Introduction to Warehousing
- Construction, Layout and Safety
- Customer Service

> ICT for Logistics: 1.5 credits (22.5 hours); L, T, SPW

Course Description: The focus of this course will be to provide students with a thorough understanding of how to adopt Information and Communications Technology (ICT) to improve the efficiency of information flow and control in the logistics/supply chain efficiency

environment. The course further exposes students to the role of the internet in modern logistics management, as well as the various logistics software's which can be employed to increase efficiency in supply chain. Some of the topics to be treated are as follows:

- The role of Information Communication Technology in the Supply Chain
- Electronic Data Interchange
- Point of Sale Information
- Value Added Logistics
- Commodity Related Systems.

LTM114: Ancillary Professions

Course Description:

This course will introduce on the one hand shore-based personnel who offer supporting services to maritime transport, and on the other hand, port-based firms specialized in cargo handling activities. These shall include the:

> Ship representation: 2 credits (30hours); I, t, p, spw.

- Legal status and functions (municipal and international legal instruments)
- Activities carried out
- Warehousing of cargo and relationship with both the freight forwarder and the cargo handling firm
- Different appearances or 'caskets' worn (port agent, protecting agent, husbandry agent).
- Relationship with the Maritime Administration, ships chandlers, customs' services and the port's authorities.

> Freight Forwarding (cargo representation): 2 credits (30 hours); I, t, p, spw

With the following topics to be treated:

- International Freight Forwarder and Freight Business
- Interaction between International Trade and Forwarding Activities
- Forwarding services and the Legal position of the Forwarder
- International Commercial terms
- Customs brokerage
- Documentation in Forwarding.

> Cargo Handling: 2 credits (30 hours); L, T, P, SPW

The topics to be examined shall include:

- Legal status
- Cargo handling equipment
- Types of cargo and cargo gear
- Cargo stowage and legal responsibilities
- Cargo warehousing and relationship with freight forwarders and shipping agent
- Contractual partners

LTM115: Shipping and International Trade/ Maritime Transport

> Shipping and International Trade: 2 credits (30 hours); L, T, P, SPW

DESCRIPTION - This Course examines the nature of world trade and its relationship to Logistics. It explores the interfaces between Logistics services and world trade as well as an overview of the International Logistics Industry. The core of the topics to be covered is as follows:

- World trade development'
- Demand for Logistics services
- Economics of sea transport
- International trade, trade balance and trade routes
- The impact of Transport cost
- Shipping markets
- Shipping companies
- International institutions and their role in maritime trade and transport

> Maritime Transport : 2 credits (30hours); L, T, P, SPW

Objective:

This course introduces students to the concept of sea transport and its service nature to International trade in the global. It explores the nature and philosophy behind sea transport, its relationship to the trading community and examines the basics local/international institutions and methods used in the industry.

Course outline:

- Introduction to maritime transport;
- International Organizations and regulation in maritime Transport;
- Documents in shipping;
- Pricing of Ocean Freight;
- Registration and Licensed of Ships.

LTM116: Transport Law/ Carriage Law

> Transport Law: 2 credits (30 hours); L, T, P, SPW

Objective: this course has an international focus, providing insight into international rules governing the carriage of goods. The following topics will be treated:

Course outline:

- General Common Law rules for carriage of goods (Duties and Liabilities of the common carrier);
- International law rules for carriage of goods by Roads (CMR rules);
- International Rules for carriage of goods by air (Warsaw Convention);
- International Rules for carriage of goods by Sea (Hague, Hague Visby, Hamburg and Rotterdam Rules).

> Carriage Law: 2 credits (30 hours); L, T, P, SPW

Course description: This is an introductory course that announces the various international instruments that regulate the different types of transport modes whether maritime, surface, air,

or inland waterways. This course has an International focus, providing insight into the International rules governing the carriage of goods. The following topics will be treated:

- General Common Law rules for carriage of goods (Duties and Liabilities of the common carrier)
- International Law rules for carriage of goods by Road (CMR rules)
- International Rules for Carriage of goods by Air (Warsaw Convention)
- International Rules for Carriage of goods by Sea (Hague, Hague Visby, Hamburg and Rotterdam Rules).

* LTM117: Bilingual training I and economic environment I

> French expression: 1 credit (15 hours); 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 finanINTg of the "Economy

- 6. The elements of the National Accounts
- 7. The"macro-economicequilibrium
- 8. The socialist system
- 9. The capitalisteconomy
- 10. The State and its interventions
- 11. The foundations of international trade
- 12. International payments
- 13. The balance of payments
- 14. Economic development and itsinequalities
- 15. Growth and itsinequalities
- 16. Inflation, unemployment, industrial change
- 17. The issues of development and the globalization of problems
- 18. The developmentstrategies
- 19. The economic integration and the forms of cooperation

LTM121: Government Politics

> Government Politics: 4 credits (60 hours); L, T, P, SPW

Content:

- The concept of governance;
- The concept of politics;
- Types of Governments;
- Distinction among governments;
- Democracy and origin ;
- The Attributes of the Philosophy of Democracy;
- Types of Democracies ;
- Survey of Cameroon Political History ;
- The Establishment of the Federal Government / Unitary Government;
- Constitutional Change in Cameroon.

LTM122: Research Methodology

> Methodology for drafting the report of internship: 5creditS (75 hours); L, T, P, SPW

- The collection of information;
- How to make a report;
- The plan of the Probationary report and the summary;
- The table of contents;
- The introduction of the internship report;
- The conclusion of the internship report;
- The acknowledgments;
- How to build the annexes;
- When to start his internship topic;
- How to find a theme of internship report;
- The cover page;
- How to writeeffectively;

- Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations);
- Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter);
- How to prepare for the defense.

LTM123: International Transport Management/ Safe Transport of Dangerous Goods

> International Transport Management: 2 credits (30 hours); L, T, P, SPW

Objective:

The purpose of this course is to train students in the global logistics and supply chain concept evolution up to date, the environmental developments and differents methods and strategies used for international multimodal transportation to facilitate cost and efficiency objectives.

Course outline:

- Evolution of Logistics Concept;
- Effect on International Transport;
- Development in Logistics and Supply Chain;
- Most used Aircraft and Pallets;
- Futures issues in International shipping and Transport Management.

> Safe Transport of Dangerous Goods: 2 credits (30 hours); L, T, P, SPW

Course description

This module attempts to outline and discuss the distinct features of dangerous goods transportation and the regulatory requirements for handling dangerous goods. It further elucidates on the classification of dangerous goods as outlined in International Conventions and guidelines. Some of the topics to be covered are as follows:

- 1. Dangerous Goods;
- 2. Dangerous Goods Regulations (focus on the IMDG code);
- 3. Classification of Dangerous goods;
- 4. Identification of Dangerous Goods;
- 5. Description of Dangerous Goods;
- 6. Marking and labeling of hazardous cargo;
- 7. Responsibilities in handling Dangerous Goods.

LTM124: Warehouse Management/ Procurement and Inventory Management

> Warehouse Management: 2 credits (30hours); L, T, P, SPW.

- 1. Objectives of Warehousing
- 2. Warehousing Resources
- 3. Rationale of Warehousing

- 4. Types of Warehouses
- 5. Functions of Warehouses
- 6. Basic Warehousing Decisions
- 7. Basic Warehousing Operations

> Procurement and Inventory Management: 3 credits (45hours); L, T, P, SPW.

Course Description: This course is a beginning course that teaches students the basic principles of procurement and inventory. Some of the topics to be considered are as follows:

1. Procurement

- principles of purchasing
- identification of needs
- specification of requirement
- identifying sources
- choosing potential suppliers
- selecting the supplier
- placing the order

2. More advanced concepts

- Total cost of ownership (TCO)
- Procurement targeting
- category management

3. In -house classification of goods

- purchasing of immediate use
- Inventory and stock
- project materials

4. Inventory principles

- To stock or not
- consequences of non-availability
- decisions about how much to buy and when
- opportunities to avoid holding stock

LTM125: Total Quality Management/ Maritime Administration I and II

> Total Quality Management: 2 credits (30hours); L, T, P, SPW

Objective: this course gives a good background to the concept of quality management and its evolution as well as the various approaches to ascertaining and measuring quality performance and its limitations.

Course outline:

- Quality management system;
- Quality assurance system;
- Total Quality Concept;
- Transformation process;
- Continuous improvement of process;
- Demings 14 points;
- Product and Service process;
- Standardization.
- > Maritime Administration I and II: 3 credits (15hours)

> Maritime Administration I: 1.5 credits (22.5hours); L, T, P, SPW

This course is designed to introduce that organ of the administration of a coastal state that provides advisory services to the government with regard to transport in general and maritime transport in particular. With regard to statutory functions and activities, the following topics should be examined in two semesters:

- Basic maritime problems of developing countries
- Participation of developing countries in the evolution of global maritime standards
- Development of Maritime legislation
- Structures and sub structures of the Maritime Administration
- Maritime Safety (ship registration, inspections, etc)
- Carriage Law framing, implementation and enforcement
- Accidents and casualty investigations
- Conflicts and conflict resolutions
- Development of carriage law with related administrations
- Liaising with regional and international organs and organizations (UN Agencies and Specialized Agencies) in the preparation of carriage related laws and regulations, together with safety-oriented ones.
- National maritime training facilities
- Port development
- Statutory inspections and controls (flag, port, and coastal state controls)
- Flag state activities (registration, inspections, etc)

> Maritime Administration II: 1.5credits (22.5hours); L, T, P, SPW

Course description: The focus here will be on:

STATUTORY CONTROLS (PORT STATE CONTROL)

This Course explores the various obligations and requirements imposed on flag, port, and coastal states to ensure the good condition, state and conduct of vessels and crew, as well as the powers imposed on them. Some of the topics to be discussed are as follows:

- Background
- Flag State Controls and Inspections
- Coastal State Controls
- IMO Port State Control Inspection guidelines
- PSC MOU (Memorandum of Understanding)
- Legislation
- PSC Inspections and detentions
- PSC forms and their completion
- PSC: ISM code ISPS code interaction
- **CASUALTY INVESTIGATION;** that shall include inquiries into marine/maritime disasters.

LTM126: Marine Insurance /Fundamentals of Cargo Insurance

> Marine Insurance: 2.5 credit (37.5hours); L, T, P.

Objective: this is awareness course that exposes students to the insurance policies utilized within the logistics industry with special reference to the unique nature of marine insurance. It addresses the issue of maritime risk, and how this risk is managed through available insurance policies. The topics to be examined are as follows:

Course outline:

- General principles of cargo Insurance;
- The need to spread risk;
- General average;
- Legal background Cargo vs. Hull, Utmost good faith, Disclosure and warranties;
- Hull and machinery insurance Premium and Claim, insured perils, Exclusions, Ports risks;
- Protection and indemnity insurance;
- Cargo Insurance;

> Fundamentals of Cargo Insurance: 1.5 credit (22.5hours); L, T, P.

Course description

This is an awareness course that exposes students to the Insurance policies utilized within the Logistics Industry with special reference to the unique nature of marine insurance. It addresses the issue of maritime risk, and how this risk is managed through available insurance policies. The topics to be examined are as follows:

- General principles of cargo Insurance
- The need to spread risk
- General average
- Legal background Cargo vs. Hull, Utmost good faith, Disclosure and warranties
- Hull and machinery insurance Premium and claims, Insured perils, Exclusions, Port risks
- Protection and Indemnity Insurance
- Cargo Insurance

* LTM 127: Bilingual training II 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

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

- TheEnterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- Theinsertion of the company in the economic fabric;
- Thecommercial activity of the enterprise;
- Theproductive activity of theenterprise;
- Logistics in theenterprise;
- Thefinancial activity of the enterprise ;
- The management of human resources;
- Thesystemic approach of the enterprise;
- Information system;
- The decisionmakingprocess
- Thestrategic analysis of thecompany;
- Choice and implementation of a strategy;
- Thebusiness, society and culture;
- Thebusiness, society and the Ethics.

LTM231: Project Management

> Project Management: 5 credits (75hours); L, T, P, SPW

This is an introductory course. That exposes students to the elements and principles of project management (quality and strategic) and its application. Some of the courses of interestinclude:

- Terminal planning
- Project business case
- Project lifecycle
- Project planning and scheduling
- Managing a project budget
- Monitoring and control
- Managing change orders
- Managingrisk
- Effective communication
- Managing a team

• Project leadership

* LTM232: Computer for Business I

> Computer for Business I: 4 credits (60 hours); L, T, P, SPW

The hardware and software on a computer system

A- the Hardware

- 1. The peripheral components
 - The input devices;
 - The devicesoutput;
 - 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.

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;

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• 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 numbering and coding

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 numbering systems

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

3. The basic changes

- From Decimal to another base b;
- From base b of any kind to the decimal basis;
- From binary in octal and vice versa;
- From binary to hexadecimal and vice versa.
- 4. Arithmetic operations Dinary numbers signed:
 - Exact representation;
 - Representation in complement to 2.
 - addition of binary numbers;
 - Subtraction of binarynumbers;
 - Use the add-in to 2 in the subtraction;
 - Multiplication of binary numbers;
 - Division of binary numbers.

5. Hexadecimalarithmetic

- 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;

2. The functional codification;

- Types of functional codes;
 - The of technologicalcodification.

3. The alphanumeric codes

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

LTM233: Land and Inland Waterway Transport/ Air Transport

> Land and Inland Waterway Transport: 2.5 credits (37.5 hours); L, T, P, SPW

Course Description

This module trains students in the operations of Road Transport, Rail Transport and Inland waterway

Transport as well as the regulatory regime governing these modes of transport. Some of the topics to be considered are as follows:

- Introduction to Road Transport, Rail Transport and Inland Waterway Transport
- Legal Requirements for Land Transport and Inland Water way Transport
- Documentation requirements
- Budapest Convention for Inland water way Transport
- Dangerous goods and Land Transport

> Air Transport: 3.5credits (52.5hours); L, T, P, SPW

Course Description

This module highlights the various International regulations that govern the conduct of International Air Transport. It also examines the accepted International practices in Air Transport as well as the contemporary trends. Some of the topics to be treated are as follows:

- International Organizations in Air Transport
- Applicable International Rules (Warsaw Convention, Montreal Convention etc.)
- IATA conditions of carriage
- Liability to Airlines
- Dangerous goods by Air
- Packaging of Air freight
- Documentation in Air Transport

LTM234:Carriage of goods by sea / Port Management operation

> Carriage of goods by sea: 2 credits (30hours); L, T, P, SPW.

Course Description

This course introduces students to the concept of sea transport and its service nature to International trade. It explores the nature and philosophy behind sea transport, its relationship to the trading community and examines the basic local/international institutions and methods used in the industry. Some of the topics to be covered are as follows:

- Introduction to Maritime Transport
- Tramp shipping (Chartering practices)
- Liner Shipping
- International organizations and regulations in maritime transport
- Shipping services and sea ports
- Documents in shipping
- Pricing of Ocean Freight
- Registration and Licensing of Ships

> Port Management operation: 2 credits (30hours); L, T, P, SPW Course Description: This Course in the first place, is designed to provide a good Introduction to the nature and functions of terminals in International trade examining as it were, the relationship between the port authority and the terminal operator, related legal obligations, ownership and operating structures and the pricing of port services. The topics to be considered here shall include:

- Introduction to port and Terminal Operations
- Duties and Responsibilities Port Authority, terminal operator
- Legal obligations and powers of Ports and Terminals
- Role of the Port authority
- Port ownership
- Deregulation of Port and Terminal activities
- Port/Terminal responsibility
- Improving Port and Terminals performance
- Value added services in ports

In the second place, the course shall look at key issues in the operations of the various terminal types, along with an investigation of the various terminal operators and the benchmarking of terminals. The topics to be examined here will be as follows:

- Ship and cargo characteristics
- Types of Terminals Liquid bulk, Dry bulk, General cargo, container, Ro-Ro, Cruise and passenger
- Terminal Infrastructure and equipment
- Terminal operating systems
- Major terminal operators
- Process of cargo movement
- Safe working in terminals
- Measuring and benchmarking terminal performance

LTM235: Environmental Management

> Environmental Management: 3 credits (45 hours); L, T, P, SPW

Course Description

This course provides a comprehensive introduction to the principles underpinning maritime environmental management before examining the numerous environmental impacts associated with maritime operations. The topics to be discussed include the following:

- Introduction to the Marine and Coastal Environment
- Sustainable development
- Key issues facing marine and coastal environment
- Environmental impacts associated with maritime operations
- Maritime environmental Governance and enforcement

LTM236: Ship Finance / Ship chartering

> Ship Finance: 2.5 credits (37.5hours); L, T, P, SPW

Objective: This course addresses the key issues in the financing of vessels as well as the overall financial system for international Shipping.

Course outline:

- Costs and revenues in Shipping business;
- Impact of decisionson profitability;
- Interpreting financials performance;
- Corporate and social responsibility;
- Governance;
- Investment, operating regulatory risk.

> Ship chartering: 2.5 credits (37.5hours); L, T, P, SPW

Objective: This course is designed to exposed students to the contractual terms in Charter parties and how to obtain the best terms. The topics to be examined are as follows:

Course outline:

- Whatis a Charter Party ?;
- Types of Charter parties;
- Commercial context of Charter parties;
- Examples of charter parties used in different trades;
- Key issues of contract law as applicable to charter parties;
- Brokers role in negotiating and fixing charter parties.

LTM237: Civics and Ethics/The legal environment and the creation of business

> Civics and Ethics: 1 credits (30hours); L, T, P

- The Concepts
 - The citizen;
 - The Nation;
 - The State;
 - Public Propertyunto 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 universaldeclaration of HumanRights
 - Good governance in public services

- Explain the importance of civics to the life of the nation
- Functions of the state and itscitizens
- Deontology, Professional ethics and professionalism
- Relationship betweenmorality, law and ethics
- Codes of ethics

> Law on Commercial Companies I: 0.5 credit (7.5hours); L, T

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

> Common 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: 0.5 credit (7.5 hours); L, T, P, SPW

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

* LTM241: Computer for Business II

> Computer for BusinessII: 4credits (60hours); L, 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 to the Geographic Extent:
- The local networks (LAN);
- The metropolitan area networks (MAN);
- The wide area networks (WAN).

3. Network Topologies

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- PhysicalTopology:
 - The bus topology;
 - The star topology;
 - The ring topology;
 - The topology in mesh;
 - The topology in shaft.
 - LogicalTopology:
 - Networks to broadcast;
 - Point-to-point networks.

4. **Network architectures**

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- Client/server architecture;
- Architecture of equal to equal.

5. The equipments 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).
 - 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.

B- Internet network

1. Concept of protocol

- Definitions and a few types of protocols:
 - SMP protocol;
 - POP protocol;
 - NNP protocol;
 - The FP protocol;
 - HTP 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 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 of access (role, examples);
- Types of connections (specialized line, phone line, satellite).

LTM247: Business Communication

Business Communication : 3 credits (45hours); L, T, P, SPW

* LTM243: Introduction to Custom Operations and Procedures/ Maritime Law

> Introduction to Custom Operations and Procedures: 3 credits (45hours); T, P.

Course Description

This Course explains the role of Customs with its economic and fiscal mission in a Trade facilitation driven World economy development. It also touches on Customs Tariff, and valuation methods. Some of the topics to be discussed are as follows:

- Functions of Customs Administration worldwide
- Customs Tariff
- The entry making process, clearance and Shipping of goods
- Customs examination techniques
- Customs Valuation and WTO concept
- Customs Valuation

> Maritime Law: 2 credit (30hours); L, T, P, SPW

Course Description

The Course will basically expose students to the public International law aspects of maritime law. It is interested in examining the legal order of the oceans particularly the United Nations Convention on the Law of the Sea. Some of the topics to be examined are as follows:

- Coastal State, Flag State and Port State Jurisdictions
- Maritime Zones
- Environmental requirements for shipping under UNCLOS
- MARPOL convention
- SOLAS convention
- Navigational rights of States

LTM244: Multi-modal Transport

> Multi-modal Transport: 3 credits (45hours); L, T, P, SPW

This module aims to provide a fundamental knowledge in multi-modal transport and containerization operations. It explains the concept of multimodal transport and the physical Infrastructure required for multimodal transport. It also discusses the commercial aspects such as multi-modal transport pricing.

The topics to be studied include:

- Concept of Multi-modalism
- Components of Intermodal Transport chain
- Multimodal Transport operations
- Project Transport
- Documents used in Multimodal Transport
- Applicable Law in Multimodal transport.

LTM245: Introduction to Oil and Gas/ Safety and Security in Shipping

> Introduction to Oil and Gas: 2.5 credit (37.5hours); L, T, P, SPW

- Introducing Oil and Gas
- Finding Oil and Gas
- Extracting and Processing Oil and Gas
- Oil Refining and gas Treatment
- Selling Oil and Gas
- Managing Oil and Gas

> Safety and Security in Shipping: 2.5 credit (37.5hours); L, T, P, SPW

Course Description

This module covers the regulatory skills required to document, classify, prepare, offer and accept shipments of dangerous goods intended for transportation by air, land and sea. It also covers the related ground transportation requirements as well as specific International requirements on safety.

Some of the topics to be covered are as follows:

- Safety and Security requirement for Shipments
- ISPS code in sea borne traffic
- Safety and Security Inspections at Interfaces and preventive actions
- Safety of life at sea
- Maritime security

* LTM242: International Commercial Law/ Strategic Management

> International Commercial Law: 2.5 credits (37.5hours); L, T, P, SPW

This course provides a comprehensive overview of the legal framework for International commerce with particular emphasis on the law relating to International commercial terms. Some of the topics of interest include

- Elements of The Contract for the Sale of goods
- Passing of title
- Passing of Risk
- Delivery
- International Commercial terms
- INCOTERMS and International Conventions

> Strategic management: 2.5 credits (37.5hours); L, T, P, SPW

Objective: a course that integrates the functional areas of production, accounting, marketing, finance and human resource. This course only introduces students to the concept of strategic management and its use.

Course outline:

- Concept of Strategic Management;
- Theories and approaches;

- Decision making;
- Strategic Analysis;
- Case studies.

LTM246: Internship 5 credits (75 hours)

> Professional Internship: 5 credits (75 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

Field : MANAGEMENT

Specialty :

SPORT MANAGEMENT

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	IM I	

MANAGEMENT

Specialty: Sport Management

1. Objectives of the training

The objective of this specialty is to train technicians who will be able to understand the leisure market associated with sports and events, the regulations of the practice, the functioning of institutions and associations, collective or public, marketing and sports projects.

2. Skills Sought After

\rightarrow General skills

- Manage the circulation of information;
- Manage work equipment;
- Have the professional capacity of sports managers autonomy, sense of initiative, rigorous and responsible);
- Have theoretical, practical and cultural knowledge of different physical and sport activities.

\rightarrow Specific Skills

- Know the economic, legal and institutional environment in which the sports organizations evolve;
- Conceive and provide sports equipment for the different sporting disciplines;
- Mobilize appropriate instruments for the development and management of a sports organization;
- Manage and animate a sports structure adaptable to the local, regional or national environment and with the authorities of the area;
- Know the management tools applicable to the practice of public and private sports;
- Analyze constraints to sporting activities and indulge in sports projects by using appropriate management methods and techniques ;
- Manage infrastructure assets;

3. Outlets

- Manage a sports association;
- Can be the administrative officer of a sports association;
- Organize a sports event;
- Manage a sports infrastructure; etc,

4. Organization of the Teachings

Semester 1

Field: Management			Specia	lty: SPC	ORT MA	NAGEN	NENT	
a a da			Number					
code	Course lifle	L	T	Р	SPW	Total	Or Credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
SMA111	Mathematics and Computer Science I	50	20	0	5	75	5	
SMA112	Quantitative techniques of management I	40	15	0	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
SMA113	Legal Environment and accountant I	35	10	10	5	60	4	
SMA114	Marketing	45	15	10	5	75	5	
SMA115	Tools for managing sport I	35	10	10	5	60	4	
SMA116	Management of structures and sports organizations I	40	20	10	5	75	5	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
SMA117	Bilingual training I and Economic Environment I	25	10	5	5	45	3	
Total		270	100	45	35	450	30	

Semester 2

	Specialty: SPORT MANAGEMENT									
			Number							
code	Course Title	L	T	Р	SPW	Total	Of Credits			
	Fundamental courses 30% (2 UC) 9 credits 135 hours									
SMA121	Mathematics and Computing II	10	35	10	5	60	4			
SMA122	Quantitative techniques of managementII	10	40	20	5	75	5			
Professional courses 60% (4 UC) 18 credits 270 hours										
SMA123	Legal Environment and accounting II	35	10	10	5	60	4			
SMA124	Management of Human Resources and Methodology	45	20	20	5	90	6			
SMA125	Tools for managing Sport II	35	10	10	5	60	4			
SMA126	Management of structures and organizations sportivesII	30	15	10	5	60	4			
	Cross-sectionalcou	rses 10	0% (1 U	C) 3 c	redits 4	5 hours				
SMA127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3			
Total		190	140	85	35	450	30			

Semester 3

Field: Management			Specia	lty: SP	ORT M	ANAGE	MENT	
				Number				
code	Course Title	L	т	Р	SPW	Total	Of Credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
SMA231	Quantitative techniques and computer skills I	40	20	10	5	75	5	
SMA232	Information system and Financial Analysis I	35	15	5	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
SMA233	Strategies and tools I	25	20	10	5	60	4	
SMA234	Microenvironment and sports organizations I	25	20	10	5	60	4	
SMA235	Marketing and Strategic I and II	25	30	30	5	90	6	
SMA236	The work of synthesis and sport organizations I	10	30	15	5	60	4	
	Cross-sectional courses 10% (1 UC 3 credits 45 hours							
SMA237	The legal environment and the creation of business	25	10	5	5	45	3	
Total		185	145	85	35	450	30	

Semester 4

Field: Management			Specialty: SPORT MANAGEMENT							
			Number							
code	Course Title	L	T	Р	SPW	Total	Of Credits			
	Fundamental courses 30% (2 UC) 9 credits 135 hours									
SMA241	Quantitative techniques and informatics II	10	30	30	5	75	5			
SMA242	Information system and Financial Analysis II	10	20	25	5	60	4			
	Professional course 60% (4 UC) 18 credits 270 hours									
SMA243	Strategies and tools I	10	30	15	5	60	4			
SMA244	Microenvironment and sports organizations I	20	20	15	5	60	4			
SMA245	The work of synthesis and sport organizations I	10	30	15	5	60	4			
SMA246	Practical Training	0	0	60	30	90	6			
Cross-sectionalcourses 10% (1 UC) 3 credits 45 hours										
SMA247	Legal environment and civic education	25	15	0	5	45	3			
Total		85	145	160	60	450	30			

5. Courses content

* SMA111 : Mathematics and Computer Science I BKF

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

- Algebra vector spaces

1. Polynomials

- Polynomialscharacteristics.
- 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. LinearSystems

- Inversion of matrix oforder less than or equal to 3 method of Gauss;

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 devicesofinput;
- 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;
- Thepowersupply;
- The cards of extension;
- other internal organs.

3. The unit of exchange (or bus)

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

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 numbering systems

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

3. The basic changes

- Of Decimal to another base b;
- Toa 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 binary numbers signed:
 - Exact representation;
 - Representation in complement to 2.

- Addition of binarynumbers;
- Subtraction of binarynumbers;
- Use the add-in to 2 in the subtraction;
- multiplication of binary numbers;
- division of binary numbers.

5. Hexadecimalarithmetic

- 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.
- accordingtheGeographicExtent:
 - 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
 - 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:
 - Thecomputer;
 - The network card;
 - The server;
 - The network cable;
 - The transceiver (or adapter);
 - the transmission mounts;
 - the socket.
- The equipmentofinterconnections:
 - 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 ofhost (Host ID).
- Specificaddresses
 - Network address;
 - Machine address;
 - Broadcast Address (broadcaste);
 - 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
 - SMP protocol;
 - POP protocol;
 - NNP protocol;
 - The FP protocol;
 - HTP 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. Statistical series to a variable

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

2. Statistical series 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). <u>NB</u>: do not see the circulations of the commercial bills.

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

<u>NB</u>: 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.

<u>NB</u>: 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 accountingtransfer

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)).

> 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 propertorship;
- 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. fromgeneral accounting to cash accounting

Generality on the cash accounting (objectives, role, concept of charges)

2. Analysis of expenses

- Corparable and non- corparable expenses;
- Direct expenses and expenses;
- Apportissement charges;
- Allocation of Indirect Costs.

3. Valuation of stocks (FIFO method, WAC)

- 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 (30hours); 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 (45hours); L, T, P, SPW.

1. Applicable standards

- Legal framework of the sporting activity employed;
- Athletelabormarket;
- 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 beforeand-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 negotiateitscontract

- 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

> 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 halfs;
- 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 projectitself (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 sustainabledevelopment;

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

4. Partnerships

- Whypartnerships?
- Withthatbuildpartnerships;
- 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

- 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 finaning of the Economy
- The elements of the National Accounting
- The macro-economicequilibrium
- The socialist system
- The capitalisteconomy
- The State and its interventions
- The foundations of international trade
- International payments
- The balance of payments
- Economicdevelopment and itsinequalities
- Growth and itsinequalities
- Inflation, unemployment, industrial change
- The issues of development and the globalization of problems
- The developmentstrategies
- 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. Thefinancial activity of the company
- 9. The management of humanresources
- 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: 1credit (15hours); L, P.

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

- 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 writeeffectively;
- 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 variousemployees;
- 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.

2. Basic Set linked to a random experiment

- Probabilisation;
- Conditionalprobability;
- Formula of Bayes;
- Tests in BERNOUILLI.

3. Random variables discrete

- probability;
 - Distribution function.

4. Random variables continuous

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

5. Conventionallaws

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- ; 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. PracticalStudy of Microsoft Excel
 - Presentation;
 - Arithmeticoperations.

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;

- Feasible solution/best;
- Terminal;
- Local optima, etc.

2. Graph Theory

- Modeling;
- Coloring;
- Roads;
- The treesmaskingfluid;
- The Waves...

3. The linearprogramming

- 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: InformationsystemI 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 aninformation system;
- 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 : 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;
- Highlightedobjects;
- 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.

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-finaning
- rations 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 strategicapproaches

- 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 Projectmanager

- The profile of the project manager;

- 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 dynamicstrategy-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 (30hours); 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 requestlittle 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

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- 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;
- \checkmark 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:
 - \checkmark The folder;
 - \checkmark 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:
 - \checkmark how to establish the first contact.
 - ✓ The agreement (convention of partnership);
 - \checkmark 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. Thestaff 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

Field : MANAGEMENT

Specialty :

INFORMATION SYSTEMS MANAGEMENT

Field:

MANAGEMENT

Specialty:

Information Systems Management

1. The objective of the training

The objective of this specialty is to train experts in the use of the computer by participating in the production and supply of services, through the realization or adoption of infrastructural solutions and ensuring the optimal functioning of equipment.

2. Skills Sought After

\rightarrow General skills

- Update technical documentation;
- Coordinate the different stages of a project;
- Manage the circulation of information;
- Manage the working equipment.

\rightarrow Specific Skills

- Carry out study on the state of the art of the infrastructure;
- Take charge of the relationship with suppliers and information technology service providers;
- Measure and regulate the performance of infrastructure, equipment or computer services;
- Install, integrate, administer, and secure the equipment and computer services;
- Ensure the exploitation, supervision and maintenance of an infrastructure;
- Define and configure machines, servers and interconnection equipment, and ensure their deployment and maintenance for customers;
- Manage infrastructure assets;
- Search for responses adapted to the evolving infrastructural needs or to problems related to the provision of computer services;
- Resolve problems and assist users;
- Maintain the quality of computer services;

3. Outlets

- Systems and network administrator;
- Support and deployment computer expert;
- Operating pilot;
- Infrastructure technician;
- Production technician;
- Network and micro technician;
- Systems and network technician;
- Telecommunication network technician

4. Organization of the Teachings

Semester 1

Field: MANAGEMENT			Specia	lty: INF MAI	ORMA	TION SY NENT	STEMS	
CODE			Num	ber of	hours		Number	
CODE	Course fille	L	Т	Р	SPW	Total	Of Credits	
	Fundamental courses 3	0% (2 l	JC) 9 c	redits '	135 ho	urs		
MIS111	Quantitative techniques of management I	40	15	15	5	75	5	
MIS112	Management Tools I	35	10	10	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
MIS113	User Access I	35	10	10	5	60	4	
MIS114	Service Media Management I	40	15	15	5	75	5	
MIS115	Networks I	35	10	10	5	60	4	
MIS116	Programming I	40	15	15	5	75	5	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MIS117	Bilingual training I and economic environment I	25	10	5	5	45	3	
Total		255	85	80	35	450	30	

Semester 2

	Specialty: INFORMATION SYSTEMS MANAGEMENT								
code	Course title		Hou	rly Vol	ume		Number		
code	Course line	L	T	Р	SPW	Total	Of Credits		
Fundamental courses 30% (2 UC) 9 credits 135 hours									
MIS 121	Quantitative techniques of management II	20	20	15	5	60	4		
MIS 122	Management Tools II	30	25	15	5	75	5		
	Professional courses 60% (4 UC) 18 credits 270 hours								
MIS 123	Methodology and users access II	40	25	20	0	90	6		
MIS 124	Service Media Management II	20	15	20	0	60	4		
MIS 125	Networks II	20	20	15	5	60	4		
MIS 126	Programming II	20	20	15	5	60	4		
Cross-sectional courses 10% (1 UC) 3 credits 45 hours									
MIS 127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3		
Total		175	135	105	35	450	30		

Semester 3

Field: MANAGEMENT			Specialty: INFORMATION SYSTEMS MANAGEMENT						
aada			Но	Jrly Vo	lume		Number		
Code	Coorse fille	L	T	Р	SPW	Total	Of Credits		
Fundamental Courses 30% (2 UC) 9 credits 135 hours									
MI\$231	Quantitative techniques of management III	30	20	20	5	75	5		
MIS232	Management Tools III	35	10	10	5	60	4		
	Professional Courses 60% (4 UC) 18 cree	dits 27	0 hour	S					
MIS233	Software components transition Management I	20	20	15	5	60	4		
MIS234	Service operations Management I	15	15	10	5	45	3		
MIS235	Network synthesis and Administration I	20	25	10	5	60	4		
MIS236	System Administration I and II	40	40	20	5	105	7		
	Cross-sectional UC 10% (1 UC) 3 credits 45 hours								
MIS237	Legal environment and Entrepreneurship	25	10	5	5	45	3		
Total		185	110	90	35	450	30		

Semester 4

Field: MANAGEMENT			Specialty: INFORMATION SYSTEMS MANAGEMENT						
Codo	Course Title		Но	urly Vo	lume		Number		
Code	Course fille	L	T	Р	SPW	Total	Of Credits		
Fundamental courses 30% (2 UC) 9 credits 135 hours									
MIS241	Quantitative techniques of management IV	15	25	30	5	75	5		
MIS242	Management Tools iv	10	30	15	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
MIS243	Software components transition Management II	10	20	25	5	60	4		
MIS244	Service operations Management II	10	25	20	5	60	4		
MIS245	Network synthesis and Administration II	5	30	20	5	60	4		
MIS246	Professional Internship			60	30	90	6		
	Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MIS247	Legal environment and Civic education	30	10	5	0	45	3		
Total		95	175	150	30	450	30		
5. Courses content

* MIS 111: Quantitative techniques I

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

- Algebra vector spaces

1. Polynomials

- Polynomialscharacteristics.
- 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. LinearSystems

- Inversion of matrix oforder less than or equal to 3 method of Gauss;
- Resolution of systems oflinear equations by the method of Pivot
 ; application of matrix calculation on the resolution of systems oflinear 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

> Statistics and probabilities: 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; □ adjustment not linear seasonal coefficients and forecasts.

* MIS 121: Quantitative techniques II

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

Analysis

- 1. The Real Numbers
- 2. Numerical Functions of a real variable, limit, Continuity
- 3. Differentiability, extrema, theorem of Roll 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

> Statistics and Probability II: 2 credits (30hours); L, T, P, SPW

- 1. Estimation of an average, a proportion and a standard deviation
- 2. Confidence interval and confidence coefficient
- 3. Tests of assumptions and the KHI-two
- 4. Algebra of the sets. Applications. Counts

* MIS 231: Quantitative techniques III

> Probabilities I: 3 credits (45hours); L, T, P, SPW

- Basic Set linked to a random experiment, probabilisation, conditional probability, formula of Bayes, tests of Bernoulli;
- Random variables discrete, law of probability, distribution function.

> Operational research I: 2 credits (30hours); L, T, P, SPW

- Concepts of the Combinatorial Optimization: Constraints/objectives, achievable solution/optimal, terminals, local optima, etc.;
- Graph Theory: modeling, staining, paths, trees masking fluid, waves... The programmation linear:
 - Program to two variables;
 - program to more than two variables.
- The algorithm of the simplex the method of the table:
 - Analysis of the final table of the simplex;
 problem of duality
 ; the management of stocks.

* MIS 241: Quantitative techniques IV

> Probabilities II: 2 credits (30hours); L, T, P, SPW

- Random variables (continuousdensity, hope, variance, standard deviation, moments); - Conventionallaws: binomial, normal, fish, exponential.

> Operational Research II: 3 credits (45hours); L, T, P, SPW

- The problems of Sequencing - General Information on the graphs: The PERT method:

- \checkmark Applications on the PERT.
- The choice of investments in deterministic universe:
- Modeling;
- Decision in Uncertain future; Problems of Transport; Problems of assignment.

MIS 112: Tools of Management 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
 - Concept of Employment and Resource
- 3. The account and the principle of the double part
- 4. The accountingtransfer
- 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: see only logging and deconsignation).

> Basics of programming and applied Algorithm i: 2 credits (30hours); L, T, P.

- Structured programming, control structures, sub Programs, structured types-classes without method, on to multiple dimensions, functions, files, XML, introduction to the OOP;
- Application in Visual Studio (Visual Basic or C) or Java and in other hand integration of PHP in Web pages and association of the couplePHP/MySQL. Practical on Eclipse for example.

MIS 122 : Management tools II

> General Accounting II: 2 credits (30hours); L, T, SPW

- 1. The Regulations
 - In cash (broken, bank);
 - A term (effect of trade: creation, cashing).

<u>NB</u> : do not see the movement of the effects of trade.

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

- **<u>NB</u>** : from management accounts present the significant balances of management.
 - 3. Concept of amortization (constant and degressive)
 terminology;
 - Calculation (Table of Depreciation of assets placed in service at the beginning and the course of exercise).
 - 4. Concept of provision for depreciation; for charges and losses.

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

> Basics of programming and Algorithmics applied II: 3 credits (45hours); L, T, P, SPW

1. General information

- Fundamental Concepts: Algorithm, finitude, modularity, Identifier, constant, variable, function, procedure, numeric expression, Conditional Expressions Boolean and ...

2. Manipulated data

- Simple types: natural Integer, Integer, real, boolean, String;
- One or two dimensional tables of a homogeneous type;
- two dimensional tables consisting of one dimensional tables which most at times are not homogenous;
- Entry Parameters, values returned by a function, global variables or local.

3. Basic instructions and operatorsused

- Read, writing;
- Assignment, recursive assignment (the assigned variable participating to the evaluated expression);
- Numeric operators: addition, subtraction, multiplication, division, exponentiation, quotient and modulo signs;
- usual Mathematicalfunctions;
- Comparisonoperators: =, <> or !=, <, <=, >, >= ;
- Boolean operators: NOT, AND, OR, XOR;
- Boolean operators NOT, AND, XOR;
- Bitwise Boolean logic;
- String operators: concatenation;
- Functions allowing for the extraction in the beginning, middle or end;
- Other instructions

MIS 232: Management tools III

> Legal analysis of computer services I: 2 credits (30hours); L, T, P, SPW

- The fundamental principles of the law applied to the sector of the informatics and of the digital;
- The computer scientist employee and the right of the work;
- The legal environment for the production and provision of services.

> Analytical accounting and budgetary management i: 2 credits (30 hours); L, T, P

1. Of the general ledger to the analytical accounting

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

2. Analysis of expenses

- Loads liable and not liable ;
- Direct costs and indirect;
- Suppletiveloads;
- Allocation of Indirect Costs.
- 3. Valuation of stocks (FIFO method, LUP)
- 4. The full costs (cost of purchase, cost of production, introduce the stocks)

<u>NB</u>: do not address the special notes related to the costs (waste and scrap, semi-finished, sub-products).

5. Partial costs

- The variable costs;
- The marginal costs.

6. The Rational Importance of loads of structure

MIS 242: Management Tools IV

> Legal analysis of computer services II: 2 credits (30hours); L, T, P, SPW

- The legal protection of the tools and digital productions;
- The security of the systems of information;
- The liability of service providers' external and internal system of information.

> Analytical accounting and budgetary management II: 2 credits (30hours); L, T, P

1. The predeterminedcosts

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

2. The Budgets (brief study and practice)

- The budgets of the sales;
- The production budgets;
- The budgets of supply; □ budgets of investment; □ budgets of cash flow.

MIS 113 : User Access I

> User Access System Support I: 2 credits (30hours); L, T, P, SPW.

- The hardware;
- Operating systems (Windows, Linux and MacOS);
- Types of application and data format;
- Real practical work or simulation with Cisco Virtual Desktop for the hardware part.

> User Access Network support of I: 2 credits (30hours); L, T, SPW.

- Number system (Bases 2, 8, 10 and 16);
- Data coding (analog data, digital data, integers coding, floating point coding, character coding);
- networks technologies (generalities, communication, protocols, communication media, nodes, detailed study of a NIC);
- Local networks (networks typologies, the topologies of the networks, Ethernet standards and bandwidths, the frames switching of, the CSMA/CD, the Wi-Fi, the CPL).

MIS 123: Methodology and users access II

> Methodology of the drafting of the report of internship : 1 credit (15 hours); L, P

- The collection of information;
- How to make a report;
- 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 writeeffectively;
- Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations);
- Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter); How to prepare the defense.

> System Support Of User Access II: 2 credits (3 0hours); L, T, P

- Practice with Windows Seven;
- Linux and MacOS for the party and fast initiation to the tools of an office suite;

- Virtualization of physical environments and logic at aid VMWare and/or HyperV And/or VirtualBox, etc.

> Network support of User Access II: 3 credits (45 hours); L, T, P, SPW

- The numbering systems (Bases 2, 8, 10 and 16);
- The coding of information (the analog data, the digital data, the coding of integers, the coding of real numbers to floating point, the character encoding);
- The technologies of networks (general information on the networks, the communication media, the point of connection to the network, the communication protocols, detailed study of a network card);
- The local networks (the typologies of networks, the network topologies, standards
- Ethernet and bandwidths, the switching of the frames, the CSMA/CD, the wifi, Cpl);
- The OSI and TCP/IP models (the reasons of the standardization and the main actors, the OSI model and the communication between the layers, introduction and configuration of static VLANS, the TCP/IP model, composition data in the different layers);
- The IP addressing (the IP protocol, the different classes of the IPv4 addressing, network masks, addresses of networks and addresses of broadcast, public addresses and reserved addresses, differences between Internet and Ethernet, IPv6 or IPng, the DHCP server);
- The sub-IP networks (reason to be sub-networks, work on the sub-networks, exploration). Configuration of equipment networks (switches and routers); T and P in real environments and virtual.

MIS 114: Service media Management I

> Service Support and servers I: 2 credits (30hours); L, T, SPW

- interconnection technologies (repeaters, hubs, bridges, switches, routers, gateway application, manageable equipment);
- The routing (general principle, Routing TCP/IP packets, the static routing, the routing tables, Internet Routing, the Dynamic Routing with RIP and OSPF);
- The client/server architecture (Presentation, operation, the clients, architecture n third party, the 5 models of client/server).

> Exploiting Data Scheme I: 3credits (45hours); L, T, P, SPW

- Information system Definition If;
- Information system Objectives;
- Information system conception;
- Use of MERISE in conception;
- Computerization or automation (Master plan, prior study by area, detailed study by project, production, implementation, maintenance).

* MIS 124: Service support Management II

> Service Support and servers II: 2 credits (30hours); L, T, P

- System Administration (Windows Server 2000 and Linux);
- communications encryption (definitions, mechanisms, achievements of the encryption, the SSL/TLS protocols, a few context of use);
- Practical with a tool in the domain.

> Exploiting Data scheme II: 2 credits (30hours); L, T, P

- Practical work of generating a database with a tool for software engineering workshop and reverse engineering with a tool like DB-MAIN

MIS 115: Network I

> Introduction to maintenance of users Access I : 2 credits (30hours); L, T, P, SPW

General information on data backup

- Definitions;
- Restoring;
- Storage, DRA (Disaster Recovery Activities);
- Choice of a backup technical;
- Backup Strategies, client workstation;
- Remote machine or servers;
- Internet ;
- types of backup;
- Mechanism;
- Full backup;
- Differential backup;
- Incremental backup.

> Development of applications i: 2 credits (30hours); L, T, SPW

- Reading file structured;
- Access to a RDBMS;
- Support for HMI;
- Support for HMI;
- Documentation generation.

✤ MIS 125: Networks II

> Introduction to maintenance of users Access II: 2 credits (30hours); L, T, P, SPW Windows security system model

- security on anO/S;
- basic mechanisms;
- Security standards;
- Class C2 secuirityRequirements;
- Level B of WindowsFeatures ;
- Windows Security component;
- Windows logon types;
- LSASS (Local Security Authority Subsystem Service);
- SRM (Storage Resource Management);
- Example of DACL (Discretionary Access Lists).

> application Development II: 2 credits (30hours); L, T, P, SPW

- Units tests;
- Versionning;
- Use of a RAD such as VB.NET or any other software allowing to make the Event Programming orlayer programming.

MIS 116: Programming I

> Design of infrastructure networks i: 2 credits (30hours); L, T, SPW

- Reminders on TCP/IP (local networks, introduction to IP, Anatomy of an IP address, protocols, IP, TCP, UDP);
- Switching and VLANS;

The 802.1Q (SP);

- The 802.1p (VP static and dynamic).

> Object oriented Programming I: 3 credits (45hours); L, T, P, SPW

- Dependencies;
- Reflexiveassociations;
- Interfaces;
- Abstract classes;
- The multithreading;
- The Object classes;
- The polymorphism;
- Cloning container classes;
- The delegates;
- Generics;
- Advanced collections (arrays).

MIS 126: Programming II

> Design of networks infrastructure II: 2 credits (30hours); L, T, P, SPW

- The techniques and the routing protocolsstatic and dynamic, routing protocols, IP tunnel, proxy, firewall, IP filtering, the NAT and PAT, the FP active and passive, access lists;
- The application protocols;
- P in real virtual environments.

> Object orientedProgramming II: 2 credits (30hours); L, T, P, SPW

- The class diagram, sequence, the use case, State-transition activity;
- Generation of classes from a diagram of class;
- Integration of ObjectContraintLanguage;
- Development of GUI with Visual Studio or Java swing

* MIS 117: Bilingual training I and Economic environment I

> French expression: 1 credit (15 hours); 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 finanINTg of the "Economy
- 6. The elements of the National Accounts
- 7. The"macro-economicequilibrium
- 8. The socialist system
- 9. The"capitalisteconomy
- 10. The "State and its interventions
- 11. The foundations of international trade
- 12. International payments
- 13. The balance of payments
- 14. Economic development and itsinequalities
- 15. Growth and itsinequalities
- 16. Inflation, unemployment, industrial change
- 17. The issues of development and the globalization of problems
- 18. The developmentstrategies
- 19. The "economic integration and the forms of cooperation in the world;
- 20. The strategies of the"International Debt

MIS 127: Bilingual training II 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

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

- The Enterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;

- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;
- 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 decisionmakingprocess
- The strategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

* MIS 233: Software components Transition management I

> Design and adaptation of applicative solutions I: 2 credits (30hours); L, T, P, SPW

- The problems and principles of software engineering;
- The quality of the Software;
- The conduct of IT project;
- The phases of development or the 7 stages of the software are's life of a software.

Achievement and maintenance of software components I: 2 credits (30hours); L, T, P, PE

- Why model:
 - The Software Engineering (actors and method);
 - object approach, classes, the encapsulation, the inheritance, polymorphism, the aggregation, etc.;
 - The Object Modeling with UML;
 - UML Structure/Static, Classes diagram (classes diagram), objects diagram (Object diagram), Diagram Of Components (component diagram), deployment diagram (deployment diagram), diagram of packages (Package diagram).

* MIS 243: Software components Transition Managements II

> Design and adaptation of application solutions II: 2 credits (30hours); L, T, P, SPW

- The life cycle of A software;
- The models of the life cycle, the cascade model, the model in V, the model in spiral, the iterative model;
- Many practical work on the Java platforms, Visual Studio, without forgetting Android and SQLite.

> Achievement and maintenance of software components II: 2 credits (30hours);

- L, T, P, SPW
 - Diagram of composite structures (Composite structure diagram);
 - UML Behavior/dynamic, diagram of case of use (use case diagram), diagram of activities (activity diagram), diagram of member-transitions (state machine

diagram), Sequence diagram (Sequence Diagram), diagram of the communication (communication diagram), Global diagram of interaction (global interaction diagram), Diagram of time (Timing Diagram).

* MIS 234: Services operations management of I

> Operating the services I: 1 credit (15 hours); L, T, P, SPW

- BSD sockets and architecture of servers (general information on sockets of Berkeley, supplements on the sockets in Berkeley, elements of servers, Anatomy of a Web server);
- Configuration of the different services (DHCP, DNS, mail,).
- > Design and adaptation of a database I: 2 credits (30 hours); L, T, P
 - Programming with mysql such stored procedures and triggers (triggers).

* MIS 244: Management of operations of Services II

> Operation of services II: 2 credits (30hours); L, T, P

- Practice of a backup of data users and data equipment networks;
- QoS management;
- Establishment of a PRA;
- P in real environments and virtual installation and configuration of a Web server (lamp, WAMP XAMP, and other).

> Design and adaptation of a database II: 2 credits (30hours); L, T, P, SPW

- Programming with mysql such as stored procedures and triggers (triggers).

* MIS 235: Work of synthesis and Network Administration I

> The work of Synthesis I: 2 credits (30hours); T, P

- A dozen of practical cases mounted and animated by a group of teachers of the specialty.

> Integration and adaptation of a service I: 1 credit (15 hours); L, T, P

- Automation of tasks; Drafting of A user manual;
- Clustering of database.

> Maintenance of users Access I: 1 credit (15 hours); L, T, P, SPW

- The securitydescriptors;
- Objectsprotection;
- ACL;
- The token ;
- The SID;
- Example of Control access;
- audit Strategy ;
- The certificates;
- SSH and TLS (purpose, the uses of X509, the hash, the secret key, private and public, the certificates, SSH, SSH tunneling, HSL, and TLS).

MIS 245 : Network synthesis and Administration II

> Synthesis work II: 2 credits (30hours); T, P

- A dozen of practical cases mounted and animated by a group of teachers of the specialty.
- > Integration and adaptation of a service II: 1 credit (15 hours); L, T, P, SPW
 - Full and incremental backup and then restore a database;
 - Various advanced concepts in the management of databases; P with MYSQI.
- > Maintenance of users Access II: 1 credit (15 hours); L, T, P
 - The data backup of NAS and SAN.

