

ECTS Information Package: Degree Programme

Bachelor's degree in

HUMAN RESOURCES MANAGEMENT AND ORGANISATIONAL BEHAVIOUR

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A - General Description

Programme Title - Gestão de Recursos Humanos e Comportamento Organizacional

Qualification awarded - Bachelor's degree in Human Resources Management and Organisational Behaviour

Level of qualification - First-Cycle degree, ISCED Level 5, EQF Level 6

Specific admission requirements

General

In order to be eligible to this bachelor's degree, students must hold the high-school diploma or legally equivalent qualification. Application can also be made through the following special entry routes:

- Students coming from the Portuguese education system through re-admission, degree change and transfer schemes;
- Holders of a Foundation Course Diploma (CET);
- Adults aged more than 23 who have passed tailor-made examinations intended to assess their ability to pursue higher education studies;
- Holders of Intermediary or Graduate degree diplomas;
- Students coming from foreign higher education.

Specific

Holders of one of the following national access examinations are accepted for direct entry in the bachelor's degree in Human Resources and Organisational Behaviour: (09) Geography, (04) Economics, (17) Mathematics for social sciences with a minimum score of 95 points out of 200.

Without prejudice to the general admission requirements and based on IPT's internal regulations, the following applicants may be admitted to the bachelor's degree in HRM and Organisational Behaviour subject to admission quotas:

- applicants coming from the following regions: Castelo Branco, Leiria, Portalegre and Santarém (50%);

Specific arrangements for recognition of prior learning (formal, non-formal and informal)General

Procedures on the recognition of credits gained in previous learning are established in the regulations for the Recognition and Validation of Qualifications and Skills of ESGT-IPT available at <http://webmanager.ipt.pt/mgallery/default.asp?obj=4535>

Specific

Not applicable.

Qualification requirements and regulations:

180 ECTS credits distributed across 6 curricular semesters (3 years), each with 40 weeks of full-time study (20 weeks per semester). Total study hours per year: 1620 (1 ECTS credit = 27 study hours). The course curriculum comprises 6 compulsory modules per semester, except for the second semester of the first year which includes one optional module to be selected from the following areas: languages, accountancy, ICT and psychology.

Profile of the program:

This program aims at fostering the acquisition of know-how and skills to meet the challenges of the new millennium in terms of organisational behaviour management; developing management and leadership processes with a view to achieving organisational effectiveness, constant follow-up and updating as well as fostering the appropriate articulation between academic methods/expertise and the labour world. And also trying to enhance the individual as "the utmost resource" and the distinguishing feature of Human Resources Management.

The name of the program is implicitly related with such functions as human resources management, strategic HRM, recruitment and selection, vocational training and counselling, administrative HRM, organisational health, career management, consultancy in the sphere of organisational behaviour.

Key learning outcomes:

Holders of a degree in HRM and Organisational Behaviour should be able to:

design HRM strategies; contribute to change cultural mindsets and organisational development; influence cultural and organisational environment change; design management and personal enhancement policies in line with the organisation's global strategy; appropriately select and apply management and personal enhancement techniques; provide guidance in negotiation and conflict processes; apply social legislation and regulations; collaborate in the global management of the organisation in the technical, behavioural and administrative spheres; develop relational and self-knowledge competencies; develop health and safety at work policies; design and practice skills that promote organisational efficiency/effectiveness; provide teacher training; train researchers in the social sphere of organisations.

Occupational profiles of graduates with examples:

According to the profile defined by WFPMA, different levels and roles can be distinguished for HR professionals. Graduates will be able to perform functions such as Top Administrators/Managers, Functional Specialists, Team Leaders, Intermediate or Executive Managers. Depending on their specific posts within the organisation, they can have either specialist, generalist or strategic functions as follows: Human resources director; HR manager and official; Management Consultant; Organizational Behaviour Consultant; Vocational Training Manager and Consultant; Consultant and Specialist; Public Relations Director; Institutional Communication Technician.

Access to further studies:

The bachelor's degree in Human Resources Management gives access to second-cycle and postgraduate programs in accordance with the admission regulations established for those programs. At ESGT, it gives access to the Masters degree in Human Resources and other degrees in management related areas.

Course structure diagram with credits

Course Title	Year	Semester	Credits
Computer Applications	1	S1	5
Fundamentals of Law	1	S1	5
Mathematics for Social Sciences I	1	S1	5
Political Economics	1	S1	5
Psychology	1	S1	5
Research Methodologies in Human Sciences	1	S1	5
HRM History and Theories	1	S2	5
Labour Economics	1	S2	5
Labour Law	1	S2	5
Mathematics for Social Sciences II	1	S2	5
Option - (Year1/Sem2)	1	S2	5
op: English (*)	1	S2	5
op: Differential Psychology (*)	1	S2	5
op: Information Systems for Management (*)	1	S2	5
Social Psychology	1	S2	5
Administrative Management and HR Auditing	2	S1	6
Community Law	2	S1	5
Consumer Psychology	2	S1	4
Ergonomics	2	S1	5
Introduction to Finance	2	S1	5
Statistics for Social Sciences	2	S1	5
Health and Safety at Work	2	S2	5
Multicultural Management	2	S2	5
Non-Parametric Statistics	2	S2	5
Organisational Culture and Communication	2	S2	5
Skills Management and Performance Appraisal	2	S2	5
Strategic Planning	2	S2	5
Code of Ethics and Social Responsibility	3	S1	3
Market Surveying	3	S1	5

(*) This course may not be available in certain academic years. Please confirm availability with the Erasmus coordinator.

Course structure diagram with credits (cont.)

Course Title	Year	Semester	Credits
Organisational Development	3	S1	5
Recruitment and Selection	3	S1	5
Team Leadership and Management	3	S1	6
Training Methods	3	S1	6
Active Training Methods	3	S2	5
Conflict Management and Negotiation	3	S2	6
Integrated HR Project	3	S2	6
Placement/Internship	3	S2	10
Seminar: Creativity and Innovation	3	S2	3

Examination regulations, assessment and grading

General

General assessment rules are in line with the Portuguese law and described in the Academic Regulations of ESGT-IPT available at <http://webmanager.ipt.pt/mgallery/default.asp?obj=4538>.

The licenciado degree is awarded a final grade between 10 and 20 within a 0/20 scale as well as its equivalent in the European grading scale.

