

Course	Marketing Graduation			Academic year	2021/2022		
Subject	Human Resources Management			ECTS	6		
Type of course	Compulsory						
Year	2º	Semester	1st sem	Student Workload:			
Professor(s)				Total	168	Contact	60
Area Coordinator	PhD Amândio Pereira Baía						

Planned SD

1. LEARNING OBJECTIVES

Become familiar with the main human resource techniques, especially their importance for attaining company goals.

2. PROGRAMME

Chapter 1. Administration of human resources.

Chapter 2. Recruiting and selection, reception and integration of personnel.

Chapter 3. Description and analysis of jobs.

Chapter 4. Performance evaluation systems.

Chapter 5. Planning human resources and career management.

Chapter 6. Compensation schemes.

Chapter 7. Hygiene and safety on the job.

Chapter 8. Personnel Training.

Chapter 9. Economic work management.

Chapter 10. Ergonomics – Contributions to Human Resource Management.

3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES

Since the curricular unit aims to promote the acquisition of human resource management techniques, the syllabus topics cover the functions of human resource management – recruitment, selection, reception and integration; description and analysis of jobs; performance evaluation systems; planning; compensation schemes; hygiene and safety on the job; personnel training; and ergonomics.

4. MAIN BIBLIOGRAPHY

Mandatory

Câmara, Pedro B. et al (2013), Humanator XXI: Recursos Humanos e Sucesso Empresarial, 6ª edição, Publicações Dom Quixote.

Ceitel, M. (2006), Gestão de Recursos Humanos para o Século XXI, 1ª Edição, Edições Sílabo.

Gomes, Jorge F.; Cunha, Miguel Pina; Rego, Arménio; Cunha, Rita Campos; Cabral-Cardoso, Carlos e Marques, Carlos Alves (2015), Manual de Gestão de Pessoas e do Capital Humano, Edições Sílabo, 3ª Edição, Lisboa.

Martinez, L. e outros (2013), Gerir Pessoas – 14 Exemplos de Boas Práticas em Portugal, 1ª Edição, Edições Sílabo.

Peretti, Jean_Marie (2007), Recursos Humanos, Edições Sílabo, Lisboa – Porto.

Sousa, Maria J. et al (2006), Gestão de Recursos Humanos – Métodos e práticas, Editora Lidel, Lisboa – Porto.

Recommended

Bratton, J. e Gold, J.; (2007), Human Resource Management: Theory and Practice, 4th Edition, N.Y.: Palgrave Macmillan.

Chiavenato, Idalberto (2010), Recursos Humanos: Edição Compacta, Editora Atlas.

Chiavenato, Idalberto (2006), O capital Humano nas organizações, 8ª Edição, Ed. Atlas,

Cunha, M., Rego, A., Cunha, R., Cabral-Cardoso, C., Marques, C. & Gomes, J. (2015), Manual de Gestão de Pessoas e do Capital Humano, 3ª Edição, Edições Sílabo.

5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

Lecturing is a pedagogical method based on content, orally transmitting information and knowledge or content. The structure, sequence of knowledge and the types of contents are defined by the professor and, as such, is considered the most appropriate for these circumstances, resolving the proposed educational objectives. Case studies also are considered the most effective way for students to discover the various possible solutions on their own since students are the foremost search engine for the information, knowledge and other components of this methodology. The advantage of this method is that it teaches students to learn; the professor

becomes a tutor facilitator, supporting students in the process of solving the case. In trying to solve the case, students learn the lecture material.

Teaching Methodologies: Lectures and case studies.

Ongoing assessment results from the resolution of practical cases proposed by the teacher throughout the lessons, readings, control of attendance, punctuality and the correct student participation in class.

Group work consists in a field study, where students try to apply the contents taught, through an investigation, at a given Professional category, being evaluated according to the following criteria: presentation and discussion (20%), bibliographical research (20%), application of content taught (40%), proposals for intervention and results critical analysis(20%).

The practical work are considered for evaluation on frequency and exams.

Minimum rating in tests = 7,0

Final assessment: 70% written test+20% one group work+10%individual works or one written test (100%).

6. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

Since the curricular unit aims to promote the acquisition of human resource management techniques, the syllabus topics cover the functions of human resource management – recruitment, selection, reception and integration; description and analysis of jobs; performance evaluation systems; planning; compensation schemes; hygiene and safety on the job; personnel training; and ergonomics.

7. ATTENDANCE