* MIS 236: Systems Administration I and II

- > Systems Administration I: 2 credits (30hours); L, T, P, SPW
 - Installation;
 - Configuration and Administration of a Windows server environment and a Linux environment;
 - Automation of management tasks with Powershell and the bash.

> Networks Supervision I: 1 credit (15 hours); L, T, P, SPW

- The SNMP protocol;
- The monitoring with the tools such as Nagios.

> Systems Administration of II: 2 credits (30hours); L, T, P, SPW

- Encryption and security of systems; encryption and system security
- Remote administration;
- The SSH, etc.;
- Practice at least on two systems environments.
- > Networks Supervision II: 2 credits (30hours); L, T, P, SPW
 - The monitoring with tools such as Nagios;
 - CACTI and other;
 - Practice.

* MIS 237: Legal Environment and Creation of enterprises

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

Comon 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 Legal organization
- 5. The right to legal personality
- 6. The civil status, the name and the Domicile
- 7. The Disabilities
- 8. The legalacts
- 9. The legalfacts

> Creation of enterprise: 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 affaires;
- Preparation of the business plan.

MIS246: Professional internship

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

- 10. Arrival and Business Integration
- 11. Working in a company
- 12. The holding of the Intern journal
- 13. The choice of the theme of work: in collaboration with mentors professional academic and
- 14. Elaboration of the canvas of research
- 15. The resources to operate
- 16. The organization of work
- 17. Drafting of the report
- 18. Presentation of the report before a jury

* MIS 247: Legal Environment and Civic Education

> Law on Commercial Companies 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 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
- 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

Field : MANAGEMENT

Specialty :

LOCAL GOVERNMENT MANAGEMENT

Option : ACCOUNTING AND FINANCE

FIELD:	MANAGEMENT
Specialty :	Local government Management
Option :	Accounting and Finances

1. The objective of the training

This specialty aims to train senior technicians responsible for the management of municipalities, divisions, regions and groupings using the innovative methods of management and finance such as: retrospective and prospective financial and fiscal analysis; intercommunal strategy and pooling of means; decentralized cooperation; choice of investments; financial communication; the consolidation of accounts and risks; the management of debts and treasuries with juridico-financial stakes borrowings; the automation of programs of engagement and financial regulation.

2. Expected skills

\rightarrow General Skills

- To be able to manage a team group;
- To master managerial and technical tools;
- To have an editorial understanding;
- To know how to communicate orally both in French and in English;
- To be able to work in a team and with autonomy.

\rightarrow Specific Skills

- Collect, process, save all information of financial accounting nature of public administrations in general and of decentralized territorial collectivities in particular;

- Gather all the information required in the making of budgets of DTC as well as their periodic monitoring;

- Participate in the development of budgets of Territorial Communities and their controls;

- Mastering the financial consequences of investment and financing politics of territorial collectivities;

- Accompany a project in its legal aspects, human resources, evaluation, and ICT.

3. Career opportunities

- Public accountants;
- Paying Treasurers;
- Cashiers;
- Finance officiers;
- etc.

4. Organization of the Teachings

• First semester

Field: Management		Specialty: Management of Local Government Option : Accounting and finances						
Course		Hourly Volume					Number	
Code	Course Title		Т	Р	SPW	Total	of Credits	
	Fundamental courses 30% (2 U	C) 9 cr	edits 1	35 hou	rs			
AFI111	Accounting and computer science I	45	15	10	5	75	5	
AFI112	Accounting and Management I	35	10	10	5	60	4	
Professional Courses 60% (4 UC) 18 credits 270 hours								
AFI113	Environment of the DTC I	35	10	10	5	60	4	
AFI114	Resources and Responsibility in the DTCI	55	15	15	5	90	6	
AFI115	The right to the environment and urban development I	30	15	10	5	60	4	
AFI116	Tax Law and Public Finance I	35	15	5	5	60	4	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
AFI117	Bilingual training I and economic environment I	25	10	5	5	45	3	
Total		260	90	65	35	450	30	

• Second semester

Field: Management		Specialty: Management of Local Government Option : Accounting and finances						
Course	Course Title	Hourly Volume				Number		
Code		L	T	P	SPW	Total	of Credits	
	Fundamental courses 30% (2 L	JC) 9 c	redits 1	35 hou	Jrs			
AFI121	Accounting and Computer Science	35	20	15	5	75	5	
AFI122	Accounting and Management II	20	20	15	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
AFI123	Environment of the DTC II	20	20	15	5	60	4	
AFI124	Resources and Responsibility in the DTC II	30	30	25	5	90	6	
AFI125	The right to the environment and urban development II	20	20	15	5	60	4	
AFI126	Methodology, Tax Law and Public Finance II	25	10	20	5	60	4	
	Cross-sectional courses 10%	(1 UC)	3 cred	lits 45 h	ours			
AFI127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3	
Total		175	130	110	35	450	30	

• Third semester

Field: Management of Local Government		Specialty: Management of Local Government Option : Accounting and finances							
Course	Course Title	Hourly Volume					Number		
Code		L	T	Р	SPW	Total	of Credits		
	Fundamental courses 30% (2 UC) 9 credits 135 hours								
AFI231	Urban planning and public domain	40	20	10	5	75	5		
AFI232	Management of D TC	30	10	15	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
AFI233	Public Finance and Taxation	20	20	15	5	60	4		
AFI234	Taxation of DTC	25	25	20	5	75	5		
AFI235	Litigation and administration of CTL	25	25	20	5	75	5		
AFI236	Administrative management and of Secretariat works	10	25	20	5	60	4		
Cross-sectional courses 10% (1 UC) 3 credits 45 hours									
AFI237	Legal environment and civic education I	25	10	5	5	45	3		
Total		175	135	105	35	450	30		

• Fourth semester

Field: Management of Local Government		Specialty: Management of Local Government Option : Accounting and finances							
Course		Hourly Volume					Number		
Code	Course liffe		T	Р	SPW	Total	of Credits		
	Fundamental courses 30% (2 UC) 9 credits 135 hours								
AFI241	Human Resources and Quality	40	20	10	5	75	5		
AFI242	Financial regime and audit of DTC	20	20	15	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
AFI243	Works of end of mandate and ASP	15	20	20	5	60	4		
AFI244	Local public services and collection of local taxess	10	20	10	5	45	3		
AFI245	Professional practice	10	30	30	5	75	5		
AFI246	Professional internship			60	30	90	6		
Cross-sectional courses 10% (1 UC) 3 credits 45 hours									
AFI247	Legal environment and Civic education	25	15	0	5	45	3		
Total		120	125	145	60	450	30		

SPW: Students' Personal Work

5. Courses Content

***** AFI111: Accounting and Computer sciences I

General accounting I: 2 credits (30 hours); L, T, P

1. General information

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

2. The balance sheet

- Notion of application and source
- 3. The account and the principle of the double entry
- 4. The accounting transfer
- 5. The accounting systems (classical 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 expenses; excluding consignments.

> General Computing I: 1 credit (15 hours); L, T, SPW

A- The Hardware

1. The peripheral components

- The devices of input
- The ouput devices (storage devices)
- The devices of input and ouput

2. The central unit

- The central memory
- The microprocessor
- The windows
- The motherboard
- The chipset
- The power supply
- The cards of extension
- Other internal organs

3. The unit of exchange (or bus

Role

- Types of bus:
 - Data bus;
 - Control bus;
 - Address bus.

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 an operating system
- Architecture
- Concept of free software and propriatory software

System of numeration and Codification

A- The numbering systems

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 numbering systems

- 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 2 complement
- Addition of binary numbers
- Subtraction of binary numbers
- Using 2 complements in subtraction
- Multiplication of binary numbers
- Division of binary numbers

5. Hexadecimal arithmetic

- The addition of the numbers in hexadecimal
- Subtraction of numbers in hexadecimal

B- The codes

1. General information on the concept of a code

- Definitions
- Objectives of codification
- Functional codification
- Types of functional codes
- Technialogical codification
- 2. The alphanumeric codes

3. The ASCII code

- ASCII standard
- ASCII limit
- ASCII utilisation

> Public Accounting I: 2 credits (30 hours); L, P, spw

- An analysis of the mechanisms of the public accounting
- The implementation of the budget documents

* AFI121: Accounting and computer sciences II

> General Accounting II: 2 credits (30 hours); L, T, P

1. The settlements

- In cash (cash, bank)
- Term (commercial bills, creation, encashment)

<u>NB</u>: do not see the movement of the bills of exchange.

2. Trading, profit and loss account (industrial and commercial company)

<u>NB</u>: from management accounts present the significant margines of management.

3. Concept of depreciation (constant and degressive)

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

4. Concept of Provision

- For depreciation
- For charges and losses

NB: For the Chap. IX and X and present the "Extract of the balance sheet" (Brief study and practice).

> General Computing II: 1 credit (15hours); L, P, spw

A- Computer Networks

- 1. Basics
 - 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;
 - Unwired network.

- According the Geographic Limits:
 - The local networks (LAN);
 - The metropolitan area networks (MAN);
 - The wide area networks (WAN).

3. Network Classification

- Physical classification :
 - The bus type;
 - The star type;
 - The ring type;
 - The meb type;
 - The tree type.
- Logical classification :
 - Broadcasting networks;
 - Point-to-point networks.

4. Network architectures

- Client/server architecture
- Architecture of equal to equal

5. The equipment of computer networks

- Basic network Equipements:
 - A computer;
 - A network card;
 - A server;
 - A network cable;
 - The transceiver (or adapter);
 - The transmission tools;
 - The socket.
- The equipment of interconnections:
 - Hubs (hub);
 - Switch (Switch);
 - Routers;
 - Gateways
 - The gateway (gateway);
 - 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 (broadcaste);
 - Limited Broadcast address (multicast);
 - Address of rebroadcast (loopback).
- IP addressing by classes:
 - Class A;
 - Class B;
 - Class C.

B- Internet network

1. Concept of protocol

- Definitions and a some types of protocols :
 - SMP protocol;
 - POP protocol;
 - NNP protocol;
 - The FP protocol;
 - http protocol;
 - IMAP protocol;
 - Protocol TCP;
 - etc.

2. A few Internet Services

- The electronic mail
- Research on the Internet
- The Newsgroup (discussion forum)
- The transfer of files
- The Download (Download a text, download a image, download a free software...)
- The online Trade

- The IRC (Internet Relay Chat)
- etc.

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)

> Public Sector Accounting II: 2 credits (30 hours) ; L,P ,spw

- The principles of public sector accounting
- Private accounting and public sector accounting

***** AFI112: Accounting and Management I

Cost accounting and budgetary management i: 2 credits (30 hours); L, T, P

- 1. From financial accounting to cost accounting
 - Generalities on cost accounting (objectives, role, and the concept of the charges).

2. Analysis of expenses

- Incorporable and non-incorporable charges;
- Direct and indirect charges;
- Suppletive charges;
- Allocation of Indirect Charges.

3. Valuation of stocks (FIFO method, LUP)

4. The full costs (cost of purchase, cost of production, stock in progress)

<u>NB</u>: do not address the special notes related to the costs (waste and scrap, semi-finished, sub-products).

- 5. Partial costs
 - The variable costs; the marginal costs.
- 6. Rational Imputation of cost incurred by business
- > Management of control I: 2 credits (30 hours); LP, spw
 - The control of actions;
 - The control of legality.

* AFI122: Accounting and Management II

Cost accounting and budgetary management II: 2 credits (30 hours); L, P, spw

1. The predetermined costs

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

2. The Budgets (brief study and practice)

- The budgets for sales;
- The production budgets;
- The budgets for supply;
- Budgets for investment;
- The cash budget.

> Management Control II: 2 credits (30 hours); L, T, P

- The control of legality;
- Budgetary Control.

***** AFI 113: Environment of DTC I

- > History and Evolution of the DTC: 2 credits (30 hours); L, P, spw
 - Analysis of the History of DTC in Cameroon;
 - Saying of the different types of DTC in the time.
- > Organization and operation of the DTC: 2 credits (30 hours); L, P, spw
 - Organization of DTC;
 - Skills and management structures of the DTC.

* AFI123: Environment of DTC II

> History and Evolution of DTC II: 2 credits (30 hours); L, P, SPW

- Accuracy of different denominations of the territorial community in the political history of Cameroon;
- Guidelines and skills in these DTC.

Organization and operation of the DTC II: 2 credits (30 hours); L, P, SPW

• Scheduling of reports between the different structures of the DTC.

***** AFI114: Resources and Responsibilities in the DTC I

> The resources of the DTC and strategies for mobilizing I: 2 credits (30 hours); L, P, SPW

- Typology of resources of DTC;
- Modalities of management of the said resources.

Responsibility of local elected representatives and collaborators I: 2 credits (30 hours); L, P, SPW

- Communal competence, departmental and regional authorities;
- The local development plan;
- Communication and Marketing of communal activities.
- Practical aspect of decentralization I: 2 credits (30 hours); L, T, P
 - The actual skills of the actors of the local governance;
 - Variability of skills based on the geographical determinants.

* AFI124 : Resources and Responsibilities in the DTC II

> The resources of the DTC and strategies for mobilizing II: 2 credits (30 hours); L, T, P, SPW

- Strategies of the optimization of resources;
- Tools/approaches geared toward the improvement of financial resources.

Responsibility of local elected representatives and collaborators II: 2 credits (30 hours); L, T, P, SPW

• Subsequent improvement the experience of voters on a social and educational plan amongst others; - development of the Tops points guiding the action of DTC.

Practical aspect of decentralization II: 2 credits (30 hours); L, T, P, SPW

• Structuring difficulties the daily reports within the CTL; - Issues and Challenges of the process of decentralization.

***** AFI115: Right to the environment and urban development I

- > The right to the environment: 2 credits (30 hours); L, T, SPW
 - The sources of the law of the environment;
 - The principles of the law of the"Environment.
- > Right of the Urbanism: 2 credits (30 hours); L, T, P, SPW
 - The rules of the urbanisation;
 - The Operations development.

* AFI125: Right to the environment and Urban development II

- > The right to the environment II: 2 credits (30 hours); L, T, SPW
 - The institutions;
 - The protection of ecosystems.
- > Right of the Urbanism II: 2 credits (30 hours); L, T, P
 - The modalities of pre-emption in matters of urban planning ; Operations of development.

* AFI116: Tax Law and Public Finance I

- > Introduction to the Law of Public Finance I: 2 credits (30 hours); L, T
 - History and Foundations of the right of public finance; the control of legality; The Budgetary Control.

General Tax Law I: 2 credits (30 hours) ; L, T, P, SPW

- Definition of the tax law and its foundations;
- Definition of its components that are the income tax, VAT, tax on the activities, royalties and other.

* AFI126: Methodology, tax law and public finance II

> Methodology for drafting an internship report: 1credit (15hours); L, P

- The collection of information;
- How to make a report;
- The plan of a probationary report and the summary;
- The table of contents;
- The introduction of an internship report;
- The conclusion of an internship report;
- The acknowledgments;
- How to build an annexs;
- When to start his internship report;
- How to title an 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 (police, interline, titles, highlighted, punctuation, graphic charter); - How to prepare the defense.

Introduction to the law of public finance II: 2 credits (30 hours); L, T, P, PE

- The analysis of accounts;
- The management control.

General Tax Law II: 1 credit (15 hours); L, SPW

- Analysis of the modalities of recovery; -
- Time and Modes of payment.

* AFI 117: Bilingual training I and Economic environment I

French: 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-queparfait, 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 de 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 (30 hours); 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 financing of Economy
- 6. The elements of National income
- 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. 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. Development strategies
- 19. economic integration and the forms of cooperation in the world
- 20. The strategies of International Debt

* AFI127: Bilingual training II and Economic Environment II

> English : 1 credit (15hours); L, T

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

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

AFI231: Urban Planning and Public domain

> Urban planning and taxation: 3 credits (45 hours); L, T, P

- The resources of a locality;
- Geography of acollectivity;
- Creating of local taxs generating activities.
- > Public domain and Taxation: 2 credits (30 hours); L, T, P, SPW
 - The determination of the different public domains of the state; the district of contents taxable in the public domain.

***** AFI232: Management of DTC

> Cash Management: 2 credits (30 hours); L, T, P

- Treasuryoperation;
- Cashier;
- Bank reconciliations.

Sectoral accounting of CTL: 2 credits (30 hours); L, T, P

- Administrativeaccounts;
- Operating account;
- Analyticalaccounting.

***** AFI233: Public finance and taxation

> Public finances: 2 credits (30 hours); L, T, P, SPW

- The Actors of public finances;
- The budgetary principles of public finance; the budgetary procedures; the control of public finances.

> Financial management: 2 credits (30 hours); L, T, P, SPW

- Introduction To Financial Management;
- Financial diagnosis;
- Financial analysis;
- Investmentpolicy;
- Measure and forcast of cash flow.

* AFI234: Taxation of CTL

Local taxation: 2 credits (30 hours); L, T, P, SPW

- General provisions;
- The local taxes ;
- The Additionalcounciltax;
- municipal taxes;
- Special provisions applicable to urban communities;
- The tax and rate of regions;
- The tax procedures specific to local taxes.

> Taxation of salaries and social contributions: 1 credit (15 hours); L, T, P, SPW

- Notion on wages;
- Calculation of social security contributions;
- Calculations of salaries;
- Determination and accounting for taxes on wages; the graceful recourse mechanism.

> Public Markets and Taxation: 2 credits (30 hours); L, T, P, SPW

- Public Procurement and VAT;
- Public procurement and taxes on income; public procurement and withheld at the source; public procurement and other taxes.

***** AFI235: Litigation and Administration of CTL

> Litigation of local taxation: 1 credit (15 hours); L, T, P, SPW

- The means of seiror;
- Competence and delay of seiror;
- Contentious remedies.

> Litigation of public finances: 1 credit (15 hours) ; L, T, P, SPW

- The types of litigation;
- The means of seiror;
- Competence and delay of seiror;
- The contentious remedies.

> Deliberations, decisions and orders of the DTC: 1 credit (15 hours); L, T, P, SPW

- Elaboration of these decisions;
- The nomenclatures;
- Time limits;
- Scope of these categories of acts; skills; Applications.

> The elaboration and the implementation of the budget of the CTL: 2 credits (30hours); L, T, P

- The basics of a budget;
- Accounting principles;
- The budgetary principles;
- Revenues and expenditures of the DTC;
- Budgetary nomenclature;
- Steps for Elaboration of a Budget: adoption and approval of the budget;
- The roles and functions of a authorising officer, the accounting officer and imprest administrators;
- Operations of execution of revenue and expenditure of a DTC;
- Establishment of the documents of end of management;
- Communication around the execution of a budget and the restitution of the results to the population;
- Control of the execution of a budget.

AFI236: Administrative management and work of Secretariat duties

> Administrative Management: 2 credits (30 hours); L, T, P, SPW

- Concept of archives;
- Definition and Characteristics of an archives;
- Actors of the classification and of archiving;
- Categories of records to classify and the different ages for archiving;
- Conservation of archives;
- Ranking;
- Classification Plan;
- The coding and storage;
- Communication of the archives;
- Definition of the communication of archives;
- The research instruments.

> The Secretariat duties : 2 credits (30 hours); T, P

- The computerized management of desktop, applications and folders;
- The treatment of text and the mail;
- Table and documents editing;
- The concepts of professional communication;
- Reception and telephone management;
- The Internet and electronic mail.

***** AFI237: Legal environment I and Business creation

> Business Law I: 1 credit (15 hours); L, T

- The status of a trader;
- The acts of trade;
- Goodwill;
- Commercial contracts and its type.

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

- Definition of law
- Characteristics
- Classification
- Sources
- Degree of application
- The dimensions of law (objective and subjective law)
- The judicial organisation
- The concept of legal personnality
- The civil status act, the name and the domicile
- Incapacity
- Judicial acts
- Legal acts

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

- Concept of entrepreneur
- Motivations to the creation of a business
- Search for ideas and evaluation
- Sourcing forfunding
- Choice of legal status
- Ethical aspects of a business
- Elaboration of the business plan

* AFI241: Human Resources and Quality

- > Human resources management: 3 credits (45 hours); L, T, P, SPW
 - The Evolution of HRM (definition, basic concepts, issues);
 - Predictive management of a job (content, methods, issues);

• Practice of HRM (management of individual relationships: recruitment, training, animation, motivation, conditions of work; social dialog: techniques at the service of social dialog and crisis of social dialog);

- Elements of payroll management;
- Evaluation of the performance of HRM.
- Place of HRM in the overall strategy of the business.

Quality, Hygiene, Safety and the Environment: 2 credits (30 hours); L, T, P, SPW

- Safetyat Work;
- Prevention of risks;
- Hygiene and sanitation;
- System of Management QSE;
- Environment;
- Safety; quality.

***** AFI242: Financial regime and Audit of DTC

> Audit of Municipal Account: 2 credits (30 hours) ; L, T, P, SPW

- Regular accounting
- Probable accounting;
- Sincere accounting.

> Financial regime of DTC : 2 credits (30 hours); L, T, P, PE

- The resources of a State;
- Responsibilities of the state;
- The programs of economic development;
- Social development programs;
- Cultural development programs; -
- The different forms of laws finance.

* AFI244: Local public services and collection of Local taxes

- Local public services: 1 credit (15 hours); L, T, P
 - Nomenclature of local public services;
 - Levels of competence in these services;
 - Management of these type of services.

Procedures of control for the recovery of local taxes: 2 credits (30 hours); L, T, P

- The structures of control and recovery;
- The mechanisms of control and recovery;
- The guarantees of a control and recovery;
- Competences and remedies.

***** AFI245: Professional Practice

- > The case of synthesis of taxation: 2 credits (30 hours); L, T, P
 - Case study of taxation;
 - Study of cases of local taxation.
- > The case of synthesis of accounting: 3 credits (45 hours); L, T, P
 - Case Study for the budgetary accounts; study of cases of public accounting;
 - Case study of analytical accounting.

* AFI243: Work of end of mandate and ASP

> The work of the end of the fiscal year and mandate: 2 credits (30 hours); L, T, P

- Elaboration of a balance sheet and end of year reports ;
- Elaboration of predictive reports ;
- Elaboration of a balance sheet /report at the end of a mandate.

> Synthesis works: 2 credits (30 hours); T, P, SPW

- Synthesis of administration cost; Synthesis of accounting costs;
- Synthesis of management cost;
- Synthesis of fiscal cost.

* AFI246: Professional internship

- > Professional Internship: 6 credits (90 hours); P,SPW
 - 1. Arrival and Business Integration ;
 - 2. Working in a business environment ;
 - 3. The keeping of Intern journal;

4. The choice of a theme of work : in collaboration with professional and academic supervisors;

- 5. Elaboration of a research plan
- 6. resources be exploited
- 7. The organization of study
- 8. Report writting
- 9. Presentation of the report before a jury

***** AFI247: Legal Environment II and Civic education

> Company law II: 1 credit (15 hours); L, T

- Definition, Objectives and forms of commercial companies;
- The creation of commercial companies;
- The operation of the commercial companies; the dissolution of commercial companies.

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

- Definition of labour law,
- Historical background of labour law;
- The labourcontracts for a job. (Conclusion, execution, and rupture);
- labourconflicts (individual and collective);
- The staff delegate, trade unions etc.;
- Industrial accident and professionalillness: hygienic and safety at work place.

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

1. 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

Field : MANAGEMENT

Specialty :

LOCAL GOVERNMENT MANAGEMENT

Option : LOCAL GOVERNMENT TAXATION



1. The objective of the training

The objective of this specialty is to train the student to understand and master taxation techniques applicable to local governments, so as to optimize the tax load and analyze the impact of decisions relating to tax management.

2. Expected skills

\rightarrow General skills

- Lead a team;
- Master managerial techniques;
- Have writing skills;
- Can speak English and French;
- Be capable of working in a team or independently.

\rightarrow Specific Skills

- Participate in the preparation of the budget of a local government;
- Master the financial impact of investment policies and financing of local governments;
- Accompany a project in its legal, financial, "human resources",
 "evaluation", and "NIT" aspects;
- Take care of the public procurement policy of the local government within the framework of public procurement;
- Collect, treat and record all financial and accounting information of public administrations in general and local governments in particular;
- Gather all necessary aggregates in the preparation of budgets of local governments and follow them up periodically.

3. Career opportunities

- Attaché in the taxation department ;
- Support staff in MINATD;
- Collaborator of the Secretary General and of the head of service of administrative litigations
- Chargé d'études of mayors.

4. Organization of the Teachings

• First semester

Field: Management		Specialty: Management of Local Government Option : Local Government Taxation					
	Course Title	Hourly Volume					Number
Code		L	T	Р	SPW	Total	of Credits
	Fundamental courses 30% (2 U	C) 9 cr	edits 1	35 hou	rs		
LGT 111	Accounting and IT I	45	15	10	5	75	5
LGT 112	Accounting and Management I	35	10	10	5	60	4
Professional courses 60% (4 UC) 18 credits 270 hours							
LGT 113	Environment of the CTL I	40	10	5	5	60	4
LGT 114	Resources and Responsibility in the CTL I	60	15	10	5	90	6
LGT 115	The right to the environment and urban development I	30	20	5	5	60	4
LGT 116	Tax Law and Public Finance I	35	15	5	5	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
LGT 117	Bilingual training I and Environment	25	10	5	5	45	3
Total		270	95	50	35	450	30

• Second semester

Field: Management		Specialty: Management of Local Government Option : Local Government Taxation					
Codo		Hourly Volume					Number
Code	Course liffe	L	T	Р	SPW	Total	of Credits
	Fundamental courses 30% (2 U	IC) 9 cı	edits 1	35 hou	irs		
LGT 121	Accounting and Computer Science	35	20	15	5	75	5
LGT 122	Accounting and Management II	25	15	15	5	60	4
Professional courses 60% (4 UC) 18 credits 270 hours							
LGT 123	Environment of the CTL II	25	20	10	5	60	4
LGT 124	Resources and Responsibility in the CTL II	30	30	25	5	90	6
LGT 125	The right to the environment and urban development II	20	20	15	5	60	4
LGT 126	Methodology, tax law and finance	30	10	15	5	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
LGT 127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3
Total		190	125	100	35	450	30

• Third semester

Field: Management Specialty: Management of Loca Option : Local Government Taxa		ocal Go. Taxation	overnment				
	Course Title	Hourly Volume					Number
Code		L	T	Р	SPW	Total	Of Credits
	Fundamental UC 30% (2 UC) 9	credits	135 ho	ours			
LGT 231	Urban Planning and Public Domain	40	20	10	5	75	5
LGT 232	Management of CTL	30	10	15	5	60	4
Professional UC 60% (4 UC) 18 credits 270 hours							
LGT 233	Public Finance and Taxation	25	20	10	5	60	4
LGT 234	Taxation of CTL	25	20	10	5	60	4
LGT 235	Litigation and administration of CTL	60	20	5	5	90	6
LGT 236	Sociology and the work of administration	15	20	20	5	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
LGT 237	The legal environment and the creation of business	25	10	5	5	45	3
Total		220	120	70	35	450	30

• Fourth semester

Field: Management		Specialty: Management of Local Government Option : Local Government Taxation						
Cada		Hourly Volume					Number	
Code	Course lifte	L	Т	Р	SPW	Total	of Credits	
	Fundamental courses 30% (2 U	C) 9 ci	redits 1	35 hou	irs			
LGT 241	Human Resources and Quality	40	20	10	5	75	5	
LGT 242	Administrative police and Municipal governments	20	20	15	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
LGT 243	Procedures and taxstatements	15	20	20	5	60	4	
LGT 244	Local public services and collection of local taxes	10	25	20	5	60	4	
LGT 245	The work of end of mandate and ASP	10	25	20	5	60	4	
LGT 246	Professional internship	0	0	60	30	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
LGT 247	Legal environment and civic education II	25	15	0	5	45	3	
Total		135	165	115	35	450	30	

SPW: Students' Personal Work

5. Courses Content

* LGT111: Accounting and Informatics 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 employment and resource.
- 3. The account and the principle of the double part
- 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 (see only logging and deconsignation).

> General Computing I: 1 credit (15 hours); L, T, SPW

A- The Hardware

1. The peripheral components

- The devices of input
- The ouput devices (storage devices)
- The devices of input and ouput

2. The central unit

- The central memory
- The microprocessor
- The windows
- The motherboard
- The chipset
- The power supply
- The cards of extension
- Other internal organs

3. The unit of exchange (or bus

- Role
- Types of bus:
 - Data bus;

- Control bus;
- Address bus.

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 an operating system
- Architecture
- Concept of free software and propriatory software

System of numeration and Codification

A- The numbering systems

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 numbering systems

- 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 2 complement
- Addition of binary numbers
- Subtraction of binary numbers
- Using 2 complements in subtraction
- Multiplication of binary numbers
- Division of binary numbers

5. Hexadecimal arithmetic

- The addition of the numbers in hexadecimal
- Subtraction of numbers in hexadecimal

B- The codes

1. General information on the concept of a code

- Definitions
- Objectives of codification
- Functional codification
- Types of functional codes
- Technialogical codification

2. The alphanumeric codes

3. The ASCII code

- ASCII standard
- ASCII limit
- ASCII utilisation

> Public Accounting I: 2 credits (30 hours); L, P, SPW

- An analysis of the mechanisms of the public accounting
- The implementation of the budget documents

***** LGT121: Accounting and Informatics II

General Accounting II: 2 credits (30 hours); L, T, P

1. The settlements

- In cash (cash, bank)
- Term (commercial bills, creation, encashment)

<u>NB</u>: do not see the movement of the bills of exchange.

2. Trading, profit and loss account (industrial and commercial company)

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

3. Concept of depreciation (constant and degressive)

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

4. Concept of Provision

- For depreciation
- For charges and losses

NB: For the Chap. IX and X and present the "Extract of the balance sheet" (Brief study and practice).

General Computing II: 1 credit (15hours); L, P, SPW

A- Computer Networks

- 1. Basics
 - 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;
 - Unwired network.
- According the Geographic Limits:

- The local networks (LAN);
- The metropolitan area networks (MAN);
- The wide area networks (WAN).

3. Network Classification

- Physical classification :
 - The bus type;
 - The star type;
 - The ring type;
 - The meb type;
 - The tree type.
- Logical classification :
 - Broadcasting networks;
 - Point-to-point networks.

4. Network architectures

- Client/server architecture
- Architecture of equal to equal

5. The equipment of computer networks

- Basic network Equipements:
 - A computer;
 - A network card;
 - A server;
 - A network cable;
 - The transceiver (or adapter);
 - The transmission tools;
 - The socket.
- The equipment of interconnections:
 - Hubs (hub);
 - Switch (Switch);
 - Routers;
 - Gateways
 - The gateway (gateway);
 - 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 (broadcaste);
 - Limited Broadcast address (multicast);
 - Address of rebroadcast (loopback).
- IP addressing by classes:
 - Class A;
 - Class B;
 - Class C.

B- Internet network

1. Concept of protocol

- Definitions and a some types of protocols :
 - SMP protocol;
 - POP protocol;
 - NNP protocol;
 - The FP protocol;
 - http protocol;
 - IMAP protocol;
 - Protocol TCP;
 - etc.

2. A few Internet Services

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

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)

> Public Sector Accounting II: 2 credits (30 hours) ; L,P ,SPW

- The principles of public sector accounting
- Private accounting and public sector accounting

* LGT 112: Accounting and Management I

Analytical accounting and budgetary management I: 2 credits (30hours); L, T, P

1. Of the general ledger to the analytical accounting

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

2. Analysis of expenses

- Loads liable and not liable
- Direct costs and indirect
- Suppletive loads
- Allocation of Indirect Costs
- 3. Valuation of stocks (FIFO method, LUP)

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, semi-finished, sub-products).

5. Partial costs

- The variable costs
- The marginal costs
- 6. The Rational Importance of loads of structure

> Control of Management I: 2 credits (30 hours); L, TL, P

- The citizen control
- The control of legality

***** LGT 122: Accounting and Management II

> Analytical accounting and budgetary management II: 2 credits (30hours); L, T, P

1. The predetermined costs

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

2. The Budgets (brief study and practice)

- The budgets of the sales
- The production budgets
- The budgets of supply
- Budgets of investment
- Budgets of cash flow

> Management Control II: 2 credits (30 hours); L, T, P

- The control of legality
- The Budgetary Control

* LGT 113: Environment of CTL I

> History and Evolution of CTL: 2 credits (30 hours); L, T, SPW

- Analysis of the History of CTL in Cameroon
- Saying of the different types of CTL in the time
- > Organization and operation of the CTL: 2 credits (30 hours); L, T, P, SPW
 - Organization of CTL
 - Skills and management structures of the CTL

* LGT 123: Environment of CTL II

> History and Evolution of CTL II: 2 credits (30 hours); L, T, P, SPW

 Accuracy of different denominations of the territorial community in the political history of Cameroon

• Guidelines and skills in these CTL

> Organization and operation of the CTL II: 2 credits (30 hours); L, T, P, SPW

• Scheduling of reports between the different structures of the CTL

* LGT 114: Resources and Responsibility in the CTL I

> The resources of the CTL and strategies for mobilizing I: 2 credits (30 hours); L, T, P, SPW

- Typology of resources of CTL
- Modalities of management of the said resources

> Responsibility of local elected representatives and collaborators I: 2 credits (30 hours); L, T, SPW

- Communal competence, departmental and regional authorities
- The local development plan
- Communication and Marketing of communal activities

> Practical aspect of decentralization I: 2 credits (30 hours); L, T, P

- The actual skills of the actors of the local governance
- Variability of skills based on the geographical determinants

* LGT 124 : Resources and Responsibility in the CTL II

> The resources of the CTL and strategies for mobilizing II: 2 credits (30 hours); L, T, P, SPW

- Strategies for optimization of resources
- Tools/approaches to improvement of financial resources

> Responsibility of local elected representatives and collaborators II: 2 credits (30 hours); L, T, P, SPW

• Subsequent improvement of the lived of voters on the social plan, educational among others; - development of the Tops points guiding the action of CTL.

> Practical aspect of Decentralization II: 2 credits (30 hours); L, T, P, SPW

• Structuring difficulties the daily reports within the CTL; - Issues and Challenges of the process of decentralization.

* LGT 115 Right to the Environment and urban development I

> The right to the environment: 2 credits (30 hours); L, T, SPW

- The sources of the law of the environment;
- The principles of the law of the Environment.

> Right of the Urbanism: 2 credits (30 hours); L, T, P, SPW

- The rules of the urbanization;
- The operations of development.

* LGT 125: Right to the Environment and Urban Development II

> The right to the environment II: 2 credits (30 hours); L, T, SPW

- The institutions;
- The protection of ecosystems.

> Right of the Urbanism II: 2 credits (30 hours) ; L, T, P

- The modalities of pre-emption in matters of urban planning";
- Operations of development.

* LGT 116: Tax Law and Public Finance I

> Introduction to the Law of Public Finance I: 2 credits (30 hours); L, T

- History and Foundations of the right of public finance;
- The control of legality;
- The budgetary Control.

> General Tax Law I: 2 credits (30 hours); L, T, P, SPW

- Definition of the tax law and its foundations;
- Definition of its components that are the income tax, VAT, tax on the activities, royalties and other.

* LGT 126: Methodology, Tax law and Public finance II

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

- The collection of information
- How to make a report
- The plan of the probationary report and the summary
- The table of contents
- 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 (police, spacing, titles, highlighted, punctuation, graphic charter)

How to prepare the defense

> Introduction to the law of public finance II: 2 credits (30 hours); L, T, P, SPW

- The judgment of the accounts
- The management control

> General Tax Law II: 1 credit (15 hours); L, P

- Analysis of the modalities of recovery
- Time and Modes of payment

* LGT 117: Bilingual training I and Economic environment I

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

- 1. Form of words in French
 - Prefix, radical
 - Root, suffix
- 2. Explanation of words and group of words
- 3. Morphosyntax and rhetoric

- Components and structure of the sentence:
 - Simple sentence;
 - Complex sentence;
 - Sentence composed.
- Figures of style:
 - Figures of analogy;
 - Figures of amplification;
 - Figures of opposition;
 - Figures of mitigation.

4. Administrative correspondence professional and

• The different parts of A administrative correspondence and the administrative style

- Professional correspondence:
 - Note of service;
 - Record (activity, mission);
 - The report (activity, mission).

5. Professional correspondence to individual dominance

- Requestfor"employment
- •CV
- Letter of motivation

6. Methodological Considerations on the written exercises

- French composition
- Contraction of text:
- French composition: methodological reminder and application;
- Contraction of text: methodological reminder and application.

> 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 Accounts
- 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

* LGT 127: Bilingual training I and Economic Environment II

> English Expression: 1 credit (15hours); L, T

Introduction - Course Content - Syllabus - Importance of English - Style in Business Writing - Punctuation; capitalization - Abbreviations

Parts of speech - Verbs - Question Words - Methodology: - of asking and answering questions

Economic activities - Sectors of activity - Commerce and Trade - Channels of Distribution - Essay writing -specialized shops - active voice and passive voice direct and indirect speech

Question Tags - The use of: For - Since - ago. DO AND MAKE - Vocabulary: - Forms of Business Organization - General Organization and the personnel of a firm - Business documents - words denoting Numbers.

Adjectives: Comparisons and comparative irregular -Numbers - Measures and weight.

Vocabulary: Finance - Means of Payment - -Banks and Banking

Words denoting gold Professions trades and places

Words denoting Places -tenses - troublesome Verbs - conditional tense, - I wish - had better - Id rather - its time.

Vocabulary: Transport by Road - By Rail - How to tackle Reading Comprehension and exercise.

Vocabulary: Transport by air - by sea. - Other means of payments: bill of exchange; Promissory Note - words denoting Numbers **-The use of**: lot of - Much - Many - Little - Few - a little - a few - exercises relating to the preparation of the 1st continuous assessment.

Vocabulary: Insurance - Essay writing: Structure and different kinds of Essay - (Business Letters + letter of motivation + CV/Resume).

Conjunctions and Embedding - Gerund - Numbers - Fractions - Vocabulary-Insolvency and Bankruptcy -Gold Indirect reported speech.

> Economics and organization of enterprises: 2 credits (30hours); L, T, P

- 1. The company, definition and mode of analysis
- 2. Classification 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

* LGT 231: Urban Planning and Public domain

> Urban planning and taxation: 3 credits (45 hours); L, T, P

- The resources of the locality
- Geography of the community
- Creation of generating activities of local taxs

> Public domain and Taxation: 2 credits (30 hours); L, T, P, SPW

- The determination of the different public domains of the state
- The district of contents taxable in the public domain

* LGT 232: Management of CTL

> Cash Management: 2 credits (30 hours); L, T, P

- Treasury operation
- Cashier
- Bank reconciliations

> Sectoral accounting of CTL: 2 credits (30 hours); L, T, P

- The budgetary accounts
- General ledger
- Analytical accounting

***** LGT 233: Public finance and Taxation

> Public finances: 2 credits (30 hours); L, T, P, SPW

- The Actors of public finances
- The budgetary
- Principles of public finance
- The budgetary procedures
- The control of public finances

> Specific taxation: 2 credits (30 hours); L, T, P, SPW

- Oil taxation
- Forest taxation
- Mining Tax

***** LGT 234: Taxation of CTL

> Local taxation: 2 credits (30 hours); L, T, P, SPW

- General provisions
- The local taxes
- The cents communal Additional
- The municipal taxes
- Special provisions applicable to urban communities
- The taxes and fees of the regions
- The tax procedures specific to local taxes

> Taxation of salaries and social contributions: 2 credits (30 hours); L, T, P, SPW

- Generality on wages
- Calculation of social security contributions
- Calculations of salaries
- Determination and accounting for taxes on wages
- The recourse mechanisms graceful

> Additional cents: 2 credits (30 hours); L, T, P, SPW

- Taxes on companies
- Taxes on the income of natural persons
- Tax on the value added
- Recovery of ACC
- Distribution of ACC

* LGT 235: Litigation and Administration of CTL

> Litigation of local taxation: 1 credit (15 hours); L, T, P, SPW

- The means of references
- The skills and time limits of referral; the remedies

> Litigation of Public finances: 1 credit (15 hours); L, T, P, SPW

- The types of litigation
- The means of references
- The skills and time limits of referral; the remedies

Deliberations, Decisions and Orders of the CTL: 2 credits (30 hours); L, T, P, SPW

- Elaboration of these decisions
- The nomenclatures;
- Time limits
- Scope of these categories of acts
- Skills
- Ampliations

> Elaboration and Implementation of the Budget of the CTL: 2 credits (30 hours); L, T, P

- The basics of the budget
- Accounting principles;
- The budgetary principles
- Revenues and expenditures of the CTL
- Budgetary nomenclature
- Steps for Elaboration of the Budget: adoption and approval of the budget;
- The roles and functions of the authorising officer, the accounting officer and imprest administrators
- Operations of Implementation of revenue and expenditure of a CTL
- Establishment of the documents of end of management
- Communication around the execution of the budget and the restitution of the results to the population
- Control of the execution of the budget

***** LGT 236: Sociology and the Work of Administration

> Urban Sociology and Rural: 2 credits (30 hours); L, T, P, SPW

- The definition of each of these frameworks
- The Explanation of models of thoughts traceable to each of these environments
- The Elaboration of development policies urban or rural

> The work of Secretariat: 2 credits (30 hours); T, P

• The computerized management of the desktop, applications and folders

- The treatment of text and the mail
- The spreadsheet and the edition of documents
- The concepts of professional communication
- The home and the telephone
- The Internet and electronic mail

***** LGT 237: Legal environment and Creation of Business

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

- The status of trader
- The acts of trade
- The fund of commerce
- The different commercial contracts

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

- Definition of law
- characteristics
- Classification
- Sources
- Decree of application
- The dimensions of law (objective and subjective law);
- Judicial organisation
- The concept of legal personality
- The civil status act: the name and the domicile
- Incapacity
- judicial acts
- Legal facts

> 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
- Research funding
- Choice of legal status
- Ethical aspects of the business
- Elaboration of the business plan

* LGT 241: Human Resources and Quality

> Human Resources management: 3 credits (45 hours); L, T, P, SPW

• The Evolution of HRM (definition, foundations, issues)

Predictive management of the employment (content, methods, issues)

• Practice of HRM (management of individual relationships: recruitment, training, animation, motivation, conditions of work; the social dialog: techniques at the service of social dialog and the crisis of social dialog)

- Elements of payroll management
- Evaluation of the performance of the HRM
- Place of HRM in the overall strategy of the company

> Quality, Health, Safety and the Environment: 2 credits (30 hours); L, T, P

- Safety at Work
- Prevention of risks
- Hygiene and property
- System of Management QSE
- Environment;
- Security;
- Quality.

& LGT 242: Administrative Police and Municipal Governments

> The Administrative Police: 2 credits (30 hours); L, T, P, SPW

Importance and modalities of the Constitution of A administrative police

• Competence of the administrative police; - acts of the administrative police

Obligations of this form of police

> Municipal Police: 2 credits (30 hours); L, T, P, SPW

 Importance and modalities of the Constitution of a municipal police force

- Jurisdiction of the municipal police
- Acts of the municipal police
- Obligations of this form of police

***** LGT 243: Procedures and tax returns

> Practice of tax declarations: 3 credits (45hours); L, T, P, SPW

- Declaration of the Tax on income
- Declaration of the Tax on companies
- Declaration of Value Added Taxes
- Declaration of Patent and final withholding tax
- Statements of social contributions
- Statistical and tax declarations

> Tax Procedures and local taxes : 3 credits (45 hours); L, T, P, SPW

- Obligations of taxpayers
- Emission of local taxes
- Recovery of local taxes
- Control of local taxes

* LGT 244: Local public Services and Collection of local taxes

> Local public services: 2 credits (30 hours); L, T, P, SPW

- Nomenclature of local public services
- Levels of competence in these services
- Management of this type of service

> Test procedure for the Recovery of local taxes: 2 credits (30 hours); L, T, P

- The structures of control and recovery
- The mechanisms of control and recovery
- The guarantees of the control and recovery
- The skills and remedies

* LGT 245: Work of end of Mandate and ASP

> The work of the end of the fiscal year and mandate: 2 credits (30 hours); L, T, P

- Elaboration of a balance sheet and report by the end of year
- Elaboration of a predictive report
- A balance sheet of the end of the mandate

> Implementation professional situation: 2 credits (30 hours); T, P, SPW

- Synthesis of the course of administration
- Synthesis of the course of accounting
- Synthesis of management courses
- Synthesis of course of taxation

* LGT 246: Professional internship

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

- 1. Arrival and Business Integration
- 2. Working in a company
- 3. The keeping of the Intern journal
- 4. The choice of the theme of work : in collaboration with mentors professional and academic supervisors
- 5. Elaboration of the plan of research
- 6. The resources to be exploited
- 7. The organization of study
- 8. Drafting of the report
- 9. Presentation of the report before a jury

***** LGT247 : Legal environment and Civic education

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

- Definition, Object and forms of commercial companies
- The creation of commercial companies
- The operation of the commercial companies; the dissolution of commercial companies

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

- Definition of labour law
- Historical background of labour law
- Labour contracts
- Labour conflicts (individual and collective)
- Staff delegate, trade union etc.
- Industrial accident and illness that is the hygienic and safety conditions at the job site.

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

1. 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

Field : MANAGEMENT

Specialty :

LOCAL GOVERNMENT MANAGEMENT

Option : LOCAL GOVERNMENT ADMINISTRATION

FIELD:	MANAGEMENT
Specialty :	Local Government Management
Option :	Local Governments Administration

1. The objective of the training

The objective of this specialty is to train people who will be able to advise and assist local government officials on local politics and policies and how they should be implemented within the framework of the law.

2. Expected skills

- \rightarrow General skills
 - Lead a team;
 - Master managerial techniques;
 - Have writing skills;
 - Can speak English and French;
 - Be capable of working in a team or independently.

\rightarrow Specific Skills

- Participate in the elaboration of the budget of a local government;
- Accompany a project in its legal, financial, "human resources",
 "evaluation", and "NIT" aspects;
- Take care of the public procurement policy of the local government within the framework of public procurement;
- Develop and optimize a policy by which local governments are covered by insurance;
- Participate in the recruitment of new staff, management of jobs and skills, and control of payroll;
- Understand the impact of NIT on the organizations and their partners;
- Initiate NIT in a local government;

- Conceive and put in place management tools for local governments.

3. Career opportunities

- Local government attaché;
- Decision makers in local governments and other public establishments;
- Attaché in the taxation department;
- Support staff in MINATD and collaborator of the secretary general of the head of service of administrative litigations;
- Chargé d'études of mayors;
- Council officials;
- Official responsible for insurance, markets and public procurement;
- Legal and administrative official;
- Administrative secretary;
- Secretary General of councils.
4. Organization of the Teachings

• First semester

Field : Management		Specialty: Management of Local Government Option: Local Government Administration					
Codo			Ηου	rly Vol	Jme		Number
Code	Course lifte	LTPS	SPW	Total	of Credits		
	Fundamental courses 30% (2 U	C) 9 cr	edits 1	35 hou	rs		
LGA111	Accounting and computer science I	45	15	10	5	75	5
LGA112	Accounting and Management I	35	10	10	5	60	4
	Professional courses 60% (4 U	C) 18 c	redits :	270 ho	urs		
LGA113	Environment of the CT	40	10	5	5	60	4
LGA114	Resources and Responsibility in the CT	55	20	10	5	90	6
LGA115	The right to the environment and urban planning	30	20	5	5	60	4
LGA116	Tax Law and Public Finance I	35	15	5	5	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
LGA117	Bilingual training I and economic environment I	25	10	5	5	45	3
Total		265	100	50	35	450	30

• Second semester

Field : Management		Specialty: Management of Local Government Option: Local Government Administration						
			Ηου	rly Vol	ume		Number	
Code	Course lifte	L	T	Р	SPW	Total	of Credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
LGA121	Accounting and Computer Science II	35	20	15	5	75	5	
LGA122	Accounting and Management II	20	20	15	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
LGA123	Administration of CT	40	30	15	5	90	6	
LGA124	Resources and Responsibility in the CTII	30	20	5	5	60	4	
LGA125	The mapping and the development	20	20	15	5	60	4	
	plan							
LGA126	Methodology, tax law and finance	25	15	15	5	60	4	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
LGA127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3	
Total		195	135	85	35	450	30	

• Third semester

Field : Management		Specialty: Management of Local Government Option: Local Government Administration							
Cada			Hou	rly Vol	ume		Number Of Credits		
Code	Course liffe	L	T	Р	SPW	Total			
	Fundamental courses 30% (2 U	C) 9 cr	edits 1	<u>35 hou</u>	Jrs				
LGA231	Urban Planning and Public Domain	40	20	10	5	75	5		
LGA232	Management of CT	30	10	15	5	60	4		
	Professional courses 60% (4 UC) 18 credits 270 hours								
LGA233	Public Finance and Administrative Account	20	20	15	5	60	4		
LGA234	Taxation of CT	40	30	15	5	90	6		
LGA235	Management of the heritage and projects	30	20	5	5	60	4		
LGA236	Sociology and the work of administration	10	30	15	5	60	4		
	Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
LGA237	The legal environment and the creation of business	25	10	5	5	45	3		
Total		195	140	80	35	450	30		

• Fourth semester

Field: Management			Specialty: Management of Local Government Option: Local Government Administration					
aada			Ηου	rly Vol	ume		Number	
code	Cooles Ille		Т	Р	SPW	Total	Of Credits	
	Fundamental courses 30% (2 U	C) 9 cr	edits 1	35 hou	rs			
LGA241	Human Resources and Quality	40	20	10	5	75	5	
LGA242	Administrative police and municipal governments	20	20	15	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
LGA243	The work of end of mandate and ASP	10	25	20	5	60	4	
LGA244	Local public services and collection of local taxes	10	25	20	5	60	4	
LGA245	Professional practice	5	25	25	5	60	4	
LGA246	Professional internship	0	0	60	30	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
LGA247	Legal environment and Civic Education	30	10	0	5	45	3	
Total		115	125	150	60	450	30	

SPW: Students' Personal Work

5. Courses content

***** LGA111: Accounting and computer science I

> Financial accounting I: 2 credits (30 hours); L, T, P

1. General information

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

2. The balance sheet

Notion of application and source

3. The account and the principle of the double entry

- 4. The accounting transfer
- 5. The accounting systems (classical 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 expenses; excluding consignments.

General Computing I: 1 credit (15 hours); L, T, SPW

A- The Hardware

1. The peripheral components

- The devices of input
- The ouput devices (storage devices)
- The devices of input and ouput

2. The central unit

- The central memory
- The microprocessor
- The windows
- The motherboard
- The chipset
- The power supply
- The cards of extension
- Other internal organs

3. The unit of exchange (or bus

- Role
- Types of bus:

- Data bus;
- Control bus;
- Address bus.

