

Course Unit	Introduction to Organisational Management		Field of study	Business Administration	
Bachelor in	Hospitality Management		School	School of Hospitality and Wellbeing	
Academic Year	2023/2024	Year of study	1	Level	1-1
Type	Semestral	Semester	1	ECTS credits	3.0
Workload (hours)		81	Contact hours	T -    TP 30    PL -    TC -    S -    E -    OT -    O -	
Code: 9076-806-1103-00-23					

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) Sandra Bebiana Carvalho Monteiro

### Learning outcomes and competences

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

1. Relate key management concepts to organizations and their external environment
2. Compare organisations through their structural dimensions and identify the various types of existing organisational configuration
3. To know the different types of leadership and its management effectiveness
4. Explain and distinguish the main instruments of strategy and organizational planning
5. Identify the main management control techniques

### Prerequisites

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

### Course contents

1. Introduction to the management of organisations
2. Organisation and structure
3. Direction
4. Introduction to planning in an organisation
5. Introduction to management control methods and tools

### Course contents (extended version)

1. Introduction to the management of organisations
  - The organization
  - Internal and external environment
  - The functions of the manager: Planning, Organization, Direction and Control.
2. Organisation and structure
  - Concept of Structure
  - Informal structure
  - Organizational structures
  - The coordination of activities
  - The concept of power and authority
3. Direction
  - Leadership Styles
  - Theories of Leadership
  - The new leaderships
  - Motivation
4. 4. Introduction to planning in an organisation
  - Mission, Vision and Objectives
  - Types of Plan: Strategic and Operational
  - Formal planning process
  - Strategy
5. Introduction to management control methods and tools
  - Management Control
  - Importance of Control
  - Methods and instruments of control

### Recommended reading

1. Carvalho, J. (2012). Gestão de Empresas – Princípios Fundamentais (2ª ed.). Edições Sílabo
2. Chiavenato, I. (2000). Administração - Teoria, Processo e Prática (3ª ed.). Makron Books
3. Costa, T. (2013). Gestão Contemporânea – Princípios, Tendências e Desafios. Edições Sílabo
4. Ebert, R., & Griffin, R. (2013). Business Essentials (9th ed.). Prentice-Hall
5. Mações, M. (2018). Manual de Gestão Moderna (2ª ed.). Conjuntura Actual Editora.

### Teaching and learning methods

This course will intersect expository and interrogative methodologies, essential to the understanding and acquisition of knowledge, with active methodologies to develop application skills, analysis, evaluation and creation.

### Assessment methods

1. Final Evaluation Time - Continuous Evaluation - (Regular, Student Worker) (Final)
  - Intermediate Written Test - 40%
  - Practical Work - 40%
  - Presentations - 20%
2. Final, Appeal and Special Evaluation Time - (Regular, Student Worker) (Final, Supplementary, Special)
  - Final Written Exam - 100%

Language of instruction

Portuguese

Electronic validation		
Sandra Bebiana Carvalho Monteiro	Alcina Maria Almeida Rodrigues Nunes	Maria José Gonçalves Alves
08-12-2023	11-12-2023	04-01-2024