

FUC - Ficha de Unidade Curricular

Curricular Unit's File

Code	L0520
Name (PT)	Introdução à Gestão
Name (EN)	Fundamentals of Management
Regime	Semestral
Level	1.º Ciclo
Teaching language	Português , Inglês
School	Escola de Gestão (EG)
Department	DMOG
Scientific area	Gestão Geral (GG)
Responsible academic staff	Álvaro Augusto da Rosa
Pre-requisites	None
Objectives	<p>Give an overview of organisations and their management.</p> <p>Understand the models of management and their contexts and the competitive environments of the organisations.</p> <p>Understand the main concepts and theories in the context of the management process.</p>
Learning outcomes	<p>At the end of this learning unit's term, the student must be able to:</p> <ol style="list-style-type: none"> 1. Identify the models of management (or theories) and their contexts: rational goal models, bureaucratic models (internal process models), human relations models and open system models. 2. Explain and describe the beginning and development of the main theories. 3. Identify and describe organizations' environmental components. 4. Analyse and describe the main concepts and theories in the context of the management process: Planning and decision making, Organizing, Leading and Controlling.
Syllabus	<ol style="list-style-type: none"> 1. Managing in organisations <ul style="list-style-type: none"> Management and organisations Management process functions Management and its context 2. Theories of management <ul style="list-style-type: none"> The competing values framework Rational goal models Internal process models Human relations models Open systems models 3. The business environment <ul style="list-style-type: none"> The competitive environment The general environment The stakeholder analysis Ethics and corporate responsibility 4. Planning and decision making <ul style="list-style-type: none"> Types of plans and purposes of planning Types of decisions and making decisions 5. Organisational Structure and culture <ul style="list-style-type: none"> Components of structure and organizational designs Organisational cultures Mechanistic and organic structures Contingency theories 6. Leading and motivation <ul style="list-style-type: none"> Sources of power and the influencing process Models of influence Theories of motivation (content/process) 7. Controlling <ul style="list-style-type: none"> Control as a management function The control process and approaches to implementing controls

Assessment	<p>Evaluation may be continuous or final.</p> <p>Continuous evaluation entails the instruments</p> <p>Oral presentations , group reports, class participation, attendance and punctuality ? 35%</p> <p>Quizzes (seminar sessions ? 15%)</p> <p>Mid-term test - 10%</p> <p>Final test - 40%; The test mark must be at least 8.</p> <p>Students may opt for a final written exam (two dates) at the end of the semester.</p> <p>The students who have a grade above 16 points do an oral examination, in order to get a mark between 16 and 20.</p>
Teaching methodology	<p>The course is structured upon 2 types of classes:</p> <p>Expositional ? presentation of concepts and theoretical perspectives to a large group</p> <p>Practical/seminars, for small sections with case study presentations based on group reports followed by class discussion</p> <p>Learning methodologies (LM):</p> <ol style="list-style-type: none"> 1. Expositional 2. Participative 3. Active 4. Self-study
Demonstration of the syllabus coherence with the curricular unit's objectives	<p>This "demonstration of consistency" stems from the interconnection of the syllabus (S) with learning goals (LG) and is explained as follows:</p> <p>LG1 - S2</p> <p>LG2 - S1 and S2</p> <p>LG3 - S3</p> <p>LG4 - S4, S5, S6, and S7</p>
Demonstration of the coherence between the teaching methodologies and the learning outcomes	<p>The learning-teaching methodologies are aimed at the development of the students' main learning competences that allow to fulfill each of the learning goals, therefore, in the grid below, the main interlinks between the learning-teaching methodologies and the learning goals are presented.</p> <p>A large group lecture is dedicated to each syllabus chapter. A dedicated case study is worked out in each seminar class.</p> <p>Learning-Teaching Methodologies (LTM)</p> <p>Learning Goal (LG)</p> <ol style="list-style-type: none"> 1. Expositional, to the presentation of the theoretical reference frames Transversal to all the LGs 2. Participative, with analysis and discussion of case studies Transversal to all the LGs 3. Active, with the realization of group works Transversal to all the LGs 4. Self-study, related with autonomous work by the student Transversal to all the LGs
Main Bibliography	<p>Horário de atendimento a alunos é facultado na plataforma Blackboard.</p> <p>Os alunos abrangidos pelo "Regulamento Interno para Estudantes com Estatutos Especiais" deverão contactar o docente da UC, ou o Coordenador da mesma, na primeira semana de aulas de cada semestre, com vista ao enquadramento dos processos de aprendizagem e avaliação na UC.</p>
Complementary Bibliography	<p>Support hours for students will be displayed online</p> <p>Students under the "Internal regulation for Students with Special Statutes" should contact the Curricular Unit professor or coordinator during the first week of classes of each semester to allow for framing of learning processes and evaluation of the curricular unit.</p>