Specific

During the third year the students must undertake a curricular internship in human resources with the duration of 270 hours corresponding to 10 ECTS credits.

Graduation requirements:

Completion of the program requires successful completion of all its modules including the preparation of an internship report so as to accumulate 180 ECTS, of which 175 are compulsory and 5 are selected among optional modules available in the curriculum in compliance with general and specific assessment regulations.

Mode of study:

Full- or part-time in accordance with ESGT/IPT'S applicable regulations.

Program director or equivalente

Director: Maria Fernanda Pires Aparício

Erasmus coordinator: Sílvio Manuel da Rocha Brito

ECTS coordinator: Sílvio Manuel da Rocha Brito

B - Description of individual course units

Course unit title	Computer Applications
Course unit code	964003
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Célio Gonçalo Cardoso Marques
Learning outcomes of the course unit	Consolidate basic notions of computer architecture. Develop the ability to explore such tools as word processing, spreadsheets, presentations. Explore Internet resources and Computer Networks. Security and Privacy. Implement IT solutions in Human Resources.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not Applicable
Recommended optional programme components	Not Applicable
Course contents	Computer Architecture. Word Processing: Microsoft Word. Spreadsheets: Microsoft Excel. Presentations: Microsoft Powerpoint. Network and Internet. Security and Privacy. Computer Solutions in Human Resources Management and Organizational Behaviour.
Recommended or required Reading	<ul style="list-style-type: none"> - Mendes, J. e Marques, C. e Silva, V. e Campos, R. (2010). <i>Microsoft Excel 2007: Exercícios com Funções</i>. Tomar: Instituto Politécnico de Tomar - Mendes, J. e Marques, C. e Silva, V. e Campos, R. (). <i>Noções de Arquitectura de Computadores</i>. Acedido em 16 de maio de 2012 em http://www.e-learning.ipt.pt - Mendes, J. e Marques, C. e Silva, V. e Campos, R. (). <i>Redes de Computadores e Internet</i>. Acedido em 16 de maio de 2012 em http://www.e-learning.ipt.pt - Mendes, J. e Marques, C. e Silva, V. e Campos, R. (). <i>Segurança e Privacidade</i>. Acedido em 16 de maio de 2012 em http://www.e-learning.ipt.pt
Planned learning activities and teaching methods	Theoretical and practical laboratory classes with problem-solving.
Assessment Methods and criteria	Written open-book test + a practical assignment with public discussion. Passing requirement: minimum mark of 7/20 in each assessment component.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not Applicable

B - Description of individual course units

Course unit title	Fundamentals of Law
Course unit code	964006
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Paula Alexandra da Cruz Silva Pina de Almeida
Learning outcomes of the course unit	The students will have an overview of the legal system. They should understand the dynamic of legal diplomas and existing sources of law. They should also be familiar with the political organisation of the State and be able to identify the branches of law.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contents	1.Introduction. Concept of Law. 2.The elements of Law. 3.Sources of Law. 4.Branches of Law. 5.Interpretation and integration of Law. 6.Legal relationship.
Recommended or required Reading	- Ascensão, J.(2003). <i>Introdução e Teoria Geral</i> . Coimbra: Almedina - Mendes, J.(1994). <i>Introdução ao estudo do Direito</i> . Lisboa: Rei dos Livros - Justo, S.(2000). <i>Introdução ao estudo do Direito</i> . Coimbra: Coimbra Editora
Planned learning activities and teaching methods	Lectures and worksheets.
Assessment Methods and criteria	Two mid-term written tests and final exam.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Mathematics for Social Sciences I
Course unit code	964001
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	José Manuel Borges Henriques Faria Paixão
Learning outcomes of the course unit	At the end of this course the students should be able to interpret and formulate problems in Mathematical Analysis and Financial Mathematics and have obtained the mathematical skills that will allow them to extrapolate mathematical problems to economic and social realities.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Basics of algebraic calculus.
Recommended optional programme components	Not applicable.
Course contents	1. Revision of Algebraic Calculus 2.Functions of a real variable 3. Differential calculus and its applications 4. Numerical succession. 5. Financial Mathematics.
Recommended or required Reading	<ul style="list-style-type: none"> - Armstrong, B. e Davis, D. (2003). <i>College Mathematics, Solving problems in finite mathematics and calculus</i>. USA: Pearson Education - Ziegler, M. e Barnett, R. e Byleen, K. (2011). <i>Calculus for Mathematics for Business, Economics, Life Sciences and Social Sciences</i>. USA: Pearson Education - Larson, R. e Hostetler, R. e Edwards , B. (2006). <i>Cálculo</i>. (Vol. 1). Brasil: McGraw Hill - Baptista, O.(2006). <i>Cálculo Diferencial em R</i>. Portugal: Edições Sílabo
Planned learning activities and teaching methods	Lectures and tutorials.
Assessment Methods and criteria	The same methodology is used both for continuous and exam assessment: 1 sumative closed-book test marked 0-20.
Language of Instruction	Portuguese
Work placement(s)	N/A

