

Course Unit	Fundamentals of Management and Organizational Behavior	Field of study	Accounting, Economics and Management
Bachelor in	Management Informatics	School	School of Technology and Management
Academic Year	2023/2024	Year of study	1
Type	Semestral	Semester	2
Workload (hours)	162	Contact hours	T - , TP 60 , PL - , TC - , S - , E - , OT - , O -
Level	1-1	ECTS credits	6.0
Code	9186-709-1202-00-23		

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)

### Learning outcomes and competences

- At the end of the course unit the learner is expected to be able to:
1. Understand the general aspects of organizations and the functions of a manager
  2. Know the various paradigms of management and understand the entire management process
  3. Understand the internal and external environment of an organization
  4. Understand the innovation management and diversity
  5. Understand and differentiate functional areas of management
  6. Understand and develop the strategic management process
  7. Understand the organizational culture
  8. Understand motivation and leadership within an organization

### Prerequisites

Not applicable

### Course contents

1 - General aspects of organizations and management. 2 - Evolution of management thought and management paradigms. 3 - The management process. Planning, organization, direction and control. 4 - Globalization and the impact on management. 5 - The innovation management and diversity. 6 - Principal functional areas of management. 7 - Strategic management. 8 - Organizations as systems. The cultural system - organizational culture. 9 - Motivation and leadership in organizations.

### Course contents (extended version)

1. General aspects of organizations and management
  - Types of organizations and companies
  - Management and managers
  - Roles and competencies
2. Evolution of management thought and management paradigms
  - The theory of classical management
  - The theory of behavioral management
  - The theory of contingency management
  - The theory of systemic management
  - Recent approaches
3. The management process. Planning, organization, direction and control
  - The decision-making process
  - Organizational structure
  - Control models and techniques
4. Globalization and the impact on management
  - The globalization concepts
  - Management in the global market
5. The innovation management and diversity
  - Diversity benefits for the company
  - Organizational culture and diversity
  - Diversity, creativity and innovation
6. Principal functional areas of management
  - Production function
  - Financial function
  - Commercial function
  - Administrative function
  - Human Resources function
7. Strategic management
  - Elements of the strategy
  - Strategic analysis
  - Formulation, implementation and control
8. Organizations as systems. The cultural system - organizational culture
  - Organizational culture components
  - Organizational Culture and Company Culture
9. Motivation and leadership in organizations
  - The personal characteristics and behaviors of the leader
  - Leadership and performance styles, intervening variables
  - Leadership, management and power; New trends

### Recommended reading

1. Carvalho, J. E. (2016). *Gestão de Empresas – Princípios Fundamentais. O futuro da gestão é a gestão do futuro* (4.ª ed.). Edições Sílabo.
2. Cunha, M. P., Rego, A., & Cabral-Cardoso, C. (2009). *Tempos modernos: Uma história das organizações e da gestão*. Edições Sílabo.
3. David, F., & David, F. (2016). *Strategic Management: A Competitive Advantage Approach, Concepts and Cases* (16th ed.). Pearson Publisher.
4. Teixeira, S. (2013). *Gestão das Organizações* (3.ª ed.). Escolar Editora.
5. Varela, M., & Dias, A. L. (2015). *Introdução à Gestão-Gestão Empresarial*. Escolar Editora.

### Teaching and learning methods

Lectures with audio-visual resources. This course is based on "learning by doing", involving active participation of the student via interventions, individual and team work and problem solving. Real-life case studies are incorporated into lectures to provide opportunities for students to apply theory into practice in a real-life context. Tutorial sessions in contact hours.

**Assessment methods**

1. Alternative 1 - (Regular, Student Worker) (Final, Supplementary)
  - Practical Work - 50%
  - Final Written Exam - 50%
2. ERASMUS Programme - (Regular, Student Worker) (Final, Supplementary)
  - Work Discussion - 100% (Development and discussion of work)
3. Alternative 2 - (Regular, Student Worker) (Special)
  - Final Written Exam - 100%

**Language of instruction**

Portuguese, with additional English support for foreign students.

**Electronic validation**

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08-03-2024	08-03-2024	09-03-2024	16-03-2024