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| **Institute of Technology (IT) - university of Ouargla –** **Department: Business Administration**  |

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| **SUBJECT SYLLABUS** **(to be published on the website)** |
| **Human resources management 2** |

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| **COURSE TEACHER** | **Lynda BOUALI**  |
| Receiving students per week |
| Email  | **amnachelynda@gmail.com** | Day  | **Monday**  | Hour  | **9:30:00 AM** |
| Landline phone |  | Day | **Monday**  | Hour  |  |
| Secretary phone  |  | Day  |  | Hour  |  |
| Other  | **670197608** | Building  | **ISTA**  | Office  | **Room 04** |

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| **Tutorials**(Receiving students per week) |
| Name of teacher | Office/reception room | Session 1  | Session 2 | Session 3  |
| Day  | Session | Day | Hour | Day | Session |
|  | **Room 04** | **Monday**  | **11:00:00 AM** |  |  |  |  |
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| **Practical works**(Receiving of students per week) |
| Name of teacher | Office/reception room | Session 1  | Session 2 | Session 3  |
| Day  | Session | Day | Hour | Day | Session |
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| **Course description** |
| Objective  | Understanding the human resource politics Be able to apply them in real situations  |
| Type of Teaching Unit | UEF (Fundamental) |
| Short content | - Recruitment processes-Training policies and career management-Evaluation of employees (purposes, tools, difficulties)- The remuneration and participation policy (foundations, challenges)-Payroll |
| Subject Credits | 4 |
| Subject coefficient | 3 |
| Weighting Participation | 7.50% |
| Weighting Attendance | 7.50% |
| Average Calculation | Score of the presentation + (score of the technical sheets + absences + participation) + TD test / 3n |
| Skills targeted | Identify a Human Resources strategy Suggest a training planParticipate in the hiring process Understand and contribute in preparing the payroll |

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| **Assessment of continuous knowledge test** |
| **First knowledge test** |
| Day | Session | Duration | Type (1) | Doc. Allowed (yes/no) | Scale | Exchange after evaluation (date of sheet consulting) | Evaluation criteria (2) |
| **Wednesday**  | **11:00:00 AM** | **45 mnts** | **EC** | **Yes**  | **Written presentation 12pts** **Oral presentation 08pts**  |  | **A, S, AR, D, R** |
| **Second knowledge test** |
| Day | Session | Duration | Type (1) | Doc. Allowed (yes/no) | Scale | Exchange after evaluation (date of sheet consulting) | Evaluation criteria (2) |
|  |  | **1H30**  | **E** | **No**  | **/20** |  | **A, S, AR, D, R** |

(1) Type: E=written, EI=individual presentation, EC=class presentation, EX=experimentation, MCQ

(2) Assessment criteria: A=Analysis, S=synthesis, AR=argumentation, D=approach, R=results.

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| **Used Equipment and Material**  |
| Platforms addresses  |  |
| Application names (web, local networks) |  |
| Handouts  | -Assia Belhouchat, Human Resources Management, Annaba Graduate School of Management Sciences, 2018-2019, https://epsecg-annaba.dz/wpcontent/uploads/2021/01/Polycopi%C3%A9-sur-la-gestion -human resources. pdf -M.Ferhaoui, “The foundation of |
| Laboratory material  |  |
| Protective material  |  |
| Material to be used in the field  |  |

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| **Expectations** |
| Expectations of students (Participation-involvement) |  |
| Teacher expectations |  |
| **Bibliography** |
| Books and digital resources  | 1-Cadin et al, “Human resources management”, Dunod editions, Paris, 2004 2-L. FERRE, I. OLIBET, "Management", Vuibert editions, Paris 2016. 3-D.HELLRIEGEL, J.W.SLOCUMP, "Management of organizations", edition of boeck (2nd edition), Paris, 2 |
| Articles (papers)  |  |
| Handouts  | -Assia Belhouchat, Human Resources Management, Annaba Graduate School of Management Sciences, 2018-2019, https://epsecg-annaba.dz/wpcontent/uploads/2021/01/Polycopi%C3%A9-sur-la-gestion -human resources. pdf -M.Ferhaoui,  |
| Websites  | - https://entraide.be/wp-content/uploads/sites/4/2015/12/politique\_de\_gestion\_rh\_fin.pdf - https://www.technocompetences.qc.ca/wp-content/uploads/2018/11/2013\_Guide\_GRH\_TECHNOComp %C3%A9tences.pdf - https://aisne4c.com/wp-content/uploads/2018/08/1-GRH |

Stamp of the department