Course Unit	Human Resource Management			Field of study	Management		
Bachelor in	Management			School	School of Technology and Management		
Academic Year	2022/2023	Year of study	2	Level	1-2	ECTS credits	6.0
Type	Semestral	Semester	1	Code	9147-707-2104-00-22		

Workload (hours)	162	Contact hours	T	-	TP	40	PL	-	TC	-	S	-	E	-	OT	20	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, Catarina Braganca Fontes da Rocha

Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:
1. Understand the role of the human resources manager and their responsibilities in relation to the working environment;
2. Identify the objectives and ways to operationalize the human resource management in organizations;
3. Understand the importance of human resources in an organizational context and identify methods of managing people;
4. Identify and apply techniques on key areas of human resource management.

Prerequisites

Before the course unit the learner is expected to be able to:
1. Apply generic knowledge in the field of social sciences and humanities from the high school level;
2. Use general concepts acquired in the area of scientific management;
3. Read fluently texts in English or French.

Course contents

Introduction to the study of human resource management; Analysis and qualification of functions; Recruitment and selection of human resources; Reception and integration of workers; Assessment and performance management; Career development and skills management; Reward systems.

Course contents (extended version)

1. Importance of human resources management: Roles and responsibilities in Human Resources Management
2. Analysis, description and classification of function
3. The recruitment and selection process
   - Criteria and Methods of recruitment
   - Sources of recruitment
   - Methods of selection
   - The recruitment and selection process
4. Reception and integration of workers
   - Process of reception and integration
   - Psychological contract
   - Monitoring and evaluating the integration process
5. Assessment and performance management
   - Arrangements for assessing individual performance
   - Objectives and criteria of performance evaluation
   - Methods of performance evaluation
6. Career development and management skills
   - Methods for identifying and developing skills
   - Objectives of the career development
   - Methodologies to career development
7. Reward systems
   - Objectives and types of reward systems
   - Systems of rewards and motivation factors

Recommended reading

1. Câmara, P. , Guerra, P. , & Rodrigues, J. (2016). Humanator XXI: Recursos humanos e sucesso empresarial (7. ª Ed.). D. Quixote.
2. Hall, L. , Torrington, D. , Taylor, S. & Atkinson, C. (2020). Human Resource Management (11th Ed.). Pearson.
3. Neves, J. , Caetano, A. & Ferreira, J. (2020). Psicossociologia das Organizações – Fundamentos e Aplicações. Edições Sílabo.
4. Rego, A. , Pina, M. , Gomes, J. , Cunha, R. , Cabral-Cardoso, C. , & Marques, C. (2015). Manual de Gestão de Pessoas e do Capital Humano (3. ª Ed.). Edições Sílabo
5. Sotomayor, A. (2021). Princípios de Gestão de Recursos Humanos. Editora Rei dos Livros.

Teaching and learning methods

Oral transmission of theoretical content, using expository teaching techniques and questioning, with audiovisual support. Promoting opportunities for discussion, reflection, application of knowledge and clarification of doubts, based on practical group exercises and individual practical exercises.

Assessment methods

1. Continuous Assessment - (Regular, Student Worker) (Final, Supplementary)
   - Final Written Exam - 60% (Final Written Test)
   - Practical Work - 40% (Practical Work)
2. Final Written Exam (100%) - (Regular, Student Worker) (Final, Supplementary, Special)

Language of instruction

1. Portuguese
2. Portuguese, with additional English support for foreign students.

Electronic validation

Oliva Maria Dourado Martins	Paula Odete Fernandes	António Borges Fernandes	Paulo Alexandre Vara Alves
13-10-2022	13-10-2022	28-10-2022	03-11-2022

Electronic validation

Oliva Maria Dourado Martins	Paula Odete Fernandes	António Borges Fernandes	Paulo Alexandre Vara Alves
13-10-2022	13-10-2022	28-10-2022	03-11-2022