**FIELD : BUSINESS AND MANAGEMENT**

**SPECIALTY : HUMAN RESOURCE MANAGEMENT**

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### 1. OBJECTIVE OF 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 organisations) and offering refreshment courses in line with the labour code ; the regulation of work and the human resource policy of the enterprise.

### 2. SKILLS SOUGHT AFTER

❖ **General Skills**

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

❖ **Specific Skills**

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

### 3. OUTLETS

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

### 4. PROGRAM DURATION

For a period of two years, a set of theoretical and practical courses is administered to students with a view to obtaining a Higher National Diploma (HND) sanctioned by MINESUP.

## 5. CONDITION FOR ADMISSION

**Direct registration on file study :**

o A hand written application adressed to the Director of ISTTI ;
o A complete registration form available on campus ;
o A photocopy of birth certificate ;
o A photocopy of A/L certificate ;
o Registration fees : 35,000 FCFA ;
o File study fees : free of charge ;
o Annual medical coverage : 5000 F CFA.

## 6. PEDAGOGICAL APPROACH

o Lectures ;
o Practical work and personal work ;
o Immersion courses in the professions accompanied by a teaching body and company executives.

## 7. EVALUATION TECHNIQUES

o Continuous monitoring for each lecture ;
o An exam session (oral or written) at the end of each semester organised according to the subjects registered for the semester ;
o Writing of an internship report defended in front of a jury at the end of the cycle ;
o National HND exam.

## 8. ORGANISATION OF TEACHINGS

**SEMESTER 1**

| Code | Course Title | Number of credits |
|---|---|---|
| HRM111 | Mathematics and Computer Science I | 5 |
| HRM 112 | Quantitative techniques I | 4 |
| HRM 113 | Legal Environment and accountanting I | 4 |
| HRM 114 | Human Relations I | 5 |
| HRM 115 | Professional Relations I | 4 |
| HRM 116 | Organisation I | 5 |
| HRM 117 | Bilingual training I and economic environment I | 3 |
| TOTAL | | 30 |

**SEMESTER 2**

| Code | Course Title | Number of credits |
|---|---|---|
| HRM121 | Mathematics and Computing II | 5 |
| HRM122 | Quantitative techniques II | 4 |
| HRM123 | Legal Environment and accountanting II | 5 |
| HRM124 | Human Relations II | 4 |
| HRM125 | Professional Relations II | 4 |
| HRM126 | Methodology and Organisation II | 5 |
| HRM127 | Bilingual Training II and Economic Environment II | 3 |
| TOTAL | | 30 |

**SEMESTER 3**

| Code | Course Title | Number of credits |
|---|---|---|
| **HRM 231** | Quantitative techniques and computer skills I | 5 |
| **MHR 232** | Finance and ICT I | 4 |
| **HRM 233** | Valorisation of HR I | 4 |
| **HRM 234** | Techniques of management of HR I | 4 |
| **HRM 235** | Social environment I | 4 |
| **HRM 236** | Organisation and Management I and II | 6 |
| **HRM 237** | The legal environment and the creation of business | 3 |
| **TOTAL** | | **30** |

**SEMESTER 4**

| Code | Courses Title | Number of credits |
|---|---|---|
| **HRM 241** | Quantitative techniques and computing II | 5 |
| **HRM 242** | Finance and ICTS II | 4 |
| **HRM 243** | Valorisation of HR II | 4 |
| **HRM 244** | HRM Technics  II | 4 |
| **HRM 245** | Social Environment II | 4 |
| **HRM 246** | Professional internship | 6 |
| **HRM 247** | Legal environment and civic education | 3 |
| **TOTAL** | | **30** |