

<p>POLI ESCOLA SUPERIOR TECNOLOGIA GESTÃO TÉCNICO GUARDA</p>	<h2>SUBJECT DESCRIPTION</h2>	<p>MODELO PED.013.03</p>
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Course	Marketing					
Subject	Human Resources Management					
Academic year	2023/2024	Curricular year	2nd	Study period	1st semester	
Type of subject	Compulsory	Student workload (H)	Total: 168	Contact: 60	ECTS	6
Professor(s)	Dina Teixeira PhD					
<input checked="" type="checkbox"/> Area/Group Coordinator <input type="checkbox"/> Head of Department	(select) Amândio Pereira Baía PhD					

PLANNED SUBJECT DESCRIPTION

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.

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4.MAIN BIBLIOGRAPHY

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.

Figueiredo, Elisa; Material Didático de apoio às aulas, ano letivo de 22/23;

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)

Ongoing assessment results from the resolution of practical cases proposed by the teacher throughout the lessons, readings, control of attendance.

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

Minimum rating in tests = 7

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

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and integration; description and analysis of jobs; performance evaluation systems; planning; compensation schemes; hygiene and safety on the job; personnel training; and ergonomics.

6. ATTENDANCE

Continuous assessment requires a mandatory minimum attendance of 2/3 of the classes (this condition does not apply to employed students).

7. CONTACTS AND OFFICE HOURS

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DATE

18 de setembro de 2023

SIGNATURES

O(A) Docente

Professor(s)

O(A) Responsável pela Área/Grupo Disciplinar
