

Course Unit	Human Resource Management		Field of study	Management and Administration	
Bachelor in	Tourism		School	School of Public Management, Communication and Tourism	
Academic Year	2021/2022	Year of study	3	Level	1-3
Type	Semestral	Semester	2	ECTS credits	6.0
Workload (hours)			162	Contact hours	
			T	-	TP
			60	PL	-
			TC	-	S
			E	-	OT
			O	-	
Code 9254-532-3202-00-21					

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) Lara Marisa Santos

### Learning outcomes and competences

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

1. Understand the strategic dimension and the present challenges of Human Resource Management (HRM);
2. Identify objectives and implement HRM techniques in the current context of business;
3. Know and implement the main instruments of people management in international contexts;
4. Manage people to improve the performance of the organization and the personal fulfillment of employees.

### Prerequisites

Before the course unit the learner is expected to be able to:  
Not applicable.

### Course contents

1. Strategic management of human resources (HR); 2. The operational function of the HR manager; 3. HRM methods and techniques; 4. International HRM.

### Course contents (extended version)

1. Strategic management of human resources:
  - The context of sped up change and the enterprise success;
  - What is HRM?
  - The organizational strategic management and the HRM;
  - The strategic plan of HR.
2. The operational function of the HR manager:
  - Goals of the different tasks of the HRM function;
  - HRM tasks and contents.
3. HRM methods and techniques:
  - Planning HR;
  - Analysis of functions and competences management;
  - Recruitment;
  - Selection;
  - Subcontraction and temporary work;
  - Reception, socialization, retention and dismissal;
  - Training and development;
  - Management and evaluation of performance;
  - Systems of rewards and motivation.
4. International HRM:
  - The current context and the development of international HRM;
  - The expatriation and repatriation;
  - The functions of the international HRM.

### Recommended reading

1. Armstrong, M. (2020). A handbook of human resources management practice. (15th Ed). Kogan Page Publishers. ISBN: 9780749498276.
2. Camara, P. , Guerra, P. , & Rodrigues, J. (2013). Humanator XXI - recursos humanos e sucesso empresarial. (6ª Ed. ). Dom Quixote. ISBN: 9789722053372.
3. Chiavenato, I. (2014). Gestão de pessoas: o novo papel dos recursos humanos nas organizações (4ª edição). Editora Manole
4. Cunha, M. P. & Rego, A. (2009). Manual de gestão transcultural de recursos humanos. RH Editora. ISBN: 9789728871246.
5. Cunha, M. P. , Rego, A. , Cunha, R. C. , Cardoso, C. C. , Marques, C. A. , & Gomes, J. (2015). Manual de gestão de pessoas e do capital humano. (3ª Ed). Edições Silabo. ISBN: 9789726188131.

### Teaching and learning methods

Inside class: theoretical and practice components with exposition of concepts, debates, team work and case studies. Outside class: oriented tasks, text readings, research and projects.

### Assessment methods

1. Distributed Evaluation - (Regular, Student Worker) (Final, Supplementary)
  - Final Written Exam - 45%
  - Development Topics - 35%
  - Practical Work - 20%
2. Final Written Exam - (Regular, Student Worker) (Final, Supplementary, Special)
  - Final Written Exam - 100%
3. Exchange students - (Regular) (Final, Supplementary)
  - Final Written Exam - 100%

### Language of instruction

Portuguese, with additional English support for foreign students.

## Electronic validation

Lara Marisa Santos	Catarina Antónia Martins	Catarina Alexandra Alves Fernandes	Luisa Margarida Barata Lopes
02-03-2022	02-03-2022	07-03-2022	08-03-2022