

Course Unit	Introduction to Management		Field of study	Management	
Bachelor in	Management		School	School of Technology and Management	
Academic Year	2023/2024	Year of study	1	Level	1-1
Type	Semestral	Semester	1	ECTS credits	6.0
Code	9147-707-1102-00-23				
Workload (hours)	162	Contact hours	T -	TP 60	PL -
			TC -	S -	E -
			OT -	O -	

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Oliva Maria Dourado Martins, Norberto Celestino Vasques Loureiro, Pedro Jose Marques Silva

Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Assimilate the terminology and technical language used in management; Understand the roles and responsibilities of managers;
2. Understand that the current management is the result of decades of evolution and contributions of several authors, managers and economists;
3. Adopt an overview of the dynamics of managing;
4. Apply the principles of the different theories of management in the interpretation of different situations, contexts and actions of managers;
5. Realize that the company is inserted in a context with certain features and characteristics that may be opportunities or threats to their own performance;
6. Discuss the importance of developing goals and clearly identified objectives for the organization's success;
7. Distinguish how the organizational structure of the companies has an impact on strategy, performance and operations of these;
8. Understand how company management works at the level of its principal functional areas, including production management and inventory, HR management, commercial and financial management.

Prerequisites

Not applicable

Course contents

General aspects of organization and management; Evolution of management thought; The management process; Globalization and its impact on management; The management of innovation and diversity; Main functional areas of management; Organizations as systems.

Course contents (extended version)

1. General aspects of organizations and management
 - Types of organizations and companies
 - Management and managers
 - Functions, roles and responsibilities
2. Evolution of management thought and management paradigms
 - The management theory classical
 - The management theory behavioural
 - The management theory contingency
 - The management theory systemic
 - Recent approaches
3. The management process: planning, organization, direction and control
 - The process of decision-making
 - Organizational structure
 - Models and control techniques
4. Globalization and the impact on management
5. The management of innovation and diversity
6. Principal functional areas of management
 - Production function
 - Financial function
 - Commercial function
 - Administrative function
 - Human Resources function
7. Organizations as systems: the cultural system - organizational culture
 - Climate and organizational culture
 - Culture and management

Recommended reading

1. Almeida, F. (2016). Introdução à gestão de organizações (4.ª Ed.). Escolar Editora.
2. Costa, T. (2021). Gestão contemporânea: princípios, tendências e desafios (3.ª Ed.). Sílabo.
3. Costa, R. L., & António, N. S. (2018). Os modelos de gestão global: meios e técnicas de controlo nas PME (2.ª Ed.). Actual Editora.
4. Reis, F. L. (2020). Manual de gestão das organizações: Teoria e prática (2.ª Ed.). Sílabo.
5. Teixeira, S. (2022). Gestão das organizações (4.ª Ed.). Escolar Editora.

Teaching and learning methods

Theoretical lectures in which concepts are explained followed by discussing exercises where students are encouraged to debate the different perspectives of management. Class workshops on practical situations and case-studies. Students will be invited to perform individual and group tasks related to the several topics of the unity.

Assessment methods

1. Alternative 1 - (Regular, Student Worker) (Final, Supplementary)
 - Final Written Exam - 50% (An expected minimum grade of 7/20 values)
 - Practical Work - 50%
2. Alternative 2 - (Regular, Student Worker) (Special)
 - Final Written Exam - 100%

Language of instruction

Portuguese, with additional English support for foreign students.

Electronic validation

Oliva Maria Dourado Martins	Joaquim Agostinho Mendes Leite	António Borges Fernandes	José Carlos Rufino Amaro
09-10-2023	10-10-2023	10-10-2023	20-10-2023