B - Description of individual course units

Course unit title	Political Economics
Course unit code	964005
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Maria do Rosário Mendes Godinho Passos Baeta Neves
Learning outcomes of the course unit	At the end of the course the students should be able to understand and describe economic issues using the reasoning of economic science; use statistical and bibliographical sources to obtain the relevant information for dealing with economical problems and write economy-related reports.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	Basic concepts of economic science. National accounting as a technique for measuring economic activity. Policy-mix and its impact on the external environment of an economical unit as applied to Portuguese economy. Analysis and discussion of present and future topical international issues.
Recommended or required Reading	<ul style="list-style-type: none"> - Cunha, P. e Morais, L. (2008). <i>A Europa e os Desafios do Século XXI</i>. Coimbra: Almedina - Frank, R. e Bernanke, B. (2003). <i>Princípios de Economia</i>. Lisboa: McGraw-Hill - Medeiros, E.(2000). <i>Economia Internacional</i>. Lisboa: ISCSP - Neves, J.(2004). <i>Princípios de Economia Política</i>. Lisboa: Editorial Verbo
Planned learning activities and teaching methods	Lectures and case study analysis.
Assessment Methods and criteria	The students may choose between: a) Continuous assessment: individual intermediate tests with 10/20 as the minimum passing grade. b) Final exam: 10/20 as the minimum passing grade.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Psychology
Course unit code	964004
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Isabel Maria da Cruz Ferreira
Learning outcomes of the course unit	On completion of the module the students should understand the subject of Psychology, view Man as a biopsychosocial unit and every individual as a unique whole being.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contentes	1.Introduction (Object, Methodologies) 2.Biological foundations of behaviour 3.Interactional aspects of behaviour 4.Cognition: Perception; Memory; Thought; Language 5.Motivation 6.Learning processes 7.Development psychology 8.Emotions 9.Intelligence
Recommended or required Reading	- GLEITMAN, H.(2003). <i>Psicologia</i> . Lisboa: Fundação Calouste Gulbenkian - ROTH, I.(1993). <i>Introduction to psychology. Vol. 1 e 2</i> . London: Open University - ZIMBARDO, P.(1995). <i>Psychology - A european text..</i> London, : Harper Collins Pub.
Planned learning activities and teaching methods	Theoretical/practical classes supported by datashow and case study analysis.
Assessment Methods and criteria	Two mid-term written tests for admission to or exemption from final examination. Pre-established examination seasons.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Research Methodologies in Human Sciences
Course unit code	964002
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Maria Alexandra Falcão Bento Baptista Vilhena de Carvalho
Learning outcomes of the course unit	This module aims to provide the students with skills that will allow them to develop research activity in human sciences related issues as a basis for other modules belonging to their programme of study as well for further studies or their future profession.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	I - Breaking with common-sense. II - Research methods and techniques in human sciences III - Research strategies and stages. IV - General Methodology. V - Methods and techniques. Fieldwork; Surveys and questionnaires; The interview. VI - The research. VII - The hypothesis. Assumptions and operational work. VIII - Sampling.
Recommended or required Reading	- Braudel, F.(1990). <i>História e Ciências Sociais</i> . Lisboa: Editorial Presença - Quivy, R. e Van Campenhoudt, L. (2003). <i>Manual de Investigação em Ciências Sociais</i> . Lisboa: Gradiva - Santos Silva, A. e Madureira Pinto, J. (2005). <i>Metodologia das Ciências Sociais</i> . Porto: Edições Afrontamento
Planned learning activities and teaching methods	Lectures and tutorials.
Assessment Methods and criteria	Final written test and practical work developed in practical classes. Students with a minimum mark of 10/20 will be exempted from examination.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	HRM History and Theories
Course unit code	964011
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Maria Graciete da Purificação Reis Henriques Honrado
Learning outcomes of the course unit	On completion of the modules the students should have a good understanding of the concept and objectives of an organisation and of the main organisational theories.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contentes	I - Introduction. 1.1 The Organisation and its different levels. II - Analytical Structures: Organisational Metaphors. III - Organisational Structures. IV - Organisational Design. V - The different Organisational Theories.
Recommended or required Reading	- Bilhim, J.(2005). <i>Teoria Organizacional. Estruturas e Pessoas</i> . Lisboa: Instituto Superior de Ciências Sociais e Políticas - Carvalho Ferreira, J.(2001). <i>Manual de Psicossociologia das Organizações</i> . Lisboa: McGraw-Hill
Planned learning activities and teaching methods	Lectures and practical sessions.
Assessment Methods and criteria	Final written test and practical assignments carried out in class.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Labour Economics
Course unit code	964009
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Luís Carlos Martins Cardoso
Learning outcomes of the course unit	At the end of the course the students will be familiar with the special characteristics of the labour market, be able to discuss about the main labour market policies and use economic analysis to deal with specific issues.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contents	Introduction. Labour supply and demand. Labour market equilibrium. Human capital. Labour market discrimination. Labour unions and collective bargaining. Unemployment. The Phillips curve: trade-off between inflation and unemployment.
Recommended or required Reading	<ul style="list-style-type: none"> - Neves, J.(1992). <i>Introdução à Economia</i>. Lisboa: Editorial Verbo - Nordhaus, W. e Samuelson, P. (2005). <i>Economia</i>. Lisboa: McGraw-Hill - Borjas, G.(2005). <i>Labor Economics</i>. Lisboa: McGraw-Hill - Belbute, J.(2003). <i>Princípios de Macroeconomia</i>. Lisboa: Gradiva
Planned learning activities and teaching methods	Lectures and case study analysis.
Assessment Methods and criteria	The student can choose between: a) Continuous assessment: individual mid-term tests with minimum arithmetic average of 10/20 b) Final exam: A minimum grade of 10/20.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Labour Law
Course unit code	964010
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Paula Alexandra da Cruz Silva Pina de Almeida
Learning outcomes of the course unit	Students should familiarise themselves with the regulations governing labour relationships and understand the respective tools, discriminate between collective and individual Law, identify types of contracts, rights and duties of the contractual parties and contract termination modes.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contents	1.Introduction. 2.Institutional frameworks. 3.Sources of Labour Law. 4.Rights of Personality. 5.Individual labour contract. 6.Jurisprudential sources.
Recommended or required Reading	- Xavier, L.(2008). <i>Direito do Trabalho</i> . Lisboa: Verbo
Planned learning activities and teaching methods	Lectures and case study analysis.
Assessment Methods and criteria	Two mid-term tests or final examination.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Mathematics for Social Sciences II
Course unit code	964007
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	José Manuel Borges Henriques Faria Paixão
Learning outcomes of the course unit	On completion of this module the students should be able to analyse, interpret and formulate integral calculus and linear algebra problems and should have acquired the mathematical skills to extrapolate mathematical problems to economic and social realities.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Basics of differential calculus and algebraic calculus.
Recommended optional programme components	Not applicable.
Course contents	1. Integral calculus (definition, calculus and applications) 2. Matrices (definition, types of matrices, matrix arithmetic, transposed matrix, rank of a matrix, Gaussian elimination and systems of linear equations); 3. Determinants (definition, properties, Laplace expansion, adjoint and inverse matrices, Cramer's rule and systems of linear equations).
Recommended or required Reading	<ul style="list-style-type: none"> - Ferreira, M. e Amaral, I. (2006). <i>Primitivas e Integrais</i>. Portugal: Edições Sílabo - Strang, G. (2009). <i>Linear Algebra and its Applications</i>. USA: Wellesley Cambridge Press - Amaral, I. e Ferreira, M. (2008). <i>Álgebra Linear: Matrizes e Determinantes</i>. (Vol. 1). Portugal: Edições Sílabo - Piskounov, N. (2000). <i>Cálculo Diferencial e Integral</i>. (Vol. 1,2). USA: Editora Lopes da Silva
Planned learning activities and teaching methods	Lectures and practical exercises.
Assessment Methods and criteria	The same methodology is used both for continuous and exam assessment: 1 summative closed-book test marked 0-20.
Language of Instruction	Portuguese
Work placement(s)	N/A