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 an operating system
- Architecture
- Concept of free software and propriatory software

System of numeration and Codification

A- The numbering systems

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 numbering systems

- 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 2 complement
- Addition of binary numbers
- Subtraction of binary numbers
- Using 2 complements in subtraction
- Multiplication of binary numbers
- Division of binary numbers

5. Hexadecimal arithmetic

- The addition of the numbers in hexadecimal
- Subtraction of numbers in hexadecimal

B- The codes

1. General information on the concept of a code

- Definitions
- Objectives of codification
- Functional codification
- Types of functional codes
- Technological codification

2. The alphanumeric codes

3. The ASCII code

- ASCII standard
- ASCII limit
- ASCII utilisation

> Public Accounting I: 2 credits (30 hours); L, P, SPW

- An analysis of the mechanisms of the public accounting
- The implementation of the budget documents

* LGA121: Accounting and computer science II

General Accounting II: 2 credits (30 hours); L, T, P

5. The settlements

- In cash (cash, bank)
- Term (commercial bills, creation, encashment)

NB: do not see the movement of the bills of exchange.

6. Trading, profit and loss account (industrial and commercial company)

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

7. Concept of depreciation (constant and degressive)

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

8. Concept of Provision

- For depreciation
- For charges and losses

NB: For the Chap. IX and X and present the "Extract of the balance sheet" (Brief study and practice).

> General Computing II: 1 credit (15hours); L, P, spw

A- Computer Networks

- 1. Basics
 - 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;
 - Unwired network.

- According the Geographic Limits:
 - The local networks (LAN);
 - The metropolitan area networks (MAN);
 - The wide area networks (WAN).

3. Network Classification

- Physical classification :
 - The bus type;
 - The star type;
 - The ring type;
 - The meb type;
 - The tree type.
- Logical classification :
 - Broadcasting networks;
 - Point-to-point networks.

4. Network architectures

- Client/server architecture
- Architecture of equal to equal

5. The equipment of computer networks

- Basic network Equipements:
 - A computer;
 - A network card;
 - A server;
 - A network cable;
 - The transceiver (or adapter);
 - The transmission tools;
 - The socket.
- The equipment of interconnections:
 - Hubs (hub);
 - Switch (Switch);
 - Routers;
 - Gateways
 - The gateway (gateway);
 - 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 (broadcaste);
 - Limited Broadcast address (multicast);
 - Address of rebroadcast (loopback).
- IP addressing by classes:
 - Class A;
 - Class B;
 - Class C.

B- Internet network

1. Concept of protocol

- Definitions and a some types of protocols :
 - SMP protocol;
 - POP protocol;
 - NNP protocol;
 - The FP protocol;
 - http protocol;
 - IMAP protocol;
 - Protocol TCP;
 - etc.

2. A few Internet Services

- The electronic mail
- Research on the Internet
- The Newsgroup (discussion forum)
- The transfer of files
- The Download (Download a text, download a image, download a free software...)
- The online Trade

- The IRC (Internet Relay Chat)
- etc.

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)

> Public Sector Accounting II: 2 credits (30 hours) ; L,P ,spw

- The principles of public sector accounting
- Private accounting and public sector accounting

* LGA112: Accounting and Management I

Cost accounting and budgetary management I: 2 credits (30hours); L, T, P

1. Of the general accounting to the cost accounting

 Generality on the cost accounting (objectives, role, concept of charge)

2. Analysis of expenses

- Incorporable and non-incorporable charges
- Direct and indirect charges
- Suppletive charges
- Allocation of Indirect charges

3. Valuation of stocks (FIFO method, LUP)

4. The full costs (cost of purchase, cost of production, introduce the stock in progress)

<u>NB</u>: do not address the special notes related to the costs (waste and scrap, semi-finished, sub-products).

5. Partial costs

- The variable costs; the marginal costs
- 6. The Rational Importance of fixed charges

Control of Management I: 2 credits (30 hours); L, T, P

- The citizen control
- The control of legality

* LGA122: Accounting and Management II

Cost accounting and budgetary management II: 2 credits (30hours); L, T, P

1. The predetermined costs

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

2. The Budgets (brief study and practice)

- The budgets of the sales
- The production budgets
- The budgets of supply
- Budgets of investment
- Budgets of cash flow

> Management Control II: 2 credits (30 hours); L, T, P

- The control of legality
- Legality
- The Budgetary Control

***** LGA113: Environment of CT

- > History and Evolution of CT: 2 credits (30 hours); L, T, SPW
 - Analysis of the History of CT in Cameroon;
 - Saying of the different types of CT in the time;
 - Accuracy of different denominations of the territorial community in the political history of Cameroon;

• Guidelines and skills in the CT Format.

> Organization and operation of the CT: 2 credits (30 hours); L, T, P, PE

- Organization of CT
- Skills and management structures of the CT
- Scheduling of reports between the different structures of the CT

* LGA114: Resources and Responsibility in the CT I

> The Resources of the CT and Strategies for Mobilizing I: 2 credits (30 hours); L, T, P, PE

- Typology of resources of CT
- Modalities of management of the said resources

Responsibility of local elected representatives and collaborators I: 2 credits (30 hours); L, T, PE

- Communal competence, departmental and regional authorities
- The local development plan
- Communication and Marketing of communal activities

> Practical aspect of decentralization I: 2 credits (30 hours); L, T, P

- The actual skills of the actors of the local governance
- Variability of skills based on the geographical determinants

* LGA124: Resources and Responsibility in the CT II

> Resources of the CT and strategies for mobilizing II: 2 credits (30 hours); L, T, P, PE

- Strategies for optimization of resources
- Tools/approaches to improvement of financial resources

Responsibility of local elected representatives and collaborators II: 1 credit (15 hours); L, T, P, PE

- Subsequent improvement of the lived of voters on the social plan, educational among others
- Development of the Tops points guiding the action of CT

> Practical aspect of decentralization II: 1 credit (15 hours); L, T, P, PE

- Structuring difficulties the daily reports within the CT
- Issues and Challenges of the process of decentralization

* LGA115: Right of the Environment and Urban planning

> The right of the environment: 2 credits (30 hours); L, T, SPW

- The sources of the law of the Environment
- The principles of the law of the Environment
- The institutions
- The protection of ecosystems

> Right of the Urbanism: 2 credits (30 hours); L, T, P, SPW

- The rules of the urbanization
- The operations of development
- The modalities of pre-emption in matters of urban planning
- Operations of development

* LGA116: Tax Law and Public Finance I

> Introduction to the Law of Public Finance I: 2 credits (30 hours); L, T

- History and Foundations of the right of public finance
- The control of legality
- The Budgetary Control

General Tax Law I: 2 credits (30 hours); L, T, P, SPW

- Definition of the tax law and its foundations
- Definition of its components that are the income tax, VAT, tax on the activities, royalties and other

* LGA126: Methodology, Tax law and Public finance II

Methodology for Drafting the report of internship: 1credit (15 hours) ; L, P

- The collection of information
- How to make a report
- The plan of the Probationary report and the summary
- The table of contents

- 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 (police, interline, titles, highlighted, punctuation, graphic charter)
- How to prepare the defense.

Introduction to the law of public finance II: 2 credits (30 hours); L, T,

P, SPW

• The judgment of the accounts; - the management control

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General Tax Law II: 1 credit (15 hours); L, SPW

- Analysis of the modalities of recovery
- Time and Modes of payment

LGA117: Bilingual training I and economic environment I

French: 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 de 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

> 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 income
- 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 force of development and the globalization of problems

- 18. The development strategies
- 19. Economic integration and the forms of cooperation in the world
- 20. strategies of the International Debt

* LGA127: Bilingual training II and Economic Environment II

> English Expression: 1 credit (15hours); L, T

Introduction - Course Content - Syllabus - Importance of English - Style in Business Writing - Punctuation; capitalization - Abbreviations

Parts of speech - Verbs - Question Words - Methodology: - of asking and answering questions

Economic activities - Sectors of activity - Commerce and Trade -Channels of Distribution - Essay writing -specialized shops - active voice and passive voice direct and indirect speech

Question Tags - The use of: For - Since - ago. DO AND MAKE - Vocabulary: - Forms of Business Organization - General Organization and the personnel of a firm - Business documents - words denoting Numbers.

Adjectives: Comparisons and comparative irregular -Numbers - Measures and weight.

Vocabulary: Finance - Means of Payment - -Banks and Banking

Words denoting gold Professions trades and places

Words denoting Places -tenses - troublesome Verbs - conditional tense, - I wish - had better - Id rather - its time.

Vocabulary: Transport by Road - By Rail - How to tackle Reading Comprehension and exercise.

Vocabulary: Transport by air - by sea. - Other means of payments: bill of exchange; Promissory Note - words denoting Numbers **-The use of**: lot of - Much - Many - Little - Few - a little - a few - exercises relating to the preparation of the 1st continuous assessment.

Vocabulary: Insurance - Essay writing: Structure and different kinds of Essay - (Business Letters + letter of motivation + CV/Resume).

Conjunctions and Embedding - Gerund - Numbers - Fractions - Vocabulary-Insolvency and Bankruptcy -Gold Indirect reported speech.

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

- 1. The company, definition and mode of analysis
- 2. Classification 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 management
- 10. The systemic approach of the company"
- 11. Information system
- 12. The decision-making system
- 13. The strategic analysis of the Company
- 14. Choice and implementation of a Strategy
- 15. Enterprise, society and culture
- 16. Enterprise, society and the Ethics

* LGA123: Administration of CT I and II

> Role of the Secretary General: 1 credit (15 hours); L, T, P, SPW

- Its jurisdiction, and its role in the activities of the municipality or of the Community
- His Career Profile
- Its relationship with the mayor and other members of the communal executive
- The challenges and other issues faced on a daily basis.

> The civil state: 1 credit (15 hours); L, T, P, SPW

- Texts Governing the civil status
- Organization and operation of the system of civil status
- Regulations for civil status
- Legal procedures of Registration of Births, marriages and deaths;
- Civil State of Foreigners in Cameroon
- Transmission Circuits documents of civil status
- Obligations and Sanctions in the field of civil status
- The process of digitisation of acts of civil status

> Deliberations, decisions and orders of the CT: 2 credits (30 hours); L, P, SPW

- Elaboration of these decisions
- The nomenclatures
- Time limits
- Scope of these categories of acts

- Skills
- Ampliations

> The elaboration and the implementation of the budget of the CT: 2 credits (30 hours); L, T, P

- The basics of the budget
- Accounting principles
- The budgetary principles
- Revenues and expenditures of the CT
- Budgetary nomenclature
- Steps for Elaboration of the Budget: adoption and approval of the budget
- The roles and functions of the authorising officer, the accounting officer and imprest administrators
- Operations of Implementation of revenue and expenditure of a CT
- Establishment of the documents of end of management
- Communication around the execution of the budget and the restitution of the results to the population
- Control of the execution of the budget

LGA125: Mapping and Development Plan

> Mapping: 2 credits (30 hours); L, T, P, SPW

- Principles on the general topography
- The delimitation of areas; the reading of cards

> Plan of communal development: 2 credits (30 hours); L, T, P

- An analysis of the modalities of development of a plan of communal development :
 - By putting in light of its nomenclature
 - By an explanation of its execution

***** LGA231: Urban Planning and Public Domain

> Urban planning and taxation: 3 credits (45 hours); L, T, P

- The resources of the locality
- Geography of the collectivity
- Creation of activities generating local taxes

> Public domain and Taxation: 2 credits (30 hours); L, T, P, SPW

- The determination of the different public domains of the state
- The district of contents taxable in the public domain.

* LGA232: Management of CT

> Administrative writing: 2 credits (30 hours); L, T, P

- The communicational codes in the administration
- The requirements of the administrative writing
- Administrative vocabulary
- The fundamental principles of administrative style
- Characteristics of the administrative style
- Characters common to administrative documents
- Main types of administrative documents
- Routing of matches
- The Administrative letter and eminent personalities
- The internal information in the administration

> Sectoral accounting of CT: 2 credits (30 hours); L, T, P

- The budgetary accounts
- General accounting
- Analytical accounting

* LGA233: Public Finance and Administrative Account

> Public finances: 2 credits (30 hours); L, T, P, SPW

- The Actors of public finances
- The budgetary principles of public finance
- The budgetary procedures
- The control of public finances.

> The making of the Administrative Account of CT: 2 credits (30 hours); L, T, P, SPW

- Objectives
- Roles in the process of manufacture
- Identification of actors
- Steps techniques, management and planning

* LGA234: Taxation of CT

- > Local taxation: 2 credits (30 hours); L, T, P, SPW
 - General provisions
 - The local taxes
 - The cents communal Additional

- The municipal tax
- Special provisions applicable to urban communities
- The taxes and rates of the regions; the tax procedures specific to local taxes

> Taxation of salaries and social contributions: 2 credits (30 hours); L, P, SPW

- Generality on wages
- Calculation of social security contributions
- Additional council tax
- Determination and accounting for taxes on wages
- The recourse mechanisms graceful

> Local communities: 2 credits (30 hours); L, T, P, SPW

- Establish the typology of the local communities
- Integrate the participating structures in the establishment of this local communities
- See the actors and procedures in the field of local communities

***** LGA235: Patrimony Management and Projects

> Realising and financing of projects of CT: 2 credits (30 hours); L, T, P, SPW

- Definition of concepts
- Elaboration of development project of the CT
- Feasibility Study and mounting itself of A project
- Preparation, development of the project
- Technical monitoring of the projects of the CT
- Mechanisms for research funding; Justification for funding.

> Management of the Land heritage of CT: 2 credits (30 hours); L, T, P, SPW

- Concept of land heritage of CT
- Consistency of the land heritage of CT
- Management of the real estate field of CT
- Tools for the management of the land in the CT
- Organization of the land regime in Cameroon
- Procedure for Registration of buildings

* LGA236: Sociology and the Work of administration

> Urban Sociology and rural: 2 credits (30 hours) ; L, T, P, SPW

- The definition of each of these frameworks
- The Explanation of models of thoughts traceable to each of these environments
- The elaboration of development policies urban or rural

> The Secretariat duties: 2 credits (30 hours); T, P

- The computerized management of the desktop, applications and folders
- The treatment of text and the mail
- The spreadsheet and the edition of documents
- The concepts of professional communication
- The home and the telephone
- The Internet and electronic mail

* LGA237: Legal Environment I and Creation of an enterprise

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

- The status of trader
- The acts of trade
- The business
- The different commercial contracts

> Civil law: 1 credit (30 hours); L, T, P

- Definition of law
- Characteristics
- Classification
- Sources
- Decree of application
- The dimensions of law (objective and subjective law)
- Judicial organisation
- The concept of legal personality
- The civil status act: the name and the domicile
- Incapacity
- Judicial acts
- Legal facts

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

- Concept of contractor
- Motivations to the creation of an enterprise
- Search for ideas and evaluation
- Research funding
- Choice of legal status
- Ethical aspects of the business
- Elaboration of the business plan

* LGA241: Human Resources and Quality

> Human resources management: 3 credits (45 hours); L, T, P, SPW

- The "Evolution of HRM (definition, foundations, issues)
- Predictive management of the employment (content, methods, issues)
- Practice of HRM (management of individual relationships: recruitment, training, animation, motivation, conditions of work
- the social dialogue: techniques at the service of social dialog and the crisis of social dialog)
- Elements of payroll management
- Evaluation of the performance of the HRM
- Place of HRM in the overall strategy of the enterprise

> Quality, Health, Safety and the Environment: 2 credits (30 hours); L, T, P

- Safety at Work
- Prevention of risks
- Hygiene and property
- System of Management QSE
- Environment
- Security
- Quality

***** LGA242: Administrative police and Municipal police

- > Administrative Police: 2 credits (30 hours); L, T, P, SPW
 - Importance and modalities of the Constitution of A administrative police
 - Competence of the administrative police
 - Acts of the administrative police
 - Obligations of this form of police

> Municipal Police: 2 credits (30 hours); L, T, P, SPW

- Importance and modalities of the Constitution of a municipal police force
- Jurisdiction of the municipal police
- Acts of the municipal police
- Obligations of this form of police

* LGA243: Work of end of mandate and ASP

> The work of the end of the fiscal year and mandate: 2 credits (30 hours); L, T, P

- Elaboration of a balance sheet and report by the end of year
- Elaboration of a predictive report
- A balance sheet of the end of the mandate

> Implementation professional situation: 2 credits (30 hours); T, P, SPW

- Synthesis of the course of administration
- Synthesis of the course of accounting
- Synthesis of management courses
- Synthesis of course of taxation

* LGA244: Local public services and Collection of Local Taxes

> Local public services: 2 credits (30 hours); L, T, P

- Nomenclature of local public services
- Levels of competence in these services
- Management of this type of service

> Test procedure for the recovery of local taxes: 2 credits (30 hours); L, T, P

- The structures of control and recovery
- The mechanisms of control and recovery
- The guarantees of the control and recovery
- The skills and remedies

*** LGA245: Professional Practice**

> The case of synthesis of taxation: 2 credits (30 hours); L, T, P

- Case study of taxation
- Case study of local taxation

> The case of synthesis of accounting: 2 credits (30 hours); L, T, P

- Case Study for the budgetary accounts
- Study of cases of public accounting
- A case study of analytical accounting

* LGA246: Professional internship

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

- 1. Arrival and Business Integration
- 2. Working in a company
- 3. The keeping of the Intern journal

4. The choice of the theme of work : in collaboration with mentors professional and academic supervisors

- 5. Elaboration of the plan of research
- 6. The resources to exploited
- 7. The organization of study
- 8. Drafting of the report
- 9. Presentation of the report before a jury

✤ LGA247: Legal Environment II and Civic Education

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

- Definition, Object and forms of commercial companies;
- The creation of commercial companies;
- The operation of the commercial companies; the dissolution of commercial companies.

> Labor law: 2 credits (30 hours); L, T, P

- Definition of labour law
- Historical background of labour law
- Labour contracts

- Labour conflicts (individual and collective)
- Staff delegate, trade union etc.
- Industrial accident and illness that is the hygienic and safety conditions at the job site

> 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

Field : MANAGEMENT

Specialty :

STATISTICS

FIELD:

MANAGEMENT

Specialty :

Statistics

1. The objective of the training

The objective of an HND in statistics is to train managers who will be literate in the use of computers to treat data. The holder of this certificate will be an actor recognized in the management and analysis of statistics in medium-size enterprises and large companies; in the administration or research centers. He will be a privileged collaborator of hierarchy in the process of decision-making.

2. Skills Sought After

\rightarrow General skills

- Can adapt to a field of study;
- Be leader in a project;
- Understand the structure, functioning and strategic issues of an organization;
- Understand the stakes in the treatment of information in organizations;
- Know the economic environment of his enterprise;
- Observe and analyze rigorously a given situation;
- Self-training;
- Can adapt to an international environment;
- Can use office software.

\rightarrow Specific Skills

- Should understand the determinants of purchase and sale in a competitive foreign market;
- Should know probabilities and statistics in mathematics;
- Can conceive, create, update and administer a data base;
- Can gather data, control the quality, organization and stockage, extraction and presentation of pertinent information, and analyze statistics and present the results.
- Monitor technology in his area of competence;
- Use specialized software for the statistical treatment of data;
- Respect the law when gathering, using and disseminating data and the results;
- Contribute in the conception of studies and investigations and to the realization of analysis of statistics;
- Develop programmes / statistics analysis software / or reporting;
- Analyze needs and carry out audit

3. Outlets

- Chargé d'études for statistics
- Statistics developer;
- Data-manager.

4. Organization of the Teachings

Semester 1

Filed: Management		Specialty: Statistics							
code	Course Title		Number Of						
		L	T	Р	SPW	Total	Credits		
Fundamental courses 30% (2 UC) 9 credits 135 hours									
STA111	Fundamental algebraic concepts	25	25	15	10	75	5		
STA112	Principles of Economics	20	20	15	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
STA113	Studies and surveys, databases I	17	22	27	9	75	5		
STA114	Algorithms and programming in C	21	21	21	12	75	5		
STA115	Descriptive statistics	20	24	10	6	60	4		
STA116	Introduction to the analysis, architecture, operating system	23	23	11	3	60	4		
Cross-sectional course 10% (1 UC) 3 credits 45 hours									
STA117	Bilingual training I, Civic Education and Ethics I	20	15	5	5	45	3		
Total		146	150	104	50	450	30		

Semester 2

Field: Management		Specialty: Statistics						
code	Course Title	Hourly Volume					Number Of	
		L	T	Р	SPW	Total	Credits	
	Fundamental courses 30% (2	2 UC) 9	credits	s 135 h	ours			
STA121	Linear algebra	20	20	10	10	60	4	
STA122	Differential and integral calculus, adjustment of curves and statistical series	25	25	20	5	75	5	
	Professional courses 60% (4 UC) 18 credits 270 hours							
STA123	Web development, databases II	19	19	19	3	60	4	
STA124	Inferential Statistics, Statistical Programming I	15	35	20	5	75	5	
STA125	Probability and simulations, Project I	20	30	20	5	75	5	
STA126	Financial Management	20	20	18	2	60	4	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
STA127	Expression and communication I, ethics and citizenship II	20	15	5	5	45	3	
Total		139	164	112	35	450	30	

Semester 3

Field: MANAGEMENT			Specialty: Statistics						
		Hourly Volume Of							
code	course Title	L	T	Р	SPW	Total	Credits		
	Fundamentalcourses 30% (2	2 UC) 9	credits	s 135 h	ours				
STA231	Reduction of matrices and scalar product, Discrete Mathematics	24	23	11	2	60	4		
STA232	Economics and Management	25	32	15	3	75	5		
Professional courses 60% (4 UC) 18 credits 270 hours									
STA233	Information systems development of applications	15	25	18	2	60	4		
STA234	Case study, statistical programming II	5	25	28	2	60	4		
STA235	Hypothesis test, linear model, Project II	28	28	22	12	90	6		
STA236	Serie, analysis of data	20	28	10	2	60	4		
Cross-sectionalcourses 10% (1 UC) 3 credits 45 hours									
STA237	Bilingual Training II, ethics and citizenship III	20	10	10	5	45	3		
Total		137	171	114	28	450	30		

Semester 4

Field: trade-to-sale		Specialty: Statistics						
code	Course Title			Number Of				
		L	T	Р	SPW	Total	Credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
STA241	Operational Research, Optimization	25	25	20	5	75	5	
STA242	Management and right	15	25	15	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
STA243	Domain of Application I and II	10	24	24	2	60	4	
STA244	Data mining, data base III	14	26	18	2	60	4	
STA245	Financial mathematics ; Survey	27	27	4	2	60	4	
STA246	Professional internship	0	0	60	30	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
STA247	Expression and Communication II, ethics and citizenship IV, Methodology	20	10	10	5	45	3	
Total		111	137	151	60	450	30	

5. Courses content

*** STA111:** Fundamental algebraic Concepts

Algebraic concepts fundamental: 4 appropriations (60 hours); L, T, P, SPW

- 1. Elements of Logic
- 2. Arithmetic in Z
- 3. Concepts on sets
- 4. Relationship of equivalence, relationship of order, canonical decomposition of an application
- 5. Laws of composition and groups
- 6. links and body
- 7. Polynomials and rational functions
- 8.

*** STA112: Principles economics**

General Economy: 3 credits (45 hours); L, T, P, SPW

- 1. Major economic concept
- 2. Major issues posed by economists (what choices are in a world with limited resources? What can be produced and can it be measured The major macro-economic equilibrium)
- 3. Coordination by the market (definition, operation of a competitive market, imperfectly competitive market, market failures)
- 4. Elements of Public Economy (externalities, public goods, common resources)
- 5. Productive process (production, investment and labor factor)
- 6. Production Function, factorial yields, economies of scale
- 7. Analysis of the labor market (definitions and measurement of the activity, employment and unemployment, explanatory theories of unemployment)
- 8. Elements of National income (GDP, aggregates, indicators and indices)

> Knowledge of business: 1 credit (15 hours); L, T, P, SPW

- 1. The enterprise: definitions, diversity and theoretical approaches
- 2. Functions and structures of the enterprise
- 3. Evolution of modes of production and distribution circuits
- 4. Evolution of the modes of management

* STA113: Surveys and databases I

Survey : 1 credits (15 hours); L, T, P, SPW

- 1. Achievement of a statistical study simple (survey, work on data available, seizure, treatments, simple statistics)
- 2. Quality and cleaning of data (missing values, outliers, coding...)
- 3. The practical implementation of the tools of descriptive statistics, with software Methods
- 4. Drafting of report
- 5. Survey protocol

> The databases I: 4 credits (60 hours); L, T, P, SPW

1. Spreadsheet

- Import of data in a text format
- Formula for calculating, data base management, graphic, solver, etc.

2. Relational Database Management System (RDBMS)

- Database management systems and their functions, users of a database, data models
- Relational model: vocabulary, mathematical formalities, notion of coding
- Data Definition Language (SQL): presentation of the language, creation of databases, modification of the structure of a database, modification of the tables of a database (adding, modification, deletion of a column)
- Relational algebra: selections, projections, links, union, intersection, Difference
- Tools available in the market
- Graphical query of a Relational Database (RDB)

STA114: Algorithms and programming in C

> Algorithms and programming in C: 5 credits (55 hours); L, T, P, SPW

- 1. Methodology of the programming: objectives, approach, definitions
- 2. Basic elements: data, expressions, actions, derived types, sub-programs
- 3. Basics of the C language: The syntax, data types, enumerations, tables, structures, functions, pointers and dynamic management of the memory, modular programming, file management
- 4. Linear data structure: abstract types of data, lists, stacks, queues, Search algorithms, route, insertion, deletion

Practicals: the use of formal calculation softwarefor solving problems of algebra and analysis.

- The UNIX environment;
- Programming languages (C) and implementation of algorithms;
- softwares;
- Implementation of an algorithm in an evolved language;
- Validation of a software solution by the implementation of tests;

- Drafting of a technical documentation and the user's guide.

*** STA115: Descriptive Statistics**

> Descriptive Statistics: 4 credits (60 hours); L, T, P, SPW

1.Population concept;

2.Notion of variable, understanding and identification of the type of variable;

3. Tables of numbers and frequencies, distribution of a variables

4.Exploration, presentation and visualization of qualitative or quantitative data of a variable in the form of tables and graphs

5. Indicators of central tendency, dispersions and form

6.Presentation and visualization of data from the crossing of two variables (Qualitative and/or quantitative) in the form of tables and crossed graphs

7. simultaneous discreption of two variables, contigency tables, joint distribution

8. Marginal distributions, conditional distributions

9.Studies of the connections between two quantitative and/or qualitative variable:

Graphic representations, measures of association. <u>NB</u>: We will use a software tool adapted

STA116: Introduction to the analysis, architecture, operating system

> Introduction to the analysis: 3 credits (45 hours); L, T, P, SPW

1.Typology of R

2. Functions of a real variable; composed functions

- 3. Monotonic functions, basic functions, limits of the usual functions; comparison of functions; calculations of limits and asymptotes
- 4. Continuity, derivation, calculation and interpretation
- 5.Primitive, calculations and interpretation; initiation to the intergral calculation, calculation of areas
- 6.Calculation of the index amount (one and two indices); change of indices7.numerical series: converging series, series of Cauchy, criterion of Cauchy

> Architecture of computers: 1 credits (15 hours); L, T, P, SPW

1. The Arithmetic Calculations and logics used following the different bases, as well as the logical combinatory and sequential ciurcuits

2.General operation of computer and its internal components

(Microprocessor, memory), and the principle of the management of external devices

3. The chain of development of a program

4. language: Management of the memory with registers, the instructions (transfer, arithmetic, logic, connections, conditional gaps, methods of programming

Operating System : 1 credits (15 hours); L, T, P, SPW

1. The role of an operating system

2. Main features of Unix (file system and listing of orders)

- 3.Good methods of use and autonomous users (presentations by group on the NFS file servers and NIS, on DNS servers as the bind, on the compilation of a nutshell , on Servers SSH, SCP, SFP, Webmail)
- 4.Introduction to Programming system under Unix in C
- 5. Introductions to the process, process of synchronization (semaphores), signals and Tubes
- 6.Management of the Inputs and Outputs

7. Management of shared resources

*** STA117:** Bilingual training I and Civic Education and Ethics

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

> Civic Education and Ethics: 2 credits (30 hours); L, T, P, SPW

1. The professionalism and the values of the profession

Definition of professionalism;

- The professionalism to ensure equality or equilibrium ;
- What are values ofsenior technician today?

• The frame of references of professionalism; the types of responsibilities.

2. Ethics

- What is ethics?
- Distinction between ethics and deontology;
- Ethical decision-making;

 the test of an ethical decision;
- The ethics and social standards.

STA121: Linear algebra

Linear algebra: 4 creddits (60 hours); L, T, P, SPW

- 1. Vector spaces, sub-spaces, sum of sub-spaces, freeand generic part, bases
- 2. Linear applications, image, centre, Rank of a linear application, theorem of the rang.
- 3. Barycenter
- 4. Matrices, operations on the matrices, the of square matrices, inversible matrices, transposition, equivalent matrix, matrices of a linear application, change of base
- 5. Scaling of a matrix: application to the determination of the rang, the Inverse of a matrix
- 6. Systems of linear equations, Resolution by the method of Gauss, Rank of a system, system of Cramer
- 7. The determinants: determinant of a system of vectors; determinant of an endomorphism or a square matrix, calculation by development of a determinant, link with the linear independence; tracing of a square matrix

STA122: Differential and integral calculus, adjustment of curves and statistical series

> Differential and integral calculus: 2 credits (30 hours); L, T, P, SPW

- 1. Differentiation, theorems of complete increases, formulars of Taylor, Limited Developments
- 2. Construction of the curves (Cartesian in, Parametric curves, curves in polar)
- 3. Series of functions: ad hoc convergence and uniform convergence
- 4. Integral of Riemann, explicit calculation of primitives and integrals of real functions of one real variable, improper integrals
- 5. Resolution of differential equations of the 1 order and linear differential equations of the second order with constant coefficients

> Adjustment of the curves and the statistical series: 3 credits (45 hours); L, T, P, SPW

1. Linear adjustment and adjustment of curves between two quantitative characters

- Method of least squares; R2.
- 2. Time series:
 - The models of decomposition additive and multiplicative;

- Calculation of a trend and seasonal components by the methods of moving averages and of least squares:
- Calculation of the Corrected Series of seasonal variations;
 apponential smoothing simple and double;
 Forecast.
- Simple and double exponential smoothing
- Forecast

STA123 : Web development, databases II

> Web development: 2 credits (30 hours); L, T, P, SPW

- 1. Introduction to the basic standards of the web: HTML, XML, XHTML, CSS, JavaScript, Ajax
- 2. LS like Joomla
- 3. Web Application in PHP
- 4. MySQL database
- 5. association MySQL and PHP

> The Databases ii: 2 credits (30 hours); L, T, P, SPW

- 1. Functional dependencies and normalization, Normal Forms
- 2. Language ofData Manipulation (SQL): selections, Tris, queries on several tables, joins, union, intersections, functions of aggregation, updates, views, indices, transactions
- 3. Databases and programming: use of databases with a programming language (C), creation of databases, inserting data, data recovery
- 4. Graphic language and SQL language management of" BDR
- 5. Quality criteria for BDR (normal forms)

* STA124: Inferential Statistics, Statistical Programming

> Inferential statistics: 2 credits (30 hours); L, T, P, SPW

1. Fluctuation of Sampling

- fluctuation of a mean, variance, proportion on a simple random sample;
- interval of fluctuation, sample size for a given data.

2. Estimate

- The estimators, methods of construction of estimators, qualities of an estimator;
- Estimation of a mean, a variance and a proportion;
- Confidence intervals;
- Estimation by interval of a mean a variance and a proportion; □ introduction to the tests of hypothesis: test on a proportion or a mean.

> Statistical programming: 3 credits (45 hours); L, T, P, SPW

- 1. Learning of script languages
- 2. Creation of program of automatic import of data in different formats within a statistical software

- 3. Management of data within a statistical software: Programming of automatic controls applied to a database to identify missing data or aberrant and edition of listings of anomalies or controls
- 4. Simple automation of Analyzes Descriptive statistics: creation of standard programs (or macros) allowing the edition of statistical tables directly embeddable in a report or a presentation of results

STA125: Probability and simulations, Project I

Probability and simulations: 2 credits (30 hours); L, T, P, SPW

- 1. Modeling of basic probabilistic situations in the help of random variables:
 - Definition of the concept of real random variable in the case discrete and continuous, distribution function, probability distribution/density, mean and variance
- 2. Usual discrete and continuous law
- 3. Calculations of probabilities from the probability law and of the distribution function of a random variable
- 4. Use of software for the representation of distribution functions/density
- 5. Simulation of random experiences of reference, according to a known distribution
- 6. Law of large numbers
- 7. Pairs of random variables, random vectors
- 8. Simulation of random vectors
- 9. Independence, concept of covariance
- 10. The theorems of convergence (Central Limit Theorem TCL) 11. Common statistical laws (x-2, Student, Fisher)

Project I: 3 credits (45 hours); L, T, P, SPW

A. Classroom teaching:

- 1. The project process
- 2. The actors of Project Management: contracting authority, contractor,subcontractor, of nBook, Master work, subcontracting, Steering Committee
- 3. The Project Team: distribution of roles
- 4. The specifications: analysis and understanding of the needs of a client
- 5. The definition of tasks, planning and sequencing, allocation of resources
- 6. Risk Analysis

B.

- 7. organisational tools : PERI GRAPH, Gantt Chart
- 8. The instrument panel of the follow-up of the state of advancement of A project
- 9. documentations

10. The specificities of an economic project or decision-making

Practical Implementation of methodology (Work in group of 4 to 6 students)

<u>NB</u> : The project must have a multidisciplinary character; and cover a statistical and computerized base. Its scope must be realistic to implement the All the activities, tasks and constraints of the conduct of an industrial project, entereprise or service, namely:

- 1. Drafting of a Specification
- 2. Constitution of a team (4 to 6 students)
- 3. Distribution and planning tasks
- 4. Management of time and deadlines
- 5. Use of project management software and tools for Sequencing
- 6. Search Constraints
- 7. Documentation, memory and oral presentation

STA126: Financial Management

> Management: 2 credits (30 hours); L, T, P, SPW

- 1. Financial and accounting information system : Accounting Operations for the production of summary documents (profit/loss account, balance sheet)
- 2. Analysis of the summary documents: Intermediate Balance of Management (GIS), Ability to self-facing"(FCA), and the analysis of activity. The Working Capital Fund (FR), the need for working capital (BFR), cash flow and analysis of funding
- 3. Production and analysis of data in the cost accounts;
- 4. Costs and margins; marginal cost
- 5. Influence of the activity on the calculations of management, variable cost, rational imputation.
- 6. Monitoring and evaluation of the performance for the help to the decision making

Reporting, evaluation and Feedback system dashboards: 2 credits (30 hours); L, T, P, SPW

- 1. Reporting: Definition, Forms (ad-hoc, ground)
- 2. Components of a report, formatting (ergonomy), Dissemination
- 3. To reporting solutons in office and accounting environment
- 4. Basic notions of computer graphics
- 5. Synthesis of results
- 6. The choice of indicators and techniques of Computer Graphics
- 7. Software of "computer graphics and web interfaces dedicated

* STA127: Expression and communication I, ethics and citizenship II

> Expression and communication I: 1 credits (15 hours); L, T, P, PE

- 1. Documentary research and processing of documents: reading, analysis, reformulation, representation of data in the form of tables, data-visualization, graphs, illustration, legends. Awareness of the social environment, economic, political and cultural
- 2. Drafting and editing of documents according to standards in force (presentation, typographical errors, bibliographic and sitographique)
- 3. Techniques of record, summary and synthesis.
- 4. Semiology of the Image: written and oral argument by the Image
- 5. Presentation of the results of an investigation of a complaint choice of relevant information, graphic representations (data-visualization, computer graphics)

> Ethics and citizenship II: 2 credits (30 hours); L, T, P, SPW

1. Code of Ethics and the obligations of the senior technician

- Summary Presentation of the Code of Ethics
- Obligations to the public
- Obligations to customer or employer
- Obligations to the profession and the Confreres
- Obligations relating to the advertising and professional representation

2. The senior technician in the face of corruption and to the collusion

- Offenses related to corruption
- Offenses related to the collusion

* STA231: Reduction of matrices and scalar product, Discrete Mathematics

Reduction of matrices and scalar product: 2 credits (30 hours); L, T, P, SPW

- 1. Values and vectors of a matrix; characteristic of polynomial, diagonal matrix
- 2. The diagonal, in particular that of symmetric matrices
- 3. Scalar product, standard; orthogonal, base orthographic; orthogonal projection on a sub-Space

Discrete Mathematics (combinatorics and graphs): 2 credits (30 hours);

L, T, P, SPW

- 1. Principles of enumeration, combinatorial analysis; series defined by recurrence; evidence by recurrence.
- 2. Polynomials symmetrical; generating series
- 3. Graph Theory: simple graph, directed graph, three diagram; Order and Preorder. 4. Introduction to formal languages

* STA232: Economics and Management

> Principles of Economics: 3 credits (45 hours); L, T, P, SPW

- 1. Training, distribution and redistribution of income (tools in report: Economic Table of sets, indicators of the level of income inequality)
- 2. The role and impact of taxation and social transfers (theoretical elements and descriptive elements)
- 3. Purchasing power, consumption and savings
- 4. Relationship between savings and investment
- 5. Growth (measure, role of technical progress, endogenous growth) and development (Definition, indicators, concept of sustainable development)

- 6. Economic policies (cyclical policies and structural policies): measures and statistical evaluations
- 7. Currency, monetary creation, guiding rate
- 8. The opening of economies: explanatory theories of the international exchange, balance of payments, internationalization of the productive process

> Management of organizations: 2 credits (30 hours); L, T, P, SPW

- 1. Principles of management and decision
- 2. Strategic management of organizations (strategic diagnosis, adoption of a strategy and generic strategies)

STA233: Information systems, development of applications

> The information systems: 2 credits (30 hours); L, T, P, SPW

- 1. General introduction: Basic notion of the modeling of a system of information, overview of different data models
- 2. Understand the passage of the model to the implementation of the associated database
- 3. Components of a global decision-making system (power, storage, restitution)
- 4. Data base models of decisional information systems (datawarehouse, datamart), multidimensional model
- 5. Tools of Business Intelligence (BI): extraction, storage and restitution of data
- 6. Functions of a operating system server and language of associated commands7. Decision-making tools available on the market

> Development of applications: 2 credits (30 hours); L, T, P, SPW

- 1. Specifications
- 2. Modeling Needs
- 3. Technical Solution: specific development through the use of specialized tools.
- 4. Tests of integration
- 5. Specifications
- 6. Modeling Needs
- 7. Technical Solution: specific development or through the use of specialized tools.
- 8. Tests of integration

STA234: Case study, statistical programming II

Case study: 2 credits (30 hours); L, T, P, SPW

- 1. Development of a case study involving the skills acquired in statistics and informatics, on the basis of a specification
- 2. Further software
- 3. Interpretation of results obtained
- 4. Drafting of a synthesis document

Statistical Programming II: 2 credits (30 hours); L, T, P, SPW

- 1. Development/programming of the management of data, their statistical analysis and the restitution of the results
- 2. Advanced automation of statistical analysis using script language
- 3. Connecting to data sources and realization of user interfaces
- 4. Notions of test and validation of application in link with the main standards and guidelines

STA235: Hypothesis Test, linear model, Project II

> Hypothesis Test: 2 credits (30 hours); L, T, P, SPW

- 1. Confidence intervals for a difference of means, a difference in proportions, ratio of variances
- 2. Definitions, principles of tests. hypothesis, decision rule, errors of first and second species, power, degree of significance
- 3. Tests on the means hopes, variances, proportions: comparison with a reference value, comparison of two distributions (independent samples or paired)
- 4. Tests of chi square: adjustment and independence on contingency tables

> Linear model: 2 credits (30 hours); L, T, P, SPW

- 1. Simple linear regression: method of least squares, R2,
- 2. Confidence intervals and parametic testing forecasting
- 3. Multiple linear regression: extension of the inference to multidimensional frameworks
- 4. Selection of variables and choice of models, detection and treatment of multicollinearity
- 5. Validation of the model: homogeneity of variances, analysis of residuals, influential observations and/or aberrant
- 6. Analysis of Variance with 1 factor: modeling and testing of hypothesis 7. Multiple comparisons tests

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

1. classroom Teaching

Bring the «student to acquire more advancedknowledge in one or several of the areas of the economy, such as: income-consumption-savings-investment, measures and statistical evaluations, analytical accounting, management control, marketing, production, socio-economy. This will should be done with in the aid of advanced methods specific to the areas of application: Non parametric tests, analysis of variance to 2 factors, analysis of covariance, logistic regression, factorial analysis of multiple correspondence (AFL), financial mathematics, linear programming, etc.

2. Implementation in practice (Work in group of 4 to 6 students)

The project presents a multidisciplinary character and take into consideration the teachings of the first 3 semesters. Its a continuation of Project 1, and included the realization and the presentation of results achieved:

- Achievement of the technical solution used;
- Drafting of step report;
- Drafting of synthesis reports;
- Oral Presentation of the project;
- The memory of synthesis will incorporate a summary of a page in English;
- To be accompanied by a recommended professional stakeholder. (It is desirable that the project is led in partnership with a professional organization which may be the sponsor).

STA236: Series, analysis of data

> Series: 2 credits (30 hours); L, T, P, SPW

- 1. numerical series : to positive terms and any terms
- 2. Series of functions: convergences simple and uniform: continuity of limits
- 3. Full series: Differentiation and integration: complex exponential functions. Trigonometric series

> Data analysis: 3 credits (45 hours); L, T, P, SPW

1. Introduction

- Representation of data, factorial analysis and classification, software tools.
- 2. Principal component analysis (ACP)
 - Definitions and principles, areas of application, processing of data, analysis of clouds, simultaneous representation and interproation.
- 3. Factorial Analysis of correspondence (AFC)
 - Relationship between AFC and ACP, areas of application, processing of the data, methodology of analysis, representation of terms and interproation.
- 4. Multiple correspondence analysis (AL)
 - Applications, processing of data, basic principle, data representation, interproation of the results.
- 5. Discriminant analysis (AFD)
 - Definitions, logistic regression, Bayesian classification, decision trees, linear analysis discriminant, discrimination, affectation.

6. The classification of data

• Transformation of the data, the methods of classification, the method of mobile centers, the hierarchical classification, the classification mixed.

STA237: Bilingual training II, Ethics and citizenship III

English: 1 credits (15 hours); L, T, P, 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

> Ethics and citizenship III: 2 credits (30 hours); L, T, P, SPW

1. Use of the title

- The order (or association) senior technicians and the reserved title;
- Professionals, titles
- The titles of function;
- Academic, grade ;
- example of a professional card.

2. The Ethics of the Environment

- Context and history;
- Philosophical Foundations;
- The modern beliefs of the relationships between man and the environment;
- Areas concerned by the ethics of the environment;
- Situation in several regions of the world;
- Practical application of the ethics of the environment;

 trends, developments,
 projects.

STA241: Operational Research, Optimization

> Operational research: 3 credits (45 hours); L, T, P, SPW

- 1. Linear programming: modeling of linear programs. method of the simplex. Sensitivity analysis and duality
- 2. Graph Theory: trees of recovery. trees of research. relations, equivalencies, orders and lattice
- 3. Models of networks: transport, assignment, coupling, more short path, maximum stream and stream at minimum cost, problems of tours on the arcs and on nodes
- 4. Dynamic programming: heuristic methods

Optimization: 2 credits (30 hours); L, T, P, SPW

- 1. Concepts on the convexity
- 2. Multipliers of Lagrange and problems of points-saddle
- 3. Conditions of optimasation in the presence of constraints
- 4. Duality
- 5. Problem of Kuhn and Tucker
- 6. Digital methods of optimization for the problems without constraints

STA242: Management and Law

> Management: 2 credits (30 hours); L, T, P, SPW

1. Budgetry management and management control

- Predictive management of sales
- Management of the production, supply and stocks
- Cashflow budgets: Analysis of Variances
- 2. Quantitative techniques of management
 - Linear programming and programs for production
- Financial mathematics, decision trees, and investment decision
- Detail studies of some areas of management: the quality, marketing, human resources management or the accounting and financial management

Law: 2 credits (30 hours); L, T, P, SPW

- 1. The common Labor Code (Act No. 92-007 of 14 August 1992)
- 2. Author right and protection of digital work of acts
- **3.** The technologies of the Information and Communication Technology (ICT) and the protection of personal data: act relating to the Computing, Files and Freedoms 4. Elements of Rights of organizations (according OHADA)

STA243: Areas of Application I and II

> Areas of Application I: 2 credits (30 hours); L, T, P, SPW

- The presentation of problems Treated and statistical methods used in areas such as:
 - Biostatistics, environment, development;
 - Control of management, marketing, production.;
 - Socio-economics, etc.;
 - Basic elements of areas presented.

> Areas of Application II: 2 credits (30 hours); L, T, P, SPW

- In some areas of application possible among the following:
 - Biostatistics;
 - Environment;
 - Development;
 - Management control, marketing, production;

- Socio-economics, etc.

Implement advanced methods of specific areas of application studied:

- Non parametric tests;
- Analysis of the Variance to 2 factors;
- Analysis of covariance;
- Logistic regression;
- Factorial Analysis of Multiple Matches (AFL), etc.

STA244: Data mining, data base III

> Data Mining: 2 credits (30 hours); L, T, P, SPW

1. Big Data (mass of data)

- Structured data, non-structured, semi-structured;
- External Data, open, media-social, ...;
- Overview of methods that can be implemented on these data (Text Mining, Web Mining);
- Architecture of the mass data (Big Data).

2. Data Mining (data search).

- Supervised classification (decision trees, logistic regression, discriminant analysis, methods of nearest neighbors ...);
- Selection of predictors, Assessment of forecasting quality of a classification rule ;
- Sample for learning, validation and testingt.

> Basis of data III: 2 credits (30 hours); L, T, P, SPW

- **1.** The programming language within a system of management of BDR: Triggers (), stored procedures
- 2. Optimization of SQL queries (Structured Query Language) of querying
- **3.** Meta-data, navigation tool OLAP (On-Line Analysis Process)

STA245: Financial mathematics, Survey

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

- 1. Various measures of Interest
- 2. Equation of Value
- 3. Annuities with fixed or unfixed payment or not
- 4. Reimbursement of a loan: progressive amortization, sinking fund, possibilities of early repayment and refinancing
- 5. Evaluation of long term loans. Various measures of returns. Duration and convexity. Pairing and immunization

Survey: 2 credits (30 hours); L, T, P, SPW

- 1. Vocabulary and basic principles of the survey theorics
- 2. Random simple samplying without discount
- 3. Stratified sampying and clusher samplying
- 4. Methods of adjusting Sample: The example the post-stratification
- 5. Presentation of a plan of simple survey adapted to the objective of the study and taking into account the information available
- 6. Sources of bias in survey
- 7. The method of quotas

STA246: Professional internship

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

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

STA247: Expression and communication II, ethics and citizenship IV, Methodology

> Expression and Communication II: 2 credits (30 hours); L, T, P, SPW

- 1. The elements common to the Professional Documents: preliminary, body text, complements, stamp, date, Featured, registration, object and reference, call, greeting and making contact, parts annexs or attachments, initials of identification
- 2. Record and minutes: types of accounts and of PV, uses, formats and qualities, development of opinions, characteristics, individual position, method of making notes, role, artificial insertion of titles, synthesis, viewing.
- 3. Corporate language; every gesture is a word: A gesture is worth a thousand words, five ways to improve body language or body expression
- 4. Technical report: research work, problematization, writing guide (introduction, approach, presentation, recommendations, bibliography, webography, Annexs, acknowledgments, dedications, Summary, Summary, proofreading), information, structure, language, oral presentation
- 5. Motivation letter and Curriculum Vitae : Studies of requests for employment

> Ethics and citizenship IV: 1 credit (15 hours); L, T, P, SPW

- 1. The Ethics of the consumption
- 2. The civics and citizenship
- 3. The Good citizenship in the workplace

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

- 1. collection of Information
- 2. How to make a report
- 3. The plan of a probationary report and the Executive Summary
- 4. The Table of Contents
- 5. The introduction part of an internship report
- 6. The conclusion of an Internship report
- 7. The Acknowledgments
- 8. How to build an annexs
- 9. When to start his internship report
- 10. How to title an Internship report
- 11. The cover page
- 12. How to write effectively
- 13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
- 14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
- 15. How to prepare for a defense

Field : MANAGEMENT

Specialty :

EVENTS MANAGEMENT

1 10	7 L L	

MANAGEMENT

Specialty: **Events Management**

1. The objective of the training

The objective of this specialty is to provide technicians with the skills necessary to undertake the material and logistics conception, preparation and organization of events (marriage, receptions, seminars, conferences, etc) for individuals, local communities, associations, public or private enterprises.

2. Skills Sought After

\rightarrow General skills

- Be physically and intellectually fit;
- Have good general knowledge and be very sensible to arts;
- Be creative, motivated, dynamic and innovative and capable of making good proposals;
- Be rigorous, have the capacity to mange production and organization at short notice, be autonomous and open to criticisms;

\rightarrow Specific Skills

- Conceive events;
- Organize professional events;
- Develop a network of partners;
- Develop communication actions;
- Develop a customer portfolio and prospects;
- Organize and propose a catering service;
- Control the conformity of realization of suppliers, contractors, etc. to contract specifications.

3. Outlets

- Event strategist;
- Multichannel communication strategist;
- Wedding planner;
- Organization of shows;
- Manager of events.

