

Ficha de Unidade Curricular (FUC)

Curso:	MESTRADO EM ENGENHARIA E GESTÃO INDUSTRIAL						
Unidade Curricular	Business management					Obrigatória	
						Opcional	X
Área Científica:	Industrial Engineering and Management						
Ano: 1º	Semestre: 2º	ECTS: 5		Total de Horas: 135			
Horas de Contacto:	T:	TP: 45	PL:	S:	OT:	TT:	
Professor Responsável		Grau/Título		Categoria			
Constantino Dias Teixeira		Doutor		Professor Adjunto			

T- Teórica ; TP – Teórico-prática ; PL – Prática Laboratorial ; S – Seminário ; OT – Orientação Tutorial ; TT – Total de horas de Contacto

Entrada em Vigor	Semestre: Verão	Ano Letivo: 2020/2021
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Objectivos da unidade curricular e competências a desenvolver (max. 1000 caracteres)

UC OBJECTIVES:

1. The aim of this course is to transmit solid knowledge related to the fundamental concepts of business management, which allow students to acquire a global view of the functioning of companies, and the importance of management for the success of organizations in general;
2. The framework of the company and organizations is also addressed, in the context in which they operate and the challenges they currently face, in the most diverse areas of their activity;
3. The presentation of manager's roles/responsibilities - planning, organizing and controlling;
4. Students are also presented with the main responsibilities of the Human Resources Management activity, in the organizational context;
5. It is intended, then, to aggregate all the knowledge previously taught with the strategic management of the business;
6. Finally, the main concepts of negotiation, motivation, leadership and conflict management are deepened.

SKILLS TO BE DEVELOPED:

It is intended that at the end of this curricular unit, students reveal skills and abilities that allow them to:

1. Understand the business management process;
2. Understand the importance of human resource management for the success of companies and organizations;
3. Understand the importance of a strategy definition in the business development;
4. Understand the importance of motivation at work, team management and leadership, in the organizational context;
5. Understand the fundamental principles of negotiation and conflict management.

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Conteúdos programáticos (max. 1000 caracteres)

The Management of Organizations: Concept of management, functions of managers, levels of management, tasks and skills; organizational theories: scientific management (Frederick Taylor); general administration theory (Henri Fayol); bureaucracy (Max Weber); human relations school; systems theory; contingency theory: management process: planning, organizing, monitoring and controlling activities and results.

2 - Human Resources Management Function: Labor relations and collective negotiation; types of remuneration/rewards; recruitment, selection, integration, performance evaluation, training, career development and soft-skills for employees.

3 - Organizational Process: the division of tasks; the authority; the communication; departmentalization; types of departmentalization; functional organization; territorial organization; organization by product; organization by customer; business units and strategy.

4 - Motivation and Leadership: internal reasons, human needs; Maslow's hierarchy; external motives, factor theory; manager's role in motivation; motivational systems; incentives; definition of leadership; foundations of authority; personal characteristics of the leader; leadership styles and teamwork.

5 - Negotiation and Conflict Management - Negotiation process and techniques; definition of power, conflict and negotiation; sources of power and conflict; conflict levels; conflict management; negotiation strategies and tactics.

Demonstração da coerência dos conteúdos programáticos com os objectivos da unidade curricular (max. 1000 caracteres)

With a view to fulfilling the objectives of the course, the subjects are articulated in such a way that they are introduced gradually and with the necessary depth in each phase, in order to ensure students' effective understanding of the fundamental concepts related to the organizations management.

Metodologias de ensino (avaliação incluída) (max. 1000 caracteres)

The teaching is carried out combining a conceptual aspect with a practical aspect.

The class starts with a brief reference to the topics from the previous class, and with a summary of the topics to be covered in the class. Then, the oral presentation of the contents is proceeded, examples of application are presented, stimulating the students' participation.

In the end, the most relevant aspects are highlighted and the subjects to be addressed in the next class are defined, encouraging the student to study the subjects to be approached in the near future.

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In practical classes, exercises are resolved and case studies are discussed.

In order to develop other analytical skills and abilities, students have to present and defend in class the reports of the work developed.

Assessment: Practical work pedagogically fundamental (50%) and Final Exam (50%). In each of the tests the minimum classification is 10 (0 to 20 values scale).

The work can be done in groups (maximum 2 students) or individually.

Demonstração da coerência das metodologias de ensino com os objetivos da unidade curricular (max. 3000 caracteres)

The teaching methodology includes a theoretical and practical teaching component.

In the theoretical classes, the principles and concepts that will allow the student to understand the topics covered in this course are discussed.

This theoretical component is complemented with a practical part in which students will solve exercises and discuss case studies that will allow them to consolidate theoretical concepts.

Bibliografia Principal (max. 1000 caracteres)

Armstrong, M. & Taylor, S. (2017). Armstrong's Handbook of Human Resource Management Practice (14th Ed). London: Kogan Page.

Boddy, D. (2008). Management, An Introduction, Prentice-Hall, 4th Edition.

Carvalho, J. E. (2009). Gestão de Empresas. Edições Sílabo.

Ferreira, M.F, Santos, J.C, Reis, N. e Marques, T (2011). Gestão Empresarial, Ed. Lidel.

Ferreira, A., Martinez, L. Nunes, F. e Duarte, H. (2015). GRH para Gestores. Lisboa: Editora RH.

Robbins, S. & Coulter, M. (2014). Management. 12 edition. Prentice Hall.

Rego, A; Cunha, MP; Gomes, J; Cunha, RC; Cabral-Cardoso, C; Marques, CA (2015). Manual de Gestão de Pessoas e do Capital Humano (3ª edição), Lisboa: Edições Sílabo.

Sotomayor, A.M., Rodrigues, J., Duarte, M. (2018). Princípios de Gestão das Organizações. (3ª edição): Rei dos Livros.

Teixeira, S. (2013). Gestão das Organizações. 3ª edição. Escolar Editora.

Torrington, D; Hall, L; Atkinson, C; Taylor, S (2017). Human resource management (10th edition), Essex: Pearson Education.