B - Description of individual course units

Course unit title	Differential Psychology (*)
Course unit code	964037
Type of course unit	Optional
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Ana Isabel Santiago Vaz Cotta Guerra Martins
Learning outcomes of the course unit	The students should be able to identify and integrate the main concepts, theories and approaches of differential psychology and gain the capacity to reflect on the theoretical aspects of this subject.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	1. Origin of the concept of Differential Psychology 2. Psychology and individual differences. 3. Heredity and environment. 4. Physical constitution and Human Behavior. 5. Typological theories of personality 6. The differential psychology of sex and gender. 7. Human Sexuality. 8. Psychological differences and age 9. Racial differences.
Recommended or required Reading	- Reuchilin, M.(1998). <i>A Psicologia Diferencial</i> . Lisboa: Biblioteca Universitária. Biblioteca Universitária. - Stern, W.(1986). <i>Psicologia Geral</i> . Lisboa: Fundação Calouste Gulbenkian.
Planned learning activities and teaching methods	Lectures and tutorials.
Assessment Methods and criteria	Mid-term test (50%) Exploratory Study (50%)
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

(*) This course may not be available in certain academic years. Please confirm availability with the Erasmus coordinator.

B - Description of individual course units

Course unit title	English (*)
Course unit code	964038
Type of course unit	Optional
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Teresa Maria de Oliveira Gomes Martins
Learning outcomes of the course unit	On completion of this course unit the students should be able to correctly use the English language, both orally and in writing, specially in human resources related contexts.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contentes	English as a Global Language. Information and Communication Technologies. Working environment: task description; human resources; Curriculum Vitae; communication strategies. Letters and emails. Phone communication. Grammar exercises.
Recommended or required Reading	<ul style="list-style-type: none"> - Thomson, A. e Martinet, A. (2004). <i>A Practical English Grammar</i>. Oxford: Oxford University Press - Coe, N. e Harrison, M. e Paterson, K. (2010). <i>Oxford Practice Grammar</i>. Oxford: Oxford University Press - Murphy, R.(1995). <i>English Grammar in Use</i>. Cambridge: Cambridge University Press - Hornby, A.(2005). <i>Oxford Advanced Learner's Dictionary</i>. Oxford: Oxford University Press
Planned learning activities and teaching methods	Lectures (theory and practice)
Assessment Methods and criteria	Written test at the end of the semester, minimum 10 out of 20. Exam for those who failed or didn't attend the test.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

(*) This course may not be available in certain academic years. Please confirm availability with the Erasmus coordinator.

B - Description of individual course units

Course unit title	Information Systems for Management (*)
Course unit code	964041
Type of course unit	Optional
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Célio Gonalo Cardoso Marques José Ant3nio Ribeiro Mendes
Learning outcomes of the course unit	The students should be aware of the importance of information technology for HR, develop skills related to electronic ID, security and data protection, information society, Web presence; web 2.0 for HR; e-learning platforms and HR online services.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not Applicable
Recommended optional programme componentes	Not Applicable
Course contentes	Information and Knowledge Society Information Society and Human Resources Electronic Identity Security and Data Protection Information Systems in Organisations Web Presence Web 2.0, Human Resources Integration and Sharing tools: Google Docs, Calendar, Sites, SurveyMonkey e-Learning and ICT in Human Resources HR on-line services.
Recommended or required Reading	- Mendes, J(). <i>Sociedade de Informa3o na Europa</i> .Acedido em16 de maio de 2012 em http://www.e-learning.ipt.pt - Mendes, J(). <i>Sociedade de Informa3o em Portugal</i> .Acedido em16 de maio de 2012 em http://www.e-learning.ipt.pt - Campos, R. e Silva, V. e Marques, C. e Mendes, J. (). <i>Presena na Internet</i> .Acedido em16 de maio de 2012 em http://www.e-learning.ipt.pt - Mendes, J. e Marques, C. e Silva, V. e Campos, R. (). <i>Ferramentas, Aplica3es e Servios na Internet</i> .Acedido em16 de maio de 2012 em http://www.e-learning.ipt.pt
Planned learning activities and teaching methods	Theoretical and practical laboratory classes with problem solving.
Assessment Methods and criteria	Written open test or exam. A practical assignment with public discussion with minimum mark of 7/20 in each assessment component.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not Applicable

(*) This course may not be available in certain academic years. Please confirm availability with the Erasmus coordinator.