4. Organization of the Teachings

Semester 1

	FIELD: MANAGEMENT	SPECIALTY: EVENTS MANAGEMENT		EMENT			
		Hourly Volume					Number
code Course Title		L	T	Р	SPW	Total	Of Credits
	Fundamental courses 30% (2 UC) 9 credits 13	5 hou	Jrs				
EMA111	Mathematics and Computer Science I	50	15	5	5	75	5
EMA112	Quantitative techniques of management	40	15	0	5	60	4
Professional courses 60% (4 UC) 18 credits 270 hours							
EMA113	Management I	35	10	10	5	60	4
EMA114	Fundamentals of Marketing	40	15	15	5	75	5
EMA115	Communication and art	30	10	15	5	60	4
EMA116	Technical and control of communication I	45	15	10	5	75	5
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
EMA117	Bilingual training I and economic environment I	25	10	5	5	45	3
Total		265	90	60	35	450	30

Semester 2

	FIELD: MANAGEMENT	SPECIALTY: EVENTS MANAGEMENT		EMENT			
		Hourly Volume				Number	
code Course Title		L	Т	Р	SPW	Total	Of Credits
	Fundamental courses 30% (2 UC) 9 credits 13	5 hour	S				
EMA121	Mathematics and Computing II	10	35	10	5	60	4
EMA122	Legal Environment and accountant	10	45	15	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
EMA123	Management II	25	10	20	5	60	4
EMA124	Methodology and communicational relationship	50	20	15	5	90	6
EMA125	Personalise commercial communication	35	10	10	5	60	4
EMA126	Communication Technics and Control II	35	10	10	5	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
EMA127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3
Total		190	140	85	35	450	30

Semester 3

	FIELD: MANAGEMENT	SPECIALTY: EVENTS MANAGEMENT		EMENT			
		Hourly Volume				Number	
code	de Course Title		T	Р	SPW	Total	Of Credits
	Fundamental Course 30% (2 UC)	9 cred	its 135	hours			
EMA231	Human Sciences and accounting	40	20	10	5	75	5
EMA232	Legalenvironment and management	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 credits 270 hours							
EMA233	The work of synthesis and synchronized organization of events I	20	20	15	5	60	4
EMA234	Tourism industry and communication I	20	20	15	5	60	4
EMA235	Strategy and control of the Communication Event I	30	15	10	5	60	4
EMA236	Audiovisual techniques and photographic I and II	20	25	40	5	90	64
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
EMA237	The legal environment and the creation of enterprise	25	10	5	5	45	3
Total		185	125	105	35	450	30

Semester 4

FIELD: MANAGEMENT		SPECIALTY: EVENTS MANAGEMENT					
aada	code Course Title		Hourly Volume				
code			T	Р	SPW	Tota	Of Credits
	FundamentalCourses 30% (2 UC)	9 cred	its 135	hours	-		
EMA241	Social Sciences of Communication	15	25	30	5	75	5
EMA242	Political and legalEnvironment	10	20	25	5	60	4
Professional courses 60% (4 UC) 18 credits 270 hours							
EMA243	The work of synthesis and synchronized organization of events II	5	35	15	5	60	4
EMA244	Tourism industry and communication II	10	30	15	5	60	4
EMA245	Strategy and control of the Event Communication II	5	30	20	5	60	4
EMA246	Professional internship	0	0	60	30	90	6
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
EMA247	Legal environment and civic education II	25	15	0	5	45	3
Total		70	155	165	60	450	30

5. Courses content

EMA111: Mathematics and Computing I

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

- Algebra vector spaces

- 1. Polynomials
 - Polynomialscharacteristics.
- 2. Vectorspace
 - Linear applications.
- 3. Matrices
 - Operations on the matrices;
 - Matrices relating to a linear application; \Box matrices and determinants.

4. The Determinants

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

5. LinearSystems

- 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;
- eigenvectors.

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

$1. \ \ \, {\rm The\ \, application\ \, software}$

- 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

C- 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 numbering systems

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

Use of the complement to2 in the subtraction; multiplication of binary numbers; division of binary numbers.

5. Hexadecimalarithmetic

addition of numbers in Hexadecimal;

subtraction of numbers in hexadecimal.

- **D-** 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.

EMA121: Mathematics and Computing II

> General Mathematics II: 2 credits (30 hours); 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 (30 hours); T, P, SPW

> 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 GeographicExtent:
- 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;
 - \checkmark The network card;
 - ✓ The server;
 - \checkmark The network cable;
 - ✓ The transceiver (or adapter);
 - ✓ The transmission Mounts;
 - \checkmark The socket.
- The equipment of interconnections:
 - ✓ Hubs (hub);
 - ✓ Switch (Switch);
 - ✓ Routers;
 - ✓ Gateways
 - ✓ The gateway (gateway);
 - ✓ The router;
 - ✓ The bridge (Bridge);
 - \checkmark the repeaters .
 - \checkmark

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.

B- Internet network

6. Concept of protocol

- □ definitions and a few types of protocols
 - SMPprotocol;
 - POP protocol;
 - NNPprotocol;
 - The FPprotocol;
 - HTPprotocol;
 - IMAP protocol; Protocol TCP; other.

7. 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.

8. The searchengines

- Definition;
- Role;
- Somesearchengines.

9. Tools for Internet access

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

10. The connection to the Internet

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

EMA112: 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;
 - Rate equivalent and proportional rate;
 - rate of"Interest apparent;
 - rateof"real interest.

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

1. Statistical series to a variable

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

3. 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.
- 4. Estimate of an average, proportion and a standard deviation
- 5. Confidence interval and confidence coefficient
- 6. Tests of hypotheses and the KHI-two

EMA122: legal and accounting Environment

> Audiovisual law: 2 credits (30hours); T, P, SPW

- The legal framework and legislature.

> Principles of Accounting I: 2 credits (30 hours); L, T, P, SPW

1. General information

- Definition evolution and the role of accounting;
- Principles of accounting.

2. The balance sheet

□ notion of Employment and Resource

- 3. The account and the principle of the double Entry
- 4. The transferaccounts

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 (see only logging and déconsignation)).

7. The Regulations

- In cash (broken, bank);
- A term (effect of trade: creation, cashing).

<u>NB</u> : do not see the movement of the effects of trade.

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

<u>NB</u>: from management accounts present the significant balances of management.

- 9. Concept of amortization (constant and degressive)
 - Terminology;
 - Calculation (Table D Depreciation of assets placed in service at the beginning and the course of exercise).

10. Concept of provision

- for depreciation;
- For charges and losses.

<u>NB</u> : for the Chapters IX and X and present the Extract from the balance sheet (brief study and practice).

EMA113: Management I

Production of Events: 2 credits (30 hours); L, T, P, SPW

1. The production Department in the event Project

- Descriptive of A project events;
- Part of creation/production in an event, dispatch and issues areas of intervention;
- The role of the Director of production.

2. Support for the mission of production

- The brief of the project leader;
- Inventory of different "trades to coordinate.

3. Choose a place and the optioning

- Define the selection criteria;
- the principles of options;
- make the right choice.

4. The tracking

- Preparation and interlocutors;
- Principle and conduct on site;
- The reporting.

5. The budget

- Elaboration of the budget;
- management of the budget.
- 6. Organize a mission of event production
 - Principle of pilotage;

- Retro schedule;
- file of production.

> Introduction to Management I: 2 credits (30 hours); L, T, P

General introduction

1. Conceptual Framework of Management

- Concept of organization;
- Etymology of the term management;
- History of the concept of management; Definition of management;
- The roles of the manager.

2. Study of the Enterprise as Operational Framework of Management

- The concept of enterprise;
- Classification of Enterprises;
- The essential functions of the company;
- - Environment of the business.

EMA123: Management II

> Production of Events II: 2 credits (30 hours); L, T, P, SPW.

1. Availablemeans

- Choice of providers;
- Brief of the providers;
- Put in competition;
- Ethics and negotiation technique.

2. Management of the registration

- Write a bulletin of enrollment;
- Communication with participants and follow-up;
- Put in place a web site of inscriptions.

3. Production control

- Secure the command;
- Secure the quality of the benefits.

4. Finish before the due date I

- Planning of intervention;
- Construction of the road-book;
- prepare the departure.

5. Manage the due date I

- Principles of organization and field attitude: team, brief, production office; - planning, working conditions and safety of the Yard; - contingency management: how to react, what to do?

6. The Management Post-event: The rendering. Introduction to Management II : 2 credits (30 hours); L, T, P, SPW

1. The process of management

- The planning;
- Formulation of the Strategic Plan;
- Establishment of operational plans;
- Determination of the budget;

- leadership;
- Conflict;
- Command; change; control.

2. approaches

- The classicalapproaches;
- Préclassical approach
- Human Relations Approach;
- Modern approaches;
- The trends in the evolution of the management.

EMA114: Fundamentals of Marketing

> Fundamental Marketing: 2 credits (30 hours); L, T, SPW

1. The basis of Marketing

- History of marketing;
- Definition and objective of marketing;
- Balance Sheet of marketing;
- Field of application of marketing; customer satisfaction.

2. The Market

- The environment;
- The concept of the market;
- The segmentation;
- Indicators of the market;
- Analysis of the competition (competitive positions, competitive strategies,).

3. information Marketing

- The Analysis of consumer markets;
- consumer buying behaviour (Models of analysis, the consumer,

The determinants of the purchase, the process of purchase);

- The techniques of marketresearch (Phase of the conduct, techniques of descriptive studies, processing of information).

4. Introduction to Marketing Planning

- The strategic analysis in marketing (the environmental analysis and determination of the opportunities / threats, Diagnosis of the company and determination of the strengths/weaknesses);
- The Strategyformulation (formulation of objectives, targeting and positioning, choice of strategic vectors);
- The marketing mix (the contours of the concept of marketing mix, the product, the price, the distribution, the commercial communication / FDV);
- The product life cycle of the product (from idea to product, phases of the cycle of life);
- Management of brands;
- Identification of the product;
- Productfunctions.

> Operational Marketing: 3 credits (45 hours); L, T, P, SPW

1. The strategic decisions in marketing

Analyze the situation

- Internal analysis (SWOT);
- External Analysis.
- Develop a marketing strategy
 - Formulation of objectives;
 - the strategic options.
- formulate a plan of action
- The plan of commercial action;
- Estimate of the commercial budget; monitoring and control of results.
- segment the market and positioning
- The concept of segmentation;
- Segmentation criteria;
- The choice of target segments;
- The choice of the position;
- 2. The tools of action (marketing mix)
 - the product, policy;
 - The determination of prices;
 - commercial communication;
 - The Action by the distribution.

* EMA124 : Methodology and communicationalrelationship

> Methodology for writing an internship report: 1 credit (15 hours); L, T, P, SPW

- 1. The collection of Information
- 2. How to write a report
- 3. The format of internship report and the Executive Summary
- 4. The Table of Contents
- 5. The introduction of the internship report
- 6. The conclusion of the Internship report
- 7. The Acknowlegments
- 8. How to build the annexs
- 9. When to start your Internship report
- 10. How form an Internship report topic
- 11. The cover page
- 12. How to writeeffectively
- 13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
- 14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
- 15. How to prepare the defense

> Press relationship and media: 2 credits (30 hours); L, T, P, SPW

- Writing, fundamental to the press, style, written expression;
- Interviews, interviews, oral expression, debates;
- Writing, mastery of technical tools in radio, television, Internet;
- New Media;
- Television, radio, interview, oral expression and gestures;
- Manage a media-training;

- Prepare and manage a press conference;
- Production: written, audio-visual, graphic design, communication tools; Internal communication, political, institutional, mark; Studies and interview of opinion.

> Coaching of events: 3 credits (45hours); L, T, P, SPW

Introduction

1. Determine the objective of the event

- Validate the opportunity to mount an event;
- The different types of events: Choose the event;
- Identify the issues and the expected returns: define targets and objectives;
- budget Evaluation.

2. Events Planning

- Identify and manage the materials constraints;
- Establisha retro schedule;
- Locate a suitable place: the conditions for success;
- Identifyitssuppliers;
- Create a theme and an image for the event;
- Define a list of stakeholders;
- Coordinate the consistency of the content.

3. Successful communication in event

- Identify the target;
- Prepare and Send Invitations;
- Establish a follow-up of responses and restart;
- Choose the correct media: the documents to submit to the participants;
- Select the products to present;
- Check before the due day signage, fixtures, reception...

4. Living the day I: Be an actor of the event

- Receive the stakeholders;
- Welcomeguests or visitors;
- Make yourself available to take into account the specific requests;
- Ensure public relations;
- Assume your role of coordinator with representatives of the company.

5. Evaluate the "benefits" of the event

- Measure the impacts "image", commercial;
- Consolidate database with a view to a follow up;
- Prepareafollow up;
- Valuing the internalevent.

***** EMA115: Communication and art

> Communication Strategy: 2 credits (30 hours); L, T, P, SPW

- Issues and objectives of the communication of an Enterprise;
- The territories of the communication of Enterprise;
- Advertising;
- The relations of the company";
- The tools of communication.

> History of art: 2 credits (30 hours); L, T, P, SPW

- This course concerns the History of the art as a whole (music, painting, sculpture, drawing Etc.).

EMA125: personalized commercial Communication

> Public relations and lobbying: 2 credits (30 hours); L, T, P, SPW

- Concept of lobbying;
- Briefhistorical Evolution;
- Who are lobbysts?
- Lobbying a profession ?

> Sponsorship and Patronage: 2 credits (30 hours); L, T, P

- The event communication and its different techniques: sponsoring, patronage, sponsorship;
- The interest of the choice of the Event as the support of communication;
- Effectiveness and impact of an action of event communication;
- The place of event communication in a plan of global communication.

* EMA116:Technicalcommunication and control I

- > Editing Techniques I: 2 credits (30 hours); L, T, P, SPW
 - Realization of the model, the headlines the Interior".
- Sound Recording: 3 credits (45 hours); L, T, P, PE equipment. Graphical interface, the Foley.

* EMA126 : Technical Communication and control II

- > Editing Techniques II: 2 credits (30 hours); L, T, P, SPW
 - The design;
 - The graphic charter.

> Sounds Recording II: 2 credits (30 hours); L, T, P, SPW

- Its analog;
- Its digital;
- Mixing.

* EMA117: bilingual training I and economic environment I

- > French expression: 1 credit (15hours); L, T
- French expression: 1 credit (15 hours); 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 principles of 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-economicequilibrium
- 8. The socialist system
- 9. The capitalisteconomy
- 10. The State and its interventions
- 11. The foundations of international trade;
- 12. International payments
- 13. The balance of payments
- 14. Economic development and itsinequalities
- 15. Growth and itsinequalities
- 16. Inflation, unemployment, industrial change
- 17. The issues of development and the globalization of problems

- 18. The developmentstrategies
- 19. The economic integration and the forms of cooperation in the world
- 20. The strategies of the International Debt

* EMA127: 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

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

- The Enterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;
- 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 decisionmakingprocess
- The strategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

EMA231: Human Sciences and Accounting

> Cost accounting and budgetary management: 3 credits (45 hours); L, T, P, SPW

1. Of the general ledger to the cost accounting

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

2. Analysis of expenses

- Corporable and non-incorporable charges;
- Direct and indirectcosts;
- Suppletivecharges;
- Allocation of Indirect Costs.

3. Valuation of stocks (FIFO method, LUP)

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, semi-finished, sub-products)

5. Partial costs

- The variable costs;
- The marginal costs.

6. The Rational Importance of charges of structure

7. The predeterminedcosts

Determination of variances on direct costs and indirect and algebraic analysis of these differences (exclude the graphic analysis)

8. The Budgets (brief study and practice)

- The salesbudgets;
- The production budgets;
- The supply budgets; \Box investment budgets; \Box cash flow budgets.

> Psychology: 2 credits (30 hours); L, T, P, SPW

- The social representations;
- The socialidentity;
- The relations between groups;
- The social comparison:

The social influence, persuasion ;

• The development and operations socio-cognitives.

EMA241: Social Sciences of Communication

> public Communication : 3 credits (45 hours); L, T, P, SPW

- Introduction;
- Definition and specificity;
- Propagande and publicity;
- Report with the power;
- Handling setting in scene;
- Through the political communication;

- Crisis communication.
- Conclusion.

> The sociology of communication: 2 credits (30 hours); L, T, P

The legal framework and legislature.

* EMA232: legalenvironment and management

> Right of author I: 2 credits (30hours); L, T, P, SPW

- Introduction;
- Legal and legislative framework;
- Attribute of moral order.

> The tools of management: 2 credits (30hours); L, T, SPW

Introduction

- Definitions, governance, cycle of exploitation and cycle of renewal.
- 1. The strategy
 - The strategic analysis (issues, tools and methods);
 - Portfolio Strategy and Business Strategy, segmentation;
 - Key success factors, generic strategies, return to the portfolio, strategic maneuvers.

2. The Organization: From SMES to the multinational

- Forms of organization;
- Conceptualisation;
- The structure and organizational processes, organizational culture.

3. The management of Operations

- The industrial organization, factors of production;
- The cost-quality-Flexibility-Date line, flows;
- The accounts and the financial analysis.
- 5. The management of project
 - The management of the information systems.
- 6. HR Management
 - transfer, the recruitment, mobility, the GPEC, training, compensation.
- 7. The leadership, the animation of the collaborators Teams management, internal communication, the relational.

***** EMA242: Legal and Political Environment

> Author rights II: 2 credits (30 hours); L, T, P

- Attributes of heritage order;
- Suppression of counterfeiting;
- Conclusion.

> Geopolitics: 2 credits (30hours); L, T, P, SPW

First part: geopolitics of a globalized world

- Introduction to the geopolitics of the Middle East;

- Geopolitics of aglobalised world;
- Geopolitics of the border;
- Geopolitics of the Water (invited);
- The geopolitics of peace missions (Guest).

Second part: Case Studies

- The geopolitics of the genocide;
- The geopolitics of the United States;
- The geopolitics of the genocide;
- The geopolitics of the cyber space.

EMA233: summary of work and synchronized organization of events I

> Summary of work I: 2 credits (30 hours); T, P

- A dozen of practical cases mounted and animated by a group of teachers of the specialty.

> Project Events I: 1 credit (15 hours); L, T, P, SPW

- Wedding and event planning;
- Luxuryevent;
- Business tourism and hotel management.

> Event scenography I: 1 credit (15 hours); L, T, P

- Space Representation;
- Scenographic devices.

* EMA243: summary of work and synchronized organization of events 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.

Project Events II: 1 credit (15 hours); L, T, P, SPW

- Sports events;
- Associative events, charitable and humanitarian
- Cultural events: arts and performances.

> Event scenography II: 1 credit (15 hours); L, T, P

- Putting in place;
- Light, sound, video.

EMA234: tourism industry and communication I

> Cultural and artistic industry I: 2 credits (30hours); L, T, P

1. Economic elements of cultural industries

- Economic Portrait: define and quantify thecultural Industry;
- Explanation of the structure of the market;

- The regulation (right of author).

2. History of the cultural industries

- > Advertising Practice I: 2 credits (30hours); T, P, SPW
 - Advertising Techniques, means, tools;
 - Preparation for the advertising campaign.

* MEV244: tourism industry and communication II

> Cultural and artistic Industry II: 2 credits (3 0hours); L, T, P

1. The cultural industries versus digital industry

- The transformation of cultural property in to information property;
- The new practices of consumption;
- The digital business models;
- How to regulate?

> Advertising Practice II: 2 credits (30 hours); T, P, SPW

- Preparation for the advertising campaign;

- Design, realization and dissemination of spots.

EMA235: Strategy and control of Communication Event I

- > Diagnosis and campaign plan: 2 credits (30 hours); L, T, P, SPW
 - Of the plan of campaign to markets and targets (primary, secondary, heart of target).

> Light control I: 2 credits (30 hours) ; L, T, P, SPW

- Basic Concept, colorimetry, equipment.

EMA245: Event Communication Strategy and control II

> Lightcontrol II: 2 credits (30 hours); T, P, PE - Equipments, installation and

games of light.

> Act in a professional situation: 2 credits (30 hours); T, P, SPW

Brainstorming -, strategy tools, educational strategies...

EMA236: Audiovisual techniques and photography I and II

> P video I: 2 credits (30 hours); L, T, P

- The video, the shooting.

> P photograph I: 2 credits (30 hours); L, T, P

- Photography, The photographic camera.

> Video P II: 1 credit (15 hours); L, T, P, SPW

- The filming, techniques of taken views.

> P Photography II: 1 credit (15 hours); L, T, P, SPW

- Of the silver-halide to digital, the techniques of taken views.

EMA246: Professional internship

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

- 1. Arrival and reception
- 2. Working in a Enterprise
- 3. The holding of the Intern journal
- 4. The choice of the theme of work: in collaboration with mentors professional academic and supervisors
- 5. Elaboration of the report format
- 6. The resourcesavailable
- 7. The organization of work
- 8. Drafting of the report
- 9. Presentation of the report before a jury

***** EMA237: The legal environment and the creation an enterprise

> 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 resisdence
- 7. The Disabilities /incapacities
- 8. The legalacts
- 9. The legalfacts

> Creation an enterprise: 1 credit (15 hours) ; L, T, P, SPW

- Concept of Entrepreneurship;
- Motivations for the creation of enterprise;

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

***** EMA247: The legal environment and civic education II

> Company law 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 (150 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 health 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

Field : MANAGEMENT

Specialty :

PORTS AND SHIPPING MANAGEMENT

Field:	MANAGEMENT
Specialty:	Ports and Shipping Management

1. The objective of the training

The HND programme in **Port and Shipping Management (PSM)** seeks to provide students with the necessary intellectual, practical technical knowhow required to operate effectively within the Shipping Industry. Specifically it is to: Equip students with a comprehensive understanding of the practice of shipping and how it relates to International trade; expose students to the operational issues within the Shipping Industry; produce workers who can perform management functions within the Shipping Industry; train students who will be able to meet up with the challenges faced by the modern Shipping industry.

2. The Skills sought

\rightarrow Generic skills

- Have general knowledge of the national, regional and international social and economic environment;
- Demonstrate rigor in the organization of work and a capacity for responsiveness and creativity;
- Have a general knowledge of foreign languages, English in particular;
- Have the sense of negotiation, commercial relations and sales, as well as after-sales.

\rightarrow Specific skills

- Ensure the management of a logistic chain, especially maritime logistic chains;
- Know a wide range of techniques related to the logistic chain (warehousing, handling, transit, production, transport, etc.);
- Facilitate and coordinate the exchange between the internal actors of a maritime company;
- Contribute to the quick resolution of problems between stakeholders of the shipping industry;
- Manage change and promote solutions necessary for the adhesion of partners;
- Design adaptable structures, in permanent interaction with the multiple components of the environment;
- Implement methods that are both flexible and rational, to materialize its action and allow the regulation of flows through the development of a shipping logistics system and efficient information networks;
- Have knowledge of accounting and financial management as well as management control (more focused on real-time control tools than on accounting methods);
- Know the tools needed to optimize the quality and safety of physical and information flows;
- Provide efficient alternatives in the event of disturbances of current flows;
- To be able to use specific software, to contribute to their choice by the company and to favour their exploitation;
- Managing a work team.

3. Outlets

The following are some of the employment prospects of students completing the programme:

- Intermediate staff members of the Maritime Administration
- Import & Export Agents
- Port Officials/Administrators
- Shipping Lines/Agency Personnel
- Maritime Controllers / Brokers
- Customs Brokers / Customs approved agent;
- Maritime/Shipping Teachers
- Marine Insurance Professionals
- Freight forwarder and logistics provider;
- Commercial agents
- Terminal Operators

4. Organization of the Teachings.

First Year: First Semester

Field: Management			Option: Ports and Shipping Management						
Code	Course Title	Number of Hours					Number of		
couc		L	T	P	SPW	Total	Credits		
	Fundamental Courses 30%	9 cre	dits 1	35 ho	urs				
PSM 111	General Mathematics and Computer Science I	50	20	0	5	75	5		
PSM 112	Quantitative management techniques I	40	15	0	5	60	4		
Professional Courses 60% 18 credits 270 hours									
PSM 113	International Trade and Transport Management I	45	15	10	5	75	5		
PSM 114	Logistics Management I	30	15	10	5	60	4		
PSM 115	Principles of Management	40	10	5	5	60	4		
PSM 116	Maritime Administration I	45	15	10	5	75	5		
Common courses 10% 3 credits 45 hours									
PSM 117	Bilingual Training I and Economic Environment I	25	10	5	5	45	3		
Total		275	100	40	35	450	30		

First Year: Second Semester

Field: Management Option: Ports and Shipping Ma				anagement					
Course	Course Title		Nur	Number of Credits					
Code		L	T	Ρ	SPW	Total			
Fundamental Courses 30% 9 credits 135 hours									
PSM 121	General Mathematics and Computer Science II	50	20	0	5	75	5		
PSM 122	Quantitative management techniques II	40	15	0	5	60	4		
Professional Courses 60% 18credits 270 hours									
PMS 123	International Trade and Transport Management II	45	15	10	5	75	5		
PMS 124	Maritime Administration II	45	15	10	5	75	5		
PMS 125	Port Management and Operations I	40	10	5	5	60	4		
PMS 126	Ancillary Professions	30	15	10	5	60	4		
Common courses 10% 3 credits 45 hours									
PSM 127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3		
Total		275	100	40	35	450	30		

Second Year: First Semester

Field: Management		Option: Ports and Shipping Management							
Course	Course Title	Num	nber c	Number of					
Code	Coolse lille	L	T	Ρ	SPW	Total	Credits		
	Fundamental Courses 30%; 9 credits; 135 hours								
PSM 231	Dangerous Goods	45	20	5	5	75	5		
PSM 232	Marine Environmental Management	35	15	5	5	60	4		
Professional Courses 60%; 18 credits; 270 hours									
PSM 233	Introduction to Oil and Gas Management	40	10	5	5	60	4		
PSM 234	Marine Insurance	30	15	10	5	60	4		
PSM 235	Total Quality Management	45	15	10	5	75	5		
PSM 236	Port Management and Operations II	45	15	10	5	75	5		
Common courses 10%; 3 credits; 45 hours									
PSM 237	Legal Environment I and Civic Education I	25	10	5	5	45	3		
Total		265	100	50	30	450	30		

Second Year: Second Semester

Field: Management		Option: Ports and Shipping Management								
Course	Course Title		Nur	Number of Credits						
Code		L	T	P	SPW	Total				
	Fundamental Courses 30%; 9 credits; 135 hours									
PSM 241	Project Management	50	15	5	5	75	5			
PSM 242	Strategic Management	40	10	5	5	60	4			
Professional Courses 60% ; 18 credits; 270 hours										
PSM 243	Multi-Modal Transport	40	10	5	5	60	4			
PSM 244	Maritime Finance	40	10	5	5	60	4			
PSM 245	Transport Safety and Security	20	15	20	5	60	4			
PSM 246	Internship	0	0	60	30	90	6			
Common courses 10%; 3 credits; 45 hours										
PSM 237	Legal Environment II and Civic Education	25	10	5	5	45	3			
Total		215	70	105	60	450	30			

5. Course Contents

PSM 111: General Mathematics and Computer Science I

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

- Algebra vector spaces

1. Polynomials

Polynomials characteristics.

2. Vector space

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: 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 (30hours); L, T, SPW

The hardware and software on a computer system - the Hardware

1. The peripheral components

- The devices of input;
- The ouPut devices;
 ☐ the storage devices;
- The devices of input and ouPut.

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

System of numeration and Codification

A- The numbering systems

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 binary numbers signed:
 - Exact representation;
 - Representation in complement to 2.
- Addition of binarynumbers;
- Subtraction of binarynumbers;
- 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.

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.

* PSM 121: General Mathematics and Computer Science li

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

- 1. The Real Numbers
- 2. Numerical Functions of a real variable, limit, Continuity
- 3. Differentiability, extremer, 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 Aire
- 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

> Computer Science II: 2 credits (30hours); L, 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 GeographicExtent:
- 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;
- 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 equipmentof 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 address;
- Machine address;
- Broadcast Address (broadcast);
- Limited Broadcast address (multicast);
- Address of rebroadcasting (loopback);
- Classification IP addressing; CLASS A; CLASS B; CLASS C.

B- Internet network

1. Concept of protocol

- definitions and a few types of protocols
 - SMPprotocol;
 - POP protocol;
 - NNPprotocol;
 - The FPprotocol;
 - HTPprotocol;
 - 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 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 of access (role, examples);
- Types of connections (specialized line, phone line, satellite).

C. Applied computing

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** \Box 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;
- Some integrated functions;
- Relative reference, absolute reference and joint reference; -

summary case.

D. Computer sciences for supply chains

- The role of Information Communication Technology in the Supply Chain
- Electronic Data Interchange
- Point of Sale Information
- Value Added Logistics
- Commodity Related Systems

✤ PSM 112: BUSINESS MATHEMATICS AND STATISTICS I

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

- 1. The Basics
 - Simple Interest;
 - Commercial present value and rational present value;
 - Forecasted 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;
- Rate equivalent and proportional rate;
- Rate of Interest apparent;
- Rate of real interest.

Statistics: 2 credits (30hours); L, T, P, 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.

PSM 122: Business Mathematics and Statistics II

> Financial Mathematics II: 2 credits (30 hours); L, T, P, SPW

1. The Annuities

- Constant annual installments;
- Annuities in arithmetic progression;

 annuities in geometric progression;
- Perpetual annuities.

2. The undivist 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 annualinstallments;
- 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.

> Statistics II: 2 credits (30 hours); L, 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-square.

PSM 113 International Trade and Transport Management I

This Course examines the nature of world trade and its relationship to Logistics. It explores the interfaces between Logistics services and world trade as well as an overview of the International Logistics Industry. The core of the topics to be covered is as follows:

I. INTRODUCTION TO INTERNATIONAL TRADE 3 credits (45 hours); L, T, P, SPW

- Marketing Environment
- World trade development
- International Trade Operations and Techniques
- International Trade Management Tool
- International trade, Trade Balance and Trade Routes

2. TRANSPORT MANAGEMENT 2 credits (30 hours); L, T, P, SPW

- Air, sea and river transport chains
- Railway and road transport chains
- Demand for Logistics services
- Economics of sea transport
- The impact of Transport cost
- Shipping markets
- Shipping companies
- International institutions and their role in maritime trade and transport

✤ PSM 123 INTERNATIONAL TRADE AND TRANSPORT MANAGEMENT II

> CARRIAGE OF GOODS BY SEA 3 credits (45 hours); L, T, P, SPW

Themodule introduces students to the concept of sea transport and its service nature to International trade. It explores the nature and philosophy behind sea transport, its relationship to the trading community and examines the basic local/international institutions and methods used in the industry. It also exposes students to the contractual terms in Charter parties and how to obtain the best terms. Some of the topics to be covered are as follows:

- Introduction to Maritime Transport
- International Organizations and regulation in maritime Transport
- Shipping services and Sea ports
- Documents in shipping
- Pricing of Ocean Freight
- Registration and Licensing of Ships
- What is a Charter Party
- Types of Charter parties
- Commercial context of charter parties
- Examples of charter parties used in different trades
- Key issues of contract law as applicable to charter parties
- Brokers' role in negotiating and fixing charter parties
- Other aspects of International transport Management

INTRODUCTION TO CUSTOMS OPERATION WORLD WIDE2 credits (30 hours); L, T, P, SPW

This Module explains the role of Customs with its economic and fiscal mission in a Trade facilitation driven World economy development. It also touches on Customs Tariff, and valuation methods. Some of the topics to be discussed are as follows:

- Functions of Customs Administration worldwide
- Customs Tariff
- The entry making process, clearance and Shipping of goods
- Customs examination techniques
- Customs Valuation and WTO concept
- Customs Valuation.

PSM 114 LOGISTICS MANAGEMENT 4 credits (60 hours); L, T, P, SPW

This course provides students with the skills and knowledge in coordinating the movement of goods, both imports and exports. Some of the topics to be covered are as follows:

- Important Concepts in Logistics management: Logistics, Forwarding, Outsourcing, Tendering, Quality management etc.
- Information handling and control issues
- Introduction to Warehousing
- Construction, Layout and Safety
- Customer Service.

* PSM 115 PRINCIPLES OF MANAGEMENT 4 credits (60 hours); L, T, P, SPW

This is a beginning course designed to study management theory and practice. The topics to be treated in this course include:

- Functions of management
- History of management thought
- Executive functions of a manager

- Functional areas (Marketing, Production, Personnel, Financial, Operations)
- Business organizations.

* PSM 116 MARITIME ADMINISTRATION I 5 credits (75 hours); L, T, P, SPW

This course is designed to introduce that organ of the administration of a coastal state that provides advisory services to the government with regard to transport in general and maritime transport in particular. It also examines the classification, documentation and registration of vessels and the legal and P effect arising from these processes With respect to statutory functions and activities.

The following topics should be examined:

- Basic maritime problems of developing countries
- Participation of developing countries in the evolution of global maritime standards
- Development of Maritime legislation
- Structures and sub structures of the Maritime Administration
- Maritime Safety (ship registration, inspections, etc.)
- Accidents and casualty investigations
- Conflicts and conflict resolutions
- Administration Safety Administration
- National maritime training facilities
- Port development and the role of the Maritime Administration
- Statutory inspections and controls
- Flag state activities (ship registration and related issues such as ship classification, management, charter markets, etc.)

✤ PSM 117: BILINGUAL TRAINING I AND ECONOMIC ENVIRONMENT I

French expression: 1 credit (15 hours); 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

* PSM 127: BILINGUAL TRAINING II 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

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

- The Enterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;
- 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 decisionmakingprocess
- The strategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

* PSM 124 MARITIME ADMINISTRATION II 5 credits (75 hours); L, T, P, SPW

The focus here will be on:

- STATUTORY CONTROLS (PORT STATE CONTROL)

This Course explores the various obligations and requirements imposed on flag, port, and coastal states to ensure the good condition, state and conduct of vessels and crew, as well as the powers imposed on them. Some of the topics to be discussed are as follows:

- Background
- Flag State Controls and Inspections
- Coastal State Controls
- IMO Port State Control Inspection guidelines
- PSC MOU (Memorandum of Understanding)
- Legislation
- PSC Inspections and detentions

- PSC forms and their completion
- PSC: ISM code ISPS code interaction

Casualty Investigation that shall include inquiries into marine/maritime disasters.

PSM 125: PORT MANAGEMENT AND OPERATIONS I 4 credits (60 hours); L, T, P, SPW

This Course in the first place, is designed to provide a good Introduction to the nature and functions of terminals in International trade examining as it were, the relationship between the port authority and the terminal operator, related legal obligations, ownership and operating structures and the pricing of port services. The topics to be considered here shall include:

- Introduction to port and Terminal Operations
- Duties and Responsibilities Port Authority, terminal operator
- Legal obligations and powers of Ports and Terminals
- Role of the Port authority
- Port ownership
- Deregulation of Port and Terminal activities
- Port/Terminal responsibility
- Improving Port and Terminals performance
- Value added services in ports.

* PSM 126: ANCILLARY PROFESSIONS 4 credits (60 hours); L, T, P, SPW

This course will introduce on the one hand shore-based personnel who offer supporting services to maritime transport, and on the other hand, port-based firms specialized in cargo handling activities. These shall include the:

- SHIP REPRESENTATION where the topics to be treated shall include:
- Legal status and functions (municipal and international legal instruments)
- Activities carried out
- Warehousing of cargo and relationship with both the freight forwarder and the cargo handling firm .
- Different appearances or 'caskets' worn (port agent, protecting agent, husbandry agent).
- Relationship with the Maritime Administration, ships chandlers, customs' services and the port's authorities,
 - FREIGHT FORWARDING (CARGO REPRESENTATION) with the following topics to be treated:
- International Freight Forwarder and Freight Business
- Interaction between International Trade and Forwarding Activities
- Forwarding services and the Legal position of the Forwarder
- International Commercial terms

- Customs brokerage
- Documentation in Forwarding
 - **CARGO HANDLING** that introduces the principles of material handling and their application to the movement of general cargo. The different facets of this firm shall be explained. The topics to be examined shall include:
- Legal status
- Cargo handling equipment
- Types of cargo and cargo gear
- Cargo stowage and legal responsibilities
- Cargo warehousing and relationship with freight forwarders and shipping agent
- Contractual partners

PSM 231: DANGEROUS GOODS 5 credits (75 hours); L, T, P, SPW

This module attempts to outline and discuss the distinct features of dangerous goods transportation and the regulatory requirements for handling dangerous goods. It further elucidates on the classification of dangerous goods as outlined in International Conventions and guidelines. Some of the topics to be covered are as follows:

- Dangerous Goods (introduction)
- Dangerous Goods Regulation (Focus on IMDG code)
- Classification of Dangerous goods
- Identification of Dangerous Goods
- Description of Dangerous Goods
- Marking and labeling of hazardous cargo

Responsibilities in handling Dangerous Goods

PSM 232: MARINE ENVIRONMENTAL MANAGEMENT 4 credits (60 hours); L, T, P, SPW

This course provides a comprehensive introduction to the principles underpinning maritime environmental management before examining the numerous environmental impacts associated with maritime operations. The topics to be discussed include the following:

- Introduction to the Marine and Coastal Environment
- Sustainable development
- Key issues facing marine and coastal environment
- Environmental impacts associated with maritime operations
- Maritime environmental Governance and enforcement

PSM 233 INTRODUCTION TO OIL AND GAS MANAGEMENT 4 credits (60 hours); L, T, P, SPW

This course shall also include an introductory course on oil and gas management that shall introduce students to the Oil and Gas industry. It gives a good understanding of petroleum exploration, production and decommissioning. Some of the topics to be discussed are as follows:

- Introducing Oil and Gas
- Finding Oil and Gas
- Extracting and Processing Oil and Gas
- Oil Refining and gas Treatment
- Selling Oil and Gas
- Managing Oil and Gas

* PSM 234: MARINE INSURANCE 4 credits (60 hours); L, T, P, SPW

This is an awareness course that exposes students to the Insurance policies utilized within the marine/maritime Industry. It addresses the issue of maritime risk, and how this risk is managed through available insurance policies. It also considers cargo insurance. The topics to be examined are as follows:

- The need to spread risk
- General average
- Legal background Cargo vs. Hull, Utmost good faith, Disclosure and warranties
- Hull and machinery insurance Premium and claims, Insured perils, Exclusions, Port risks
- Protection and Indemnity Insurance
- Cargo Insurance (general average, hull and machinery insurance, protection and indemnity insurance, etc.).

* PSM 235 TOTAL QUALITY MANAGEMENT 5 credits (75 hours); L, T, P

The course is intended to expose students to contemporary knowledge and techniques that will enable them to articulate and implement quality improvement processes in the workplace that are in line with the TQM philosophy.

Course Contents

- Evolution of TQM
 - Historical development
 - Definitions of quality
 - Understanding TQM
 - The Quality Management System
 - The Quality Movement
 - TQM concept and system
 - The Cost of Quality (COQ)

- TQM tools and Techniques
 - Seven Tools of Quality
 - New Seven Tools
 - Management Tools
 - Statistical Quality Control
 - Taguchi methods
 - Quality Function Deployment
 - Quality Circles
 - Just in Time (JIT)
- TQM principles and strategies

Briefly comment on the:

- Customer focus including over view of Kano model
- Process Improvement and Total Involvement
- Quality Management strategies
- •The quality movement

Briefly comment on the:

- Contributions of quality gurus (Shewart, Deming, Juran, Crosby, Ishikawa and Taguchi)
- Zero Defects
- Kaizen System
- Poka
- Yoke (Shingo)
- Implementing TQM
 - Managing key processes, steps in process improvement
 - Measuring process improvements, and performance measures
 - Benchmarking for TQM
 - Quality Management Systems –ISO 9000/9001

PSM 236 PORT MANAGEMENT AND OPERATIONS II 5 credits (75 hours); L, T, P, SPW

In the second place, the course shall look at key issues in the operations of the various terminal types, along with an investigation of the various terminal operators and the benchmarking of terminals. The topics to be examined here will be as follows:

- Ship and cargo characteristics
- Types of Terminals Liquid bulk, Dry bulk, General cargo, container, Ro-Ro, Cruise and passenger
- Terminal Infrastructure and equipment
- Terminal operating systems
- Major terminal operators
- Process of cargo movement
- Safe working in terminals
- Measuring and benchmarking terminal performance.

PSM 237 LEGAL ENVIRONMENT I AND CIVIC EDUCATION I 3 credits (30 hours); L, T, P, SPW

> LEGAL ENVIRONMENT I

1 (a) CARRIAGE LAW 1.5 credits (30 hours); L, T, P, SPW

This is an introductory course that announces the various international instruments that regulate the different types of transport modes whether maritime, surface, air, or inland waterways. This course has an International focus, providing insight into the International rules governing the carriage of goods. The following topics will be treated:

- General Common Law rules for carriage of goods (Duties and Liabilities of the common carrier)
- International Law rules for carriage of goods by Road (CMR rules)
- International Rules for Carriage of goods by Air (Warsaw Convention)
- International Rules for Carriage of goods by Sea (Hague, Hague Visby, Hamburg and Rotterdam Rules).

> INTERNATIONAL COMMERCIAL LAW1.5 credits (30 hours); L, T, P, SPW

This course provides a comprehensive overview of the legal framework for International commerce with particular emphasis on the law relating to International commercial terms. Some of the topics of interest include

- Elements of The Contract for the Sale of goods
- Passing of title
- Passing of Risk
- Delivery
- International Commercial terms
- INCOTERMS and International Conventions.

* PSM 241 PROJECT MANAGEMENT 5 credit (75 hours); L, T, P, SPW

This is an introductory course. That exposes students to the elements and principles of project management (quality and strategic) and its application. Some of the courses of interest include:

- Terminal planning
- Project business case
- Project lifecycle
- project planning and scheduling
- Managing a project budget
- Monitoring and control
- Managing change orders
- Managing risk
- Effective communication

- Managing a team
- Project leadership.

PSM 242 STRATEGIC MANAGEMENT 4 credit (60 hours); L, T, P, SPW

The course focuses on providing future managers with relevant strategic management concepts to advance their skills and abilities so that they can contribute towards an organisation's competitive advantage. To achieve this, the course will explore the nature of strategies and strategic decision-making mechanisms in an organization. The following will therefore be examined: strategy formulation; strategy analysis and choice; strategy implementation; strategy evaluation and control, not leaving out ethical considerations.

Topics to be covered will include:

- 1. Introduction to strategy: What is Strategy, Strategic Management?
- 2. External Analysis: emphasize on The Five Competitive Forces that Shape Strategy
- 3. Internal Analysis: Competitive Advantage, Core Competence, Organizational Structure, Process, Culture.
- 4. Designing Business Level Strategies: Cost Leadership, Differentiation.
- 5. Designing Corporate Level Strategies: Diversification, Vertical Integration, Portfolio vs Synergy, BCG Matrix
- 6. Network Level Strategies: Alliances, Joint Ventures, Competition vs Cooperation, Organizational Dependencies.
- 7. Global Strategies: Internationalization: Motivations & Patterns, Building Transnational Corporations
- 8. Strategy Implementation & Strategic Change: Strategy Implementation, Re-Positioning the Organization, Strategic Change.
- 9. Leadership & Corporate Governance: Shareholders vs Stakeholders, Corporate Boards, Leadership Roles.
- 10. Corporate Social Responsibility: Ethics, Theories of Capitalism, Corporate Social Responsibility.

PSM 243: MULTI-MODAL TRANSPORT 4 credit (60 hours); L, T, P, SPW

The module aims to provide a fundamental knowledge in multi-modal transport and containerization operations. It explains the concept of multimodal transport and the physical Infrastructure required for multimodal transport. It also discusses the commercial aspects of such as multi-modal transport pricing. Cargo and container handling techniques will be studied. The topics to be studied are:

- Concept of Multi-modalism
- Components of Intermodal Transport chain
- Multimodal Transport operations
- Project Transport
- Documents used in Multimodal Transport
- Applicable Law in Multimodal transport.

* PSM 244: 2. MARITIME FINANCE 4 credit (60 hours); L, T, P, SPW

The aim of this specialized finance course is to bring the students awareness of and basic knowledge about principles in maritime finance, sources of maritime finance, financing structures, risk analysis and the role of commercial banks and other financial institutions in the maritime market. After the course, students will be able to assess proposals for maritime investments and to make a structure for financing a maritime activity. Thus, by the end of the course, students should be able to develop/appraise/analyse/implement:

- Principles and terminology of maritime accounting
- Major accounting ratios and annual financial reports
- Financial management principles and analysis for investment purposes in shipping
- Cash flow budgeting and investment appraisal for shipping projects
- Alternative sources of capital for shipping projects
- Shipping bank loans and the issuance of private and public equity and debt
- The cost of capital and the capital structure of a shipping company

Topics to be treated should include:

- Financial assessment
- Capital budgeting in shipping
- Investment appraisal (NPV and IRR) in shipping
- Bank shipping loans and bank syndication
- Bank credit analysis
- Issuance of a shipping loan
- Public and private equity in shipping
- Risks-returns across listed shipping companies
- Cost of capital and capital structure in shipping

* PSM 245 TRANSPORT SAFETY AND SECURITY 4 credit (60 hours); L, T, P, SPW

This module begins with a general introduction relating to all modes of transport. It covers the regulatory skills required to document, classify, prepare, offer and accept shipments of dangerous goods intended for transportation by air and sea. It also covers the related ground ransportation requirements as well as specific International requirements on safety.

Some of the topics to be covered are as follows:

- Safety and Security requirement for Shipments
- ISPS code in sea borne traffic
- Safety and Security Inspections at Interfaces and preventive actions
- Safety of life at sea
- Maritime security

PSM 246: INTERNSHIP6 credits (90 hours); P, SPW

At least an Internship lasting 12 weeks and in a functional role in any of the following places:

- Ports Authority
- Clearing and Forwarding Agency
- Shipping Line
- Shipping Agency
- Destination Inspection Company
- Customs Administration

Professional Internship:

- 1. Arrival and Recption
- 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

The report in question should be at least Ten Thousand (10,000) words and should be based on a defined theme that is related to the field. Data to be collected should be from the shipping industry and applying the theories and concepts discussed in the programme.

PSM 247 LEGAL ENVIRONMENT II AND CIVIC EDUCATION II 3 credit (30 hours); L, T, P, SPW

> MARITIME LAW I (Public International) 1 credits (30 hours); L, T, P, SPW

The module will basically expose students to the public International law aspects of maritime law. It is interested in examining the legal order of the oceans particularly the United Nations Convention on the Law of the Sea. Some of the topics to be examined are as follows:

- Coastal State, Flag State and Port State Jurisdictions
- Maritime Zones
- Environmental requirements for shipping under UNCLOS
- MARPOL convention
- SOLAS convention
- Navigational rights of States

> MARITIME LAW II (Private) 1 credits (30 hours); L, T, P, SPW

The focus of this course will be the International rules regulating the International carriage of goods by sea as well as the evolution of these rules and their legal consequences. The topics to be explored are as follows:

- Overview of the Law of Carriage (General common Law rules)
- Hague Rules
- Hague Visby Rules
- Hamburg Rules
- Rotterdam rules
- Multimodal Transport and applicable Laws

> CIVIC EDUCATION AND ETHICS: 1 credits (30 hours); L, T, P, 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



the second

Field: BUSINESS AND FINANCE

Specialty : ACCOUNTANCY

Field:

BUSINESS AND FINANCE

Specialty:

Accountancy

1. The objective of the training

The objective of this specialty is to provide students with the requisite knowledge and know-how to enable them translate according to accounting rules, all the marketing and financial transactions of the enterprise and to establish corresponding documents, analyze information at their disposal necessary for the preparation of decisions to be taken by management.

2. Skills Sought After

\rightarrow General skills

- Understand the economic environment and enterprises;
- Master the use of the computer;
- Be apt in oral and written communication;
- Be capable of team leadership.

\rightarrow Specific Skills

- Realize the management of accounting, fiscal and social operations (keep accounting books, prepare financial statements, etc.);
- Analyze the profitability of the activities of the organization;
- Prepare budgets and follow up their execution;
- Centralize, organize and redress the accounts of the enterprise;
- Collaborate efficiently with hierarchy in the management of the enterprise;
- Control and plan production;
- Master accounting software.

3. Outlets

- Accountant in enterprises;
- Account collaborator in a firm;
- Assistant accountant in large companies;
- Payroll manager;
- Accounting manager;
- Treasurer;
- Management controller; etc.

4. Organization of the Teachings

Semester 1

Field : Business and Finance			Specialty: Accountancy						
			Hourly Volume						
code	Courses tilfles	L	T	Р	SPW	Total	Or Credits		
	Fundamental courses 30% (2 UC) 9 credits 135 hours								
ACC111	Mathematics and Computer Science I	50	20	0	5	75	5		
ACC112	Quantitative techniques of management I	40	15	0	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
ACC113	General accounting I	70	15	15	5	105	7		
ACC114	Costs and management accounting I	40	10	5	5	60	4		
ACC115	Taxation I	25	10	5	5	45	3		
ACC116	Introduction to Financial Analysis and accounting to the computer I	20	20	15	5	60	4		
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours									
ACC117	Bilingual training I and Environment	25	10	5	5	45	3		
Total		270	100	45	35	450	30		

Semester 2

Field : Business and Finance			Specialty: Accountancy					
			Hourly Volume					
code	Courses titles	L	T	Р	SPW	Total	Of Credits	
	Fundamental courses 30% (2 UC) 9 cred	its 135	hours					
ACC121	Mathematics and Computing II	15	40	15	5	75	5	
ACC122	Quantitative techniques of management II	10	30	10	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
ACC123	General Accounting II	40	20	25	5	90	6	
ACC124	Costs accounting II	35	10	10	5	60	4	
ACC125	Methodology and Taxation II	30	10	15	5	60	4	
ACC126	Introduction to Financial Analysis and accounting to the computer II	20	15	20	5	60	4	
Common courses 10% (1 UC) 3 credits 45 hours								
ACC127	Bilingual Training II and Environment	25	10	5	5	45	3	
Total		175	140	100	35	450	30	

Semester 3

Field : Business and Finance			Specialty: Accountancy						
code	Courses titles		Number						
couc		L	T	Р	SPW	Total	Of Credits		
Fundamental courses 30% (2 UC) 9 credits 135 hours									
Acc231	Quantitative techniques III	50	15	5	5	75	5		
ACC232	Mathematics and Computer Science	25	15	15	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
ACC233	Company Accounting I	20	15	20	5	60	4		
ACC234	Financial Analysis I	20	10	10	5	45	3		
ACC235	Forecasting accounting I and II	50	15	20	5	90	6		
ACC236	Taxation and the work of Synthesis I	15	40	15	5	75	5		
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours									
ACC237	Legal environment and ethics I	25	10	5	5	45	3		
Total		205	120	90	35	450	30		

Semester 4

Field : Business and Finance			Specialty: Accountancy							
codo			Number							
code	Coorses miles	L	T	Р	SPW	Total	Of Credits			
	Fundamental courses 30% (2 UC) 9 credits 135 hours									
ACC241	Quantitative techniques IV	15	40	15	5	75	5			
ACC242	Mathematics and Computer Science	15	20	20	5	60	4			
Professional courses 60% (4 UC) 18 credits 270 hours										
ACC243	Company Accounting II	15	20	20	5	60	4			
ACC244	Financial Analysis II	15	15	10	5	45	3			
ACC245	Taxation and the work of Synthesis II	10	45	15	5	75	5			
ACC246	Professional internship	0	0	60	30	90	6			
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours										
Acc247	Legal environment and ethics II	25	15	0	5	45	3			
Total		95	137	140	60	450	30			

5. Courses content

* ACC111: Mathematics and Computer Sciences I

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

- Algebra vector spaces

1. Polynomials

• Polynomials characteristics.

2. Vector space

• 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; 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 (30hours); L, T, SPW

The hardware and software on a computer system - the Hardware

1. The peripheral components

- The devices of input;
- The ouPut devices; □ the storage devices;
- The devices of input and ouPut.

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

System of numeration and Codification

C- The numbering systems

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 binary numbers signed:
 - Exact representation;
 - Representation in complement to 2.
- Addition of binarynumbers;
- Subtraction of binarynumbers;
- 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.

D- 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.

