

Course Unit: 9152313; 9994313 - Human Resources Management

Year 2 Semester 3 ISCED Code: 345 ECTS: 4

Type of Course Unit: Compulsory Delivery Mode: Face-to-face

Language of Instruction: Portuguese

COURSE COORDINATOR: Elsa Barbosa

HOURS OF WORK

TOTAL HOURS	Contact Hours								Hours in autonomous work
	Theory	Theory and practice	Practical and laboratory work	Field work	Seminar	Internship	Tutorial guidance	Other	
100		45							55

Prerequisites (if applicable): <<Max 500 characters with spaces>>

LEARNING OUTCOMES (knowledge, skills and competence)

On successful completion of this course unit, the student should be able to:

- Acquire the knowledge necessary to understand the complexity and dynamic nature and inter-relational management of human resources;
- Develop motivational skills, communication and leadership skills applicable to different situational occurrences;
- Train future professionals for the application of theoretical and practical knowledge acquired in their various spheres of activity.

CONTENTS

Human Resource Management:

Historical perspective of the evolution of the concept and practices

The nature of the function of human resource management

Models and Techniques for Human Resources:

Analysis and description of functions

Recruitment, selection and care staff

Management and performance evaluation

Management and career development

Management remuneration

Systems of incentives and benefits

Training and development

DEMONSTRATION OF THE CONTENTS COHERENCE WITH THE COURSE UNIT'S LEARNING OUTCOMES

Human Resources Management unit intends to equip future professionals with solid business management knowledge and general and specific skills, in the context of human resources, training them and familiarize them with current techniques required of them in organizational and relational aspects in order to address situations work on their organizational economic, political and cultural levels.

TEACHING METHODOLOGIES

- The practical classes are characterized by the oral presentation of content using the exemplification of the same, which will be supported by research and the practical exercises and simulation for solving problems under the supervision of teachers. This discusses possible solutions with the students and answers questions submitted. Students continue solving the problems posed in their hour of autonomous work;

- The process of teaching / learning is supported by a distance learning platform that allows multiple forms of interaction between students and teachers, allowing the publication of news about the working classes and a variety of materials to support course.

DEMONSTRATION OF THE COHERENCE BETWEEN THE TEACHING METHODOLOGIES AND THE LEARNING OUTCOMES

The teaching methods and assessment used directly aimed at achieving the objectives proposed in the Course of Human Resources Management, enabling students to acquire basic skills. In contact hours students have the opportunity to learn from exposure situations of matter which is accompanied with the resolution of practical exercises and simulation, thus allowing the application of knowledge to different situational occurrences, as well as the development of capabilities analysis, reflection and understanding of various issues underlying the course. At the level of autonomous working time, students have the opportunity to autonomously investigate by searching the literature, referring to the internet, doing readings, practicing.

EVALUATION METHODS

The evaluation of the unit includes:

- Practical work group.
- Written test individually without consultation.
- Final Examination appeal.

MAIN BIBLIOGRAPHY

CAMARA, P., GUERRA, P. B. e RODRIGUES, J. V. - Humanator: Recursos Humanos e Sucesso Empresarial, Publicações Dom Quixote, Coleção Gestão & Inovação, 1997.

CHIAVENATO, Idalberto - Recursos Humanos, 5ªedição, Editora Atlas, S.Paulo, 1998.

CORREIA, Manuel F. - Gestão de Recompensas in Carlos MARQUES e Miguel Pina CUNHA (coord.), Comportamento Organizacional e Gestão de Empresas, Publicações Dom Quixote, 1996.

CUNHA, M. P. e Rodrigues, S. B. - Manual de Estudos Organizacionais. Lisboa: Editora RH, 2002.

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