B - Description of individual course units

Course unit title	Social Psychology
Course unit code	964008
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	First Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Isabel Maria da Cruz Ferreira
Learning outcomes of the course unit	On completion of the module the students should have acquired basic knowledge of social psychology, be able to manage organisational behaviour and have acquired interpersonal and intergroup relationship skills.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contents	1.Origins and history of Social Psychology 2.Formation of impressions 3.Causes 4.Attitudes 5.Social influences 6.Intergroup relationships and conflicts
Recommended or required Reading	- LEYENS, J.(2004). <i>Psicologia social</i> . . Lisboa: Edições 70 - VALA , J.(2004). <i>Psicologia social</i> . Lisboa: Fundação Calouste Gulbenkian. - LIMA, M.(2003). <i>Temas e debates em Psicologia Social: Identidade, conflitos e processos sociais - A Psicologia Social na prática</i> . Lisboa.: Livros Horizonte
Planned learning activities and teaching methods	Theoretical/practical classes supported by datashow resources including presentations and case analysis.
Assessment Methods and criteria	Two mid-term written tests for admission to or exemption from final examination. Pre-established examination seasons.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Administrative Management and HR Auditing
Course unit code	964015
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	6
Name of Lecturer(s)	Sílvia Manuel da Rocha Brito Maria Fernanda Pires Aparício
Learning outcomes of the course unit	On completion of the course the students should have acquired a business vision, credibility and professionalism, good interpersonal skills, adaptability, HR and management and operational skills including outsourcing, information management, employment and career performance and development.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course content	1.The main legal duties and taxes that affect the HR management; 2.Regulations on data protection; 3.Ability to evaluate a payroll system; 4.Diagnose and implement information systems for human resources; 5.Communicate and implement HR policies; 6.Build socialization tools; 7.Single Document Analysis 8.HR audit
Recommended or required Reading	- Seixo, J.(2009). <i>Gestão Administrativa dos Recursos Humanos</i> . Lisboa: LIDEL
Planned learning activities and teaching methods	Methodology focused on group work in class. Tutorial Guidance.
Assessment Methods and criteria	Class assignments with public discussion (60%). Mid-term test (40%). Examination for the students not achieving an average mark of 10/20.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Community Law
Course unit code	964014
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Paula Alexandra da Cruz Silva Pina de Almeida
Learning outcomes of the course unit	An overview of the European Union, its institutions and policies.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contentes	1.Introduction.The concept of Europe and the desire for a European unity. 2.From CECA to EU.From Paris to Maastricht via Rome,Amsterdam and Nice. 3.The fundamental principles of the European Union. 4.The community policies.
Recommended or required Reading	- Henriques, M.(2008). <i>Direito Comunitário</i> . Coimbra: Coimbra Editora
Planned learning activities and teaching methods	Lectures and case study analysis.
Assessment Methods and criteria	A mid-term test and a group assignment.Final examination.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Consumer Psychology
Course unit code	964028
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	4
Name of Lecturer(s)	Maria Alexandra Falcão Bento Baptista Vilhena de Carvalho
Learning outcomes of the course unit	On completion of the module the students should have a general overview of the consumption process and its influencing variables as well as the impact of marketing on consumer behaviour.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	I - The Subject of Consumption and Sociological Study. II - Theoretical Approaches to the Phenomenon of Consumption. III - Genesis of Needs and Consumption. IV - Influences and Consumer Groups. V - The process of Consumption and Learning. VI - the Media, Equation Production - Consumption and its Influence on Consumer Behaviour.
Recommended or required Reading	- DUBOIS, B.(1998). <i>Compreender o Consumidor</i> . (Vol. -). (pp. ---). Lisboa: D. Quixote - SANTOS, B.(1994). <i>O Livro dos Consumidores</i> . (Vol. -). (pp. ---). Lisboa: Bertrand - SLATER, D.(1997). <i>Consumer Culture and Modernity</i> . (Vol. -). (pp. ---). Cambridge: Polity Press
Planned learning activities and teaching methods	Lectures and practical classes.
Assessment Methods and criteria	Final written test and a practical assignment. A minimum mark of 10 out of 20 exempts students from examination.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Ergonomics
Course unit code	964016
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Sílvia Manuel da Rocha Brito
Learning outcomes of the course unit	The students should be familiar with ergonomic techniques and design, be able to analyse the different ergonomics applications, understand the variety and complementarity of ergonomic theories, relate the human body and ergonomics; be aware of the task versus activity dichotomy.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	1. Concepts, methods and techniques 2. Ergonomic approach to systems 3. Perception and communication 4. Biomechanics and anthropometry 5. Safety at work 6. Physical environment 7. Human Factors in the working environment 8. Product ergonomics
Recommended or required Reading	- Lida, I.(2000). <i>Ergonomia: Projeto e Produção</i> . S. Paulo: Edgard Blucher - BRIDGER, R.(1995). <i>Introduction to Ergonomics</i> . New York: McGraw-Hill - MONTMOLLIN, M.(1990). <i>A Ergonomia</i> . Lisboa: Instituto Piaget
Planned learning activities and teaching methods	Lectures and tutorials.
Assessment Methods and criteria	Group or Individual assignment (50%)**. Mid-term test (50%) **If the student chooses not to take the test, he will have to submit three individual assignments during the semester.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Introduction to Finance
Course unit code	964018
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Maria Graciete da Purificação Reis Henriques Honrado
Learning outcomes of the course unit	The students are expected to understand and interpret the financial cycles of a company and calculate their financial needs. They will be provided with information that will allow them to analyse a company's economical, financial and patrimonial situation.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	Introduction. The concepts of financial function, management and analysis. Accounting: the main elements and accounting maps. Definition of some cost types: fixed, variable, semi-fixed and semi-variable. Management policies. The company's treasury. The company's financial analysis. Financial and economic indicators. Illustrative examples.
Recommended or required Reading	<ul style="list-style-type: none"> - Barros, A. e Barros, C. (1997). <i>Análise e Gestão Financeira de Curto Prazo</i>. Lisboa: Vulgata - Borges, A.(2002). <i>Práticas de Contabilidade Financeira</i>. Lisboa: Áreas Editora - Neves, J.(2000). <i>Análise Financeira</i>. (Vol. I). Lisboa: Texto Editora, Lda. - Menezes, H.(1993). <i>Princípios de Gestão Financeira</i>. Lisboa: Editorial Presença
Planned learning activities and teaching methods	Lectures. Written exercises. Tutorials.
Assessment Methods and criteria	Continuous assessment: a mid-term exam. The students who achieve at least 10/20 grade points will be exempted from exam.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Statistics for Social Sciences
Course unit code	964013
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Francisco Paulo Vilhena Antunes Bernardino Carvalho Maria João da Costa Antunes Inácio
Learning outcomes of the course unit	On completion of the module the students should have acquired critical skills that will enable them to analyse data and have a good degree of autonomy to make decisions.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contentes	I - Descriptive Statistics. II - Probability. III - Sampling. IV - Theory of Estimation. V - Parametric Hypothesis Tests. VI - Regression and Correlation.
Recommended or required Reading	- Maroco, J. e Bispo, R. (2005). <i>Estatística Aplicada às Ciências Sociais e Humanas</i> . Lisboa: Climepsi Editores
Planned learning activities and teaching methods	Lectures and practical classes.
Assessment Methods and criteria	Final written test. The students achieving a minimum mark of 10/20 will be exempted from final examination.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Health and Safety at Work
Course unit code	964023
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Sílvia Manuel da Rocha Brito
Learning outcomes of the course unit	At the end of the term the students should have a positive attitude towards the human resources management and be able to manage labour relationships and skills so as to promote health and safety at work.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	1. Types of work accidents. 2. Occupational risk analysis. 3. Risk analysis questionnaire. 4. Signalling 5. First aid service organisation. 6. Work Medicine. 7. Noise. 8. Lighting.
Recommended or required Reading	- Moreira, A.(2010). <i>Segurança e Saude no Trabalho Em Ambiente de Escritório</i> . Lisboa: LIDEL