* ACC121: Mathematics and Computing Sciences II

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

- 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 exponentials
- 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 \Box 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; \Box architecture of equal to equal.
- 5. The equipment of computer networks
 basic equipments 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 IPaddressing

- Structure of an IPaddress
 - Network identifier (Net ID); Identifier of host (Host ID).
- Specificaddresses
 - Network addresses;
 - Machine address;
 - BroadcastAddress (broadcaste);
 - Limited Broadcast address (multicast); Address of rebloucaging (loopback).
- Classification of IPaddressing
 - Class A;
 - Class B; Class C.

b-Internet network

1. Concept of Protocol

□ definitions and a few types of Protocols

- SMTPProtocol;
- POPProtocol;
- NNTPProtocol;
- The FTPProtocol;
- HTTPProtocol;
- IMAPProtocol; Protocol TCP; others.

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; \Box The IRC (Internet Relay Chat);
- Others.

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 of access (role, examples);
- Types of connections (specialized line, Phone line, satellite).

* ACC232: Mathematics and Computing Sciences III

> Financial Mathematics I: 2 Credits (30 Hours), Teaching,

PRACTICALS

- 1. Basic notions
 - Simple interest
 - Determination of acquired value
 - Determination of commercial value and the rational actual value
 - Proportional rate and effective rate
- 2. Calculation of the average rate of a series of simultaneous investments

> Statistics I: 2 Credits (30 Hours), Teaching, Practicals

- 1. Statistical series with one variable
 - Terminology
 - Graphical representation of data
 - Measures of central tendency and measures of dispersion
 - The mean
 - The mode
 - The median
 - The standard deviation
 - Quartiles
 - Coefficient of variation
- 2. Statistical series with two variables
 - Terminology
 - Scatter plot
 - Line of best fit
 - Covariance
 - Correlation coefficient and linear regression
 - The least square method

* ACC 122: Quantitative Technique II

Financial Mathematics II

- 1. Equivalence of bills
- 2. Short term financial operations-current accounts and interest
- 3. Commercial discounts
- 4. Compound interest
- 5. Acquired value-actual value-equivalent rate and proportional rateapparent rate of interest and real rate of interest

> Statistique II

- 1. Point estimation of mean, Proportion and standard deviation
- 2. Confidence interval
- 3. Hypothesis testing and chi square tests

* ACC 231: Quantitative Techniques III

> Operational Research I: 3 Credits (45 Hours) Teaching, Practicals

- 1. The concept of combinational optimization
 - Constraints /Objectives
 - Feasibility
 - Limiting factors
 - Local optimum, etc
- 2. Theory of graphs
 - Modeling
 - Coloring
 - Patterns
 - Trees
 - Flow charts ...
- 3. Linear Programming
 - Programming with two variables
 - Programming with more than two variables
- 4. The simplex algorithm the simplex tableau
 - Analysis of the simplex table
 - The duality Problem
 - Stock management

> Probabilities I: 2 Credits (30 Hours) Teaching, Practicals

- 1. The set theory
 - Illustrations
 - The universal set
- 2. Fundamental set related to a random experiment
 - Probability
 - Conditional Probability
 - BAYES THEOREM

- BERNOULLI THEOREM
- 3. Discrete random variables
 - The laws of Probabilities
 - Illustration

* ACC 241: Quantitative Techniques IV

> Operational Research II: 3 Credits (45 Hours) Teaching, Practicals

- 1. Project management
 - TERT analysis
 - Illustrations of the TERT
 - Choice of investments
- 2. Modeling
- 3. Decision rule under uncertainty
- 4. The transportation problem
- 5. The network problem

> Probabilities II: 2 Credits (30 Hours) Teaching, Practicals

- 1. Random variables
 - Law of Probability
 - Application
- 2. Continuous random variable
 - Density
 - Expectation
 - Variance
 - Standard deviation
 - Moments
- 3. Classical laws
 - Binomial distribution
 - Normal distribution

Poisson distribution

* ACC 113: Financial Accounting I

> Daily Operations I: 5 Credits (75 Hours), Teaching, Practicals

- 1. The Patrimony
- 2. Economic flows in an enterprise
- 3. Relationship between trial balance, balance sheet and income statement
- 4. Accounting law and the chart of accounts
- 5. Purchases and sales operations
- 6. Additions and deductions on an invoice
- 7. Related revenues and expenses
- 8. Accounting for industrial enterprises

9. Commercial containers

- 10. Transport expenses
- 11. The classical accounting system
- 12.Cash settlements
- 13. Bills of exchange
- 14. Acquisition and manufacturing of fixed assets
- 15. VAT, excise duties, deductions at source on rents
- 16. Personal expenses

> Specific Operations and end of year adjustments

- 1. Depreciation
- 2. provisions
- 3. Outgoing of fixed assets

* ACC 123: Financial accounting II

> DAILY OPERATIONS II: 4 CREDITS (60 HOURS), TEACHING, PRACTICALS

- 1. The minimum cashed based system
- 2. The central accounting system
- 3. Adjustment of management accounts
- 4. Operations in foreign currency
- 5. Loans
- 6. Subsidies
- 7. The financing cycle
- 8. Accounting for banks
- 9. Consolidated and combined accounts
- 10. Accounting for insurance companies
- 11. Accounting for service providers

> SPECIFIC OPERATIONS AND END OF YEAR ADJUSTMENTS II: 3 CREDITS (45 HOURS), TEACHING, PRACTICALS

- 1. The trial balance after inventory works
- 2. Closure and opening of accounts and allocation of points
- 3. Presentation of STR

* ACC 114 : Cost and Management Accounting I

> FULL COSTING I: 2 CREDITS (30 HOURS) TEACHING, PRACTICALS

- 1. Objectives and organization of cost accounting
- 2. General pattern of accounting analysis
- 3. Incorporation of charges in costing
- 4. Direct and indirect charges
MARGINAL COSTING AND THE BREAK-EVEN ANALYSIS I: 3 CREDITS (45 HOURS) TEACHING, TRACTICALS

- 1. Variability of charges
- 2. The break-even Point
- 3. Variable costs and the contribution margin

* ACC 124 : Cost and Management Accounting II

> FULL COSTING II: 2 CREDITS (30 HOURS) TEACHING, PRACTICALS

- 1. Marginal costing
- 2. Rational imputation

> MARGINAL COSTING AND THE BREAK-EVEN ANALYSIS II: 2 CREDITS (30 HOURS) TEACHING, TRACTICALS

- 1. The method of cost centers
- 2. Determination of various costs and stock valuation
- 3. The cost Trice
- 4. Adjustment of the analytical results with the financial Profit or loss

* ACC 235: Forecasting

BUDGETARY MANAGEMENT I: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. The sales budget
- 2. The distribution cost budget
- 3. The supplying budget
- 4. The Production budget

> COST VOLUME PROFIT ANALYSIS

- 1. Break-even Point
- 2. Break-even point with multipleProducts

> BUDGETARY MANAGEMENT II: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. Investment budget
- 2. Cash budget
- 3. Financing Plan
- 4. Master budget

> STANDARD COSTING AND VARIANCE ANALYSIS

- 1. Tre-established cost
- 2. Table of comparison
- 3. Variance analysis (algebraically graphically)
- 4. The flexible budget...

* ACC 115: Taxation I

> INTRODUCTION TO TAXATION: 3 CREDITS (45 HOURS), TEACHING, PRACTICALS

General introduction

- 1. Importance of taxes
- 2. Source of the Cameroon fiscal law
- 3. Structure of the Cameroonian fiscal system
- 4. Administration of taxes
- 5. Classification of taxes

✤ ACC 125: TAXATION AND METHODOLOGY

METHODOLOGY FOR THE PRESENTATION OF END OF INTERNSHIT RETORT: 1 CREDIT (15 HOURS), TEACHING, PRACTICALS

- 1. Data collection
- 2. How to write a retort
- 3. Plan of an internship report and the summary
- 4. Table of content
- 5. Introduction of the internship report
- 6. Conclusion of the internship report
- 7. Acknowledgements
- 8. Constitution of appendices
- 9. When to start the internship report
- 10. How to choose a topic
- 11.The foreword
- 12. How to write effectively
- 13. Format and Presentation of the work
- 14. How to prepare for the defence

> VAT and TIT: 3 CREDITS (45 HOURS), TEACHING, PRACTICALS

1. VAT and excise Duties

- Scope of application
- Tax Payers' obligations and Penalties therein
- Tax Point and tax incidence under the VAT and excise duties
- Determination of the VAT due/credit
- VAT declaration and supplements

2. The Personal Income Tax

- Generalities
- Tax Payers regimes
- Determination of the net taxable income Per category
- Determination of the TIT liability
- Payment of the TIT

* ACC 236: Taxation and end of year works I

> END OF YEAR WORKS I: 2 CREDITS (30HOURS)PRACTICALS

Tens of cases built-up by course instructors of the specialty to be treated by students under their supervision

> COMPANY TAX: 3 CREDITS (45 HOURS), TEACHING, PRACTICALS

1. Scope of application

- Taxable Persons
- ExemptPersons
- Partiallyexempt tax payers
- Periodicity and territoriality
- The principle for the taxation of corporate income

2. Fiscal analysis of expenses

- Commission on Purchases and sales of goods and materials abroad
- Fees of technical assistance
- Rental charges
- Gifts and donations
- Taxes, rates, fines and Penalties
- Insurance Policy
- Other charges
- Financial charges
- Maintenance charges
- Depreciation and Provision
- Transactions in foreign currency

3. Fiscal analysis of revenues

- Operatingexpenses
- Accessory revenue
- Financial revenue
- Income from subsidiaries

* ACC 245: Taxation and end of year adjustment

> END OF YEAR WORKS II: 2 CREDITS (30 HOURS)PRACTICALS

Tens of cases built-up by course instructors of the specialty to be treated by students under their supervision

DETERMINATION OF TAXABLE PROFIT AND TAX LIABILITY: 3 CREDITS (45 HOURS), TEACHING, PRACTICALS

1. Determination of the definitive fiscal Profit and the company tax

- Previous losses (Ordinary los, Privilege loss)
- Reinvestments
- Determination of the definitive fiscal loss
- Finding table 22 and 23 of the STR
- Tax payer obligations and sanctions therein

2. Taxation of activities

- The global tax
- The business license
- Filling STR

3. Taxation of capital

This section concerns duties, rates and rights paid during the

ACC 116: Introduction to Financial Analysis and accounting to the computer I

FINANCIAL ANALYSIS

- ACC 116: Introduction to financial analysis and computer assisted accounting
- INTRODUCTION TO FINANCIAL ANALYSIS I: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS
 - 1. Reparation of financial statements and notes to accounts
 - The balance sheet
 - The income statement

COMTUTER ASSISTED ACCOUNTING I: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. General accounting
 - Creation of a company
 - Stepping up of the companyParameters
 - preparing for recording
 - Accounting entries of transactions
 - Cash management
 - Control of accounting entries
 - Management of fixed assets

ACC 126: Introduction to financial analysis and computer assisted accounting

INTRODUCTION TO FINANCIAL ANALYSIS II: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. The income statement
- 2. Notes to financial statements

COMTUTER ASSISTED ACCOUNTING II: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. Balancing of accounts
- 2. Entering transactions for a new month

- 3. Generation of financial statements at a given date
- 4. Generation of financial statements at a year end
- 5. Closure of financial year N-1 and creation of financial year N
- 6. ProgrammingParameters for the determination of salaries
- 7. Creation of salary brackets
- 8. Cost accounting
- 9. Creation of a company on analysis mode
- 10. preparation for accounting recordings
- 11. Accounting entry into the system
- 12. Generation of costing and management statements.

* ACC 234: Financial analysis I

> ANALYSIS OF THE INCOME STATEMENT I: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. Analysis of the balance sheet (Accounting balance sheet, financial balance sheet and the functional balance sheet)
- 2. Ratio analysis
- 3. Financial equilibrium
- 4. Significant managerial balances

> ANALYSIS OF THE BALANCE SHEET I: 1 CREDIT (15 HOURS), TEACHING, TRACTICALS

- 1. Functional and differential analysis
- 2. The break-even point
- 3. Break-even point with Probabilities

* ACC 244: Financial analysis II

ANALYSIS OF THE INCOME SYSTEM II: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. Presentation of the Profit and loss account
- 2. Auto financing capacity and auto financing
- 3. Profitability ratios and the earnings before interest, taxes depreciation and amortization (EBITA)

ANALYSIS OF THE BALANCE SHEET II: 1 CREDIT(15 HOURS), TEACHING, PRACTICALS

- 1. The cash flow statement
- 2. The working capital need
- 3. Financial Plan

* ACC 117: Bilingual training I and economic environment I

> French expression: 1 credit (15 hours); 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 (30 hours); L, T, P

- 1. Business and Production
- 2. Households and the consomption
- 3. Markets and Price
- 4. Training and distribution of income
- 5. The currency and the financing of the Economy
- 6. The elements of the National Accounts
- 7. The macro-economic quilibrium
- 8. The socialist system
- 9. The capitalisteconomy
- 10. The State and its interventions
- 11. The foundations of international trade
- **12.** International Payments
- 13. The balance of Payments
- 14. Economic development and itsine qualities
- 15. Growth and itsinequalities
- 16. Inflation, unemployment, industrial change
- 17. The issues of development and the globalization of Problems
- 18. The developmentstrategies
- 19. The economic integration and the forms of cooperation in the world
- 20. The strategies of the International Debt

* ACC 127: 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

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

- The Enterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;
- 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 decisionmakingprocess
- The strategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

ACC 233: Company Accounting I

> FORMATION OF COMPANIES I: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. Generalities
- 2. Formation of commercial companies

> DISSOLUTION OF COMPANIES I: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. Liquidation of commercial companies
- 2. Debenture loans

✤ ACC 243: COMPANY ACCOUNTING II

> FORMATION OF COMTANIES II: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. Profit appropriation
- 2. Company tax
- 3. Evaluation of social titles
- 4. Increase of capital
- 5. Reduction of capital
- 6. Redemption of capital

> DISSOLUTION OF COMMERCIAL COMPANIES

- 1. Mergers and take-over bids
- 2. Consolidated and combined accounts

* ACC 244: Financial Analysis II

> ANALYSIS OF THE INCOME SYSTEM II: 2 CREDITS (30 HOURS), TEACHING, PRACTICALS

- 1. Presentation of the Profit and loss account
- 2. Auto financing capacity and auto financing
- 3. Profitability ratios and the earnings before interest, taxes depreciation and amortization (EBITA)

> ANALYSIS OF THE BALANCE SHEET II: 1 CREDIT(15 HOURS), TEACHING, PRACTICALS

- 1. The cash flow statement
- 2. The working capital need
- 3. Financial Plan

* ACC 235: Forecasting Management I and II

> Budgetary management I: 2 credits (30 hours); L, T, P, SPW

> DAILY OPERATIONS I: 5 CREDITS (75 HOURS), TEACHING, PRACTICALS

- Sales budget
- Budget for distribution expenses
- Supplying budget
- Production budget

> Breakeven Point and forecasting I : 1 credit

- breakeven Point
- breakeven Point with many Products.

Budgetary management II: 2 credits (30 hours); L, T, P

- Investment budget
- Treasury budget
- Financing Plan
- General budget and dash board.

> Breaking Point and forecasting II (1 credit)

- Foreseen cost

* ACC 236: Taxation and work of Synthesis I

> END OF YEAR WORKS I: 2 CREDITS (30HOURS)PRACTICALS

Tens of cases built-up by course instructors of the specialty to be treated by students under their supervision

> COMPANY TAX: 3 CREDITS (45 HOURS), TEACHING, PRACTICALS

1. Scope of application

- Taxable Persons
- ExemptedPersons
- Partially exempted tax Payers
- Periodicity and territoriality
- The Principle for the taxation of corporate income

2. Fiscal analysis of expenses

- Commission on Purchases and sales of goods and materials abroad
- Fees of technical assistance
- Rental charges
- Gifts and donations
- Taxes, rates, fines and Penalties
- Insurance policy
- Other charges
- Financial charges
- Maintenance charges
- Depreciation and provision
- Transactions in foreign currency

3. Fiscal analysis of revenues

- Operating expenses
- Accessory revenue
- Financial revenue
- Income from subsidiaries

* ACC 245: Taxation and work of summary II

> END OF YEAR WORKS II: 2 CREDITS (30 HOURS)PRACTICALS

Tens of cases built-up by course instructors of the specialty to be treated by students under their supervision

DETERMINATION OF TAXABLE PROFIT AND TAX LIABILITY: 3 CREDITS (45 HOURS), TEACHING, PRACTICALS

- 1. Determination of the definitive fiscal Profit and the company tax
 - Previous losses (Ordinary los, privilege loss)
 - Reinvestments
 - Determination of the definitive fiscal loss
 - Finding table 22 and 23 of the STR
 - Tax payer obligations and sanctions therein

2. Taxation of activities

- The global tax
- The business license
- Filling STR

3. Taxation of capital

• This section concerns duties, rates and rights Paid during the

* ACC 237 legal environment and civic education I

> 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

> Comon law: 2 credits (30hours); 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 Legal organization
- 5. The right to legal Personality
- 6. The civil status, the name and the Domicile
- 7. The Disabilities
- 8. The legalacts
- 9. The legalfacts

* ACC 246 : Professional internship

> The Professional internship: 6 credits (90 hours); P, T

- 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

* ACC 247: The legal environment and civic education II

> Law on Commercial Companies 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: 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, T

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

Field: BUSINESS AND FINANCE

Specialty :

MARKETING-TRADE-SALE

Field:

BUSINESS AND FINANCE

Specialty: Marketing – Trade - Sale

1. The objective of the training

This specialty aims to respond to a need expressed by businesses: surround of commercial equipped, perfectly impregnated with the logic marketing, sensitized on the changing needs of the consumer and oriented toward the development of sales in an environment characterized by the competition.

2. The powers sought

\rightarrow General Skills

- The understanding of the international economy;
- The mastery of foreign languages; cross cultural
- The Ability to negotiate;
- The understanding of the professional environment;
- To be able to work under pressure;
- The adaptability.

$\rightarrow\,$ Specific Skills

- Understand strategic logic marketing;
- Understand the challenges faced by thebusiness in a competitive environment;
- Understand the determinants of the commercial success of the company;
- Sell in anaffordable manner and cost effective;
- Lead a sales team toward theachievement of objectives;
- Animate a point of sale;
- Do the carry out bench marking to increase sales.

3. Outlets

- Facilitator of the sales;
- Attached to the customership;
- Sales representative;
- Responsible for the sales.

4. Organization of the Teachings

Semester 1

Field: TRADE-TO-SALE		Specialty: MARKETING-TRADE-SALE						
Code		Hourly Volume					Number	
	Course title	L T P SPW	Total	Of Credits				
Fundamentalcourses 30% (2 UC) 9 credits 135 hours								
MTS111	Mathematics and Computer Science	50	20	0	5	75	5	
MTS112	Quantitative techniques	40	15	0	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
MTS113	Marketing Environmental I	35	10	10	5	60	4	
MTS114	Marketing mix I	35	10	10	5	60	4	
MTS115	Marketing tools I	30	10	15	5	60	4	
MTS116	Marketing strategy I	60	15	10	5	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MTS117	Bilingual training I and economic environment I	25	10	5	5	45	3	
Total		275	90	50	35	450	30	

Semester 2

Field: TRADE-TO-SALE		Specialty: MARKETING-TRADE-SALE						
	Course title	Hourly Volume					Number	
Code		L	T	Ρ	SPW	Total	Of Credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
MTS121	Mathematics and Computing II	10	35	10	5	60	4	
MTS122	Mathematics and accounting	10	45	15	5	75	5	
Professionalcourses 60% (4 UC) 18 credits 270 hours								
MTS123	Marketing Environment II	25	10	20	5	60	4	
MTS124	Marketing mix II	30	10	15	5	60	4	
MTS125	Marketing Tools II	40	15	15	5	75	5	
MTS126	Marketing strategy and approaches	45	10	15	5	75	5	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MTS 127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3	
Total		185	135	95	35	450	30	

Semester 3

Field: TRADE-TO-SALE		Specialty: MARKETING-TRADE-SALE						
code	Course title	Hourly Volume					Number	
		L	T	P	SPW	Total	of Credits	
Fundamentalcourses 30% (2 UC) 9 credits 135 hours								
MTS231	Quantitative techniques and computer skills I	40	20	10	5	75	5	
MTS232	Accounting and Information System I	30	15	10	5	60	4	
Professionalcourses 60% (4 UC) 18 credits 270 hours								
MTS233	Marketing Management I	10	20	10	5	45	3	
MTS234	Marketing Environment III	20	10	10	5	45	3	
MTS235	Marketing Tools III and IV	45	20	20	5	90	6	
MTS236	The work of synthesis and sale Policy I	20	30	35	5	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MTS237	Legal environment and civic education I	25	10	5	5	45	3	
Total		180	125	100	35	450	30	

Semester 4

Field: TRADE-TO-SALE		Specialty: MARKETING-TRADE-SALE						
		Hourly Volume					Number	
Code	Course title	L	Т	Р	SPW	Total	otal Credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
MTS241	Quantitative techniques and computing II	15	25	30	5	75	5	
MTS242	Accounting and Information System	10	20	25	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
MTS243	Marketing Management II	5	20	15	5	45	3	
MTS244	Environmental Marketing IV	10	20	10	5	45	3	
MTS245	The work of synthesis and sales policy II	20	30	35	5	90	6	
MTS246	Professional internship			60	30	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MTS247	Legal environment and civic education II	30	10	5	0	45	3	
Total		90	125	180	75	450	30	

5. Courses content

* MTS 111: Mathematics and Computer skills I

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

- Algebra vector spaces

- 1. Polynomials
 - Polynomialscharacteristics.
- 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. LinearSystems

- Inversion of matrix of order less than or equal to 3 method of Gauss;

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 (30hours); L, T, SPW

The hardware and software on a computer system has- the Hardware

4. The peripheral components

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

5. The central unit

- The central memory;
- The microprocessor;
- The ports;
- The motherboard;
- The chipset;
- Thepowersupply;
- The cards of extension;
- other internal organs.

6. The unit of exchange (or bus)

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

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:
 - 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

C- 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 numbering systems

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

3. The basic changes

- Of Decimal to another base b;
- Toa 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 binary numbers signed:
 - Exact representation;
 - Representation in complement to 2.

- Addition of binarynumbers;
- Subtraction of binarynumbers;
- Use the add-in to 2 in the subtraction;
- multiplication of binary numbers;
- division of binary numbers.

5. Hexadecimalarithmetic

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

D- 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.

□MTS □121: Mathematics and Computing II

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

Analysis

- 11.The Real Numbers
- 12. Numerical Functions of a real variable, limit, Continuity
- 13. Differentiability, extrema, theorem of Rolle and finished increases
- 14. Polynomials, fractions, rational
- 15.Study and graphic representation, reciprocal Functions
- 16. Limited developments, integrals and applications to calculations of Aires
- 17.Logarithmic functions and exponential
- 18. Digital Suites: Direction of variation, convergence
- 19. Arithmetic Suites, Suites geometrical, recurring suites oforder 1

20. Mathematical applications in Economics and Management

> General Computing II: 2 credits (30 hours); 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.
- accordingtheGeographicExtent:
 - 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
 - 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:
 - Thecomputer;
 - The network card;
 - The server;
 - The network cable;
 - The transceiver (or adapter);
 - the transmission mounts;
 - the socket.
- The equipmentofinterconnections:
 - 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 ofhost (Host ID).
- Specificaddresses
 - Network address;
 - Machine address;
 - Broadcast Address (broadcaste);
 - 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
 - SMP protocol;
 - POP protocol;
 - NNP protocol;
 - The FP protocol;
 - HTP 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).

* MTS 112: Quantitative techniques of management

> 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;
- Rate equivalent and proportional rate;
- rate ofInterest apparent; \Box rate ofreal interest.

7. The Annuities

- Constant annualinstallments;
- Annuities in arithmetic progression;
- annuities in geometric progression;

 perpetual annuities.

8. The undividedborrowings

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

9. The bond loans

- Reimbursements to the pair;
- Constant annualinstallments;
- Constant depreciation;
- Rate of yield and rates of returns of a debenture loan;
 rate of returns of theborrowing to theBroadcast;
 Choice of Investments.

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

1. Statistical series to a variable

- Definition and vocabulary;
- Graphicalrepresentation;
- Characteristics of central tendency and dispersal characteristics:
 - Average;
 - Mode;
 - Median;
 - Standard deviation;
 - 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.
- 3. Estimate of an average, proportion and a standard deviation
- 4. Confidence interval and confidence coefficient
- 5. Tests of hypotheses and the KHI-two

* MTS 122: Mathematics and accounting

> Financial Mathematics II: 3 credits (45 hours); T, P, SPW

1. The Annuities

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

2. The undivided borrowings

- Reimbursement by constant annual installments;
- Table damortization;
- 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 annualinstallments;
- Constant depreciation;
- Rate of yield and rates of returns of a debenture loan;
 rate of returns of theborrowing to theBroadcast;
 Choice of Investments.

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

- 1. The heritage
- 2. The flow in the companyand 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. Accounting for industrial enterprises
- 9. The packaging
- 10. The transport
- 11. The conventional financial system
- 12. The regulations in cash
- 13. The regulations in the long term
- 14. Acquisition and production ofimmobilization
- 15. Vat, right of excise duty, withholding tax levy on Rent
- 16. Salaries and Wages

MTS 113: Marketing Environment I

Fundamentalsof Marketing

> Fundamental of Marketing I: 2 credits (30 hours); L, T, P,SPW

- 1. Introduction to marketing;
- 2. MarketAnalysis;
- 3. consumer behavior;
- 4. Relationship marketing.

International Marketing I: 2 credits (30 hours); L, T, P

- 1. Problems of International Marketing
- 2. International Marketing
- 3. Reasons and strategy of internationalmarketing
- 4. Selection and study of foreign markets

* MTS 123: Marketing Environment II

> Fundamentals of Marketing II: 2 credits (30hours); L, T, P, SPW

- 1. Marketing strategy: Segmentation-targetingpositioning
- 2. product portfolioanalysis
- 3. Introduction to the marketing mix

> International Marketing II: 2 credits (30 hours); L, T, P, SPW

- 1. Approaches or method (strategies) uses to enter international markets
- 2. International marketing management (pricing policy)
- 3. organization of International marketing

MTS 234: Marketing Environment III

> Operational Marketing I: 2 credits (30 hours); L, T, P, SPW

- 1. Difference between strategic marketing and operational one
- 2. The focus of Operational Marketing
- 3. points to consider
- 4. The different points when carrying out operational marketing

> Relationship marketing I: 1 credit (15 hours); L, T, P, SPW

- 1. Customer Loyalty
- 2. Internalrelationshipmaketingtechnics
- 3. Techniques of retention
- 4. Externalrelationship marketing tools

MTS 244 : Marketing Environment IV

> Operational Marketing II: 2 credits (30 hours); L, T, SPW

- 1. Design of the Micros cases in the area of food
- 2. Design of the Micros cases in the field of non-food
- 3. Design of the Micros cases in the field of services

> Relationship Marketing II: 1 credit (15 hours); L, T, SPW

- 1. Design a micro case
- 2. Present the approach, the Techniques
- 3. Illustrate

MTS 114: Marketing mix I

> Product Policy: 2 credits (30 hours); L, T, SPW

- 1. Focus of product policy
- 2. The importance of product in the marketing mix
- 3. classification of the products
- 4. Policy of the product range
- 5. product Life cycle
- 6. The attributes of products
- 7. Brand Strategy

> Pricing Policy: 2 credits (30 hours); L, T, P, SPW

- 1. factors influencing pricing decision
- 2. pricing objectives
- 3. Constraints setting prices (mistakes)
- 4. Methodsused in setting price
- 5. pricing Strategies
- 6. Determination of the Net to pay (Reduction and Increase on price)
- 7. Return on investment

MTS 124: Marketing mix II

> Distribution policy: 2 credits (30 hours); L, T, P, SPW

- 1. The role of distribution policy
- 2. The functions of distribution
- 3. The distribution strategy
- 4. The factors to consider before selecting a channel of distribution
- 5. The implementation of the distribution network
- 6. Case of services

> Marketing Communication Policy: 2 credits (30hours); L, T, P, SPW

- 1. The focus of communication policy
- 2. Techniques of institutional communication
- 3. Techniques of commercial communication (promotional mix)

MTS 114: Marketing research I

> Market research I: 2 credits (30 hours); L, T, P, SPW

1. Focus of research

- 2. Specificity of qualitative marketing research
- 3. Collection Tools

> Commercial Management I: 2 credits (30 hours); L, T, P, SPW

- 1. Commercial function
- 2. Variousforms of commerce
- 3. The UrbanPlanningcommercial
- 4. Documents relating toPurchase

MTS 124: Marketing Research II

> Market Survey II: 2 credits (30 hours); L, T, P, SPW

- 1. Focus of market research
- 2. Specificity of quantitative marketing research
- 3. Collection Tools

> Commercial Management II: 3 credits (45 hours); L, T, P, SPW

- 1. stocks management
- 2. Theimplantationofsales point
- 3. Supply management

MTS 235 : Marketing Research III

> Market survey III: 1 credit (15 hours); L, T, P, SPW

- 1. Case study
- 2. Put the students in a situation
- 3. Achieve the Study
- 4. Provide the advice

> Commercial Management III: 1 credit (15 hours); L, T, P, SPW

- 1. The sales forecasts
- 2. Analysis of the profitability of the company
- 3. The cash budget

> Market survey IV: 2 credits (30 hours); T, P, SPW

- 1. Fit a Case
- 2. Put the students in a situation
- 3. AchievetheStudy
- 4. Compile treat-analyze
- 5. Provide the advice

> Commercial Management IV: 2 credits (30 hours); T, P, SPW

- 1. adapted case study
- 2. Form groups

- 3. Animate the Case
- 4. Learn the lessons to theoutcome of each case

MTS 116: Marketing techniques I

> Sales Technics: 2 credits (30 hours); L, T, P

1. The characteristics of the sale person

- Customer approach;
- Qualities of a sales person;
- The different types of sellers.

2. The knowledge of the product

- Why do I need to know the product?
- Analysis of the concept of product;
- The definition of the characteristics of a product.

3. Self-knowledge

- Self image;
- The choice of projects;
- The commitment for an objective profession (the golden sale); □ The implementation of a professional project.

4. The knowledge of the customer

- Research and analysis of information relating to the client/sector;
- Analysis of the information;
- Research and analysis of information relating to the customer;
 anticipation of the reaction of a client.

5. Prospecting

- Presentation and analysis of a situation of sale;
- Exploration and performance of the seller;
- The techniques of prospecting;
- Design a personal strategy for prospecting;
- The management and evaluation of the work of prospecting;
- Exploration of the sales force file;

6. Making contact

- Know how to present;
- The phone and the making of appointments;
- A good physical preparation;
- Prepare its strategy;
 be in shape physically;
 be in shape psychologically.

7. The argument/demonstration

- Theoffer;
- Preparation of a sales argument

8. Over Coming Objections

- Why the customer objected? 🗆 Various objections;
- How to deal with Objections

 attitude the objections;

 handling of
 objections.
- 9. Closing the sale

• close the sale

10. The consolidation

- Follow up sales;
- Feedback;
- after Sales Services.

> Competitive Intelligence: 2 credits (30 hours); L, T, P

- 1. The focus of policy of Competitive analysis
- 2. TheInternalorganization
- 3. The Field Deployment
- 4. The tricks for the success of a policy of Competitive Intelligence

> Sales Force I: 2 credits (30 hours); L, T, P

1. The concept of sales force

- Commercial location;
- Statutes of the sales force;
- Criteria for the choice of a sales force.

2. The determination of the size of the sales force and recruitment

- Method of potential of sale (Semlow);
- Method Based on the workload (Talley);
- Potentials of the seller;
- Recruitment of the sales force.

3. Organization of the sales force

- Structure of the sales force;
- Establishment of sectors of sale;
- Distributing criteria for a sector

4. Sales Objectives

- General objectives of salequotas;
- Definition of a good objective;
- Different forms of saleobjectives;
- TheEstablishment of quotas.

5. The work of a seller in a sector

- Organization of Tours;
- The frequency of visits;
- The routes;
- Thematerial organization of the work;
- Journey cycles;
- Costofavisit;
- Monitoring of sales;
- Documents relating to the reports with the customers.

* MTS 126: Marketing Techniques II

> Techniques of commercial negotiation: 2 credits (30 hours) ; L, T, P

- 1. Concept of commercial negotiation
- 2. The preparation of the commercial negotiation

- 3. The conduct of the commercial negotiation
- 4. The conclusion
- 5. The after commercial negotiation

> Sales Force II: 2 credits (30 hours); L, T, P

1. The remuneration of the sales force

- Conditions for the proper functioning of a remuneration system;
- The types of policy of remuneration feasible;
- Modes of remuneration practiced.

2. The control and the diagnosis of the sales force

- The framework of the control;
- The modalities of an effective control;
- The evaluation of theactivity of the sales force.

3. Animation and stimulation of the sales force

- Theanimation of the sales persons;
- The motivation of sale people.

4. Productivity and optimization of the activity of the seller

- The elements of the productivity;
 The measurement of productivity;
- Theoptimization of theaction of the seller.

5. After-sale Marketing

- The follow-up;
- The guarantee;
- TheInsurance of after-sales services (VAS);
 The strength of marketing aftersale (MAV).

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

- 1. The collection of Information
- 2. How to make a report
- 3. The plan of the Probationary report and the Executive Summary
- 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 annexs
- 9. When to start his internship report
- 10. How to find a subject of Internship report
- 11. The cover page
- 12. How to write effectively
- 13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
- 14. Instructions and typographical rules of presentation (police, spaINTg, titles, highlighted, punctuation, graphic charter)
- 15. How to prepare the defense

* MTS117: Bilingual training I and Economic environment I

> French expression: 1 credit (15 hours); 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 Accounts
- 7. Themacro-economic equilibrium
- 8. The socialist system
- 9. The capitalist economy
- 10. TheState 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. Theeconomic integration and the forms of cooperation in the world

20. The strategies of theInternational Debt

* MTS 127: 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

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

- The Enterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;
- 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 decisionmakingprocess
- The strategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

* MTS 231: Quantitative Technics and computer training

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

1. Algebra of sets

- Applications;
- The Counts.

2. Basic Set linked to a random experiment

- Probabilisation;
- Conditional probabilities;
- Formula of Bayes;
- Tests in BERNOUILLI.

3. Random variables discrete

- Law of probability ;
- Distribution function.

4. Random variables continuous

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

5. Conventionallaws

- ; 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 ofaccess to a file.
- 3. Practical Study of Microsoft Word

 study of basic functions.

4. PracticalStudy 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.

* MTS 241: Quantitative Technics and Computer training II

> Probabilities and Operational Research II: 3 credits (45 hours); 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 treesmaskingfluid;
- The Waves...

3. The linearprogramming

- 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 (30hours); L, T, P

Specific work

□ Software Marketing.

* MTS 232: Accounting and Information System I

Analytical accounting and budgetary management I: 2 credits (30hours); L, T, SPW

1. Of the general ledger to the cost accounting

• Generality on the analytical accounting (objectives, role, and the concept of the load).

2. Analysis of expenses

- Loads liable and not liable;
- Direct costs and indirect;

- Suppletiveloads;
- Allocation of Indirect Costs.

3. Valuation of stocks (FIFO method, LUP)

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

<u>NB</u> : do not address the special notes related to the costs (waste and scrap, semi-finished, sub-products)

5. Partial costs

- The variable costs;
- The marginal costs.

6. The Rational Importance of loads of structure

System of information I: 2 credits (30 hours); L, T, SPW

A- Concept information systems

- 1. Introduction
 - Systemic Analysis of the Company

2. The information system

• Functions of the IF; \Box roles of the IF; \Box qualities of A if.

3. Computerization of 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.

B- Concept of algorithmic and programming initiation

1. Objects:

- Circumstances;
- Variables;
- The operators ...
- 2. Basic treatments and sequential
- 3. Choice and repetition
- 4. Function and procedures
- 5. Structure of the data
 - Vectors;
 - Table;
 - Registration;
 - file.

6. Application with Basic or Pascal

* MTS 242: Accounting and Information System II

> Analytical accounting and budgetary management II: 2 credits (30 hours); L, T, P

1. The predetermined costs

□ determination of variances on direct costs and indirect and algebraic analysis of these differences (exclude thegraphic analysis).

2. The Budgets (brief study and practice)

- The budgets of the sales;
- The production budgets;
- The budgets of supply; □ budgets of investment; □ budgets of cash flow.

> System of Information II: 2 credits (30 hours); L, T, P

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;
- 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;

4. 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-Orea (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

* MTS 233: Marketing Management I

Sales Force Management

> Management of the commercial team I: 1 credit (15 hours); L, T, P

- 1. Focus of sale force management of the commercial team
- 2. Management Style

> Merchandising I: 2 credits (30 hours); L, T, P, SPW

- 1. Concept of merchandising
- 2. The challenges
- 3. The organization of the shelves space

* MTS 243: Marketing Management II

> Management of the commercial team II: 1 credit (15 hours); T, P

- 1. Management style adapted to a selling team
- 2. Criteria for assessment

> Merchandising II: 2 credits (30 hours); T, P

- 1. The management of shelves
- 2. The fixing of prices (price staking)

MTS 236: Work of synthesis and Sales Policy I

> Trade Policy I: 2 credits (30 hours); L, T, P

- 1. Focus of a Commercial policy
- 2. The components of a marketing plan

> Commercial Prospecting: 2 credits (30 hours); L, T, P

- 1. Focus of prospection
- 2. Preapproach
- 3. Presentation planning

- 4. presentation
- 5. Monitoring and Evaluation
- 6. Summary In terms of Action:
 - Before;
 - During;
 - and after.

> Commercial Prospecting: 2 credits (30 hours); L, T, P

- 1. Fit the synthesis review type to thebusiness, context or contextual case study
- 2. Organize the students in groups
- 3. Animate the groups and proceed to CORRECTIONS
- 4. Prepare students to carry out demonstrations

* MTS 245: Work of synthesis and Sales policy II

> Sales Policy II: 2 credits (30 hours) ; L, T, P, PE

- 1. The different areas to review
- 2. Ingredients for successful implementation of a marketing plan

> Promotion on the place of sale: 2 credits (30 hours); L, T, P

- 1. Focus of promotion on the point of sales
- 2. Difference between the promotion and advertising on the place of sale
- 3. Organization of a promotion on the place of sale 4. Animation of a promotion on the place of sale
- 4. Summary In terms of Action:
 - Before;
 - During;
 - and after.

> The work of Synthesis II: 2 credits (30 hours); T, P, SPW

- 1. Fit the case of synthesis review type adapted to thebusiness, to the Cameroonian context or sub-regional
- 2. Organize the students as a group
- 3. Animate the groups and proceed to the CORRECTIONS
- 4. Prepare students to face this trial to thereview

* MTS 237: Legal environment and Civic education I

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

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

> Civil law: 2 credits (30 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. TheLegalorganization
- 5. The right to legalpersonality
- 6. Thecivil status, the name and the Domicile
- 7. The Disabilities
- 8. The legalacts
- 9. The legalfacts

MTS 246: Professional internship

> The 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

* MTS 247: Legal environment and Civic education II

> Company law 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: 2 credits (30 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. Thehygiene 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

Field: BUSINESS AND FINANCE

Spéciality :

BANKING AND FINANCE

Field:

BUSINESS AND FINANCE

Specialty: **Banking and Finance**

1. The objective of the training

The objective of this specialty is to cover the deficit in number and quality, of human resources which credit establishments need to carry out their business. Besides, the training will provide enterprises, no matter their area of activity, with collaborators who will enable them seize the opportunities offered them by the financial system to evolve, expand and align their business to the world financial system.

2. Skills Sought After

\rightarrow General skills

- Understand the professional and economic environment;
- Be apt in oral and written communication;
- Be skillful in sale and commercial negotiation;
- Master the legal framework of the activity and be apt in analyzing applicable taxation rules.
- Master the use of NIT applicable to banks;
- Be flexible
- Be able to work under pressure;

\rightarrow Specific Skills

- Construct and develop a relationship of confidence with each customer, in line with the marketing policy of the enterprise;
- Develop quantitatively and qualitatively the goodwill of the business, notably by increasing the rate of goods and services offered to clients;
- Contribute personally to quality reception;
- Manage and develop quantitatively and qualitatively a professional customer portfolio within the framework of the marketing policy of the enterprise;
- Contribute to the development of the enterprise through his/her marketing strategies with profession customers;
- Develop a comprehensive approach to professional customers;

The holder of the HND in Banking and Finance may also be entrusted with:

- Open and manage accounts;
- Distribute products and services where payments are made through accounts;
- Promote and use information transmission technologies;

- Distribute banking and non-banking saving products and manage the finance of the enterprise;
- Distribute products linked to savings, notably those under collective management;
- Promote consumer credits awards, award of building construction loans to individuals, and preparing files;
- Promote modes of financing during exploitation and investment period of enterprises and prepare files;
- Promote insurance products offered by the bank;
- Follow-up and management of risks customers are exposed to;
- Carry out economic and financial analyses of the situation of customers, evaluating and follow-up of risks.

3. Outlets

- Commercial banks;
- Credit establishments;
- Stock Exchange;
- Insurance companies;
- Central Bank;
- Bank commission;
- Ministries in charge of finance and economic and financial matters;
- Microfinance establishments;
- Savings banks and the service responsible for finance of the post office, etc.

4. Organization of the Teachings

Semester 1

Field : Management		Specialty: Banking and Finance							
code	courses titles		Number Of						
		L	T	Р	SPW	Total	Credits		
Fundamental courses 30% (2 UC) 9 credits 135 hours									
BFI111	Mathematics and Computer Science I	50	15	5	5	75	5		
BFI112	Quantitative techniques I	40	10	5	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
BFI113	Accounting, ethics, and regulations I	35	20	15	5	75	5		
BFI114	Operations and banking techniques I	40	15	15	5	75	5		
BFI115	Finance I	35	15	5	5	60	4		
BFI116	Monetry economics and banking I	40	20			60	4		
Cross-sectional courses 10% (1 UC) 3 credits 45 hours									
BFI117	Bilingual training I and economic environment I	30	10	5		45	3		
Total		270	105	50	25	450	30		

Semester 2

Field: Management		Specialty: Banking and Finance							
code	course Titles	Hourly Volume					Number Of		
		L	T	Р	SPW	Total	Credits		
Fundamental Courses 30% (2 UC) 9 credits 135 hours									
BFI121	Mathematics and Computing II	20	30	20	5	75	5		
BFI122	Quantitative Techniques II	20	25	10	5	60	4		
Professional Courses 60% (4 UC) 18 credits 270 hours									
BFI123	Accounting ethics and regulations II	40	15	15	5	75	5		
BFI124	Operations and banking techniques II	30	15	10	5	60	4		
BFI125	Finance II	40	10	20	5	75	5		
BFI126	Monetry economics and banking II	25	10	20	5	60	4		
Cross-sectional courses 10% (1 UC) 3 credits 45 hours									
BFI127	Bilingual training and Economic Environment II	30	10	0	5	45	3		
Total		205	115	95	35	450	30		

	Field: Management	5	specia	ty: Bar	nking o	and Find	ance	
		Hourly Volume					Number of	
Code	Course titles	L	T	Р	SPW	Total	Credits	
	Fundamental Courses 30% (2	2 UC) 9	credits	s 135 h	ours			
BFI231	Quantitative techniques III	45	15	10	5	75	5	
BFI232	Mathematics and Computer Science III	25	15	15	5	60	4	
Professional Courses 60% (4 UC) 18 credits 270 hours								
BFI233	Accounting III	35	10	10	5	60	4	
BFI234	Operations and banking techniques	5	25	25	5	60	4	
BFI235	Finance and the work of Synthesis I	5	30	20	5	60	4	
BFI236	Monetary economics and banking	30	30	25	5	90	6	
Cross-sectional Courses 10% (1 UC) 3 credits 45 hours								
BFI237	Legal environment and civic education I	30	10	5	0	45	3	
Total		175	135	110	30	450	30	

Semester 4

Field: Management		Specialty: Banking and Finance						
Code	Course Title		Number Of Credits					
		L	T	Ρ	SPW	Total		
Fundamental courses 30% (2 UC) 9 credits 135 hours								
BFI241	Quantitative techniques IV	10	30	30	5	75	5	
BFI242	Mathematics and Computer Science	10	20	25	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
BFI243	Accounting IV	30	15	15	0	60	4	
BFI244	Operations and banking techniques IV	10	25	25	0	60	4	
BFI245	Finance and work of synthesis II	10	30	15	5	60	4	
BFI246	Professional internship	0	0	60	30	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
BFI247	Legal environment and civic education II	30	15	0	0	45	3	
Total		100	135	170	45	450	30	

5. Courses content

BFI 111: Mathematics and Computer Science I

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

- Algebra vector spaces

1. Polynomials

- Polynomials characteristics.
- 2. Vector space
 - 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; 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 (30hours); L, T, SPW

The hardware and software on a computer system - the Hardware

1. The peripheral components

- The devices of input;
- The ouPut devices; □ the storage devices;
- The devices of input and ouPut.
- 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: Drivers;
 - The compilers;
 - The utilities;
 - The systems of exploitation":
 - Features;
 - Roles;
 - Types of operating system;
 - Structure of an operating system;
 - architecture.
 - Concept of Free Software and proprietary software.

System of numeration and Codification

C- The numbering systems

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 numbering systems

- 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 binary numbers signed:
 - Exact representation;
 - Representation in complement to 2.
- Addition of binarynumbers;
- Subtraction of binarynumbers;
- 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.

D- 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.

BFI 121: Mathematics and Computing II

> General Mathematics II: 3 credits (45 hours); 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 (30 hours); 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 GeographicExtent:
- 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;
- 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 equipmentof 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 address;
- Machine address;
- Broadcast Address (broadcast);
- Limited Broadcast address (multicast);
- Address of rebroadcasting (loopback);
- Classification IP addressing; CLASS A; CLASS B; CLASS C.

B- Internet network

6. Concept of protocol

- definitions and a few types of protocols
 - SMPprotocol;
 - POP protocol;
 - NNPprotocol;
 - The FPprotocol;
 - HTPprotocol;
 - IMAP protocol; Protocol TCP; other.

7. 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.

8. The searchengines

Definition;

- Role;
- Somesearchengines.

9. Tools for Internet access

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

10. The connection to the Internet

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

✤ BFI 232: Mathematics and Computing III

> Financial Mathematics III: 2 credits (30 hours); L, T, P, SPW

1. The Annuities

- Constant annual installments;
- Annuities in arithmetic progression;
 annuities in geometric progression;
 perpetual annuities.
- 2. The undivided borrowings
 - Reimbursement by constant annual installments;

 Table of depreciation.

> Applied computer I: 2 credits (30 hours); L, T, P

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. PracticalStudy of Microsoft Excel
 - Presentation;
 - Arithmeticoperations.

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.

* BFI 242: Mathematics and Computing IV

> Financial Mathematics IV: 2 credits (30 hours); T, P, SPW

- 1. Project management
 - PERT analysis

- Illustrations of the PERT
- Choice of investments
- 2. Modeling
- 3. Decision rule under uncertainty
- 4. The transportation problem
- 5. The network problem

> PROBABILITIES II: 2 CREDITS (30 HOURS) TEACHING, PRACTICALS

- 1. Random variables
 - Law of probability
 - Application
- 2. Continuous random variable
 - Density
 - Expectation
 - Variance
 - Standard deviation
 - Moments
- 3. Classical laws
 - Binomial distribution
 - Normal distribution
 - Poisson distribution

> Applied computers II: 2 credits (30 hours) ; T, P, SPW

Specific work

Software Bank (Eloge Bank, Delta Bank, Barbarossa, Hannibal, etc.)

BFI 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;

 predefinedinterest and effective interest.
- 2. Calculation of the average rate of a series of simultaneous investments

> The statistics I: 2 credits (30hours); L, T, PE

1. Statistical series 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;
- 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.

* BFI 122: Quantitative Techniques II

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

- 1. Equivalence of bills
- 2. Short term financial operations-current accounts and interest
- 3. Commercial discounts
- 4. Compound interest

Acquired value-actual value-equivalent rate and proportional rate-apparent rate of interest and real rate of interest

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

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

* BFI 231: Quantitative Techniques III

> Operational research I: 3 credits (45 hours); 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 treesmaskingfluid;
- The Waves...

3. The linearprogramming

- 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.

Probabilities I: 2 credits (30 hours); L, T, SPW

1. Algebra of sets

- Applications;
- The Counts.

2. Basic Set linked to a random experiment

- Probabilisation ;
- Conditionalprobability;
- Formula of Bayes; 🗆 Tests In BERNOUILLI.

3. Random variables discrete

• law of probability; \Box distribution function.

♦ BFI □241: Quantitative Techniques IV

> Operational Research II: 3 credits (45 hours); T, P, SPW

- 1. The problems of scheduling General Information on the Graphs
 - □ The PERT method:
 - Applications on the PERT.
 - □ The choice of investments in Universe deterministic.
- 2. Modeling
- 3. Decision in Uncertain Future
- 4. Transportation problems
- 5. The problems of transfer
- Probabilities II: 2 credits (30 hours); T, P, SPW

1. Random variables discrete

- Law of probability;
- Distribution function.

2. Random variables continuous

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

3. Conventionallaws

- ; Binomial
- Normal ; \Box fish; \Box exponential.

• BFI 113: Accounting I, ethics, ethics and regulatory

> FINANCIAL ACCOUNTING I :2 CREDITS (30 HRS)

1) Generalities

- Definition, evolution and role of accounting,
- Study of the accounting laws, sources and principles:
- 2) The balance sheet:
 - Notion of uses of funds and resources
- 3) An account and principle of double entry recordings
- 4) Accountingtransfers
- 5) The accounting systems (classical and computerized system)
- 6) Purchases and sale transaction of goods
 - Invoicing (elements of reduction, increasing and taxes)

> FINANCIAL ACCOUNTING II AND METHODOLOGY: 3CREDITS (45 HRS)

- 1) Settlements
 - Immediate settlements (cash and cheque)
 - Differed settlements (trade bills creation and encashment). No circulation of trade bills
- 2) Management accounts (results) for commercial and industrial companies or enterprises
- 3) Notion of depreciation (constant and degressive methods)
 - Terminology
 - Calculations (amortigation tables of assets acquired at the beginning of the year and in the course of the year)
- 4) Notion of provisions
 - For depreciation
 - For losses and charges

ACCOUNTING III

- III -1- ACCOUNTING FOR BANKING TRANSACTIONS I: 2 Credits (30 HRS)
 - Recording of dailybank transactions
 - Management accounts (results) of banks
- III -2- FINANCIAL ANALYSIS I (2 credits: 30 HRS)
 - Preparing activities to financial analysis (retreatment from accounting balance sheet to a financial balance sheet)
 - The procedure of financialanalysis

ACCOUNTING IV

- IV-1- Accounting for banks transactions 3credits (45 HRS)
 - Management accounts and the bank's profit and loss account.
 - The balance sheet.

IV-2- Financial analysis II: 1 credit (15 HRS)

- Financial analysisprocedure
- The tools of financial analysis (ratios of the balance sheet and the profit and loss account and interpretations).

