

FUC - Ficha de Unidade Curricular

Curricular Unit's File

Code	L1901
Name (PT)	Gestão de Recursos Humanos
Name (EN)	Human Resources Management
Regime	Semestral
Level	1.º Ciclo
Teaching language	Português , Inglês
School	Escola de Gestão (EG)
Departament	DRHCO
Scientific area	Recursos Humanos (RH)
Responsible academic staff	Henrique Manuel Caetano Duarte
Pre-requisites	-
Objectives	This course aims to develop the competences of analysis of the main Human Resources policies, their possible applications and integration with general management
Learning outcomes	<ol style="list-style-type: none"> 1. To understand the main goals of Human Resources Management and to explicit their integration with General Management 2. Define the main characteristics of planning, recruitment, selection and socialization of new employees; 3. To know the main defining elements of Training, Career and Performance Evaluation policies; 4. Apply the main concepts of Compensation and Conditions of Service to HRM ; 5. Apply theoretical concepts of HR on the analysis of managerial and economic contexts
Syllabus	<ol style="list-style-type: none"> 1. Introduction to HRM 2. Industrial relations and collective bargaining <ol style="list-style-type: none"> 2.1 Conditions of service and law 2.2 Collective bargaining 3. Human resources planning and recruiting <ol style="list-style-type: none"> 3.1 Human resources planning 3.2 Job description 3.3 Recruitment and selection 3.4 Induction and socialization practices 4. Reward management and conditions of service <ol style="list-style-type: none"> 4.2 Pay and benefits 4.3 Pay for performance 5. Performance, careers and development <ol style="list-style-type: none"> 5.1. Training and development 5.2. Performance appraisals 5.3. Managing careers and human potential 6. Integrated HRM <ol style="list-style-type: none"> 6.1. Integrated HRM and strategic HRM
Assessment	<p>To the assessment of continuous evaluation is made by:</p> <ul style="list-style-type: none"> - Individual assignment (30%). - Intermediate test (35%). - Final Test (35%) <p>Failing the delivery of any assignment, or take under 8 values in the tests or more than 20% of absenteeism will be excluded from continuous evaluation.</p> <p>Students excluded from continuous evaluation can take the final exam (100%).The use of information/media not expressly referred by the teacher during written exams imply not being approved.</p>

Teaching methodology	<p>In order to develop the competences of general diagnosis of HR policies and to articulate them with general management policies, the following methodologies will be used:</p> <ol style="list-style-type: none"> 1. Expository to the main theoretical contents; 2. Discussion of practical cases; 3. Resolution of exercises
Demonstration of the syllabus coherence with the curricular unit's objectives	<p>In order to students develop their skills of integration of Human Resources Management and General Management (LG 1, LG 5), it will be exposed the main characteristics of HRM, their evolution tendencies and their integration in companies' strategies (S1, S6).</p> <p>To students develop their analytical skills of the specific HR policies and their possibilities of implementation (LG 2, LG 3, LG 4), will be exposed in a synthetic way the limitations imposed by industrial relations (S2), the main characteristics of planning and recruitment policies (S3), ways of rewarding (S4) and performance management and workers development (S5)</p>
Demonstration of the coherence between the teaching methodologies and the learning outcomes	<p>In order to students develop their skills of integration of Human Resources Management and General Management (LG 1, LG 5), it will be critically discussed the main characteristics and developments occurred in the HRM perspectives and their possible integration with General Management.</p> <p>To students develop their analytical skills of the specific HR policies and their possibilities of implementation (LG 2, LG 3, LG 4), will be presented practical cases and some exercises for resolution. Will give some attention to the use of some theoretical references in order to raise the critical discussion level from a common sense to an integration, although basic, of theoretical perspectives and concepts. At the end of semester a case is proposed to be solved collectively to allow a simple definition of HR policies.</p>
Main Bibliography	
Complementary Bibliography	