Planned learning activities and teaching methods	Lectures focused mainly on teamwork and tutorials.
Assessment Methods and criteria	Practical assignments and its public discussion (40%) Mid-term test (60%) or Final examination (100%) Final examination for those who didn't obtain a minimum average mark of 10 out of 20.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Multicultural Management
Course unit code	964033
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Maria Fernanda Pires Aparício
Learning outcomes of the course unit	On completion of the module the students must be aware that to different human societies correspond different organisational behaviours and environments.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contentes	1. Culture and human societies 2. Intercultural approaches 3. Intercultural models 4. Identity and culture in human societies 5. Power and culture in human societies 6. Cultural differences in human societies
Recommended or required Reading	- Finuras, P.(2010). <i>Humanus - Pessoas iguais culturas diferentes</i> . Lisboa: Edições Silabo
Planned learning activities and teaching methods	Theoretical and practical classes including case study analysis.
Assessment Methods and criteria	Continuous assessment: assignment (40%) Mid-term assessment: written test (60% or 100% if students don't submit the assignment) Final Assessment: Summative Examination (100%)
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Non-Parametric Statistics
Course unit code	964019
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Francisco Paulo Vilhena Antunes Bernardino Carvalho
Learning outcomes of the course unit	Provide the students with skills that will allow them to test and make decisions when faced with data that are not compatible with the parametric analysis. Development of skills in the use of SPSS.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Basics of Statistics for the Social Sciences.
Recommended optional programme components	Not applicable.
Course contents	I - Introduction. II - Non-parametric tests for parameters of a population. III - Non-parametric tests for comparing two population parameters. IV - Non-parametric tests for comparing two or more populations. V - Non-parametric association measures.
Recommended or required Reading	- Pereira, A.(2006). <i>SPSS - Guia prático de utilização, Análise de dados para as Ciências Sociais e Psicologia</i> . Lisboa: Edições Sílabas - Siegel, S.(2006). <i>Estatísticas Não Paramétrica Para Ciências Do Comportamento</i> . São Paulo: Bookman
Planned learning activities and teaching methods	Lectures and practical classes including SPSS practice exercises.
Assessment Methods and criteria	Final written test and a practical assignment involving presentation and discussion. A minimum average mark of 10/20 exempts students from examination
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Organisational Culture and Communication
Course unit code	964022
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Maria Alexandra Falcão Bento Baptista Vilhena de Carvalho
Learning outcomes of the course unit	The students should familiarise themselves with the concept of organisational culture and how to create and change it. They should be aware of the significance of communication within an organisation.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contentes	I. Concepts, Organisational Processes, Structure and Design; Effectiveness in Organisations. Organisational Culture II. Socialization and Culture; Characteristics of Effective Socialization; Systems Societal Values??. III. Individual Differences and Behaviour in the Workplace. Basis for Understanding Behaviour at Work: Individual Variables. IV. Communication and Organisation.
Recommended or required Reading	<ul style="list-style-type: none"> - Pina e Cunha, M.(1996). <i>Organizações e recursos: perspectivas de ecologia organizacional</i>. Oeiras: Metáfora - Ivancevich, J. e Matteson, M. (2002). <i>Organizational Behaviour and Management</i>. New York: McGraw Hill - Rego, A. e Pina e Cunha, M. e Campos e Cunha, R. e Cabral-Cardoso, C. (2007). <i>Manual de Comportamento Organizacional e Gestão</i>. Lisboa: RH Editora
Planned learning activities and teaching methods	Lectures and practical classes.
Assessment Methods and criteria	Final written test and practical assignment carried out in practical classes. A minimum mark of 10 out of 20 exempts students from examination.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Skills Management and Performance Appraisal
Course unit code	964020
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Tília dos Santos Nunes
Learning outcomes of the course unit	On completion of the module the students must understand the new challenges for Human Resources at the level of skills and performance; assess abilities and skills and be aware of the significance of training for the creation of new skills.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	N/A
Recommended optional programme componentes	N/A
Course contentes	1.Skills 2.Skills and meta-skills 3. Skills and knowledgement management 4. History of skills 5. Intervention models 6. Intervention methodologies and policies 7. Skills assessment 8.Emotional skills 9.Intercultural competencies 10.Performance appraisal
Recommended or required Reading	- Ceitil, M.(2006). <i>Gestão e Desenvolvimento de Competencias</i> . Lisboa: Edições Sílabo
Planned learning activities and teaching methods	Lectures and case study analysis.
Assessment Methods and criteria	Continuous Assessment: Group work (30%) resolution of Case Studies (15%) Mid-term Test (55%) or Final Examination (100%)
Language of Instruction	Portuguese
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Strategic Planning
Course unit code	964024
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Second Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Manuel Machado Reis Ferreira
Learning outcomes of the course unit	At the end of the term the students should be able to carry out a contextual and transactional corporate analysis as well as formulate a strategy and draw up a strategic plan for an organisation.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contentes	1. Basic concepts of Strategy 2. Vision, mission and objectives 3. Strategic Vision and Business Plan 4. Strategic environment diagnosis 5. Marketing as a strategic framework 6. Models of strategic analysis 7. Critical factors of success 8. Competitive advantage and competitive position 9. Strategy formulation 10. Drawing up a strategic plan.
Recommended or required Reading	- Carvalho, J. e Filipe, J. (2006). <i>Manual de Estratégia – Conceitos, Prática e Roteiro</i> . Lisboa: Edições Sílabo - Freire, A.(2008). <i>Estratégia – Sucesso em Portugal</i> . Lisboa: Editorial Verbo - Porter, M.(1999). <i>Competição: Estratégias Competitivas Essenciais</i> . Rio de Janeiro: Campus
Planned learning activities and teaching methods	Integrated theoretical and practical classes including case study discussion and analysis. Group work.
Assessment Methods and criteria	Continuous assessment requirements: attendance to 2/3 of taught classes + 1 written test (minimum mark 10/20) + 1 case study solved in teams. A minimum average mark of 10/20 exempts students from examination.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Code of Ethics and Social Responsibility
Course unit code	964030
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	3
Name of Lecturer(s)	Ana Isabel Santiago Vaz Cotta Guerra Martins
Learning outcomes of the course unit	At the end of the term, the students should be familiar with the main theories and approaches to the concept of ethics and be able to reflect upon the ethical and social responsibility values.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	1- Development of the concept of Ethics. 2- The Greek age. 3 - The Christian age. 4 - The Modern age. 5- The Contemporary age. 6. Deontology. 7- The concept of Deontology. 8- Deontology in the context of HR 9- Social responsibility. 10-The Concept of social responsibility. 11 - Social Responsibility in the contemporary world.
Recommended or required Reading	<ul style="list-style-type: none"> - Alberoni, F.(1998). <i>O altruísmo e a moral</i>. Lisboa: Bertand - Alberoni, F.(1999). <i>Os valores</i>. Lisboa: Bertrand - Burns, T.(2000). <i>Sistemas de Regras Sociais- Regras e Aplicações</i>. Lisboa: Celta - Comparato, F.(2006). <i>Ética</i>. São Paulo: Companhia das Letras
Planned learning activities and teaching methods	Lectures and class debates.
Assessment Methods and criteria	Mid-term test (50%)+ Group assignment (50%)
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Market Surveying
Course unit code	964032
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Francisco Paulo Vilhena Antunes Bernardino Carvalho Maria de Fátima Rodrigues Pedro
Learning outcomes of the course unit	By the end of the course, students should have acquired the necessary skills to conduct the whole market survey process from definition, questionnaire design, information gathering and processing.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contentes	I – Complements in Data Analysis. II – Introduction to Market Research. III – Data gathering, Preparation, Analysis and Presentation.
Recommended or required Reading	- Bush, R. e Burns, A. (2003). <i>Marketing research, online research applications</i> . USA: Prentice Hall - Malhotra, N.(2009). <i>Marketing Research, an applied approach</i> . USA: Prentice Hall - Bush, R. e Burns, A. (2003). <i>Marketing research, online research applications</i> . USA: Prentice Hall - Malhotra, N.(2009). <i>Marketing Research, an applied approach</i> . USA: Prentice Hall