> Methodology of Drafting of report of internship: 1 credit (15 hours); L, P

- 1. The collection of Information
- 2. How to make a report
- 3. The plan of the Probationary report and the Executive Summary
- 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 annexs
- 9. When to start his Internship report
- 10. How to find a subject of Internship report
- 11. The cover page
- 12. How to writeeffectively
- 13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
- 14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
- 15. How to prepare the defense

> Taxation of operations of bank: 1 credit (15 hours); L, T

- 1. The Schemes of exemption of the operations of banks
- 2. The VAT on the operations of a bank
- 3. The Taxes on securities on bank operations

* BFI 233: Accounting III

> ACCOUNTING FOR BANKING AND TRANSACTIONS II: 2 Credits (30 HRS)

- Recording of dailybank transactions
- Management accounts (results) of banks

FINANCIAL ANALYSIS I (2 credits: 30 HRS)

- Preparing activities to financial analysis (retreatment from accounting balance sheet to a financial balance sheet)
- The procedure of financial analysis

✤ BFI 243: Accounting IV

- Accounting for banks transactions(3credits (45 HRS))
 - Management accounts and the bank's profit and loss account.

- The balance sheet.

Financial analysis II: 1 credit (15 HRS)

- Financial analysisprocedure
- The tools of financial analysis (ratios of the balance sheet and the profit and loss account and interpretations).

* BFI 114: Operations and banking techniques I

> Banking techniques and individuals market: 2 credits (30 hours); L, T, P, SPW

- 1. The opening to the closing of the account
- 2. The management of means of payment
- 3. The sale of banking products and non-banking products
- 4. The Cameroon fiscal system in the financial market
- 5. The financial market
- 6. The sale of credit to individuals
- 7. The Insurance
- 8. The management of risk

> Cross-border banking I: 2 credits (30 hours); L, T, P, SPW

Foreign exchange risk management

A- The foreign exchange market

1. The components of the foreign exchange market

- The cash market; □ the market of deposit;
- The long term market.

2. The different regimes of exchange

- The fixed exchange rate regimes;
- The regimes of floating exchange rates.

B- The exchange risk

1. The risk of transactions

- The case of an importer;
- The case of an exporter;

 The exchange position;
 policy of coverage.

2. The risk of loss due to competition

- The case of the export: an example;
 acase of an importer: an example;
- generalrules.
- 3. Exchange rate movement calculations \cdot
 - The economic analysis;
 - statistical analysis.

> Strategic Marketing management in banking: 1 credit (15 hours); L, T

- 1. The specificities of the Banking Market
- 2. The strategies of conquest and loyalty of the Bank customers
- 3. Practice of exploration in banking environment
- 4. Elaboration of a Marketing Plan Payment

* BFI 124: Operations and banking techniques II

> Banking techniques and corporate market I: 2 credits (30 hours); L, T, P, SPW

- 1. The needs of professionals and large enterprises in the face of a bank
- 2. Characteristics of clientele and corporate professionals
- 3. Procedure of opening of a current account and its operation
- 4. Currentaccount

Cross-border banking II: 2 credits (30 hours); L, T, P, SPW Foreign Exchange Risk Management

A- The techniques of coverage of exchange risk

1. The internal techniques:

- The choice of the billing currency;
- Contracts indexing clauses;

2. The External Techniques

- The exchange insurance;
- The cover on the foreign exchange markets to term;
- The coverage on the monetry market;
- the markets of currency options.

3. The choice of a technique of Coverage: synthesis B- Main Processes of payment to an international

1. Terminology

2. The instruments of payment

- The check;
- Trade bills;
- Bank transfers;
- The documentary credit;
- Discounting document.

* BFI 234: Operations and banking techniques III

> Banking techniques and exporate market II: 2 credits (30 hours); L, T, P

- 1. Simple with dawal;
- 2. Contrat remboursements ;
- 3. Documentary withdrawal;
- 4. Bank payment obligations.

> Cross-border banking III: 2 credits (30 hours); T, P, SPW

A- The major processes of payment to the international

1. The techniques of payment

- Simplewithdrawal;
- Contra reimbursement;

 The documentary collection:
 - The documentary credit(2) (documentary credit or letter of credit L/C);
 - The documentary discount(3) (D/P documents againstpayment; D/P documents againstacceptance);
 - The stand-by letter of credit(4) (SBLC).
- (Bank Payment Obligation The BPO).

B- Banking correspondence to an international

- 1. Definition of the concept of banking correspondence perimeter of the principles sectorial application.
 - At the international level;
 - Domain of application retained.
- 2. The classification of specific risk to the activity of banking correspondence
 - Countriesrisk ;;
 - The risk" client facility";
 - Products/ services risk.

BFI 244: Operations and banking techniques IV

> Banking techniques companies market III: 2 credits (30 hours); L, T, P

- 1. The specific risks to the appropriations intended for professionals and corporate and securities adapted
- 2. Mounting and study of the files of credit professionals and corporate
- 3. Financing of public markets
- 4. Management of cash surpluses

> Cross-border banking IV: 2 credits (30 hours); L, T, P

Banking correspondance to the international

- 1. Entry into business relationship
 General Considerations:
 - Evaluation in the light of country risk;
 - Evaluation in the light of the client's risk;
 - Evaluation in the light of the products/ services risk.
 - Convention of bankingcorrespondence;
 - Vigilance light;
 - Enhanced vigilance;
 - A profile of relationship business.
- 2. Measures of vigilance in respect of the "client facility"
 - General considerations;
 Constant vigilance.
- 3. Update of the assessment of the level of risk of money laundering and financing of terrorism measures of vigilance.
- 4. Group approach in the framework of the banking correspondence
 - Case of the group supervised by the ACP;
 - Case of the group supervised by another authority;

• Taking into account the state of implantation of the parent undertaking of the client facility.

5. Third party relationship and externalisation of banking correspondence

- Third party relationship;
- Outsouring;
- Fictitious institutions;
- Procedures;
- Internal control.

✤ BFI 115: Finance I

> Decentralized financial systems I: 1 credit (15 hours); L, T

CEMAC regulations of the MFI

1. The operations and services authorized

- collection of deposit;
- Creditoperations;
- The financial investments; \Box other resources.

2. The organization of the MFI

- Networks, umbrella organ body and financial body;
- Special provisions for certain establishments;
- The organization of the profession.

> Islamic Finance I: 1 credit (15 hours); L, T

1. Management of the islamicsavings

> Financial markets I: 2 credits (30 hours); L, T, P, SPW

- 1. Principal money market instruments
- 2. money market operation.

✤ BFI 125: Finance II

> Decentralized financial systems II: 2 credits (30 hours); L, T, P

CEMAC regulations on MFI

- 1. The approvals, prior authorisation, statement and prohibitions.
 - The Approval:
 - Approval of establishments;
 - Approval of leaders and of auditors.

• Prior authorisations and declarations: - the prior authorization; - the simple statement.
□ Limits of MFlactivities.

2. Regulatory standards for the surveillance and control of the establishments

> Islamic Finance II : 1 credit (15 hours); L, T

1. Main techniques of Islamic finance

Financial Markets II: 2 credits (30 hours); L, T, P

1. The foreign exchange market and determinants of currencies exchange rates

2. The main transactions on the foreign exchange market

* BFI 235: finance and work of Synthesis I

> Decentralized financial systems III: 2 credits (30 hours); T, P, SPW

1. **CEMAC regulations of the MFI**

• The sanctions and the provisional administration; $\hfill\square$ the liquidation.

2. The operations of the SFD with the banks

Institutional Operations;
 Technical Operations.

> The work of Synthesis I: 2 credits (30 hours); L, T, P, SPW

A dozen of practical cases mounted and animated by a group of teachers of the specialty.

> Financial markets III: 2 credits (30 hours); T, P, SPW

- 1. Principal tools of financial market
- 2. Stock exchange entry procedures.

✤ BFI 245: Finance and work of summary II

> Decentralized financial systems IV: 2 credits (30 hours); L, T, P

1. The operations of the SFD with the banks

□ The Financial Operations; □ other operations.

2. Inter-MFI payments.

> The work of Synthesis II: 2 credits (30 hours); L, T, P, SPW

A dozen of practical cases mounted and animated by a group of teachers of the specialty.

> Financial markets IV: 2 credits (30 hours); T

- 1. Orders on the stock exchange and Rating
- 2. Arbitration and stock market speculation

BFI 116 : Monetary Economics and banking I

> Monetary economics I: 2 credits (30 hours); L, T,

1. Monetary creation

> Economics of Banking I: 2 credits (30 hours); L, T, P

1. The general banking risks

* BFI 126: Monetary economy banking and II

> Monetary Economics II: 2 credits (30 hours); L, T, P

- 1. Monetary creation
- 2. Monetary policy

> Economics of Banking II: 2 credits (30 hours); L, T, P

- 1. The general banking risks
- 2. Asymmetry of information, vagaries of morality, relationship of agency

* BFI 236 : Monetary Economics and banking III and IV

> Monetary economics III: 1 credit (15 hours); L, T, P

1. Currency market

> Economics of Banking III: 1 credit (15 hours); L, T, P

- 1. Asymmetry of information, vagaries of morality, relationship of agency
- 2. The bankarisation of the Economy

> Monetary economics IV: 2 credits (30 hours); L, T, P, SPW

- 1. Monetarypolicy
- 2. currency market

> Economics of Banking IV: 2 credits (30 hours); L, T, P, SPW

- 1. The bankarisation of the Economy
- 2. Banking internationalisation

* BFI 117: Bilingual training I and Economic environment I

French expression: 1 credit (15 hours); 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 Accounts
- 7. The macro-economicequilibrium
- 8. The socialist system
- 9. The capitalisteconomy
- 10. The State and its interventions
- 11. The foundations of international trade
- 12. International payments
- 13. The balance of payments
- 14. Economic development and itsinequalities
- 15. Growth and itsinequalities
- 16. Inflation, unemployment, industrial change
- 17. The issues of development and the globalization of problems
- 18. The developmentstrategies
- 19. The economic integration and the forms of cooperation in the world
- 20. The strategies of the International Debt

* BFI 127: Bilingual training II 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

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

- The Enterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;
- 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 decisionmakingprocess
- The strategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

* BFI 237: The legal environment and Civic education I

> 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: 2 credits (30hours); 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 legal acts
- 9. The legal facts

BFI 246: Professional internship

> The 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

* BFI 247: The 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 for the work. (Conclusion, execution, 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
- 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

Field: BUSINESS AND FINANCE

Speciality :

INTERNATIONAL TRADE

IU.

BUSINESS AND FINANCE

Specialty:

International Trade

1. The objective of the training

The objective of this specialty is to train intermediate staff workers for departments or services in enterprises responsible for foreign trade. They should have good knowledge of trade negotiations techniques and foreign markets (culture, functioning, and their peculiarities). Also, they should have elementary knowledge of economics and law. They should also be conversant with international logistics of trade and the functioning of customs.

2. Skills Sought After

\rightarrow General skills

- Understand the international economy;
- Master other languages;
- Be apt or skillful in negotiation;
- Understand the professional milieu;
- Be capable of working under pressure;
- Be flexible.

\rightarrow Specific Skills

- Understand the factors determining competitive buying and selling in international trade transactions;
- Manage the commercial activities of an enterprise linked to sales, buying and financing, taking into account the complexity and risks of the international market;
- Take the necessary steps for exportation ;
- Analyze the foreign market;
- Do clearance of goods at the customs;
- Manage the risks linked to international payments and exchange rates;
- Choose the sales method best adapted at the international level;
- Buy under competitive conditions;
- Establish import-export contracts.

3. Outlets

- Export agent;
- Customs clearance operators;
- Manage international trade transactions;
- Commercial export;

- Manage financial houses;
- Commercial Assistant in import and export;
- Buying and selling agents in international transactions.

4. Organization of the Teachings

Semester 1

Field: BUSINESS AND FINANCE		Specialty: INTERNATIONAL TRADE								
				Number						
Code	Course fifle		Т	Р	SPW	Total	of Credits			
	Fundamental courses 30% (2 UC) 9 credits 135 hours									
INT111	Mathematics and Computer Science	50	20	0	5	75	5			
INT112	Quantitative techniques	40	15	0	5	60	4			
Professional courses 60% (4 UC) 18 credits 270 hours										
INT113	Marketing Environment I	35	10	10	5	60	4			
INT114	Techniques of International Trade	35	10	10	5	60	4			
INT115	Tools for management of international trade I	40	15	15	5	75	5			
INT116	The operations of the International Trade I	50	10	10	5	75	5			
Cross-sectional courses 10% (1 UC) 3 credits 45 hours										
INT117	Bilingual training I and economic environment I	25	10	5	5	45	3			
Total		275	90	50	35	450	30			

Semester 2

Field: BUSINESS AND FINANCE		Specialty: INTERNATIONAL TRADE								
			Hourly Volume							
code	Course Tifle		Т	Р	SPW	Total	Of Credits			
	Fundamental courses 30% (2 UC) 9 credits 135 hours									
INT121	Mathematics and Computing II	10	35	15	5	60	4			
INT122	Mathematics and accounting	10	45	15	5	75	5			
	Professional courses 60% (4 UC) 18 credits 270 hours									
INT123	Marketing Environment II	30	10	15	5	60	4			
INT124	Tools for management of International Trade II	30	10	15	5	60	4			
INT125	Legal Aspect and commercial offer	40	15	15	5	75	5			
INT126	The operations of the International Trade II and methodology	45	10	15	5	75	5			
Cross-sectional courses 10% (1 UC) 3 credits 45 hours										
INT127	Bilingual Training II and Economic Environment II	25	10	5	5	45	3			
Total		185	135	95	35	450	30			

Semester 3

Field: BUSINESS AND FINANCE		Specialty: INTERNATIONAL TRADE							
oodo				Number					
code	courses me	L	T	Р	SPW	Total	Credits		
Fundamental courses 30% (2 UC) 9 credits 135 hours									
INT231	Quantitative techniques and computer skills I	40	20	10	5	75	5		
INT232	Accounting and Information System	30	20	5	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
INT233	Transport Risk	10	20	10	5	45	3		
INT234	Practice of International Trade I and II	25	40	20	5	90	6		
INT235	Prior to the Export	20	10	10	5	45	3		
INT236	Professional Activities I	25	40	20	5	90	6		
Cross-sectional courses 10% (1 UC) 3 credits 45 hours									
INT 237	Legal environment and civic education I	25	10	5	5	45	3		
Total		175	160	80	35	450	30		

Semester 4

Field: BUSINESS AND FINANCE		Specialty: INTERNATIONAL TRADE						
course	Courses title			Number				
code		L	T	Р	SPW	Total	Credits	
	Fundamental courses 30% (2 UC) 9 cre	edits 13	5 hour	S				
INT241	Quantitative techniques and computer training II	15	25	30	5	75	5	
INT242	Accounting and IF II	10	20	25	5	60	4	
	Professional Courses 60%	(4 UC)) 18 cre	edits 27	′0 houi	'S		
INT243	Professional Activity II and language	10	30	15	5	60	4	
INT244	Sales abroad	10	30	15	5	60	4	
INT245	Documents of the International Trade	0	30	25	5	60	4	
INT246	Professional internship	0	0	60	30	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
INT247	Legal environment and civic education II	25	15	0	5	45	3	
Total		70	150	170	60	450	30	

5. Courses content

INT111: Mathematics and Computer skills I

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

- Algebra vector spaces

- 1. Polynomials
 - Polynomials characteristics.

2. Vector space

• 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; 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 (30hours); L, T, SPW

The hardware and software on a computer system - the Hardware

1. The peripheral components

- The devices of input;
- The ouPut devices;

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

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

System of numeration and Codification

C- The numbering systems

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 numbering systems

- 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 binary numbers signed:
 - Exact representation;
 - Representation in complement to 2.
- Addition of binarynumbers;
- Subtraction of binarynumbers;
- 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.

D- 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.

* INT 121: Mathematics and Computing II

General Mathematics II: 3 credits (45 hours); 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 (30 hours); 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 GeographicExtent:
- 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;
- 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 equipmentof 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 address;
- Machine address;
- Broadcast Address (broadcast);
- Limited Broadcast address (multicast);
- Address of rebroadcasting (loopback);
- Classification IP addressing; CLASS A; CLASS B; CLASS C.

B- Internet network

1. Concept of protocol

- definitions and a few types of protocols
 - SMPprotocol;
 - POP protocol;
 - NNPprotocol;
 - The FPprotocol;
 - HTPprotocol;
 - 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 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 of access (role, examples);
- Types of connections (specialized line, phone line, satellite).

INT112: Quantitative techniques

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;
 - Rate equivalent and proportional rate;
 rate ofInterest apparent;
 rate
 ofreal interest.

7. The annuities:

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

8. The undivistdebenture

- Reimbursement by constant annual installments;
- Table damortization;
- Laws followed by depreciation recovery of the debt still alive;
- Laws followed by the annuities;
- Applications on the indivist debenture.

9. The bond loans

- Reimbursements to the pair;
- Constant annualinstallments;
- Constant depreciation;
- Rate of yield and rates of returns of a debenture I;
- rate of returns of theborrowing ;
- Choices of Investments.

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

- 1. Statistical series to a variable
 Definition and vocabulary;
 - Graphicalrepresentation;
 - 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.
- 3. Estimate of an average, proportion and a standard deviation
- 4. Confidence interval and confidence coefficient
- 5. Tests of hypotheses and the KHI-two.

INT122: Mathematics and accounting

> Financial Mathematics II: 2 credits (30hours); L, T, P, SPW

1. The Annuities

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

2. The undivistdebenture

- Reimbursement by constant annual installments;
- Table damortization;
- Laws followed by depreciation recovery of the debt still alive;
- Laws followed by the annuities;
- Applications on the indivist debenture.

3. The bond loans

- Reimbursements to the pair;
- Constant annualinstallments;
- Constant depreciation;

> General ledger: 2 credits (30hours); T, P, SPW

- 1. The heritage
- 2. The flow in the companyand 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. Accounting for industrial enterprises
- 9. The packaging
- 10. The transport
- 11. The conventionalfinancial system
- 12. The regulations in cash
- 13. The regulations in the long term
- 14. Acquisition and production ofimmobilization
- 15. Vat, right of excise duty, withholding tax levy on Rent
- 16. Salaries and Wages

INT113: Environmental marketing I

> International Marketing I: 2 credits (30 hours); L, T, P, SPW

- 1. Problem of Marketing and of International Marketing
- 2. Theinternational environment of theCompany
- 3. Reason and strategy of internationalization of the company
- 4. Selection and study of foreign markets

> Commercial negotiation: 2 credits (30 hours) ; L, T, P

- 1. The specificities of the commercial negotiation to theInternational
- 2. Interest of the parties in a trade negotiation
- 3. Prior to the commercial negotiation
- 4. Conductofatradenegotiation
- 5. Theoperationofa sales pitch
- 6. The rules to observe before during and after the commercial negotiation

INT123: Marketing Environment II

> International Marketing II: 2 credits (30 hours); L, T, P, SPW

- 1. The forms of presence abroad
- 2. International marketing environment (term to study in the variable price)
- 3. The commercial organization of the International Company

> Initiation to the logistics: 2 credits (30 hours); L, T, P, SPW

- 1. Basic elements of the logistics (definition of logistics, relationship of logistics and transport)
- 2. Concept of flows in logistics
- 3. Presentation of the logisticsprocess
- 4. Management of resources in logistics (cost, time, quality, safety)

INT114: Techniques of International Trade

> Solution of transportation: 2 credits (30 hours); L, T, SPW

- 1. Define the Possible Solutions
- 2. Choose the solution optimal transport

- 3. Determine the practical implications of the chosen solution
- 4. Audit of a transport solution

> Choice of Incoterm : 2 credits (30 hours); L, T, P, SPW

- 1. The logistics of International trade
- 2. Genesis of the INCOTERMS
- 3. Benefits and limitations of INCOTERMS
- 4. Detailedstudies of INCOTERMS
- 5. Liners terms
- 6. Approach leading to the wise choice of an Incoterm
- 7. Calculation of the INCOTERMS
- 8. Determination of International pricing policy.

INT115: management tools of international trade I

> Study of Market: 2 credits (30 hours); L, T, P, SPW

- 1. Interestofamarketstudy
- 2. Specificity of A Study of qualitative market
- 3. The tools for the collection of A Study of qualitative market
- 4. Specificity of A Study of quantitative market
- 5. The tools for the collection of A Study of quantitative market
- 6. Case study
- 7. Put the students in a situation
- 8. AchievetheStudy
- 9. Compile -treat-analyze
- 10. Provide the advice

> E-Commerce: 1 credit (15 hours); L, T, P

A- Whatiselectronic commerce?

- 1. Plan in view of the Electronic Commerce
- 2. Sell on its Web site
- 3. Security and Protection of Personal Information
- 4. Possible options for the sale of products on its site
- 5. Choose an electronic commerce solution for its Web site
- 6. Choose the features of electronic commerce
- 7. List of Resources: Software and electronic commerce solutions
- 8. The establishment and the maintenance of its e-commerce site
- 9. Tips on how to attract and retain customers
- 10. Ensure a fast shipping
- 11. Other options of purchase and sale online
- 12. The marketplaces
- 13. Auction Sites
- 14. Best practices in electronic commerce
- 15. The future of electronic commerce

B- The Company and its approach to the e-commerce:

- 1. Possible strategies
- 2. The principles to take into account

C- Advantages and Disadvantages of E-Commerce

- 1. The Benefits
- 2. The Disadvantages

D-Stream Geography: 3 credits (45 hours); L, T, P, SPW

- 1. The incidence of the new techniques of international transport on the structuring of flows
- 2. Role and importance of public transportation

* INT124: Management Tools of International Trade II

> Customs: 2 credits (30 hours); L, T, P, SPW

- 1. Mission of customs
- 2. The customs system
- 3. Elements of calculation of the customs debt
- 4. Theassessment of customs debt
- 5. Customs regimes
- 6. Administrative management of Customs Operations
- 7. Procedure for the customs clearance of the goods
- 8. The customs liquidation

Geography of flows II: 2 credits (30 hours); L, T, P, SPW

- 1. Urban transport and inter urban traveler
- 2. Notion of public service

INT125: Legal Aspect and commercial offer

> legal aspect of international trade: 2 credits (30 hours); L, T, P, SPW

1. Organization of International Trade

- The actors of international trade;
- The rulesorganizingtrade.

2. The operations of the International Trade

- The International sales contract;

 International Commercial Contracts;
 the guarantees of international trade.
- 3. Settlement of disputes in international trade, choice of the jurisdiction
 - Appeal to the courts of State; \Box Thearbitration.

> commercial offer in the Export: 3 credits (45 hours); L, T, P, SPW

- 1. The offer and the pro forma invoice
- 2. The importance of the pro forma
- 3. The general conditions of sales
- 4. The acceptance
- 5. The clauses of the sales contract
- 6. The contact with the customer
- 7. The sales presentation
- 8. Follow up of sales
 - The International marketing environment request tooffers of theforeign;
 - TheStudy of the foreign country, thesectoral analysis of the foreign country concerning the sector of the product and the external fault finding; □ The internal diagnostic of thelocal company.
- 9. the international market pining policy.

INT116: Operations of international trade I

> Road transport: 2 credits (30 hours); L, T, P, SPW

- 1. Organization and legislation of transport by way of road
- 2. The techniques of the TR
- 3. The contract of the TR
- 4. The documents of the TR
- 5. The pricing of the TR
- 6. The composition of an industrial park and calculation of the Payload

> Rail transportation: 3 credits (45 hours); L, T, P

- 1. The documents of the TF
- 2. The printing of TF

INT126: Operations of the International Trade II and methodology

> Air transport: 2 credits (30 hours); L, T, P, SPW

- 1. The documents of the TA
- 2. The air Rating
- 3. Introduction to the Incoterms specific to the multimodal transport

> Maritime and inland waterway transport: 2 credits (30 hours); L, T, P, SPW

- 1. The documents of the TM
- 2. The rating in maritime transport (Incoterms specific to the tm).

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

- 1. The collection of Information
- 2. How to make a report

- 3. The plan of the Probationary report and the Executive Summary
- 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 annexes
- 9. When to start his internship report
- 10. How to find a subject of Internship report
- 11. The cover page
- 12. How to writeeffectively
- 13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
- 14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
- 15. How to prepare the defense

INT117: Bilingual training I and economic environment I

> French expression: 1 credit (15 hours); 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 Principles of Economics: 2 credits (30 hours); 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 Accounts
- 7. The macro-economic equilibrium
- 8. The socialist system
- 9. The capitaliste conomy
- 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 theInternational Debt

* INT127: Bilingual training II 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

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

- The Enterprise, definition and mode of analysis;
- Classification of Entreprises ;

- The Organisational Structure of enterprises ;
- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;
- 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 decisionmakingprocess
- The strategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

INT231 : Quantitative Technics and Computer trainingI

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

- 1. Algebra of sets
 - Applications;
 - The Counts.

2. Basic Set linked to a random experiment

- Probabilisation;
- · Conditionalprobability;
- Formula of Bayes;
- Tests in BERNOUILLI.

3. Random variables discrete

- Law of probability;
- Distribution function.

4. Random variables continuous

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

5. Conventionallaws

- ; Binomial
- Normal ; \Box fish; \Box 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 ofaccess to a File

3. Practical Study of Microsoft Word

• study of basic functions.

4. PracticalStudy of Microsoft Excel

- Presentation;
- Arithmeticoperations.

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.

* INT241 : Quantitative Technics and Computer training II

> Probabilities and Operational Research II: 3 credits (45 hours); 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 treesmaskingfluid;
- 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 Assessment

> Applied Computer II: 2 credits (30 hours); L, T, P

Specific work

Software Marketing.

INT232: Accounting and Information System I

Analytical accounting and budgetary management I: 2 credits (30 hours); L, T, SPW

1. Of the general ledger to the analytical accounting

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

2. Analysis of expenses

- Loads liable and not liable;
- Direct costs and indirect;
- Suppletiveloads;
- Allocation of Indirect Costs.

3. Valuation of stocks (FIFO method, LUP)

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, semi-finished, sub-products).

5. Partial costs

- The variable costs;
- The marginal costs.

6. The Rational Importance of loads of structure

> System of information I: 2 credits (30 hours); L, T, SPW

A- Concept of Information Systems

1. Introduction

• Systemic Analysis of thebusiness.

2. The information system

• Functions of the IF; □ roles of the IF; □ qualities of A IF.

3. Computerization of 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.

B- Concept of algorithmic and Programming Initiation

- 1. Objects:
 - Cumstances;
 - Variables;
 - The operators ...
- 2. Basic treatments and sequential
- 3. Choice and repetition
- 4. Function and procedures

5. Structure of the data

- Vectors;
- Table; \Box Registration; \Box file.
- 6. Application with Basic or Pascal

* INT242: Accounting and Information System II

> Analytical accounting and budgetary management II: 2 credits (30 hours); L, T, P

1. The predetermined costs

• determination of variances on direct costs and indirect and algebraic analysis of these differences (exclude thegraphic analysis).

2. The Budgets (brief study and practice)

- The budgets of the sales;
- The production budgets;
- The budgets of supply; □ budgets of investment; □ budgets of cash flow.

> System of Information II: 2 credits (30 hours); L, T, P

A- The conceptual model of data: mcd

1. Constitution of the data dictionary DD

- 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.

2. The development of the entity model- 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;
- 4. Passage of the MCD at the MLD

- Transformation of entities;
- Transformation of Insociations;
 - 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. Creating Forms
- 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

INT233: Transport Risk

> Foreign exchange risk management: 1 credit (15 hours); T, P

- 1. Illustration of the exchange-rate risk
- 2. Prior concepts to master
- 3. Possible strategy in the face of a foreign exchange risk
- 4. Internal and external technical blankets against the exchange risk

> Formalities to be completed in case damage: 2 credits (30 hours); L, T, P, SPW

- 1. Concept of damage
- 2. Specificity of the damage
- 3. Approach In the case of apparent damage
- 4. Approach In case of damage non-apparent
- 5. Monitoring and Evaluation

* INT234 : Practice of International Trade I and II

> International trade in raw materials: 1 credit (15 hours); L, T, P, SPW

- 1. The place of the raw materials in the International Trade
- 2. The place of the raw materials in the external trade of Cameroon

> Trade policy: 2 credits (30 hours); L, T, P, SPW

- 1. Interest of the Commercial policy
- 2. The joints of the Commercial policy
- 3. The specificities arising from the foreign market
- 4. Theintegration of these specificities in the marketing mix
- 5. Monitoring and Evaluation

> Choice of a Transport Packaging: 2 credits (30 hours); L, T, P, SPW

- 1. Distinction betweenpacking and packaging
- 2. Theinterestofa reflection on the wise choice of a transport packaging
- 3. The categoriesofpackaging
- 4. Criteria for the choice of a transport packaging
- 5. Type of pallets
- 6. Type of container and mobile boxes

> Pictogram and marking of packages: 1 credit (15 hours); T, P

- 1. Theinterest of pictograms
- 2. The usualpictograms
- 3. TheInterestmarking of packages
- 4. Techniques for marking of packages

✤ INT235: Prior to the Export

> Achievement of a export diagnostic: 1 credit (15hours); L, T, P, SPW

- 1. Reminder of theinterestofA Export Diagnostic
- 2. Reminder of the joints
- 3. Show how it reviews each articulation
- 4. Presentation of the Final Report

> Transport insurance: 2 credits (30 hours); L, T, P, SPW

- 1. Reminder on the limitation of liability of the carrier by mode of transport
- 2. Show theinterest to subscribe a transport insurance
- 3. Present the specificities of each type of risk and products adapted 4. Management of the disaster

INT236: Professional Activities I

> Approach import-export: 3 credits (45 hours); L, T, P

- 1. Theinterestofan approach export
- 2. Theinterestofan approach import
- 3. The points to review

> The work of Synthesis I: 3 credits (45 hours); T, P, SPW

- 1. Case study adapted to thebusiness, in the Cameroonian context or subregional
- 2. Organize the students in a group
- 3. Animate the groups and proceed to the CORRECTIONS
- 4. Prepare students to face this trial to thereview

INT243: Professional Activities II and language

> Approach import-export II: 1 credit (15 hours); L, T, P

- 1. The points to review
- 2. Evaluation of the approach

> Language 2 (at your choice) Allemand-Espagnol-Chinese: 1 credit (15 hours); L,T

- 1. The civilities
- 2. The expressions of usage in the profession
- 3. How to Initiate a dialog Primary/supported?

> The work of Synthesis II: 2 credits (30h hours); T, P, SPW

- 1. the case study adapted to thebusiness, in the Cameroonian context or subregional
- 2. Organize the students as a group
- 3. Animate the groups and proceed to the CORRECTIONS
- 4. Prepare students to face this tria.

INT244: Sale Abroad foreingtrade

> International trade II : 2 credits (30 hours); L, T, P, PE

- 1. The individual mechanisms, national or institutional stabilization of course (case of exports)
- 2. The risk management in financial markets

> Choice of a foreign market: 2 credits (30 hours); L, T, P, SPW

- 1. The screening of foreignmarkets
- 2. The exploitation of secondary data
- 3. Calculation of rates of coverage and penetration
- 4. The selection itself (criteria for Accessibility and potentiality)

INT245 : Documents of International Trade

> The transport documents: 2 credits (30 hours); L, T, P, SPW

- 1. Role of transport documents
- 2. Typology of transport documents
- 3. Fillwitha transport document
- 4. Points of vigilance by Transport Document

> A shipping document: 2 credits (30 hours); L, T, P, SPW

- 1. The goodsshippedregularly
- 2. The required documents
- 3. The procedure for obtaining

INT237: the legal environment and civic education I

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

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

> Civil law: 2 credits (30 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. TheLegalorganization
- 5. The right to legalpersonality
- 6. Thecivil status, the name and the Domicile
- 7. The Disabilities
- 8. The legalacts
- 9. The legalfacts

INT246: Professional internship

> The 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. Theorganization of work
- 8. Drafting of the report
- 9. Presentation of the report before a jury

* INT247: the 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. Thehygiene 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

Field: BUSINESS AND FINANCE

Specialty :

MICROFINANCE

Field:

BUSINESS AND FINANCE

Specialty:

Microfinance

1. The objective of the training

The objective of this specialty is to cover the deficit in number and quality of human resources which credit establishments need to carry out their business. Besides, the training will provide enterprises, no matter their area of activity, with collaborators who will enable them seize the opportunities offered them by the financial system to evolve, expand and align their business to the world financial system.

2. Skills Sought After

\rightarrow General skills

- Understand the professional and economic environment;
- Be apt in oral and written communication;
- Be skillful in sale and commercial negotiation;
- Master the legal framework of the activity and be apt in analyzing applicable taxation rules.
- Master the use of NIT applicable to banks;
- Be capable of having a second look at a problem and finding the solution that meets the expectations of the client and the marketing policy of the enterprise;
- Be flexible

\rightarrow Specific Skills

- Construct and develop a relationship of confidence with each customer, in line with the marketing policy of the enterprise;
- Develop quantitatively and qualitatively the goodwill of the business, notably by increasing the rate of goods and services offered to clients;
- Contribute personally to quality reception;
- Manage and develop quantitatively and qualitatively a professional customer portfolio within the framework of the marketing policy of the enterprise;
- Contribute to the development of the enterprise through his/her marketing strategies with profession customers;
- Develop a comprehensive approach to professional customers;
- Open and manage accounts;
- Distribute products and services where payments are made through accounts;
- Promote and use information transmission technologies;
- Distribute banking and non-banking saving products and manage the finance of the enterprise;

- Distribute products linked to savings, notably those under collective management;
- Promote consumer credits awards, award of building construction loans to individuals, and preparing files;
- Promote modes of financing during exploitation and investment period of enterprises and prepare files;
- Promote insurance products offered by the bank;
- Follow-up and management of risks customers are exposed to;
- Carry out economic and financial analyses of the situation of customers, evaluating and follow-up of risks.

3. Outlets

- Consultant in microfinance;
- Account manager;
- Cashier or teller;
- Paymaster;
- Microcredit analyst; etc.

4. Organization of the Teachings

Semester 1

Field: Management		Specialty: Microfinance						
code			Number					
	Course lifle	L	т	Ρ	SPW	Total	ot credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
MIF111	Mathematics and Computer Science I	50	20	0	5	75	5	
MIF112	Quantitative techniques I	40	15	0	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
MIF113	I accounting, ethics, and regulations I	45	15	10	5	75	5	
MIF114	Operations and banking techniques	40	15		5	60	4	
MIF115	Microfinance and conventional financial system I	45	15	10	5	75	5	
MIF116	Monetary economics and microfinance activities I	30	15	10	5	60	4	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MIF117	Bilingual training I and economic environment I	25	10	5	5	45	3	
Total		275	105	35	35	450	30	

Semester 2

Field: Management		Specialty: Microfinance						
code	Course Title	Hourly Volume					Number Of	
		L	T	Р	SPW	Total	Credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
MIF121	Mathematics and Computing II		45	25	5	75	5	
MIF122	Quantitative techniques II		35	20	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
MIF123	Accounting, Ethics and Regulations II	40	15	15	5	75	5	
MIF124	Operations and banking techniques II	35	10	10	5	60	4	
MIF125	Microfinance and conventional financial system II	40	10	20	5	75	5	
MIF126	Monetary economics and microfinance activities II	25	10	20	5	60	4	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MIF127	Bilingual Training And Economic Environment II	20	15	5	5	45	3	
Total		160	140	115	35	450	30	

Semester 3

Field: Management		Specialty: Microfinance						
code	Course Title	Hourly Volume					Number Of	
		L T P SPW Tot	Total	Credits				
Fundamental courses 30% (2 UC) 9 credits 135 hours								
MIF231	Quantitative techniques III	45	15	10	5	75	5	
MIF232	Mathematics and Computer Science III	30	10	15	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
MIF233	Accounting III	25	15	15	5	60	4	
MIF234	Operations and banking techniques III	25	10	20	5	60	4	
MIF235	Finance and the work of Synthesis I	10	35	10	5	60	4	
MIF236	Monetary economy banking and III and IV	30	30	25	5	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MIF237	The legal environment and the creation of business	25	10	5	5	45	3	
Total		190	125	100	35	450		

Semester 4

Field: Management		Specialty: Microfinance						
		Hourly Volume				Number Of		
code	Course Title	L	T	Р	SPW	Total	Credits	
Fundamental courses 30% (2 UC) 9 credits 135 hours								
MIF24	Quantitative techniques of management IV	10	40	20	5	75	5	
MIF24	2 Mathematics and Computer Science IV		30	25	5	60	4	
Professional courses 60% (4 UC) 18 credits 270 hours								
MIF24	3 Accounting IV	25	15	15	5	60	4	
MIF24	4 Operations and banking techniques IV	25	15	15	5	60	4	
MIF24	5 Finance II and the work of Synthesis II	15	30	10	5	60	4	
MIF24	6 Professional internship	0	0	60	30	90	6	
Cross-sectional courses 10% (1 UC) 3 credits 45 hours								
MIF24	7 Legal environment and civic education	25	15	0	5	45	3	
Total		100	145	145	60	450		

5. Courses content

* MIF 111: Mathematics and Computer science I

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

- Algebra vector spaces

1. Polynomials

Polynomials characteristics.

2. Vector space

• 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; 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 (30hours); L, T, SPW

The hardware and software on a computer system - the Hardware

1. The peripheral components

- The devices of input;
- The ouPut devices; □ the storage devices;
- The devices of input and ouPut.
- 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: Drivers;
 - The compilers;
 - The utilities;
 - The systems of exploitation":
 - Features;
 - Roles;
 - Types of operating system;
 - Structure of an operating system;
 - architecture.
 - Concept of Free Software and proprietary software.

System of numeration and Codification

C- The numbering systems

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 numbering systems

- 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 binary numbers signed:
 - Exact representation;
 - Representation in complement to 2.
- Addition of binarynumbers;
- Subtraction of binarynumbers;
- 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.

D- 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.

* MIF 121: Mathematics and Computing II

General Mathematics II: 3 credits (45 hours); 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 (30 hours); 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 GeographicExtent:
- 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;
- 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 equipmentof 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 address;
- Machine address;
- Broadcast Address (broadcast);
- Limited Broadcast address (multicast);
- Address of rebroadcasting (loopback);
- Classification IP addressing; CLASS A; CLASS B; CLASS C.

B- Internet network

1. Concept of protocol

- definitions and a few types of protocols
 - SMPprotocol;
 - POP protocol;
 - NNPprotocol;
 - The FPprotocol;
 - HTPprotocol;
 - 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 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 of access (role, examples);
- Types of connections (specialized line, phone line, satellite).

* MIF 232 : Mathematics and Computing III

> Financial Mathematics III: 2 credits (30 hours); L, T, P, SPW

- 1. The concept of combinational optimization
 - Constraints /Objectives
 - Feasibility
 - Limiting factors
 - Local optimum, etc
- 2. Theory of graphs
 - Modeling
 - Coloring
 - Patterns
 - Trees
 - Flow charts ...
- 3. Linear programming
 - Programming with two variables
 - Programming with more than two variables
- 4. The simplex algorithm the simplex tableau
 - Analysis of the simplex table
 - The duality problem
 - Stock management
- > PROBABILITIES I: 2 CREDITS (30 HOURS) TEACHING, PRACTICALS
- 4. The set theory
 - Illustrations
 - The universal set
- 5. Fundamental set related to a random experiment
 - Probability
 - Conditional probability
 - BAYES THEOREM
 - BERNOULLI THEOREM
- 6. Discrete random variables
 - The laws of probabilities
 - Illustration

> Applied Computerl : 2 credits (30 hours); L, T, P

- 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. PracticalStudy of Microsoft Excel
 - Presentation;
 - Arithmeticoperations.
- 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.

* MIF 242 : Mathematics and Computing IV

- 1. The concept of combinational optimization
 - Constraints /Objectives
 - Feasibility
 - Limiting factors
 - Local optimum, etc
- 2. Theory of graphs
 - Modeling
 - Coloring
 - Patterns
 - Trees
 - Flow charts ...
- 3. Linear programming
 - Programming with two variables
 - Programming with more than two variables
- 4. The simplex algorithm the simplex tableau
 - Analysis of the simplex table
 - The duality problem
 - Stock management

> PROBABILITIES I: 2 CREDITS (30 HOURS) TEACHING, PRACTICALS

- 1. The set theory
 - Illustrations
 - The universal set
- 2. Fundamental set related to a random experiment
 - Probability
 - Conditional probability
 - BAYES THEOREM
 - BERNOULLI THEOREM
- 3. Discrete random variables
 - The laws of probabilities
 - Illustration

> OPERATIONAL RESEARCH II: 3 CREDITS (45 HOURS) TEACHING, PRACTICALS

- 1. Project management
 - PERT analysis
 - Illustrations of the PERT
 - Choice of investments
- 2. Modeling
- 3. Decision rule under uncertainty
- 4. The transportation problem
- 5. The network problem

> Applied computer science II: 2 credits (30 hours); T, P, SPW

Specific work

Software Bank (Eloge Bank, Delta Bank, Barbarossa, Hannibal, ...etc.).

* MIF 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;
- Pre-accountedinterest and effective interest.
- 2. Calculation of the average rate of a series of simultaneous investments

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

- 3. Statistical series to a variable \Box Definition and vocabulary;
 - Graphicalrepresentation;
 - Characteristics of central tendency and dispersal characteristics:
 - Average;
 - Mode;
 - Median;
 - Gap-type;
 - Quantiles;
 - Coefficient of variation.

4. 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.

* MIF 122: Quantitative Techniques II

- 1. Equivalence of bills
- 2. Short term financial operations-current accounts and interest
- 3. Commercial discounts
- 4. Compound interest
- 5. Acquired value-actual value-equivalent rate and proportional rate-apparent rate of interest and real rate of interest

> STATISTIQUE II : 2 credits (30 hours); T, P, SPW

- 1. Point estimation of mean, proportion and standard deviation
- 2. Confidence interval
- 3. Hypothesis testing and chi square tests

* MIF 231: Quantitative Techniques III

> OPERATIONAL RESEARCH I: 3 CREDITS (45 HOURS) TEACHING, PRACTICALS

- 1. The concept of combinational optimization
 - Constraints /Objectives
 - Feasibility
 - Limiting factors
 - Local optimum, etc
- 2. Theory of graphs
 - Modeling
 - Coloring
 - Patterns
 - Trees
 - Flow charts ...
- 3. Linear programming
 - Programming with two variables
 - Programming with more than two variables
- 4. The simplex algorithm the simplex tableau
 - Analysis of the simplex table
 - The duality problem
 - Stock management

> PROBABILITIES I: 2 CREDITS (30 HOURS) TEACHING, PRACTICALS

- 1. The set theory
 - Illustrations
 - The universal set
- 2. Fundamental set related to a random experiment
 - Probability
 - Conditional probability
 - BAYES THEOREM
 - BERNOULLI THEOREM
- 3. Discrete random variables
 - The laws of probabilities
 - Illustration

* MIF 241: Quantitative Techniques IV

> OPERATIONAL RESEARCH II: 3 CREDITS (45 HOURS) TEACHING, PRACTICALS

- 1. Project management
 - PERT analysis
 - Illustrations of the PERT
 - Choice of investments
- 2. Modeling
- 3. Decision rule under uncertainty
- 4. The transportation problem
- 5. The network problem

> PROBABILITIES II: 2 CREDITS (30 HOURS) TEACHING, PRACTICALS

- 1. Random variables
 - Law of probability
 - Application
- 2. Continuous random variable
 - Density
 - Expectation
 - Variance
 - Standard deviation
 - Moments
- 3. Classical laws
 - Binomial distribution
 - Normal distribution
 - Poisson distribution

* MIF 113 : Accounting I, ethics, ethics and regulatory

> FINANCIAL ACCOUNTING I :2 CREDITS (30 HRS)

- 1) Generalities
 - Definition, evolution and role of accounting,
 - Study of the accounting laws, sources and principles:
- 2) The balance sheet:
 - Notion of uses of funds and resources
- 3) An account and principle of double entry recordings
- 4) Accountingtransfers
- 5) The accounting systems (classical and computerized system)
- 6) Purchases and sale transaction of goods
 - Invoicing (elements of reduction, increasing and taxes)

-

> FINANCIAL ACCOUNTING II AND METHODOLOGY: 3CREDITS (45 HRS)

- 1) Settlements
 - Immediate settlements (cash and cheque)
 - Differed settlements (trade bills creation and encashment). No circulation of trade bills
- 2) Management accounts (results) for commercial and industrial companies or enterprises
- 3) Notion of depreciation (constant and degressive methods)
 - Terminology
 - Calculations (amortigation tables of assets acquired at the beginning of the year and in the course of the year)
- 4) Notion of provisions
 - For depreciation
 - For losses and charges

ACCOUNTING III

- III -1- ACCOUNTING FOR BANKING TRANSACTIONS I: 2 Credits (30 HRS)
 - Recording of dailybank transactions
 - Management accounts (results) of banks
- III -2- FINANCIAL ANALYSIS I (2 credits: 30 HRS)
 - Preparing activities to financial analysis (retreatment from accounting balance sheet to a financial balance sheet)
 - The procedure of financialanalysis

ACCOUNTING IV

- IV-1- Accounting for banks transactions 3credits (45 HRS)
 - Management accounts and the bank's profit and loss account.
 - The balance sheet.
- IV-2- Financial analysis II: 1 credit (15 HRS)
 - Financial analysisprocedure
 - The tools of financial analysis (ratios of the balance sheet and the profit and loss account and interpretations).

> Methodology of Drafting of report of internship: 1 credit (15 hours); L, P

- 1. The collection of Information
- 2. How to make a report
- 3. The plan of the Probationary report and the Executive Summary
- 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 annexes
- 9. When to start his Internship report
- 10. How to find a subject of Internship report
- 11. The cover page
- 12. How to writeeffectively
- 13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
- 14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
- 15. How to prepare the defense

> Taxation of microfinance operations, and I: 1 credit (15 hours); L, T

- 1. The Schemes of exemption Microfinance Operations
- 2. The VAT on the Microfinance operations, and

* MIF 233: Accounting III

> Accounting for banking transactions I: 2 credits (30 hours); L, T, P

- 1. Accounting for day-to-day operations of the EMF
- 2. The balances characteristics of management and the account of the results of A EMF
- > Taxation of microfinance operations, and II: 2 credits (30 hours); L, T, P
 - 1. The VAT on the microfinance operations, and
 - 2. The PRL

* MIF 243: Accounting IV

- Accounting for the operations of microfinance II: 2 credits (30 hours); L, T, P 1) Settlements
 - Immediate settlements (cash and cheque)
 - Differed settlements (trade bills creation and encashment). No circulation of trade bills
 - 2) Management accounts (results) for commercial and industrial companies or enterprises
 - 3) Notion of depreciation (constant and degressive methods)
 - Terminology
 - Calculations (amortigation tables of assets acquired at the beginning of the year and in the course of the year)
 - 4) Notion of provisions
 - For depreciation
 - For losses and charges

* MIF 114: operations and banking techniques I

> Marketing strategies of microfinance I: 2 credits (30 hours); L, T

The basics of marketing
 Importance of marketing
 The Tools of Marketing

> The foundations of the microfinance I: 2 credits (30hours); L, T, SPW.

The operations of the SFD with the banks
 The paymentsbetween EMF

MIF 124 : Operations and banking techniques II

Marketing strategy of microfinance II: 2 credits (30hours); L, T, SPW

The marketing approach
 The main strategies of marketing

> The foundations of microfinance II: 2 credits (30hours); L, T, P, SPW

1.Structure of the banking system2.Origins and Principles of Microfinance

MIF 234: operations and banking techniques III

Microfinance Techniques and corporate markets I: 2 credits (30hours); L, T, P, SPW

1.The needs of professionals and firms in the face of the MFI2.Characteristics of clientele and corporate professional3.opening of the current account and its operation procedures4.currentaccount management

Cross-border banking I: 2 credits (30hours); L, T, P, SPW

Foreign exchange risk management

1. The foreign exchange market

- The components of the foreign exchange market:
 - The cash market; The market of deposits;
 - The market in long term.
- The different regimes of exchange:
 - The fixed exchange rate regimes;
 - The regimes of floating exchange rates.

2. The exchange rate risk

- The risk of transaction:
- The case of the importer;
- The case of the exporter;
- The foreign exchange position;
- Cover Policy

- The risk of loss of competitiveness:
 - The case of the export: an example; -
 - The case of the import: an example; -
 - The general rules.
- Estimate of the evolution of exchange rates: The economic analysis; -The statistical analysis.
- 3. The techniques of coverage of exchange risk The internal techniques:
 - The choice of the billing currency;
 - The termaillage ;
 - Contracts indexing clauses;
 - The internal compensation; The swaps.
 - The external techniques:
 - The exchange insurance;
 - The cover on the foreign exchange markets in the long term;
 - The cover on the monetary market;
 - The markets of currency options;
 - The choice of a technique of Coverage: Synthesis.

4. The major processes of payment to international

- Terminology;
- The instruments of payment:
 - The check;
 - Trade bills;
 - The transfer instruments;
 - The documentary credit; -
 - Discount instruments.

* MIF 244: operations and banking techniques IV

> Microfinance Techniques and corporate market II: 2 credits (30hours); L, T, P

- Management of the cash surpluses;
- Financing of the general needs of cash;
- The appropriations of investment;
- The specific risks to the appropriations intended for professionals and the Collateral adapted;
- Mounting and study of credit files;
- Financing markets.

> Cross-border banking II: 2 credits (30hours); L, T, P

The major processes of payment to the international

1. The techniques of payment

- Simpleencashment;
- Contrareimbursement.
- The documentary collection :
 - documentary credit(2) (documentary credit or letter of credit The/C);
 - Discounting tools (3) (D/P documents against payment; D/P documents against acceptance);
 - The stand-by letter of credit (4) (SBLC).

(Bank Payment Obligation - The BPO)

Banking correspondence to international

- 1. Definition of the concept of banking correspondence perimeter of the principles of application sectional
 - At the international level;
 - Field of application roatines in the principles of sectoral application.
- 2. .The classification of risks specific to the activity of banking correspondence
 - The risk countries;
 - Customer facility risks;
 - products and services risk.

3. Entry into business relationship

- General Considerations:
- Evaluation in the light of country risk;
- Evaluation in the light of customer facility risk;
- Evaluation in the light of products or servicesrisk.
- Convention of bankingcorrespondence;
- Vigilance lighte;
- Enhanced vigilance;
- A profile of businessbusiness relation:
 - Measures of vigilance in respect of the client's facility.
 - Updating the Evaluation of the level of risk of money laundering and financing of terrorism measures of vigilance.
 - Applicable principles of sectorial banking
 - Group approach in the framework of the banking correspondence:
 - Case of the group supervised by the ACP;
 - Case of the group supervised by another authority;
 - Taking into account the state of implantation of the parent undertaking of the client facility.
 - Third party relation.nship and externationalisation of banking
 - correspondence.
 - Outsourcing;
 - Fictitious institutions;
 - Procedures;
 - internal control.

MIF 115: Microfinance and conventional financial system I

> Operations and Techniques of microfinance I: 3 credits (45hours); L, T, P

- The needs of the customer;
- Characteristics of the clientele of micro finance;
- Processes of opening of account, Major Accounts;
- The cashier services;
- The investments offered by the MFI;
- The appropriations to consumption;
- The appropriations to housing and the credits risk.

> Conventional Financial System i: 2 credits (30hours); L, T, P, SPW

- The foundations of the micro finance; - The operations of the SFD with the banks.
* MIF 125: Microfinance and conventional financial system II

> Operations and Techniques of microfinance II: 3 credits (45hours); L, T, P

- Security interests in the area of credit to individuals;
- Mounting and study of credit files;
- The keeping of accounts (general principle of Registration of operations and determination of value dates;
- The means of payment;
- Inter MFI payments.

> Conventional financial system ii: 2 credits (30hours); L, T, P

- The operations of the SFD with the banks;
- The payments between EMF.

* MIF 116: monetary economics and microfinance I

> Monetary economics I: 2 credits (30hours); L, T, P, SPW

□ basic notions on currency:

- Definition;
- Functions;
- Qualities;
- Properties; Forms; Etc.

> Economy of the microfinance I: 2 credits (30hours); L, T, P, SPW

- Actors of the system of microfinance.

* MIF 126: monetary economics and microfinance II

- > Monetary Economics II: 2 credits (30hours); L, T, P
 - Earth and monetary base and the relationship of the multiplier of currency; The counterparties of the currency.

> Economy of microfinance II: 2 credits (30hours); L, T, P

- Functioning of the system of FMI.

* MIF 236: monetary economics and microfinance III and IV

> Monetary economics III: 1 credit (15 hours); L, T, P, SPW

- Monetarycreation;
- Monetary Policy.

> Economy of microfinance III: 1 credit (30 hours); L, T, P, SPW.

- The intermediation in micro finance and its specificities.

> Monetary economics IV: 2 credits (30hours); L, T, P, SPW

- Monetary policy; - market of the currency.

> Economy of the microfinance IV: 2 credits (30hours); L, T, P, SPW

- Functioning of the system of MFI;
- The intermediation in micro finance and its specificities.

* MIF 117: bilingual training I and economic environment I

> French expression: 1 credit (15 hours); 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 (30 hours); 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 financingg of the Economy
- 6. The elements of the National Accounts
- 7. The macro-economicequilibrium
- 8. The socialist system

- 9. The capitalisteconomy
- 10. The State and its interventions
- 11. The foundations of international trade
- 12. International payments
- 13. The balance of payments
- 14. Economic development and itsinequalities
- 15. Growth and itsinequalities
- 16. Inflation, unemployment, industrial change
- 17. The issues of development and the globalization of problems
- 18. The developmentstrategies
- 19. The economic integration and the forms of cooperation in the world
- 20. The strategies of theInternational Debt

* MIF 127: bilingual training II 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

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

- The Enterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;
- 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 decisionmakingprocess
- The strategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

* MIF 235: Finance and the work of Synthesis

> Financial Systems classes III: 1 credit (15 hours); T, P.

- The payments between MFI;
- Structure of the banking system.

> The work of Synthesis I: 2 credits (30 hours); T.

- A dozen of practical cases mounted and animated by a group of teachers of the Specialty.

> Financial markets I: 1 credit (15 hours); L, T, P, SPW.

Main carriers of operation on monetary market;

- Main operations on a monetary market and mechanism of their realization; - foreign exchange market and determinants of currencies; - Main transactions on the foreign exchange market.

* MIF 235: Finance and the work of Synthesis I

> Financial Systems classes IV: 1 credit (15hours); T, P

- Structure of the banking system;
- Origins and principles of microfinance.

> The work of Synthesis II: 2 credits (30hours); T

- A dozen of practical cases mounted and animated by a group of teachers of the specialty.

> Financial Markets II: 2 credits (30hours); L, T, P

- Main carriers of operation on the financial market;
- Processes of Introduction on a stock exchange;
- Orders on the stock exchange and rating;
- Arbitration and speculation boursières.

* MIF 237: the legal environment and the creation of business

> 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 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.

MIF 246: 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

* MIF 247: the legal environment and civic education

> Law on Commercial Companies 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: 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 for the work. (Conclusion, execution, 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
- 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

Field: BUSINESS AND FINANCE

Specialty :

INSURANCE

Field:	MANAGEMENT
Specialty:	Project Management

1. The objective of the training

The objective of this specialty is to train professionals who may be called upon to perform activities of a commercial, technical and management nature relating to insurance; impact in them knowledge on subscription modalities and indemnification of companies for loss covered by insurance and social security protection through the integration of clients.

2. Skills Sought After

\rightarrow General skills

- Have sales and negotiation skills;
- Master the legal framework of insurance;
- Be apt in oral and written communication;
- Understand the professional milieu;
- Be capable of team leadership.

\rightarrow Specific Skills

- Identify and determine the economic and legal framework of the insurance sector;
- Use techniques peculiar to the different types of insurance;
- Advise clients and propose to them insurance contracts;
- Manage relations with clients;
- Communicate in a professional, legal, fiscal and financial environment;
- Contribute to obtaining the goodwill of clients and to the development of the portfolio of the company;

3. Outlets

- Insurance subscriber;
- Insurance consultant;
- Manage individual and collective life assurance;
- Underwriter and/or regulation;
- Collaborator of general agents or insurance brokers;
- Insurance expert.

4. Organization of the Teachings

Semester 1

Field: Management		Specialty: Insurance							
code	Course Tittle	Hourly Volume					Number Of		
		L	T	Р	SPW	Total	Credits		
Fundamental courses 30% (2 UC) 9 credits 135 hours									
INS111	Mathematics and Computer Science I	50	15	5	5	75	5		
IN\$112	Quantitative techniques of management I	40	10	5	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
INS113	Initiation to tax accounting I	40	15	15	5	75	5		
INS114	Fundamentals of Insurance I	40	15	15	5	75	5		
INS115	Taxation and OHADA	30	20	10		60	4		
INS116	Legal theory of the insurance I	40	10	5	5	60	4		
Cross-sectional courses 10% (1 EU) 3 credits 45 hours									
IN\$117	Bilingual training I and economic environment I	30	10	5	0	45	3		
Total		270	95	60	25	450	30		

Semester 2

	Field: Management		S	pecial	ly: Insu	rance			
code	Course title		Ηοι	Hourly Volume					
		L	Т	Р	SPW	Total	Credits		
Fundamental Courses 30% (2 UC) 9 credits 135 hours									
INS121	Mathematics and Computer science II	10	40	20	5	75	5		
INS122	Quantitative techniques of management	10	25	20	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
INS123	Initiation totax accounting II	35	20	20	0	75	5		
INS124	Fundamentals of Insurance II	35	10	10	5	60	4		
INS125	Taxation and OHADA	35	10	10	5	60	4		
IN\$126	Methodology and legal theory of insurance II	40	15	15	5	75	5		
Cross sectional courses 10% (1 UC) 3 credits 45 hours									
IN\$127	Bilingual training I and Economic Environment II	30	10	5	0	45	3		
Total		175	150	100	25	450	30		

Semester 3

Field: Management		Specialty: Insurance							
Code	Course Title		Hourly Volume		lume		Number Of		
		L	T	Р	SPW	Total	Credits		
Fundamental courses 30% (2 UC) 9 credits 135 hours									
IN\$231	Quantitative techniques and computer skills I	35	20	15	5	75	5		
INS232	Economics and ICTS	30	15	10	5	60	4		
Professional Courses 60% (4 UC) 18 credits 270 hours									
INS233	Practice of Accounting and insurance I	25	10	10		45	3		
INS234	Accounting of insurance intermediaries I	15	15	10	5	45	3		
IN\$235	International approach and technique of Insurance I + international approach and Insurance techniques II	45	15	25	5	90	6		
INS236	The work of synthesis and multimodal Insurance I	20	40	30		90	6		
	Cross sectional courses 10% (1 UC) 3	credits	s 45 ho	urs					
IN\$237	Legal environment and civic education	30	10	5	0	45	3		
Total		200	125	105	20	450	30		

Semester 4

Field: Management		Specialty: Insurance							
code	Course Title	Hourly Volume					Number Of		
		L	T	Р	SPW	Total	Credits		
	Fundamental Courses 30% (2 UC) 9 credits 135 hours								
IN\$241	Quantitative techniques and computer	10	35	25	5	75	5		
IN\$242	Accounting and ICTS	10	20	25	5	60	4		
Professional courses 60% (4 UC) 18 credits 270 hours									
IN\$243	Accounting Practice and insurance II	25	20	20	5	75	5		
INS244	Accounting of insurance intermediaries	5	25	20	5	60	4		
INS245	Synthesis and multimodal Insurance II	5	25	15		45	3		
INS246	Professional internship	0	0	60	30	90	6		
Cross sectional courses 10% (1 UC) 3 credits 45 hours									
IN\$247	Legal environment and civic education	30	15	0	0	45	3		
Total		85	155	155	55	450	30		

5. Courses content

INS111: Mathematics and Computer I

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

- Algebra vector spaces

1. Polynomials

• Polynomials characteristics.

2. Vector space

• 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; 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 (30hours); L, T, SPW

The hardware and software on a computer system - the Hardware

1. The peripheral components

- The devices of input;
- The ouPut devices; □ the storage devices;
- The devices of input and ouPut.
- 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: Drivers;
 - The compilers;
 - The utilities;
 - The systems of exploitation":
 - Features;
 - Roles;
 - Types of operating system;
 - Structure of an operating system;
 - architecture.
- Concept of Free Software and proprietary software.

System of numeration and Codification

C- The numbering systems

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 numbering systems

- 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 binary numbers signed:
 - Exact representation;
 - Representation in complement to 2.
- Addition of binarynumbers;
- Subtraction of binarynumbers;
- 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.

D- 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.

INS 121: Mathematics and Computing II

General Mathematics II: 3 credits (45 hours); 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 (30 hours); 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 GeographicExtent:
- 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;
- 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 equipmentof 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 address;
- Machine address;
- Broadcast Address (broadcast);
- Limited Broadcast address (multicast);
- Address of rebroadcasting (loopback);
- Classification IP addressing; CLASS A; CLASS B; CLASS C.

B- Internet network

1. Concept of protocol

- definitions and a few types of protocols
 - SMPprotocol;
 - POP protocol;
 - NNPprotocol;
 - The FPprotocol;
 - HTPprotocol;
 - 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 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 of access (role, examples);
- Types of connections (specialized line, phone line, satellite).

INS112: Quantitative techniques of management I

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

1. The Basics

- Simple Interest;
- Calculation of the value of gained;
- Commercial present value and rational present value;

 Forecasted
 Inerest 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. CashDiscount real rate of discount
- 6. Compound interest
 - Acquired value;
 - Present value;
 - Equivalentrate and proportional rate;
 - apparent Interest rate;
 - rate of real interest.

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

- 1. Statistical series to a variable \Box Definition and vocabulary;
 - Graphicalrepresentation;
 - Characteristics of central tendency and dispersal characteristics:
 - Average;
 - Mode;
 - Median;
 - Standard deviation;
 - Quantiles;
 - Coefficient of variation.
- 2. Statistical series of two variables
 - Definition and vocabulary;
 - Scartereddiagram;

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

INS122: Quantitative techniques of management II

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

1. The Annuities

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

2. The joint loans

- Reimbursement by constant annuinties;
- Amortisatisationschedule;
- Laws followed by depreciation recovery of the debt still in process;
- Laws followed by the annuities;
- Applications on the joint loans.

3. The bond loans /Debenture loans

- Reimbursementsat par;
- Constant annuities;
- Constant amortisation;
- yield rate and rates of returns of a debenture loan;
- Rate of returns of the debenture loan at issue;
- Choice of Investments.

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

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

INS113: Principles of taxation I

> General Accounting I: 2 credits (30 hours); L, T, P,SPW

1. Generalities

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

2. The balance sheet

- Notion of application and source
 - 3. The account and the principle of the double entry
 - 4. The accountingtransfer
 - 5. The accounting systems (classical 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 (see only consignment).

> Introduction to Taxation I: 3 credits (45 hours); L, T, P, SPW

1. General introduction

- Role of the Tax;
- Sources of the tax law in Cameroon;
- Structure of the tax system in Cameroon;
- Establishment of the tax (liquidation Base recovery); □ classification of the tax.

2. Vat and excise duty

- Field of application;
- Assesment system;
- Tax point and exigibility of VAT and excise duty;
- Calculation of the VAT to be repaid to the treasury or VAT credit (with filling of the VAT Declaration);
- Regularizations of VAT.

INS123: Principles of taxation II

> Financial Accounting II: 3 credits (45 hours); L, T, P

1. The settlements

- (cash, bank);
- Term (Commercial bills: creation and encashment).

<u>NB</u>: do not see circulation of commercial bills.

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

<u>NB</u> : 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 in the course of period).
- 4. Concept of \Box provision for depreciation; \Box for charges and losses.

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

> Introduction to Taxation II: 2 credits (30 hours); L, T, P

Tax on the income of individuals

- 1. General information
- 2. Assesment system
- 3. Determination of tax base by category of income as well as the aggregate net income
- 4. Calculation of the tax
- 5. Modalities of perception

INS114: Fundamentals of Insurance

Introduction to the management of insurance and risks I: 2 credits (30 hours); L, T, P, SPW

- 1. Manage the risks of an enterprise
- 2. Insure the enterprise

> Introduction to insurance: 2 credits (30 hours); L, T, P, SPW

- 1. Historicaloverview on Insurance
- 2. The operation of Insurance
- 3. Classification of insurance
- 4. The Contract of Insurance
- 5. InsuranceIndustry

* INS124: Fundamentals of Insurance II

- Introduction to the management of Insurance and Risk II : 2 credits (30 hours); L, T, P, SPW
 - 1. Insuring an enterprise
 - 2. Audit of the assurances of an enterprise

> Automobile insurance: 2 credits (30 hours); L, T, P

- 1. Formation of the contract
- 2. The guarantees of contracts of automobile insurance
- 3. The rating
- 4. The life of contracts of automobile insurance File
- 5. The file instruction disaster
- 6. Settlement of Property Damage
- 7. Settlement of personalinjury

INS115: Taxation and AIARD I

> Taxation of insurance contracts and companies I: 2 credits (30 hours); L, T, P

- 1. General information on the Taxation of Income
- 2. The main taxes on the Profits
- 3. The rights and taxes Registration

> Fire insurance, and various social risk I: 2 credits (30 hours); L, T, P

- 1. UnforseenEvents and insured damages
- 2. Fireinsurance: Damage insurance
- 3. Fire insurance: Insurance of expenses and financial losses
- 4. Limits of guarantees
- 5. Fire insurance : Civil Liability Insurance
- 6. Rating
- 7. Settlement of Claims of disasters

INS125: Taxation and AIARD II

> Taxation of insurance contracts and companies II: 2 credits (30 hours); L, T, P

- 1. The VAT
- 2. Controls and Tax adjustments Recovery of Taxes
- 3. TaxLitigation

> Fire insurance, and various social risks II: 2 credits (30 hours); L, T, P, SPW

- 1. insurance in waters Damage
- 2. Flight insurance by burglary
- 3. Insurance of ice Breakage
- 4. The civil liabilityinsurance
- 5. Insurance of agricultural risks

INS116: Legal theory of insurance I

> Law of contract of insurance I: 2 credits (30 hours); L, T, SPW

- 1. The stakeholders in the contract of insurance"
- 2. The formation of the contract of insurance"
- 3. The premium or contribution

Regulatory framework and legislation of insurance undertakings I: 2 credits (30 hours); L, T, SPW

- 1. Historical context and regulatory framework of insurance industry within the CIMA Zone
- 2. The institutional framework of the Insurance Industry

* IN\$126: Methodology and legal theory of insurance II

> Methodology for drafting Internship Report: 1 credit (15 hours); L, P

- 1. Collection of Information
- 2. How to make a report
- 3. The plan of the Probationary report and Executive Summary
- 4. The Table of Contents
- 5. Introduction of internship report
- 6. Conclusion of the Internship report
- 7. Acknowledgments
- 8. How to build the annexes
- 9. When to start Internship report
- 10. How to find a subject of Internship report
- 11.Cover page
- 12. How to writeeffectively
- 13. Form and presentation (cover, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)

- 14. Instructions and typographical rules of presentation (police, spacing, titles, highlighting, punctuation, graphic chart)
- 15. preparing the defense

> Law of contract of insurance II: 2 credits (30 hours); L, T, P, SPW

- 1. Modifications of Contractual Conditions
- 2. Execution of contract of insurance"

> Legislation and Regulatory framework of insurance undertakings II: 2 credits (30 hours) ;L, T, P, SPW

- 1. Constitution and operation of business/companies to Insurance
- 2. Winding-up activities by Insurance companies

* INS117: 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 consumption
- 3. Markets and Prices
- 4. Training and distribution of income
- 5. Money and the financing of the Economy
- 6. The elements of the National Accounts
- 7. The macro-economic quilibrium
- 8. The socialist system
- 9. The capitalisteconomy
- 10. The State and its interventions
- 11. The foundations of international trade
- 12. International payments
- 13. The balance of payments
- 14. Economic development and itsinequalities
- 15. Growth and itsinequalities
- 16. Inflation, unemployment, industrial change
- 17. The forces of development and the globalization of problems
- 18. The developmentstrategies
- 19. Economic integration and the forms of cooperation in the world
- 20. Strategies of International Debt

* INS127: Bilingual training II 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

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

- The Enterprise, definition and mode of analysis;
- Classification of Entreprises ;
- The Organisational Structure of enterprises ;
- The insertion of the company in the economic fabric;
- The commercial activity of the enterprise;
- 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
- Thestrategic analysis of the company;
- Choice and implementation of a strategy;
- The business, society and culture;
- The business, society and the Ethics.

INS231: Quantitative Techniques Computer Science I

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

1. Algebra of sets

- Applications;
- The Counting.

2. Basic Set linked to a random experiment

- Probabilisation;
- Conditionalprobability;
- Formula of Bayes;
- Tests in BERNOUILLI.

3. Random variables discrete

- Law of probability;
- Distribution function.

4. Random variables continuous

- Density,
- Expectation;
- Variance;
- Standard deviation; \Box moments.

5. Conventionallaws

- Binomial
- Normal ;
- fish;
- exponential.

> Computer science applied to Insurances I: 2 credits (30hours); L, T, P, PE

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. PracticalStudy of Microsoft Excel

- Presentation;
- Arithmeticoperations.

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.

* INS241 : Quantitative Techniques and computer science II

> Probabilities and Operational Research II: 3 credits (45hours); L, T, P, PE

1. Concepts of the combinatorial optimization

- Constraints/objectives;
- Feasible solution/best;
- Terminal;
- Local optima, etc.

2. Graph Theory

- Modeling;
- Coloring;
- pathways;
- trees;
- flow

3. The linearprogramming

- Programming with two variables;
- programmingwithmore 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 UncertainEvents
- 8. Transportation problems
- 9. The problems of allocation

> Computer science applicable to insurance II: 2 credits (30 hours); L, T, P, SPW

Specific work I software for the management of insurance.

INS232: Economy and ICTS

> Economics applied to insurance: 2 credits (30 hours); L, T, SPW

1. The insurance and the economic activity

- The market of insurance;
- The development of insurance activities;
- The influence of the insurance on economic activity.

2. The economic function of insurance

- The traditional approach of insurance;
- The balance of markets in future uncertainty; \Box The financial approach to "insurance;
- The costs of Information and the risk of moral hazard.

3. The theory of the insurance application

- The request of Insurance in the framework of the maximization of the hope of usefulness of wealth;
- The request of assets of coverage in the context of the choice microeconomic.

4. The theory of the insurance undertaking

- The Insurance and the theory of the firm;
- The Insurance and the principle of Bernoulli;
- The management of the Company's Insurance in the optical of the portfolio.

> Information System I : 2 credits (30 hours); L, T, P, SPW

A- Concept information systems

- 1. Introduction
 - systemic analysis of Company.

2. The information system

- functions of the is;
- roles of the is;
- qualities of an is.
- 3. Computerization of IF is
 - The parties to A if; is

- Software;
- Definitions;
- The purpose of information system;
- The functions of informationsystem;

 the organizational system;

 the processing of information.

B- Concept of algorithmic and programming initiation

- 1. Objects:
 - Constances;
 - Variables;
 - The operators ...
- 2. Basic treatments and sequential
- 3. Choice and repetition
- 4. Function and procedures
- 5. Structure of the data
 - Vectors;
 - Table; \Box Registration; \Box folder.
- 6. Application with Basic or Pascal

INS242 : Accounting and ICTS

> Information System II: 2 credits (30 hours); L, T, P

A- The conceptual model of data: mcd

1. Constitution of the data dictionary DD

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

2. The development of entity model- 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

- Placingentities in relation;

4. 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; 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

> cost accounting and budgetary management: 2 credits (30 hours); L, T, P, SPW

1. Of the general accounting to the cost accounting

 Generality on the cost accounting (objectives, role, and the concept of the load).

2. Analysis of expenses

- Incorporable and non incorporable charges
- Direct and indirect charges
- Suppletivecharges
- Allocation of indirect charges
- 3. Valuation of stocks (FIFO method, LUP)
- 4. The full costs (cost of purchase, cost of production, introduce the stocks in progress)

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 fixed charges

7. The predeterminedcosts

□ determination of variances on direct and indirect charges and algebraic analysis of these differences (exclude the graphic analysis).

8. The Budgets (brief study and practice)

- The budgets of the sales;
- The production budgets;
- The budgets of supply; \Box budgets of investment; \Box budgets of cash flow.

INS233: Accounting practice and insurance I

> Accounting for insurance companies I: 2 credits (30 hours); L, T, P

- 1. The regulation of insurance companies
- 2. The accountingrules
- 3. The accounting of the current operations
 - case of corporations without intermediaries;
 - case of companies with intermediaries.

> Insurance of person I: 1 credit (15 hours); L, T

- 1. life assurance;
- 2. Personal accident Incidence

INS243: Accounting practice and insurance II

> Accounting for insurance companies II: 2 credits (30 hours); L, T, P

- 1. The accounting of Investments
- 2. The Technical Provisions

> person Insurance II : 2 credits (30 hours); T, P, SPW

- 1. HealthInsurance
- 2. The principle lumps um and its scope

INS234: Accounting of insurance intermediaries I

Accounting of intermediary enterprises in insurance: general agents I : 2 credits (30 hours); L, T, P, SPW

- 1. General information on the accounting (General Agents)
- 2. The accounts of enterprises of Insurance Intermediation (General Agents)

Accounting by enterprises of intermediation in insurance: brokerage company I: 1 credit (15 hours); L, T, P

- 1. General information on the accounting (brokerage company)
- 2. Accounting of intermediaty enterprise in Insurance

* INS244: Accounting of insurance intermediaries II

Accounting by enterprises of intermediation in insurance: General Agents II: 2 credits (30 hours); L, T, P, SPW

- 1. Accounting connections between the enterprise of intermediation and the company of Insurance (General Agents)
- 2. accounting (General Agents)

Accounting by enterprises of intermediation in insurance: brokerage company II: 2 credits (30 hours); L, T, P, SPW

- 1. Accounting connections between the enterprise of intermediation and the company of Insurance (brokerage company)
- 2. Control of the accounting (brokerage company)

* INS235: international approach and techniques of insurance I and II

> Reinsurance I: 2 credits (30 hours); L, T, P, SPW

- 1. The types of reinsurance
- 2. The conclusion of the Treaty of Reinsurance
- 3. The execution of the treaty of re insurance

> Reinsurance II: 1 credit (15 hours); L, T, P

- 1. The amendment and the extinction of the treaty of reinsurance
- 2. The full subscription and the full of conservation
- 3. The settlement of claims

> Insurance technical risks I: 2 credits (30 hours); L, T, P, SPW

1. Insurance on machine breakage

- Object;
- Riskguaranteed;
- Warranty extensions;
- Specific exclusions;
- Rating;
- Settlement of claims.

2. Operating loss after breakage of machines

- Object;
- Period of compensation;
- SumInsured; \Box Rating.

3. Insuranceon All construction site risks

- Insurance on construction site risks;
- insuranceon assemblingrisk.

> Insurance technical Risk II: 2 credits (30 hours); T, P

1. Gear insurance and site equipments

- Object;
- Riskguaranteed;
- Warranty extensions;
- Specific exclusions;
- rating;
- Settlement of claims.

2. Insurance Computer Science risks

- Object;
- Riskguaranteed;
- Warranty extensions ;
- Specific exclusions;
- rating;
- Settlement of claims.

3. Insurance loss of products in refrigerated warehouses or defrozed

- Object;
- Risk guaranteed;
- Warranty extensions;
- Specific exclusions;
- rating; \Box settlement of claims.

INS236: Summary of work and multimodal insurance I

> The summary I: 2 credits (30 hours); T, P

A dozen of practical cases mounted and animated by a group of teachers of the specialty.

> Marine insurance I: 2 credits (30 hours); L, T, P

- 1. Hull Insurance
- 2. Ship owner's liability Insurance
- 3. Aviation insurance

> Transport insurance (air and land) I: 2 credits (30 hours); L, T, P

The insurance of Air Transport:

<u>NB:</u> The course will focus on the coverage of risks suffered by passengers and goods. As I presented, the study will revolve on the essential points below:

1. On the coverage of risks affecting the goods (freight)

- The nature and the Extent of safeguards;
- The duration of the warranty;
- The types of coverage (policy), and the terms and conditions of subscription of guarantees;
- The value of insurance;

- The conservation of the appeal;
- The process of settlement of damages and losses.

2. On the coverage of risks affecting passengers

- The legal regime on responsibility of the air carrier: the Warsaw and Montreal Conventions:
 - The presumption of responsibility of the air carrier; the limits of responsibility of the air carrier.
- The regime of compensation of airpassengers:
 - The posts of compensable harm;
 - The modalities of compensation of air passengers:

O The material and immaterial damage; o physical injury.

✤ INS245: Summary of work and multimodal insurance II

> The work of Synthesis II: 2 credits (30 hours); T

a dozen of practical cases mounted and animated by a group of teachers of the specialty.

> Marine insurance II: 2 credits (30 hours); T, P, SPW

- 1. Insurance of SpecialRisks
- 2. The settlement of claims

> Transport insurance (air and land) II: 2 credits (30 hours); L, T, P

1. The insurance of the transport of goods by land

- The applicable law;
- The extent and the duration of the warranty;
- The types of policies;
- The regime of indemnification for damages and losses.

INS237: The legal environment I

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

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

> Civil law : 2 credits (30 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 law)
- 4. Thejudicialorganization
- 5. The right of legal personality
- 6. The civil status, the name and the Domicile
- 7. The Dincapacity
- 8. The legalacts
- 9. The legalfacts

INS246: Professional internship

> The professional internship: 6 credits (90 hours); P, SPW

- 1. Arrival and Integration in the company enterprise
- 2. Working in a company
- 3. The keeping of the Intern journal time table
- 4. The choice of the theme of work: in collaboration with mentors professional and academic supervisors
- 5. Elaboration of research plan
- 6. The resources to be exploited
- 7. The organization of study
- 8. Drafting of the report
- 9. Presentation of the report before a jury

INS247: The Legal Environment 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 working right, historical background of labour law and sources
- 2. labour contracts (conclusion, implementation and rupture)
- 3. labour conflicts (individual and collective)
- 4. staff delegate, staff union etc
- 5. Industrial accidents and occupational diseases
- 6. To hygiene and safety at workplace

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

1. The Concepts

- 2. The citizen;
- 3. The Nation;
- 4. The State;
- 5. Public Property unto collective property;
- 6. The freedoms;
- 7. The public service;
- 8. Problem of ethics;
- 9. Ethics, Law and reason;
- 10. Management and ethics of responsibility;
- 11. Ethics and management.
- 12. Ethics

13. Civics

14. Deontology

15. Moral consciousness

16. The universal declaration of Human Rights

- 17. Good governance in public services
- 18. Explain the importance of civics to the life of the nation
- 19. Functions of the state and its citizens
- 20. Deontology, Professional ethics and professionalism
- 21. Relationship between morality, law and ethics
- 22. Codes of ethics

The Minister of Higher Education

Pr Jacques FAME NDONGO

Field: LEGAL CAREERS

Specialty :

LEGAL ASSISTANT

Field:

LEGAL CAREERS

Specialty: Legal

Legal Assistant

1. The objective of the training

The objective of this specialty is to train specialists who can be immediately operational in the service responsible for legal affairs in companies, chambers of lawyers, legal consultants, notary public, process servers, experts in accountancy and taxation. The acquisition of knowledge of the fundamental concepts and their practical application constitute the pedagogic objectives of the study.

2. Skills Sought After

\rightarrow General skills

- Must demonstrate aptitude for adapting easily to new situations and ensuring good organization;
- Must have a sense of initiative;
- Must be rigorous and have a spirit of synthesis and an analytical mind;
- Must be discreet, confidential, reserved and respect the ethics of the profession;
- Must be efficient in the transmission of information;
- Must have the necessary skills to facilitate contact with people /be receptive;
- Must have a mastery, both oral and written, of the use of the technical jargons of the profession;
- Must use, strictly within the professional context, the techniques of legal drafting;
- Must master the different types of legal acts;
- Must be efficient in the use of New Information and Communication Technology.

\rightarrow Specific skills

- Ensure the follow-up of administrative procedures and prepare files;
- Update the rules and regulations and ensure that they are respected;
- Ensure the drafting of certain deeds;
- Do documentary research;
- Ensure the follow up and execution of administrative and legal formalities.

3. Outlets

- Could hold senior positions in companies, law firms and legal consultants;
- Directors or managers of associations;

- Administrators or managers of national and international nongovernmental organizations;
- Management staff of international organizations;
- Managers of insurance companies;
- Work in the service responsible for legal affairs in companies;
- Consultants in Finance and investments;
- Public economic administration.

4. Organization of the Teachings

1st SEMESTER

FIELD: LEGAL CAREERS			Specialty: LEGAL ASSISTANT						
CODE	Title of Courses	Number of Hours					Number of		
CODE		L	T	Ρ	SPW	Total	credits		
Fundamentals Courses 30% (2 UC) 9 credits 135 hours									
LAS111	Family Law I	50	20	0	5	75	5		
LAS112	Public Law I	40	15	0	5	60	4		
Professional Courses 60% (4 UC) 18 credits 270 hours									
LAS113	Law and Banking Regulation I	40	15	0	5	60	4		
LAS114	Insurance Law	50	20	0	5	75	5		
LAS115	Financial Institutions and Public Finance	50	20	0	5	75	5		
LAS116	Succession Law	40	15	0	5	60	4		
Inter-Disciplinary Course 10% (1UC) 3 credits 45 hours									
LAS117	Bilingual Training	30	5	5	5	60	4		
Total		300	110	5	35	450	30		

2nd SEMESTER

FIELD: LEGAL CAREERS			Specialty: LEGAL ASSISTANT							
CODE	Title of Courses	Number of Hours					Number of			
CODE		L	T	Р	SPW	Total	credits			
Fundamentals Courses 30% (2 UC) 9 credits 135 hours										
LAS121	Family Law II	50	20	0	5	75	5			
LAS122	Public Law II	40	15	0	5	60	4			
Professionals Courses 60% (4 UC) 18 credits 270 hours										
LAS123	Law and Banking Regulation II	50	20	0	5	75	5			
LAS124	Land Law	50	20	0	5	75	5			
LAS125	Law of Property	40	15	0	5	60	4			
LAS126	Economic Analyses	40	15	0	5	60	4			
Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours										
LAS127	Computer Training	25	5	10	5	45	3			
Total		295	110	10	35	450	30			
3rdSEMESTER

	FIELD: LEGAL CAREERS	Specialty: LEGAL ASSISTANT							
			Numl	ber of	Hours		Number of		
CODE UE	Title of Courses	L	T	Ρ	SPW	Total	credits		
	Fundamentals Courses 30%	(2 UC)	9 crec	lits 13	5 hour	S			
LAS231	Company Law I	50	20	0	5	75	5		
LAS232	General Principles of Criminal Law and Criminal Procedure I	40	15	0	5	60	4		
Professionals Courses 60% (4 UC) 18 credits 270 hours									
LAS233	Labour Law	50	20	0	5	75	5		
LAS234	Administrative Litigation	50	20	0	5	75	5		
LAS235	Civil Procedure I	40	15	0	5	60	4		
LAS236	Legal Drafting and Management	40	15	0	5	60	4		
	Inter-Disciplinary Courses 10)% (1U	C) 3 cre	edits 4	5 hou	rs			
LAS237	Creation of Enterprise and Internship Reports Methodology	25	10	5	5	45	3		
Total		295	115	5	35	450	30		

4th SEMESTER

	FIELD: LEGAL CAREERS	Specialty: LEGAL ASSISTANT							
			Numl	ber of	Hours		Number of		
CODE UE	Title of Courses	L	T	Р	SPW	Total	credits		
Fundamentals Courses 30% (2 UC) 9 credits 135 hours									
LAS241	Company Law II	40	15	0	5	60	4		
LAS242	General Principles of Criminal Law and Criminal Procedure II	50	20	0	5	75	5		
	Professionals Courses 60% ((4 UC)	18 cred	lits 270) hour	s			
LAS243	Bankruptcy Proceedings	40	15	0	5	75	5		
LAS244	Civil Procedure II	40	15	0	5	60	4		
LAS245	Tax and Customs Litigation	40	15	0	5	60	4		
LAS246	Internship	0	0	30	60	90	6		
	Inter-Disciplinary Courses 10)% (1U	C) 3 cre	edits 4	5 hou	rs			
LAS247	Economy, Civic Education and Ethics	30	10	0	5	45	3		
Total		240	90	30	90	450	30		

5. Courses content

LAS111: Family Law

- > Family Law I : 5 Credits (75hours); L, T, SPW
- LAS121: Family Law II
 - > Family Law II : 5 Credits (75 hours); L. T,SPW

LAS112 : Public Law I

- > Constitutional Law I : 2 Credits (30 hours); L. T, SPW
- Administrative Law I : 2 Credits (30 hours); L. T,SPW

* LAS122 : Public Law II

- Constitutional Law II : 2 Credits (30 hours); L. T, SPW
- Administrative Law II : 2 Credits (30 hours); L. T, SPW
- LAS113 : Law and Banking Regulation I
 - > Law and Banking Regulation I : 4 Credits (60 hours); L, T, SPW

LAS113 : Law and Banking Regulation II

- Law and Banking Regulation I : 5 Credits (75 hours); L, T, SPW
- LAS114 : Insurance Law
 - Insurance Law : 5 Credits (75 hours); L, T, SPW

LAS124 : Land Law

- Land Law : 5 Credits (75 hours); L, T, SPW
- LAS115 : Financial Institutions and Public Finance
 - Financial Institutions and Public Finance : 5 Credits (75 hours); L, T,SPW

LAS125 : Law of Property

> Law of Property : 4 Credits (60 hours)' L, T, SPW

LAS116 : Law of Succession

> Law of Succession : 4 Credits (60 hours), L, T,SPW

LAS126 : Economic Analyses

> Economic Analyses : 4 Credits (60 hours); L, T, SPW

LAS117 : Bilingual Training

> English Expression: 1.5 credit (22hours 30 min); 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

French : 1.5 credits (22 hours 30mn)

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

LAS127 : Computer Training

> Computer Training : 3 Credits (45 hours); L, T, P, SPW

LAS241 : Company Law I

Company Law I : 5 Credits (75 hours); L, T, SPW

LAS241 : Company Law II

Company Law II : 4 Credits (60 hours); L, T, SPW

* LAS232: General Principles of Criminal Law and Criminal Procedure I

General Principles of Criminal Law and Criminal Procedure I : 4 Credits (60 hours); L, T, SPW

LAS233 : Labour Law

Labour Law : 5 Credits (75 hours); L, T, SPW

LAS243 : Bankruptcy Proceedings

- > Bankruptcy Proceedings : 4 Credits (60 hours); L, T, SPW
- LAS234 : Administrative Litigation
 - > Administrative Litigation : 5 Credits (75 hours); L, T, SPW

* LAS244 : Civil Procedure I

Civil Procedure I : 4 Credits (60 hours); L, T, SPW

* LAS235 : Civil Procedure II

> Civil Procedure II : 4 Credits (60 hours); L, T, SPW

LAS245 : Tax and Customs Litigation

> Tax and Customs Litigation: 4 Credits (60 hours); L, T. SPW

LAS236: Legal Drafting and Management

Legal Drafting and Management: 4 Credits (60 hours); L, T, SPW

LAS246 : Internship

- > Internship : 6 Credits (90 hours); P, SPW
 - Arrival and reception by the company;
 - Work in the company;
 - Keeping of the log-book of the trainee;
 - Choosing a research topic in collaboration with the professional and academic supervisors;
 - Elaborate the framework of the research;
 - Determine the documents to be consulted;
 - Organize the study;
 - Write the Report;
 - Defend the Report before a jury.

LAS237:Creation of Enterprise and Internship Reports Methodology

Creation of an Enterprise/Company : 1 Credit (15hours); L, T

- The Notion of Entrepreneur;
- Reasons / Motivation for Creating the Enterprise;
- Search for Ideas and Evaluation of same;

- Search for Financing;
- The Legal Status of the Enterprise;
- Ethical Aspects of the Business;
- Elaborating the Business Plan

> Methodology for writing an Internship Report

- 1. Gathering of information;
- 2. How to do a Report;
- 3. Plan of the Internship Report and Summary;
- 4. Table of Content;
- 5. Introduction of the Internship Report;
- 6. Conclusion of the Internship Report;
- 7. Acknowledgements;
- 8. How to do the appendices;
- 9. When to begin your Internship Report;
- 10. How to come out with a topic for the Internship Report;
- 11.The cover page;
- 12. How to write efficiently
- 13. Form and presentation (cover page, identification page, summary, bibliography, glossary, list of figures, tables and illustrations)
- 14. Instructions and typographic rules in the presentation of the Report (font-size, spacing, titles, punctuations, graphic charts);
- 15. How to prepare for the defence.

***** LAS247 : Economics, Civic Education and Ethics

General Economics : 2 Credits (30 hours); L, T, SPW

- 1. Enterprises and production;
- 2. Households and consumption;
- 3. Markets and prices;
- 4. Creation and distribution of revenue;
- 5. Money and the financing of the economy;
- 6. Elements of national accounting;
- 7. Macro-economic equilibrium;
- 8. The socialist system;
- 9. Capitalist economy;
- 10.State intervention;
- 11. The bases of international trade;
- 12. International payments;
- 13.Balance of payment;
- 14. Economic development and its inequalities;
- 15. Growth and its inequalities;
- 16. Inflation, unemployment, industrial transformations;
- 17. The stakes of development and the globalization of problems;

18. Development strategies;

19. Economic integration and cooperation;

20. International indebtedness strategies.

Civic Education and Ethics : 1 Credit (15 hours); LSPW The concepts

- Citizenship
- The Nation
- The state
- Public property collective property
- Liberties
- The public service
- Ethical problem
- Ethics, law and reason
- Management and ethical responsibility
- Ethics and management
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- 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

Field: LEGAL CAREERS

Specialty :

BUSINESS LAW

Field:

LEGAL CAREERS

Specialty:

Business Law

1. The objective of the training

The objective of this specialty is to train specialists in business law and its application at the level of an enterprise, in its national business relations (Security Law, Tax Law, Patrimonial Law) as well as its international activities (International Trade Law, International Transportation Law, Custom Operations).

2. Skills Sought After

\rightarrow General skills

- Must demonstrate aptitude for adapting easily to new situations and ensure good organization;
- Must have a sense of initiative;
- Must be rigorous and have a spirit of synthesis and an analytical mind;
- Must be discreet, confidential, reserved and respect the ethics of the profession;
- Must be efficient in the transmission of information;
- Must be able to bring together people /be receptive;
- Must have a mastery, both oral and written, of the use of the technical jargons of the profession;
- Must use, strictly within the professional context, the techniques of legal drafting;
- Must master the different types of legal acts;
- Must be efficient in the use of New Information and Communication Technology.

\rightarrow Specific skills

- Perform both administrative and fiscal legal formalities;
- Make use of analyses and indicator tools for the control of management;
- Draft contracts;
- Ensure the drafting of certain deeds;
- Do documentary research;
- Ensure the follow up and execution of administrative and legal formalities.

3. Outlets

- Company lawyers;
- Work in law firms;
- Act as arbitrators in dispute settlement;
- Management Assistants;

- Administrators or managers of associations;
- Administrators or managers of national and international Non-Governmental Organizations;
- Managers of insurance contracts;
- Work in the Department in charge of Legal Affairs in Companies
- Public economic administrations.

4. Organization of the Teachings

1st SEMESTER

	FIELD: LEGAL CAREERS Specialty: BUSINE				INESS LA	W		
		Number of Hours Number						
CODE UE	Title of Courses	L	T	Р	SPW	Total	of credits	
Fundamentals Courses 30% (2 UC) 9 credits 135 hours								
BLA111	Family Law I	50	20	0	5	75	5	
BLA112	Commercial Law I	40	15	0	5	60	4	
Professionals Courses 60% (4 UC) 18 credits 270 hours								
BLA113	Banking Law I	50	20	0	5	75	5	
BLA114	Insurance Law	50	20	0	5	75	5	
BLA115	Financial Institutions and Public Finance	40	15	0	5	60	4	
BLA116	Public Law	40	15	0	5	60	4	
Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours								
BLA117	Bilingual Training	30	5	5	5	45	3	
Total		300	110	5	35	450	30	

2nd SEMESTER

	FIELD: LEGAL CAREERS	Specialty: BUSINESS LAW				W			
			Num	nber c	of Hours	S	Number		
CODE	Title of Courses	L	T	Ρ	SPW	Total	of credits		
Fundamentals Courses 30% (2 UC) 9 credits 135 hours									
BLA121	Family Law II	50	20	0	5	75	5		
BLA122	Commercial Law II	40	15	0	5	60	4		
Professionals Courses 60% (4 UC) 18 credits 270 Hours									
BLA123	Banking Law II	40	30	0	5	75	5		
BLA124	Settlement of Disputes	50	20	0	5	75	5		
BLA125	Enterprise Economics and Organization	40	15	0	5	60	4		
BLA126	Principles of Accounting	40	15	0	5	60	4		
	Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours								
BLA127	Computer Training	30	5	5	5	45	3		
Total		290	120	5	35	450	30		

3rd SEMESTER

	FIELD: LEGAL CAREERS	Specialty: BUSINESS LAW				W			
		Number of Hours Nu							
CODE UE	Title of Courses	L	T	Ρ	SPW	Total	of credits		
	Fundamentals Courses 30% (2 UC) 9 credits 135 hours								
DAE231	Company Law I	50	20	0	5	75	5		
DAE232	Labour Law I	40	15	0	5	60	4		
Professionals Courses 60% (4 UC) 18 credits 270 hours									
DAE233	Law of Banking and the Stock Exchange	50	20	0	5	75	5		
DAE234	Taxation Law	40	30	0	5	60	4		
DAE235	Legal and Tax Management	40	15	0	5	60	4		
DAE236	Intellectual Property Law	40	15	0	5	60	4		
	Inter-Disciplinary Courses 10% (1UC) 3	credi	ts 45	hours				
DAE237	Creation of Enterprise and Internship Reports Methodology	30	5	5	5	45	3		
Total		290	120	5	35	450	30		

4th SEMESTER

	FIELD: LEGAL CAREERS	Specialty: BUSINESS LAV				W	
CODE			Num	Number			
CODE		L	T	Ρ	SPW	Total	of credits
Fundamentals Courses 30% (2 UC) 9 credits 135 hours							
BLA241	Company Law II and Labour Law II	50	20	0	5	75	5
BLA242	Law of Succession	40	15	0	5	60	4
Professionals Courses 60% (4 UC) 18 credits 270 hours							
BLA243	Bankruptcy Proceedings	40	15	0	5	60	4
BLA244	Corporate Criminal Law	35	20	0	5	60	4
BLA245	Special Contracts (Civil and Commercial)	40	15	0	5	60	4
BLA246	Internship	0	0	30	60	90	6
	Inter-Disciplinary Courses 10% (1UC) 3	credi	its 45	hours		
BLA247	Economics, Civic Education and Ethics	30	10	0	5	45	3
Total		235	95	30	90	450	30

5. Courses content

✤ BLA111: Family Law

- > Family Law I : 5 Credits (75hours); L, T, SPW
- ✤ BLA121: Family Law II
- > Family Law II : 5 Credits (75 hours); L. T, SPW

BLA112 : Commercial Law I

> Commercial Law I : 4 Credits (60 hours); L. T, SPW

BLA122 : Commercial Law II

> Commercial Law II : 4 Credits (60 hours); L. T, SPW

BLA113 : Banking Law I

- > Law and Banking Regulation I : 5 Credits (75 hours); L, T, SPW
- BLA123 : Banking Law II
 Law and Banking Regulation II (75 hours); L, T, SPW

BLA114 : Insurance Law

Insurance Law : 5 Credits (75 hours); L, T, SPW

BLA124: Settlement of Dispute

Conciliation, Mediation and Arbitration Law: 5 Credits (75 hours); L, T, SPW

BLA115 : Financial Institutions and Public Finance

> Financial Institutions and Public Finance : 5 Credits (75 hours); L, T, SPW

BLA125 : Enterprise Economics and Organization

> Economics and the Organization of Enterprises 4 Credits (60 hours) L, T, SPW

✤ BLA116 : Public Law

- > Constitutional Law I : 2 Credits (30 hours); L, T, SPW
- > Administrative Law I : 2 Credits (30 hours); L, T, SPW

BLA126 : Principles of Accounting

> Accounting : 4 Credits (60 hours), L, T, SPW

BLA117 : Bilingual Training

> English: 1.5 credits (22 hours 30mn) L, T, P, 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

French expression: 1.5 credits (22 hours 30mn); 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

BLA127 : Computer Training

> Computer Training : 3 Credits (45 hours); L, TP, SPW

BLA241 : Company Law I

Company Law I : 5 Credits (75 hours); L, T, SPW

BLA241 : Company Law II and Labour Law II

- > Company Law II : 2 Credits (30 hours); L, T, SPW
- > Labour Law II : 2 Credits (30 hours); L, T, SPW

BLA232 : Labour Law I

> Labour Law I : 4 Credits(60 hours); L. T. SPW

BLA242: Succession Law

Succession Law: 4 Credits (60 hours); L, T, SPW

BLA233 : Banking and Stock Exchange Law

> Banking and Stock Exchange Law: 5 Credits (75 hours); L, T, SPW

BLA243 : Bankruptcy Proceedings

> Bankruptcy Proceedings : 4 Credits (60 hours); L, T, SPW

BLA234 : Taxation Law

> Administrative Litigation : 5 Credits (75 hours); L, T, SPW

BLA244 : Corporate Criminal Law

Criminal Business Law : 4 Credits (60 hours); L, T, SPW

BLA235 : Legal and Tax Management

> Legal and Tax Management : 4 Credits (60 hours); L, T, SPW

* BLA245 : Law on Special Contract (Civil and Commercial)

> Law on Special Contract (Civil and Commercial); 4 Credits (60 hours); L, T. SPW

BLA236: Intellectual Property Law

> Intellectual Property Law : 4 Credits (60 hours); L, T, SPW

BLA246 : Internship

- Professional Internship : 6 Credits (90 hours); P, SPW
 - Arrival and reception by the company;
 - Work in the company;

- Keeping of the log-book of the trainee;
- Choosing a research topic in collaboration with the professional and academic supervisors;
- Elaborate the framework of the research;
- Determine the documents to be consulted;
- Organize the study;
- Write the Report;
- Defend the Report before a jury.

* BLA237:Creation of Enterprise and Internship Reports Methodology

> Creating an Enterprise/Company : 1 Credit (15hours); L, T

- The Notion of Entrepreneur;
- Reasons / Motivation for Creating the Enterprise;
- Search for Ideas and Evaluation of same;
- Search for Financing;
- The Legal Status of the Enterprise;
- Ethical Aspects of the Business;
- Elaborating the Business Plan

> Methodology for writing Internship Report : 2 Credits (30 hours); L, T, SPW

- 1. Gathering of information;
- 2. How to do a Report;
- 3. Plan of the Internship Report and Summary;
- 4. Table of Content;
- 5. Introduction of the Internship Report;
- 6. Conclusion of the Internship Report;
- 7. Acknowledgements;
- 8. How to do the appendices;
- 9. When to begin your Internship Report;
- 10. How to come out with a topic for the Internship Report;
- 11.The cover page;
- 12. How to write efficiently;
- 13. Form and presentation (cover page, identification page, summary, bibliography, glossary, list of figures, tables and illustrations);
- 14. Instructions and typographic rules in the presentation of the Report (font-size, spacing, titles, punctuations, graphic charts);
- 15. How to prepare for the defence.

* BLA247 : Economics, Civic Education and Ethics

> General Economics : 2 Credits (30 hours); L, T, SPW

1. Enterprises and production;

- 2. Households and consumption;
- 3. Markets and prices;
- 4. Creation and distribution of revenue;
- 5. Money and the financing of the economy;
- 6. Elements of national accounting;
- 7. Macro-economic equilibrium;
- 8. The socialist system;
- 9. Capitalist economy;
- 10.State intervention;
- 11. The bases of international trade;
- 12. International payments;
- 13.Balance of payment;
- 14. Economic development and its inequalities;
- 15. Growth and its inequalities;
- 16. Inflation, unemployment, industrial transformations;
- 17. The stakes of development and the globalization of problems;
- 18. Development strategies;
- 19. Economic integration and the different forms of cooperation in the world;
- 20. International indebtedness strategies.

> Civic education and ethics : 1 Credit (15 hours); LSPW

The concepts

- Citizenship
- The Nation
- The state
- Public property collective property
- Liberties
- The public service
- Ethical problem
- Ethics, law and reason
- Management and ethical responsibility
- Ethics and management
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- 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

Field: LEGAL CAREERS

Specialty :

LAND LAW

Field: LEGAL CAREERS

Specialty:

Land Law

1. The objective of the training

The objective of this specialty is to train specialists in land tenure, that is files on the procedure for the acquisition of land titles or certificates, resolution of conflicts over land, and transfer of national land to private ownership.

2. Skills Sought After

\rightarrow General skills

- Must demonstrate aptitude for adapting easily to new situations and ensure good organization;
- Must have a sense of initiative;
- Must be rigorous and have a spirit of synthesis and an analytical mind;
- Must be discreet, confidential, reserved and respect the ethics of the profession;
- Must be efficient in the transmission of information;
- Must be able to bring people together /be receptive;
- Must have a ma
- stery, both oral and written, of the use of the technical jargons of the profession;
- Must use, strictly within the professional context, the techniques of legal drafting;
- Must have a mastery of the different types of legal acts;
- Must be efficient in the use of New Information and Communication Technology.