Planned learning activities and teaching methods	Lectures and computer practice.
Assessment Methods and criteria	Continuous assessment: 1 written test (theoretical+practical; each part worth 50%) Final assessment: 1 examination theoretical+practical; each part worth 50%) A minimum average mark of 10/20 exempts students from final examination.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Organisational Development
Course unit code	964027
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	André Escórcio Rodrigues Soares
Learning outcomes of the course unit	At the end of the term the students should: - Understand the importance of OD - Understand the OD process and its players - Be familiar with the different techniques and tools of organisational change - Be familiar with the different levels of intervention
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	1 - The concept of Organizational Development 2 - History of the Organizational Development 3 - Values and Ethical Issues concerning OD 4 - Foundations of OD 5 - The OD Process and main players a) Entry and Contract b) Data Gathering c) Diagnosis and Feedback 6 - Introduction to Intervention 7 - Intervention Levels (individual, group/team, organizational)
Recommended or required Reading	- Anderson, D.(2010). <i>Organization Development – The Process of Leading Organization Change</i> . London: Sage - Gallos, J.(2006). <i>Organization Development: A Jossey-Bass reader</i> . San Francisco: Jossey-Bass - Coghlan, D. e Brannick, T. (2010). <i>Doing action research in your own organization</i> . London: Sage - Ferreira, A. e Martinez, L. (2008). <i>Manual de Diagnóstico e Mudança Organizacional</i> . Lisbon: RH Editora
Planned learning activities and teaching methods	Lectures focused on case analysis and discussion.
Assessment Methods and criteria	Group assignment (30%) Test (70%) or Final examination (100%) A minimum average mark of 9.5/20 exempts students from examination.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Recruitment and Selection
Course unit code	964025
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	Maria Fernanda Pires Aparício
Learning outcomes of the course unit	On completion of this module the students should be able to plan and recruit people, identify trends, analyse and determine vacancies, assess people, draw up skills profiles and comply with the ethical principles of professional recruitment and selection.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contents	1. Recruitment Plans 2. Personnel Selection 3. Interviewing Techniques
Recommended or required Reading	- Pires, A.(1993). <i>Técnicas de Entrevista e Seleção de Pessoal</i> . Mem Martins: Edições CETOP
Planned learning activities and teaching methods	Lectures supported by case study, simulations and work in small groups.
Assessment Methods and criteria	Continuous Assessment: assignment (40%) Mid-term Assessment: test (60% or 100% if assignment is not submitted) Final Assessment: Final Examination
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Team Leadership and Management
Course unit code	964029
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	6
Name of Lecturer(s)	Tília dos Santos Nunes
Learning outcomes of the course unit	On completion of this module the students should have acquired the foundations of team leadership and management, its evolution and impact on the organisational and personal development.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	N/A
Recommended optional programme components	N/A
Course content	1. The profile of a leader 2. The behaviour of a leader 3. The qualities of a leader 4. Leadership and social influence 5. Team leadership 6. Effective leadership of a team
Recommended or required Reading	- Parreira, A.(1982). <i>Liderança de Grupos e Condução de Reuniões</i> . Lisboa: Didática Editora
Planned learning activities and teaching methods	Theoretical and practical classes involving problem-solving.
Assessment Methods and criteria	Continuous Assessment: team assignment (30%) Case exercises (15%) Mid-term test (55%) or Final examination (100%)
Language of Instruction	Portuguese
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Training Methods
Course unit code	964026
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	First Semester
Number of ECTS credits allocated	6
Name of Lecturer(s)	Maria Fernanda Pires Aparício
Learning outcomes of the course unit	On completion of the module the students should have acquired the following skills: Decision-making and problem solving, personal credibility, image development, active listening, positivity, leadership, relationship management, adaptability, self-management, reliability.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	N/A
Recommended optional programme componentes	N/A
Course contentes	1. The different training methods 2. Training and Learning Methods 3. Planning and use of training methods 4. Implementation of training methods
Recommended or required Reading	- B. Hart, L. e D., E. (1991). <i>Métodos de Formação que Funcionam - Métodos e Estratégias Inovadoras de Formação</i> . Lisboa: Monitor
Planned learning activities and teaching methods	Integrated theoretical and practical classes.
Assessment Methods and criteria	Continuous Assessment: compulsory attendance(15%) + 2 group presentations(25%) Mid-term assessment: written test (60%) or Final assessment: examination (100%)
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Active Training Methods
Course unit code	964031
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	5
Name of Lecturer(s)	André Escórcio Rodrigues Soares
Learning outcomes of the course unit	At the end of the term the students should be able to: - Relate the different aspects of active training (preparation, conduction and transfer to the workplace) - Understand the importance of active training as a preferred approach in adult education.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme componentes	Not applicable.
Course contents	1. Introduction to active training 2. Construction of active training programs 2.1 Diagnosis and development of objectives 2.2 Creation of opening exercises (icebreakers) 2.3 Communication to audiences 2.4 Active methods and experiential learning 2.5 Planning and construction of active training activities 2.6 Use of technology in active training
Recommended or required Reading	- Silberman, M.(2006). <i>Active Training</i> . San Francisco: Pfeiffer - Ferrão, L. e Rodrigues, M. (2000). <i>Formação Pedagógica de Formadores</i> . Lisboa: Lidel
Planned learning activities and teaching methods	Lectures.
Assessment Methods and criteria	Attendance (15%) + 1 group assignment(35%) + Two articles (35%) or Examination (100%)
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Conflict Management and Negotiation
Course unit code	964035
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	6
Name of Lecturer(s)	Sílvia Manuel da Rocha Brito
Learning outcomes of the course unit	On completion of this module the students should be able to identify and integrate the main concepts, theories and approaches to conflict management and negotiation and should have acquired a reflexive capacity on these matters.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	1- The conflict. 2- The contemporary approach to conflict. 3- The nature of conflicts. 4- Functional conflict. 5- Disfunctional conflict. 6- The different stages of conflict. 7- The causes of intergroup conflict. 8- Group characteristics. 9- Group effectiveness. 10- Perceptual differences. 11 - Conflict resolution model. 12 - Strategic intentions. 13 - Tactic intentions.
Recommended or required Reading	- Ferreira, J.(2001). <i>Manual de Psicosociologia das Organizações..</i> Lisboa: Editora McGrawHill - Madux, S. e ., . (1991). <i>Negociar com sucesso.</i> Lisboa: Monitor- Projectos e Edições Lda.
Planned learning activities and teaching methods	Lectures and tutorials. The students are encouraged to create a training module in conflict management and negotiation involving research activities.
Assessment Methods and criteria	Mid-term test 50% Teamwork (Training Module) 50%
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Integrated HR Project
Course unit code	964036
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	6
Name of Lecturer(s)	Ana Isabel Santiago Vaz Cotta Guerra Martins
Learning outcomes of the course unit	At the end of the term the students should understand the main concepts, theories and approaches of the module and should have acquired the ability to engage critically with the subject matter.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	1- Human Resources Management projects. 2- The project manager. 3- Organise the project team. 4- The Project culture. 5- The steps of the Project. 6- Project design and administration. 7- Project control. 8- Risk analysis and management. 9- Project budgets and costs. 10-The documentation of a Project. 11-Project planning and programming.
Recommended or required Reading	- Brand, J.(1998). <i>Direcção e Gestão de Projectos</i> . Lisboa: Edições Técnicas - Lewis, P.(2005). <i>Manual Prático de Gestão de Projectos</i> . Lisboa: CETOP - Roldão, V.(2000). <i>Gestão de Perspectiva Integrada</i> . Lisboa: Edições Monitor
Planned learning activities and teaching methods	Lectures and tutorials. The students are encouraged to develop an integrated management project involving research activities.
Assessment Methods and criteria	Mid-term test 50% Project 50%
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