\rightarrow Specific skills

- Master land law and national lands;
- Ensure the follow-up of administrative and taxation procedures for the acquisition of land certificates;
- Prepare files for the transfer, acquisition, and sale of national and private land;
- Master the treatment and management of complex litigation files and collect information which are necessary for decision making;
- Ensure that the regulation is respected;
- Prepare hearings and take down the minutes;
- Ensure the drafting of certain deeds;
- Carry out documentary research;
- Ensure the follow up and execution of administrative and legal formalities.

3. Outlets

- Corporate lawyers;
- Work in Law Firms;
- Management Assistants;
- Legal Consultants;
- Management of contracts;
- Work in the Department in charge of Legal Affairs in Companies.

4. Organization of the Teachings

1st SEMESTER

	FIELD: LEGAL CAREERS	Specialty: LAND LAW						
			Num	nber c	of Hours	5	Number	
CODE UE	Title of Courses	L	T	Ρ	SPW	Total	or credits	
Fundamentals Courses 30% (2 UC) 9 credits 135 hours								
LLA111	Family Law I	50	20	0	5	75	5	
LLA112	Public Law II	40	15	0	5	60	4	
Professionals Courses 60% (4 UC) 18 credits 270 hours								
LLA113	Commercial Law I	50	20	0	5	75	5	
LLA114	Private Land and National Lands	50	20	0	5	75	5	
LLA115	Real Estate Management Law I	40	15	0	5	60	4	
LLA116	Law of Property	40	15	0	5	60	4	
Inter-Disciplinary Course 10% (1UC) 3 credits 45 hours								
LLA117	Bilingual Training	30	10	0	5	45	3	
Total		300	110	5	35	450	30	

2nd SEMESTER

	FIELD: LEGAL CAREERS	Specialty: LAND LAW						
		Number of Hours Numb						
CODE UE	Title of Courses	L	T	Р	SPW	Total	or credits	
Fundamentals Courses 30% (2 UC) 9 Credits 135 hours								
LLA121	Family Law II	50	20	0	5	75	5	
LLA122	Public Law II	40	15	0	5	60	4	
Professionals Courses 60% (4 UC) 18 credits 270 hours								
LLA123	Commercial Law II	50	20	0	5	75	5	
LLA124	Law of National Lands	50	20	0	5	75	5	
LLA125	Real Estate Management Law II	40	15	0	5	60	4	
LLA126	Land Acquisition Techniques	40	15	0	5	60	4	
Inter-Disciplinary Course 10% (1UC) 3 credits 45 hours								
LLA127	Computer Training	30	5	5	5	45	3	
Total		300	110	5	36	450	30	

3rd SEMESTER

	Specialty: LAND LAW								
		Number of Hours Numbe							
CODE UE	Title of Courses	L	T	P	SPW	Total	or credits		
	Fundamentals Courses 30% (2 UC) 9 credits 135 hours								
LLA231	Company Law I	50	20	0	5	75	5		
LLA232	Labour Law	40	15	0	5	60	4		
ProfessionalsCourses 60% (4 UC) 18 credits 270 hours									
LLA233	Private and State Land Taxation	50	20	0	5	75	5		
LLA234	Introduction to of Public Contracts Law	50	20	0	5	75	5		
LLA235	Enterprise Economics and Organization	40	15	0	5	60	4		
LLA236	Principles of Accounting	40	15	0	5	60	4		
	Inter-Disciplinary Course 10% (1	UC) 3 c	redit	s 45 h	ours				
LLA237	Creation of Enterprise and Internship Reports Methodology	30	10	0	5	45	3		
Total		300	115	0	35	450	30		

4th SEMESTER

FIELD: LEGAL CAREERS			Specialty: LAND LAW						
		Number of Hours Numb							
CODE UE	Title of Courses	L	T	P	SPW	Total	credits		
Fundamentals Courses 30% (2 UC) 9 credits 135 hours									
LLA241	Company Law II	50	20	0	5	75	5		
LLA242	Account Management	40	15	0	5	60	4		
Professionals Courses 60% (4 UC) 18 credits 270 hours									
LLA243	Cartography , Topography	30	10	20	0	60	4		
LLA244	Land Litigations	40	20	0		60	4		
LLA245	Construction insurance	40	15	0	5	60	4		
LLA246	Internship	0	0	30	60	90	6		
Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours									
LLA247	Economics, Civic Education and Ethics	30	5	5	5	45	3		
Total		230	85	35	80	450	30		

5. Courses content

✤ LLA111: Family Law

- > Family Law I : 5 Credits (75 hours); L, T, SPW
- ✤ LLA121: Family Law II
- > Family Law II : 5 Credits (75 hours); L. T, SPW
- LLA112 : Public Law I
- Constitutional Law I : 2 Credits (30 hours); L, T, SPW
- > Administrative Law I : 2 Credits (30 hours); L, T, SPW

LLA122 : Public Law II

- > Constitutional Law I I : 2 Credits (30 hours); L, T, SPW
- > Administrative Law II : 2 Credits (30 hours); L, T, SPW

LLA113 : Commercial Law I

> Commercial Law I : 5 Credits (75 hours); L, T, SPW

LLA123 : Commercial Law II

> Commercial Law II : 5 Credits (75 hours); L, T, SPW

LLA114 : Land Law and National Land

> Land Law and National Land: 5 Credits (75 hours); L, T, SPW

LLA124: Private Land and National Lands

> Law on National / State Land : 5 Credits (75 hours); L, T, SPW

LLA115 : Real Estate Management Law I

> Administrative Property Law I: 4 Credits (60 hours); L, T, SPW

LLA125 : Real Estate Management Law II

> Administrative Property Law II : 4 Credits (60 hours) L, T, SPW

LLA116 : Law of Property

> Law of Property: 4 Credits (60 hours); L, T,SPW

LLA126 : Land Acquisition Techniques

> Land Techniques: 4 Credits (60 hours), L, T, SPW

LLA117 : Bilingual Training

> English: 1.5 credits (22 hours 30mn)L, T, P, 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

> French : 1.5 credits (22 hours 30mn)L, T, P, SPW

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

LLA127 : Computer Training

> Computer Training : 3 Credits (45 hours); L, T, P, SPW

LLA231 : Company Law I

> Company Law I : 5 Credits (75 hours); L, T, SPW

LLA241 : Company Law II

> Company Law II : 5 Credits (75 hours); L, T, SPW

LLA232 : Labour Law I

> Labour Law I : 4 Credits (60 hours); L. T. SPW

- LLA242: Account Management
- > Account Management: 4 Credits (60 hours); L, T, SPW
- LLA233 : Private and State Land Taxation
- > Private and National Land Taxation: 5 Credits (75 hours); L, T, SPW
- LLA243 : Cartography, Topography
- > Cartography, Topography: 4 Credits (60 hours);L, T, SPW
- LLA234 : Introduction to of Public Contracts Law
- > Administrative Litigation : 5 Credits (75 hours); L, T, SPW
- LLA244 : National and Private Land Litigations
- > National and Private Land Litigations: 4 Credits (60 hours); L, T, SPW
- LLA235 : Enterprise Economics and Organization
- > Economics and the Organization of Enterprises: 4 Credits (60 hours); L, T, SPW
- LLA245 : Construction insurance
- > Construction Insurance: 4 Credits (60 hours); L, T. SPW
- LLA236: Principles of Accounting
- > Accounting: 4 Credits (60 hours); L, T, SPW

LLA246 : Internship

- > Internship : 6 Credits (90 hours); P, SPW
 - 1. Arrival and reception by the company
 - 2. Work in the company;
 - 3. Keeping of the log-book of the trainee;

- 4. Choosing a research topic in collaboration with the professional and academic supervisors;
- 5. Elaborate the framework of the research
- 6. Determine the documents to be consulted
- 7. Organize the study
- 8. Write the Report
- 9. Defend the Report before a jury

* LLA237:Creation of Enterprise and Internship Reports Methodology

> Creation of Enterprise/Company : 1 Credit (15 hours); L, T

- 1. The Notion of Entrepreneur;
- 2. Reasons / Motivation for Creating the Enterprise;
- 3. Search for Ideas and Evaluation of same;
- 4. Search for Financing;
- 5. The Legal Status of the Enterprise;
- 6. Ethical Aspects of the Business;
- 7. Elaborating the Business Plan

> Methodology for writing Internship Report : 2 Credits (30 hours); L, T, SPW

- 1. Gathering of information;
- 2. How to do a Report;
- 3. Plan of the Internship Report and Summary;
- 4. Table of Content;
- 5. Introduction of the Internship Report;
- 6. Conclusion of the Internship Report;
- 7. Acknowledgements;
- 8. How to do the appendices;
- 9. When to begin your Internship Report;
- 10. How to come out with a topic for the Internship Report;
- 11. The cover page;
- 12. How to write efficiently
- 13. Form and presentation (cover page, identification page, summary, bibliography, glossary, list of figures, tables and illustrations)
- 14. Instructions and typographic rules in the presentation of the Report (font-size, spacing, titles, punctuations, graphic charts)
- 15. How to prepare for the defence

LLA247 : Economics, Civic Education and Ethics

> General Principles of Economics : 2 Credits (30 hours); L, T, SPW

- 1. Enterprises and production;
- 2. Households and consumption;

- 3. Markets and prices;
- 4. Creation and distribution of revenue;
- 5. Money and the financing of the economy;
- 6. Elements of national accounting;
- 7. Macro-economic equilibrium;
- 8. The socialist system;
- 9. Capitalist economy;

10.State intervention;

- 11. The bases of international trade;
- 12. International payments;
- 13. Balance of payment
- 14. Economic development and its inequalities;
- 15. Growth and its inequalities;
- 16. Inflation, unemployment, industrial transformations;
- 17. The stakes of development and the globalization of problems;
- 18. Development strategies;
- 19. Economic integration and the different forms of cooperation in the world;
- 20. International indebtedness strategies

> Civic Education and Ethics : 1 Credit (15 hours); L SPW

The concepts

- Citizenship
- The Nation
- The state
- Public property collective property
- Liberties
- The public service
- Ethical problem
- Ethics, law and reason
- Management and ethical responsibility
- Ethics and management
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- 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

Field: LEGAL CAREERS

Specialty :

STOCK MARKET CAREERS

Field:

LEGAL CAREERS

Specialty: Stock Market Careers

1. The objective of the training

The objective of this specialization is to train specialists who can manage files relating to activities in the financial market and the Stock Exchange such as acquisition and transfer of securities/bonds, register companies in the Stock Exchange and determine the different litigations related thereto.

2. Skills Sought After

\rightarrow General skills

- Must demonstrate aptitude for adapting easily to new situations and ensuring good organization
- Must have a sense of initiative;
- Must be rigorous and have a spirit of synthesis and an analytical mind;
- Must be discreet, confidential, reserved and respect the ethics of the profession;
- Must be efficient in the transmission of information;
- Must be able to bring people together /be receptive;
- Must have a mastery, both oral and written, of the use of the technical jargons of the profession;
- Must use, strictly within the professional context, the techniques of legal drafting;
- Must master the different types of legal acts;
- Must be efficient in the use of New Information and Communication Technology.

$\rightarrow\,$ Specific skills

- Master the functioning of financial markets and transactions related thereto;
- Master the laws relating to financial markets;
- Carry out legal, administrative and taxation formalities in the Stock market;
- Draw up financial contracts;
- Ensure the drafting of certain deeds;
- Carry out documentary research;
- Ensure the follow up and execution of administrative and legal formalities.

3. Outlets

- Company lawyers;
- Work in law firms;
- Consultants in the management of estates;
- Assist in the counseling of customers;
- Consultants in the management of capital;
- Legal Advisers/Counselors;
- Work in the Department in charge of Legal Affairs in Companies;
- Work as administrators of state-owned companies.

4. Organization of the Teachings

1st SEMESTER

FIELD: LEGAL CAREERS			Specialty: STOCK MARKET CAREERS							
		Number of Hours Number								
CODE UE	Title of Courses	L	T	Р	SPW	Total	or credits			
Fundamentals Courses 30% (2 UC) 9 credits 135 hours										
SMC111	Family Law I	50	20	0	5	75	5			
SMC112	Commercial Law I	40	15	0	5	60	4			
ProfessionalsCourses 60% (4 UC) 18 credits 270 hours										
SMC113	General Principles of Economics and Enterprises Organization I	50	20	0	5	75	5			
SMC114	Insurance Law	40	30	0	5	75	5			
SMC115	Financial Institutions and Public Finance	40	15	0	5	60	4			
SMC116	Introduction to Finance Marketing and Organization Law	40	15	0	5	60	4			
	Inter-Disciplinary Courses 10% (1	UC) 3 (credit	s 45 h	ours	-				
SMC117	Bilingual Training	30	5	5	5	45	3			
Total		290	120	5	35	450	30			

2nd SEMESTER

FIELD: LEGAL CAREERS			Specialty: STOCK MARKET CAREERS							
		Number of Hours Nu								
CODE UE	Title of Courses	L	T	Р	SPW	Total	or credits			
Fundamentals Courses 30% (2 UC) 9 credits 135 hours										
SMC121	Family Law II	50	20	0	5	75	5			
SMC122	Commercial Law II	40	15	0	5	60	4			
Professionals Courses 60% (4 UC) 18 credits 270 hours										
SMC123	General Principles of Economics and Enterprises Organization II	50	20	0	5	75	5			
SMC124	Transportation Law	40	30	0	5	75	5			
SMC125	Principles of Accounting	40	15	0	5	60	4			
SMC126	Statistics	40	15	0	5	60	4			
	Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours									
SMC127	Computer Training	30	5	5	5	45	3			
Total		290	120	5	35	450	30			

3rd SEMESTER

FIELD: LEGAL CAREERS		Specialty: STOCK MARKET CAREERS								
	Title of Courses	Number of Hours					Number			
CODE UE		L	Т	Ρ	SPW	Total	or credits			
Fundamentals Courses 30% (2 UC) 9 credits 135 hours										
SMC231	Banking Law I	50	20	0	5	75	5			
SMC232	International Trade Law I	40	15	0	5	60	4			
Professionals Courses 60% (4 UC) 18 credits 270 hours										
SMC233	Company Law I	50	20	0	5	75	5			
SMC234	Labour Law	40	30	0	5	75	5			
SMC235	Financial Analytics (Account Management)	40	15	0	5	60	4			
SMC236	Stock Exchange Banking Law	40	15	0	5	60	4			
Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours										
SMC237	Creation of Enterprise and Internship Reports Methodology	30	5	5	5	45	3			
Total		300	11 5		35	450	30			

4th SEMESTER

FIELD: LEGAL CAREERS		Specialty: STOCK MARKET CAREERS								
CODE UE	Title of Courses		Number							
		L	T	Р	SPW	Total	of credits			
Fundamentals Courses 30% (2 UC) 9 credits 135 hours										
SMC241	Banking Law II	50	20	0	5	75	5			
SMC242	International Trade Law II	40	15	0	5	60	4			
Professional Courses 60% (4 UC) 18 credits 270 hours										
SMC243	Company Law II	40	15	0	5	60	4			
SMC244	Financing of Enterprise	40	15	0	5	60	4			
SMC245	Payment Instruments and Bank TransactionTaxes	40	15	0	5	60	4			
SMC246	Internship	0	0	30	60	90	6			
Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours										
SMC247	Economics, Civic Education and Ethics	30	5	5	5	45	3			
Total		240	85	35	90	450	30			

5. Courses content

SMC111: Family Law

- > Family Law I : 5 Credits (75 hours); L, T, SPW
- SMC121: Family Law II
- Family Law II : 5 Credits (75 hours); L. T, SPW
- SMC112 : Commercial Law I
- > Commercial Law I : 4 Credits (60 hours); L, T, SPW
- SMC122 : Commercial Law II
- > Commercial Law II : 4 Credits (60 hours); L, T, SPW
- * SMC113:General Principles of Economics and Enterprises Organization I
- General Principles of Economics and Enterprises Organization I: 5 Credits (75 hours); L, T,SPW

* SMC123:General Principles of Economics and Enterprises Organization II

 General Principles of Economics and Enterprises Organization II: 5 Credits (75 hours); CM, T, SPW

SMC114 : Insurance Law

Insurance Law: 5 Credits (75 hours); L, T, SPW

SMC124: Transportation Law

> Transportation Law: 5 Credits (75 hours); L, T, SPW

* SMC115 : Financial Institutions and Public Finance

> Financial Institutions and Public Finance : 4 Credits (60 hours); L, T, SPW

SMC125 : Principles of Accounting

> General Principles of Accounting: 4 Credits (60 hours) L, T, SPW

SMC116 : Introduction to Finance Marketing and Organization Law

- > Introduction to Financial Markets Law : 2 Credits (30 hours); L, T, SPW
- > Organization of Financial Markets : 2 Credits (30 hours); L, T, SPW

SMC126 : Statistics

> Statistics : 4 Credits (60 hours), L, T, SPW

SMC117 : Bilingual Training

> English: 1.5 credits (22 hours 30mn)L, T, P, 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
> French : 1.5 credits (22 hours 30mn)L, T, P, SPW

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

SMC127 : Computer Training

> Computer Training : 3 Credits (45 hours); L, T, P, SPW

SMC231 : Banking Law I

Banking Law I: 5 Credits (75 hours); L, T, SPW

SMC241 : Banking Law II

Banking Law II: 5 Credits (75 hours); L, T, SPW

- * SMC232 : International Trade Law I
- > International Trade Law I: 4 Credits (60 hours); L. T. SPW
- * SMC242: International Trade Law II
- > International Trade Law II: 4 Credits (60 hours); L, T, SPW

SMC233 : Company Law I

- > Company Law I: 5 Credits (75 hours); L, T, SPW
- SMC243 : Company Law II
- > Company Law II: 4 Credits (60 hours); L, T, SPW
- SMC234 : Labour Law
- > Labour Law: 5 Credits (75 hours); L, T, SPW
- SMC244 : Financing of Enterprise
- Financing an Enterprise: 4 Credits (60 hours); L, T, SPW
- SMC235 : Financial Analytics (Account Management)
- > Financial Analytics (Account Management) : 4 Credits (60 hours); L, T, SPW
- SMC245 : Payment Instruments and Bank Transactions Taxes
- Payment Instruments and Bank Transactions Taxes: 4 Credits (60 hours); L, T. SPW
- SMC236: Banking Law of the Stock Market
- > Banking Law of the Stock Market: 4 Credits (60 hours); L, T, SPW

SMC246 : Professional Internship

- Internship : 6 Credits (90 hours); P, SPW
 - 1. Arrival and reception by the company
 - 2. Work in the company;

- 3. Keeping of the log-book of the trainee;
- 4. Choosing a research topic in collaboration with the professional and academic supervisors;
- 5. Elaborate the framework of the research
- 6. Determine the documents to be consulted
- 7. Organize the study
- 8. Write the Report
- 9. Defend the Report before a jury

* SMC237 : Creation of Enterprise and Internship Reports Methodology

> Creation of Enterprise/Company : 1 Credit (15 hours); L, T

- 1. The Notion of Entrepreneur;
- 2. Reasons / Motivation for Creating the Enterprise;
- 3. Search for Ideas and Evaluation of same;
- 4. Search for Financing;
- 5. The Legal Status of the Enterprise;
- 6. Ethical Aspects of the Business;
- 7. Elaborating the Business Plan

> Methodology for writing Internship Report : 2 Credits (30 hours); L, T, SPW

- 1. Gathering of information;
- 2. How to do a Report;
- 3. Plan of the Internship Report and Summary;
- 4. Table of Content;
- 5. Introduction of the Internship Report;
- 6. Conclusion of the Internship Report;
- 7. Acknowledgements;
- 8. How to do the appendices;
- 9. When to begin the Internship Report;
- 10. How to come out with a topic for the Internship Report;
- 11.The cover page;
- 12. How to write efficiently;
- 13. Form and presentation (cover page, identification page, summary, bibliography, glossary, list of figures, tables and illustrations);
- 14. Instructions and typographic rules in the presentation of the Report (font-size, spacing, titles, punctuations, graphic charts);
- 15. How to prepare for the defence.

SMC247 : Economics, Civic Education and Ethics

General Principles of Economics : 2 Credits (30 hours); L, T, SPW

- 1. Enterprises and production;
- 2. Households and consumption;

- 3. Markets and prices;
- 4. Creation and distribution of revenue;
- 5. Money and the financing of the economy;
- 6. Elements of national accounting;
- 7. Macro-economic equilibrium;
- 8. The socialist system;
- 9. Capitalist economy;
- 10.State intervention;
- 11. The bases of international trade;
- 12. International payments;
- 13.Balance of payment;
- 14. Economic development and its inequalities;
- 15. Growth and its inequalities;
- 16. Inflation, unemployment, industrial transformations;
- 17. The stakes of development and the globalization of problems;
- 18. Development strategies;
- 19. Economic integration and the different forms of cooperation in the world;
- 20. International indebtedness strategies.

Civic Education and Ethics : 1 Credit (15 hours); LSPW

The concepts

- Citizenship
- The Nation
- The state
- Public property collective property
- Liberties
- The public service
- Ethical problem
- Ethics, law and reason
- Management and ethical responsibility
- Ethics and management
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- 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

Field: LEGAL CAREERS

Specialty : CUSTOMS AND TRANSIT Field:

LEGAL CAREERS

Specialty:

Customs and Transit

1. The objective of the training

The objective of this area of specialty is to train superior technicians who can accompany foreign business people in the preparation and accomplishment of their import and export transactions. They should equally be able to carry out formalities relating to the payment of custom duties on goods and obtain from the custom administration, on behalf of economic operators, the advantages and privileges provided by the custom law and regulations.

2. Skills Sought After

\rightarrow General skills

- Must be efficient in the use of New Information and Communication Technology;
- Must have a mastery of the legal and economic instruments relating to business;
- Must have a mastery of the regulation of foreign trade;
- Must be good in both oral and written expression;
- Must have a mastery of the types of legal instruments/acts/deeds of the trade.

\rightarrow Specific skills

- Must be able to accomplish the formalities prior to the importation or exportation of goods;
- Establish a quotation of import and export;
- Establish a detailed declaration for all customs' regimes;
- Ensure customs clearance of goods imported or exported;
- Manage customs litigation;
- Proceed to remove goods at the place of work of the customs;
- Assist an economic operator (businessman) during customs control.

3. Outlets

- Authorized Customs Agent;
- Work in shipping companies as an authorized Custom Agent;
- Staff in charge of foreign trade in commercial banks;
- Staff in charge of transshipment in public administrations; diplomatic missions, international organizations, commercial, service and production enterprises
- Management of contracts;
- Work in the Department in charge of Legal Affairs in Companies,

4. Organization of the Teachings

1st SEMESTER

	FIELD: LEGAL CAREERS	Specialty: CUSTOMS AND TRANSIT			RANSIT		
	E Title of Courses		Num	ber c	of Hours	5	Number
CODE UE			T	Ρ	SPW	Total	of credits
Fundamentals Courses 30% (2 UC) 9 credits 135 hours							
CTR111	Law and Economics, I	40	15	0	5	60	4
CTR112	Principles of Accounting and Statistics I	40	20	10	5	75	5
Professionals Courses 60% (4 UC) 18 credits 270 hours							
CTR113	Introduction to Customs Law	20	10	0	5	30	2
CTR114	Custom Regimes	40	15	0	5	60	4
CTR115	Customs Clearance I	15	10	30	5	60	4
CTR116	Principles of Taxation I	70	30	15	5	120	8
Inter-Disciplinary Course 10% (1UC) 3 credits 45 hours							
CTR117	Bilingual Training	30	5	5	5	45	3
Total		255	105	60	30	450	30

2nd SEMESTER

	FIELD: LEGAL CAREERS	Specialty: CUSTOM AND TRANSIT			RANSIT		
			Num	ber o	f Hours	5	Number
CODE UE		L	T	Р	SPW	Total	of credits
Fundamentals Courses 30% (2 UC) 9S credits 135 hours							
CTR121	Law and Economics II	40	15	0	5	60	4
CTR122	Principles of Accounting II	40	20	10	5	75	5
Professional Courses 60% (4 UC) 18 credits 270 hours							
CTR123	Customs Clearance Procedure	40	15	0	5	60	4
CTR124	Customs Taxation	20	5	0	5	30	2
CTR125	Transportation	70	25	20	5	120	4
CTR126	Customs Clearance II (The Practice)	20	10	25	5	60	4
Inter-Disciplinary Course 10% (1UC) 3 credits 45 hours							
CTR127	Bilingual Training	20	10	5	5	45	3
Total		255	105	60	30	450	30

3rd SEMESTER

FIELD: LEGAL CAREERS			Specialty: CUSTOM AND TRANSIT					
			Num	nber c	of Hour	5	Number of credits	
CODE UE	Title of Courses	L	Т	Ρ	SPW	Total		
	Fundamentals Courses 30% (2 UC) 9 Credits 135 hours							
CTR231	Commercial Law and Labour Law	40	15	0	5	60	4	
CTR232	Accounting Analytics, Statistics and Probability	40	20	10	5	75	5	
Professionals Courses 60% (4 UC) 18 credits 270 hours								
CTR233	Management of Customs Litigations	30	20	5	5	60	4	
CTR234	Principles of Taxation II	60	40	15	5	120	8	
CTR235	Customs Clearance III (Professional Summary Reports)	20	30	5	5	60	4	
CTR236	Applied Computer Science	10	5	10	5	30	2	
Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours								
CTR237	Creation of Enterprise and Methodology of Writing Internship Report	30	5	5	5	45	3	
Total		230	135	50	35	450	30	

4th SEMESTER

FIELD: LEGAL CAREERS		Specialty: CUSTOM AND TRANSIT						
			Number of Hours					
CODE UE	DDE UE liftle of Courses	L	T	Ρ	SPW	Total	of credits	
Fundamentals Courses 30% (2 UC) 9 credits 135 hours								
CTR241	General Principles of Economics and the Organization of Enterprises	40	15	0	5	60	4	
CTR242	Financial Mathematics and Principles of International Trade	40	20	10	5	75	5	
Professionals Courses 60% (4 UC) 18 credits 270 hours								
CTR243	Customs Practice	10	20	25	5	60	4	
CTR244	Principles of Taxation III	10	20	25	5	60	4	
CTR245	Practice of Customs Clearance	10	20	25	5	60	4	
CTR246	Internship	0	0	30	60	90	6	
Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours								
CTR247	Economics, Civic Education and Ethics	30	5	5	5	45	3	
Total		230	135	50	35	450	30	

5. Courses content

CTR111: Law and Economics I

> Introduction to Law : 2 Credits (30 hours); L, T, SPW

- 1. Definition of Law
- 2. The Rule of Law
- 3. The Sources of Law
- 4. The Branches of Law
- 5. Judicial Organization
- 6. Legal Disciplines
- 7. Different categories of Law
- 8. Civil Liability

> General Principles of Economics I : 2 Credits (30 hours) L, T, SPW

1. Economic and Social Actors and their Behaviour

- Manufacturing/production Enterprises;
- Households and Consumption;
- The State and its interventions.

2. Adjustment Mechanisms

- Markets and Prices;
- The creation of Revenue and their Distribution;
- Money and the Financing of the Economy.

3. The Results of an Economic Activity

- The Elements of National Accounting;
- The Macro-Economic Equilibrium.

CTR121: Law and Economics II

> Company Law : 2 Credits (30 hours); L. T, SPW

- 1. Definitions of Company Law
- 2. Sources of Company Law
- 3. Classification of Companies
- 4. Rules common to all Companies
- 5. Rules specific to each Company

Economics and the Organization of Enterprises I : 2 c REDITS (30 HOURS); L, T, SPW

- 1. The Enterprise
- 2. Typology of Enterprises
- 3. Structure of the Organization of Enterprises
- 4. Insertion of the Enterprise in the Economic fabric
- 5. Commercial Activity
- 6. Productive Activity

- 7. Logistics
- 8. Financial Activity
- 9. The know-how commence business
- 10. Management of Human Resources

* CTR112 : Principles of Accounting and Statistics I

> Principles of Accounting I: 3 Credits (45 hours); L, T, P, SPW

- 1. General Introduction
- 2. Basic Principles of Accounting
- 3. Analysis of Current Transactions/Operations

> Statistics : 2 Credits (30 hours) L, T, P, SPW

- 1. Statistical series to one variable (discrete variable, continuous variable)
- 2. Statistical series to two variables
- 3. Chronological series

CTR122 : Principles of Accounting II

> Principles of Accounting II: 5 Credits (75 hours); L, T, P, SPW

- 1. Intermediate balances
- 2. The concept of depreciation and provisions for depreciation
- 3. Works leading to the establishment of summary documents

CTR113 : Introduction to Customs Law

Introduction to Customs Law: 2 Credits (30 hours); L, T, P, SPW

- 1. Sources of Customs Law
- 2. Missions of the Customs Administration
- 3. Organization and Functioning of Customs Services

CTR123 : Custom Clearance Procedure

Clearance Procedure: 4 Credits (60 hours); L, T, SPW

- 1. Custom Clearance Procedure with respect to importation
 - Preparation of clearance;
 - Clearance strictly speaking
- 2. Custom Clearance Procedure with respect to exportation
 - Preparation of custom clearance
 - Export Clearance strictly speaking

CTR114 : Custom Regimes

> Custom Regimes: 4 Credits (60 hours); L, T, SPW

- 1. Custom Regime at Ordinary Law
 - The Consumption Regime?
 - The Final Exportation and Expedition Regime

2. Suspensive and Economic Customs Regimes

- Suspensive Customs Regimes
- Economic Customs Regimes

CTR124: CustomsDuty Charges

> Custom Duties: 2 Credits (30 hours); L, T, SPW

- 1. Taxing Common Rights (the generating and payable tax, different rights and taxes, the scope of application, tax base and rate)
- 2. Exceptions (tax incentives, industrial free zones/areas and points francs industriels; taxes on investments, petroleum tax, franchises, exonerations, etc)

CTR115 Transit I

> Case Study of Transit I : 4 Credits (60 hours); L, T, P, SPW

- 1. Status, creation, organization, management of a shipping company or authorized Customs Agent;
- 2. Transit operators (documentary preparation, declaration, quotation, follow-up of customs clearance, off-loading the goods and delivery)

CTR125 : Transportation

> Transportation Insurance : 4 Credits (60 hours); L, T, SPW

- 1. Sales Conditions : les INCOTERMS
- 2. Maritime and Sea transport
- 3. Land transport (transport by road and by rail)
- 4. Air transport
- 5. Insurance of transported goods

NB: For each mode of transport, emphasis should be made on the technical, regulatory, documentary and pricing aspects.

> Transportation Law : 4 Credits (60 hours) L, T, SPW

1. The formation of transportation contract

- 2. The execution of transportation contracts
- 3. Transportation litigations
- The responsibility of the transporter
- The responsibility of the right holders
- International Conventions on Transport

CTR116 : Principles of Taxation I

> Technology and the classification of tariffs : 4 Credits (60 hours); L, T, SPW

- 1. Presentation of the Harmonized System
- 2. General principles of classification
- 3. Tariff nomenclature chapters 1 to 71

Customs Valuation I : 4 Credits (60 hours); L, T, SPW

- 1. Customs Valuation of Imported Goods
- The purchase
- Exceptions to the purchase price as basis for valuation
- 2. Customs valuation before exportation

CTR126 : Customs Clearance II (The Practice)

Case study of transit II: 4 Credits (60 hours), L, T, P, SPW

1. Preparation towards professional examination questions of synthesis/summary.

CTR117 : Bilingual Training

> English: 1.5 credits (22 hours 30mn)L, T, P, 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

French : 1.5 credits (22 hours 30mn)L, T, P, SPW

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
- Expressions figées

CTR127 : Computer Training

> Computer Training : 3 Credits (45 hours); L, T, P, SPW

- 1. Information and computerized systems;
- 2. The computer;
- 3. The software or programme;
- 4. Introduction to the transmission of data and network;
- 5. Files and data bases.

CTR231 : Commercial Law and Labour Law

> Commercial Law : 2 Credits (30 hours); L, T, SPW

- 1. History and source of Commercial Law;
- 2. Commercial acts and traders;
- 3. Status of a trader;
- 4. Quality of a trader
- 5. The business
- 6. Principal commercial contracts

> Labour Law : 2 Credits (30 hours); L, T, SPW

- 1. Sources of Labour Law;
- 2. Employment Contract;
- 3. The remuneration of the worker;
- 4. The working conditions;
- 5. The representation of workers;
- 6. Employment litigations;
- 7. Labour accidents and professional illnesses;
- 8. The Labour Inspector
- 9. Professional ethics

CTR241 : General Principles of Economics and Organization of Enterprises

> Economics organization of enterprises II : 2 Credits (30 hours); L, T,SPW

- 1. The systemic approach of an enterprise;
- 2. Information system;
- 3. Decision system;
- 4. The strategic analysis of the enterprise;
- 5. Choice and the implementation of a strategy;
- 6. The enterprise, the society and ethics.

> General Principles of Economics II: 2 Credits (30 hours); L, T, SPW.

1. Contemporary Economic Systems

- The Market Economy;
- Socialist Economies.
- 2. International Economic Relations
 - The bases of International Trade;
 - International Exchange Measures: Balance of Payments;
 - International Payments;
 - Forms of International Cooperation and Economic Integration.
- 3. Development and Growth
 - Economic Development and its inequities;
 - Growth and its inequities;

- Inflation, unemployment, industrial mutations: the contemporary situation;
- The Stakes of Development and the globalization of problems.

CTR232 : Accounting Analytics, Statistics and Probability

> Accounting Analytics: 3 Credits (45 hours); L. T. SPW

- 1. General Principles;
- 2. Network for the Exploitation of Analytical Accounting;
- 3. Complete costs;
- 4. Partial costs.

Statistics and Probability : 2 Credits (30 hours); L, T, SPW

- 1. Probabilities.
- 2. Introduction to Referential Statistics.
 - Sampling;
 - Point estimation;
 - Interval estimation;
 - Test on the average (case study of a normal hypothesis).

* CTR242: Financial Mathematics and Principles of International Trade

> Financial Mathematics : 4 Credits (60 hours); L, T, P, SPW

- 1. Basic Notions;
- 2. Short-term Financial Transactions;
- 3. Equivalence and Replacement Effects;
- 4. Annuities;
- 5. Joint Borrowing;
- 6. Bonds;
- 7. Profitability of Investments in a Universe/Period of Certainty.

Principles of International Trade : 4 Credits (60 hours); L, T, P, SPW

- 1. The Parties in International Trade;
- 2. INCOTERMS;
- 3. Import and Export Documents;
- 4. Insurance of the Goods transported;
- 5. The Modalities of International Transportation;
- 6. The Instruments and Techniques of Payment, etc.

CTR233 : Management of Custom Litigations

> Management of Custom Litigations : 4 Credits (60 hours); L, T, P, SPW

- 1. Criminal litigation;
- 2. Civil Litigation.

* CTR234 : General Principles of Taxation II

> Origin of Goods : 3 Credits (45 hours); L, T, P, SPW

- 1. Non-Preferential Origin;
- 2. Preferential Origin.

> Technology and the Classification of Customs Rate

1. Nomenclature of tariffs on goods listed in chapters 72 to 98.

CTR243 : Custom Practice

> CTR243 : Custom Practice : 4 Credits (60 hours); L, T, P, SPW

CTR244 : Principles of Taxation III

- Custom Valuation II : 4 Credits (60 hours); L, T, P, SPW
 - 1. Case study of the determination of the value of goods according to the transaction value principles by custom authorities;
 - 2. Case Study of the determination of customs value of goods.

CTR235 : Transit III

Case Study : 4 Credits (60 hours); L, T, P, SPW

1. Preparation questions relating to Professional Synthesis/Summary.

CTR245 : Transit Practice

Case Study : 4 Credits (60 hours); L, T, P, SPW

CTR236: Applied Computer Knowledge

> Computer System and Custom : 2 Credits (30 hours); L, T, P, SPW

- 1. Presentation of the Customs Computer System;
- 2. Presentation of the different information tables;
- 3. Presentation of the scopes of declaration;
- 4. Consulting of tariff in the software;
- 5. Client Architecture and the server;
- 6. Interface Study

CTR246 : Internship

> Internship : 6 Credits (90 hours); P, SPW

- 1. Arrival and reception by the company
- 2. Work in the company;
- 3. Keeping of the log-book of the trainee;
- 4. Choosing a research topic in collaboration with the professional and academic supervisors;
- 5. Elaborate the framework of the research
- 6. Determine the documents to be consulted
- 7. Organize the study
- 8. Write the Report
- 9. Defend the Report before a jury

CTR237 : Creation of an Enterprise and Methodology in Writing Internship Reports

Creation of Enterprise/Company : 1 Credit (15 hours); L, T

- 1. The Notion of Entrepreneur;
- 2. Reasons / Motivation for Creating the Enterprise;
- 3. Search for Ideas and Evaluation of same;
- 4. Search for Financing;
- 5. The Legal Status of the Enterprise;
- 6. Ethical Aspects of the Business;
- 7. Elaborating the Business Plan.

> Methodology for writing an Internship Report : 2 Credits (30 hours); L, T, SPW

A. Writing and Structure of an Internship Report

1. General Approach

- Nature and Content of the Internship Report;
- Paragraph;
- Style and Spelling.
- 2. Structure of the Document
 - Cover Page;
 - Acknowledgements;
 - The Heading (en-tete) of the Internship Report;
 - Summary of Table of Content;
 - List of Figures and List of Tables;
 - Glossary;
 - The Body (content) of the Internship Report;
 - Bibliography;
 - Annexes;
 - Summary and Key Words.

B. Arrangement of the Internship Report

- 1. General
 - Submission of the Internship Report
 - Choice of Software

2. Rules of Form

- Length of the Internship Report;
- Page Layout;
- Theme Font;
- Length and Font-size;
- Spacing;
- Paging.

3. Footnotes

4. Floating

- Tables
- Figures
- List of Figures, List of Tables
- Equations
- Glossary

5. Bibliography

- Reason for Bibliographical Citations;
- Format of Contextual Bibliographical Citations;
- List of Bibliographical References;
- Bibliographical References for Electronic Documents.

CTR247 : Economics, Civic Education and Ethics

> Economics : 2 Credits (30 hours); L, T, SPW

1. General Principles of Economics

- Introduction;
- Demand and Supply;
- The Creation of Income;
- Money and Credit;
- Prices;
- The Concept of Growth and Development.

2. The Enterprise

- Introduction;
- Typology of Enterprises;
- Structure and Organization of an Enterprise;
- he Enterprise and Ethics;
- How to Create (create, decide, manage).

3. The Place of the Enterprise in the Economic Network

- Concept of the Environment and the Enterprise;
- The intra/extra Enterprise Relationship;
- Commercial Activity;
- The Concept of Strategy.

4. Productive Activity

- The Policies and Processes of Production;
- Commercial Policies;
- Logistics.

5. The Concept of Management in an Enterprise

- The Activity and Financial Resources
- Planning and Management of Human Resources
- Planning and Management of Material Resources.

6. Information and Communication in the Enterprise

- The Role of Information and Communication;
- Collection/Gathering and Organization of Information;
- Strategic diagnosis
- System of Decision.

> Civic education and ethics : 1 Credit (15 hours); LSPW

The concepts

- Citizenship
- The Nation
- The state
- Public property collective property
- Liberties
- The public service
- Ethical problem
- Ethics, law and reason
- Management and ethical responsibility
- Ethics and management
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- 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

Field: LEGAL CAREERS

Specialty :

TAX MANAGEMENT

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LEGAL CAREERS

Specialty:

Tax Management

1. The objective of the training

The objective of this specialization is to train officials who can centralize, liquidate, declare and defend risks noticed by the tax administration through fiscal controls; treat fiscal effects of current transactions made by clients of the chambers; taxable products, deductible costs, write-offs, depreciations and procurements, with or without VAT.

2. Skills Sought After

\rightarrow General skills

- Must demonstrate aptitude for adapting easily to new situations and ensuring good organization
- Must have a sense of initiative;
- Must be rigorous and have a spirit of synthesis and an analytical mind;
- Must be discreet, confidential, reserved and respect the ethics of the profession;
- Must be efficient in the transmission of information;
- Must be able to bring people together /be receptive;
- Must have a mastery, both oral and written, of the use of the technical jargons of the profession;
- Must use, strictly within the professional context, the techniques of legal drafting;
- Must master the different types of legal acts;
- Must be efficient in the use of New Information and Communication Technology.

\rightarrow Specific skills

- Must be able to reflect and analyze taxation law;
- Must master the principal professional techniques (consultancy, enquiry, paper analysis);
- Have profound knowledge of national and international taxation;
- Have a mastery of administrative and fiscal procedures;
- Prepare files on statistical, fiscal and labour declarations;
- Update the regulation and ensure that they are respected;
- Prepare audiences;
- Ensure the drafting of certain deeds;
- Carry out documentary research;
- Ensure the follow up and execution of administrative and legal formalities.

3. Outlets

- Consultants in Accountancy and Taxation;
- Tax Declaration Officers;
- Assistants in the firms of Tax Consultants;
- Tax Auditors;
- Tax Counselors;
- Tax Controllers;
- Work in the Department in charge of Legal Affairs in Companies;
- Middle class support administrative staff in general and of the Ministry of Finance.

4. Organization of the Teachings

1st SEMESTER

	FIELD: LEGAL CAREERS	Specialty: TAX MANAGEMENT			MENT		
			Number of Hours				
CODE UE		L	T	Ρ	SPW	Total	of credits
	Fundamentals Courses 30% (2 UC) 9 credits 135 hours						
TMA111	Commercial Law I	50	20	0	5	75	5
TMA112	Family Law I	40	15	0	5	60	4
Professionals Courses 60% (4 UC) 18 credits 270 hours							
TMA113	Organization of Tax and Customs Administration	50	20	0	5	75	5
TMA114	Principles of Taxation and OHADA Accounting Law	40	30	0	5	75	5
TMA115	Tax on Personal Income and Income of Legal Entities	40	15	0	5	60	4
TMA116	Local Taxation and Registration Law	40	15	0	5	60	4
	Inter-Disciplinary Course 10% (1UC) 3 credits 45 hours						
TMA117	Bilingual Training	30	5	5	5	45	3
Total		290	120	5	35	450	30

2nd SEMESTER

	FIELD: LEGAL CAREERS	Specialty: TAX MANAGEMENT			MENT		
			Number of Hours				
CODE UE	lifle of Courses	L	T	P	SPW	Total	of credits
	Fundamentals Courses 30% (2 UC) 9 credits 135 hours						
TMA121	Commercial Law II	50	20	0	5	75	5
TMA122	Family Law II	40	15	0	5	60	4
Professionals Courses 60% (4 UE) 18 credits 270 hours							
TMA123	Management Control	50	20	0	5	75	5
TMA124	Tax Recovery andControl Procedure	40	30	0	5	75	5
TMA125	SpecificCustoms Duties	40	15	0	5	60	4
TMA126	Principles of Accounting and Accounting Analytics	40	15	0	5	60	4
Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours							
TMA127	Computer Training	30	5	5	5	45	3
Total		290	120	5	35	450	30

3rd SEMESTER

FIELD: LEGAL CAREERS			Specialty: TAX MANAGEMENT					
		Number of Hours Num				Number		
CODE UE	Title of Courses	L	T	Р	SPW	Total	of credits	
	Fundamentals Courses 30% (2 UC) 9 credits 135 hours							
TMA231	Labour Law	50	20	0	5	75	5	
TMA232	Company Law	40	15	0	5	60	4	
Professionals Courses 60% (4 UC) 18 credits 270 hours								
TMA233	Statistics and Tax Declaration	50	20	0	5	75	5	
TMA234	Tax Auditing Techniques	50	20	0	5	75	5	
TMA235	Procedure of Tax Declaration	40	15	0	5	60	4	
TMA236	Management Software / SAARI Payment and Accounting/ SYDONIA	40	15	0	5	60	4	
Inter-Disciplinary Courses 10% (1UC) 3 credits 45 hours								
TMA237	Creation of an Enterprise and Methodology of Writing Internship Reports	30	5	5	5	45	3	
Total		300	150	0	35	450	30	

4th SEMESTER

	FIELD: LEGAL CAREERS Specialty: TAX MANAGEME			MENT			
		Number of Hours			Number		
CODE UE	Title of Courses	L	Т	Р	SPW	Total	of credits
	Fundamentals Courses 30% (2 L	IC) 9 c	redits	135 h	nours		
TMA241	Land Tax	50	20	0	5	75	5
TMA242	Business Law	40	15	0	5	60	4
Professionals Courses 60% (4 UC) 18 credits 270 hours							
TMA243	Synthesis of Tax Control and Litigation and Tax Audit	40	30	0	5	75	5
TMA244	Enterprise Economics and Organization	30	10	0	5	45	3
TMA245	Legal and Tax Management	40	15	0	4	60	4
TMA246	Internship	0	0	30	60	90	6
Inter-Disciplinary Course 10% (1UC) 3 credits 45 hours							
TMA247	Economics, Civic Education and Ethics	30	5	5	5	45	3
Total		300	150	0	35	450	30

5. Courses content

TMA111: Commercial Law I

> Commercial Law I: 5 Credits (75 hours); L, T, SPW

TMA121: Commercial Law II

- > Commercial Law II: 5 Credits (75 hours); L. T, SPW
- * TMA112 : Family Law I
- > Family Law I: 4 Credits (60 hours); L, T, SPW
- * TMA122 : Family Law II
- > Family Law II: 4 Credits (60 hours); L, T, SPW
- TMA113 Organization of Tax and Customs Administration
- > Organization of Tax and Customs Administration: 5 Credits (75 hours); L, T, SPW

TMA123 : Management Control

- > Management Control: 5 Credits (75 hours); L, T, WSP
- TMA114 : Principles of Taxation and OHADA Accounting Law
- > OHADA Accounting Law: 3 Credits (45 hours); L, T, SPW
- Principles of Taxation Law : (45 hours); L, T,SPW

* TMA124: Tax Recovery and Control Procedure

Tax Recovery and Control Procedure: 5 Credits (75 hours); L, T, SPW

* TMA115 : Tax on Personal Income and Income of Legal Entities

Tax on Personal Income and Income of Legal Entities: 4 Credits (60 hours); L, T, SPW

TMA125 : Specific Customs Duties

> Specific Customs Duties: 4 Credits (60 hours) L, T,SPW

TMA116 : Local Taxation and Registration Law

- > Local Taxation : 2 Credits (30 hours); L, T, SPW
- Registration Law: 2 Credits (30 hours); L, T,SPW

***** TMA26 : Principles of Accounting and Accounting Analytics

> Principles of Accounting and Accounting Analytics: 4 Credits (60 hours), L, T, PE

TMA117 : Bilingual Training

> English: 1.5 credits (22 hours 30mn)L, T, P, 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

French : 1.5 credits (22 hours 30mn)L, T, P, SPW

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

TMA127 : Computer Training

> Computer Training : 3 Credits (45 hours); L, T, P, SPW

TMA231 : Labour Law

> Labour Law : 5 Credits (75 hours); L, T, SPW

TMA241 : Land Tax

> Land Tax: 5 Credits (75 hours); L, T, SPW

TMA232 : Company Law

> Company Law: 4 Credits (60 hours); L. T. SPW

TMA242: Business Law

> Business Law : 4 Credits (60 hours); L, T, SPW

TMA233 : Statistics and Tax Declaration

Statistics and Tax Declaration: 5 Credits (75 hours); L, T,SPW

* TMA243 : Synthesis of Tax Control and Litigation and Tax Audit

- > Case Study of Tax Litigation : 3 Credits (45 hours); L, T, SPW
- > Fiscal Audit Synthesis : 3 Credits (45 hours); L, T, SPW

TMA234 : Tax Auditing Techniques

- > Tax Auditing Techniques: 5 Credits (75 hours); L, T, SPW
- ***** TMA244 : Enterprise Economics and Organization
- > Economics and the Organization of Enterprises: 3 Credits (45 hours); L, T, SPW
- TMAI235 : Procedure of Tax Declaration
- Procedure of Tax Declaration: 4 Credits (60 hours); L, T, SPW

* TMA245 : Legal and Tax Management

- > Legal and Tax Management: 4 Credits (60 hours); L, T.SPW
- TMA236: Management Software / SAARI Payment and Accounting/ SYDONIA
- > Tools Assisting Management : Credit (15 hours); L, T, SPW
- > SAARI Payment and Accounting : 2 Credits (30 hours); L, T,SPW
- > SYDONIA : 2 Credits (30 hours); L, T,SPW

TMA246 : Internship

- > Internship : 6 Credits (90 hours); P, SPW
 - 1. Arrival and reception by the company
 - 2. Work in the company;
 - 3. Keeping of the log-book of the trainee;
 - 4. Choosing a research topic in collaboration with the professional and academic supervisors;
 - 5. Elaborate the framework of the research

- 6. Determine the documents to be consulted
- 7. Organize the study
- 8. Write the Report
- 9. Defend the Report before a jury

TMA237 : Creation of Enterprise and Methodology of Writing Internship Reports

> Creation of Enterprise : 1 Credit (15 hours); L, T

- 1. The Notion of Entrepreneur;
- 2. Reasons / Motivation for Creating the Enterprise;
- 3. Search for Ideas and Evaluation of same;
- 4. Search for Financing;
- 5. The Legal Status of the Enterprise;
- 6. Ethical Aspects of the Business;
- 7. Elaborating the Business Plan

> Methodology for writing Internship Report : 2 Credits (30 hours); L, T, SPW

- 1. Gathering of information;
- 2. How to do a Report;
- 3. Plan of the Internship Report and Summary;
- 4. Table of Content;
- 5. Introduction of the Internship Report;
- 6. Conclusion of the Internship Report;
- 7. Acknowledgements;
- 8. How to do the appendices;
- 9. When to begin the Internship Report;
- 10. How to come out with a topic for the Internship Report;
- 11.The cover page;
- 12. How to write efficiently;
- 13. Form and presentation (cover page, identification page, summary, bibliography, glossary, list of figures, tables and illustrations);
- 14. Instructions and typographic rules in the presentation of the Report (font-size, spacing, titles, punctuations, graphic charts);
- 15. How to prepare for the defence.

***** TMA247 : Economics, Civic Education and Ethics

> General Principles of Economics : 2 Credits (30 hours); L, T, SPW

- 1. Enterprises and production;
- 2. Households and consumption;
- 3. Markets and prices;
- 4. Creation and distribution of revenue;
- 5. Money and the financing of the economy;
- 6. Elements of national accounting;



- 7. Macro-economic equilibrium;
- 8. The socialist system;
- 9. Capitalist economy;
- 10. State intervention;
- 11. The bases of international trade;
- 12. International payments;
- 13. Balance of payment;
- 14. Economic development and its inequalities;
- 15. Growth and its inequalities;
- 16. Inflation, unemployment, industrial transformations;
- 17. The stakes of development and the globalization of problems;
- 18. Development strategies;
- 19. Economic integration and the different forms of cooperation in the world;
- 20. International indebtedness strategies.

> Civic education and ethics : 1 Credit (15 hours); LSPW

The concepts

- Citizenship
- The Nation
- The state
- Public property collective property
- Liberties
- The public service
- Ethical problem
- Ethics, law and reason
- Management and ethical responsibility
- Ethics and management
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- 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





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