B - Description of individual course units

Course unit title	Placement/Internship
Course unit code	964040
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	10
Name of Lecturer(s)	Lecturer to be selected on the basis of the students choice of theme
Learning outcomes of the course unit	a)Placement/Internship is a module incorporated in the course curriculum and it may have a different designation. b)Placement/Internship is intended to provide professional experience in the final stage of their course of study and facilitate students' integration in the labour market.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	On a date to be communicated annually, the students wishing to engage in an internship program should contact the course director to formalise it.
Recommended optional programme componentes	Not applicable.
Course contentes	The trainee will remain for an agreed duration in a renowned institution that is willing to receive him/her. In the course of the placement period, the trainee will perform a number of activities regarded as relevant both to its insertion in the working world and to the hosting institution in compliance with the agreed training plan.
Recommended or required Reading	- --, -.to be defined on the basis of the students choice of theme. --: --
Planned learning activities and teaching methods	The trainee wil be followed-up by a supervisor appointed by the ESGT and may include face-to-face sessions at ESGT and contacts with the host institution.
Assessment Methods and criteria	Preparation of a report on the activities performed during the training period which is assessed and marked by both supervisors.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	This unit consists of an internship to be undertaken at a company or institution of the sector.

B - Description of individual course units

Course unit title	Seminar: Creativity and Innovation
Course unit code	964034
Type of course unit	Compulsory
Level of Course unit	First Cycle
Year of Study	Third Year
Semester/Trimester when the course unit is delivered	Second Semester
Number of ECTS credits allocated	3
Name of Lecturer(s)	Sílvia Manuel da Rocha Brito
Learning outcomes of the course unit	On completion of the module the students should have acquired creativity and critical skills towards the resolution of problems as well as an innovative mindset.
Mode of delivery	Face-to-face
Prerequisites and co-requisites	Not applicable.
Recommended optional programme components	Not applicable.
Course contents	1. Creative attitudes 2. Creative exercises as part of a team. 3. Innovation 4. Fostering an entrepreneurial mindset 5. Conceptualising ideas 6. How to find creative people. 5. What to do, where to start? 6. Who are my allies? Choosing the entrepreneurial team. 7. Conceptualising a prototype of a product or service. 8. Prototype presentation.
Recommended or required Reading	- Tidd, J. e Bessant, J. e Pavitt, K. (2003). <i>Gestão da Inovação</i> . Lisboa: Monitor
Planned learning activities and teaching methods	Lectures and tutorials focused on teamwork in the classroom.
Assessment Methods and criteria	Practical assignment consisting in the presentation and discussion of a prototype of a product or service. Minimum passing mark: 10 out of 20.
Language of Instruction	Portuguese Mentoring in English
Work placement(s)	Not applicable.

