

# HUMAN RESOURCE MANAGEMENT

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**Admission exams:** Economics (04) or Philosophy (06) or Portuguese (18) or History (11)

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Graduates in Human Resource Management are qualified to perform the roles of human resources assistant, officer, manager, director or consultant in public or private, not-for-profit or for-profit, local or global organisations in industry or the service sector.

The course syllabus is designed to give students logical, close contact with all the technical, financial and behavioural skills, features and demands required of human resource management in a business environment that is marked by instability, discontinuity, flexibility and creativity.

Using different teaching methods focused on combining theoretical precision with finding practical solutions and applications – which is fundamental to developing different work skills – the course prepares students to perform functions that apply different human resource techniques and policies, including: analysing and describing functions; vocational training and professional development; recruiting, selecting and integrating new members of staff; professional careers; salary management; performance evaluation; administrative personnel management; and labour legislation. At the end of the course, students will have a broad, inclusive and modern view of the different facets, processes and techniques that organisations demand from professionals with specific training in this field.

## **Professional opportunities**

All the functions/areas related to administrating and managing human resources and are performed by HR officers/managers: recruitment and selection; performance evaluation; career management; remuneration management; incentive plans; skill management; audits and consultancy; organisational culture; occupational health and safety; change management; enhancing work teams; project management; and others.

## **What makes this course different?**

The course benefits from diversified, cross-cutting training supported by the different courses offered by the department, which is particularly enriching.

Academic staff are members of a research unit (Research Centre in Business Sciences - NECE) classified as "Good" in the Foundation for Science and Technology's international evaluation.

## **Internationalisation**

Students may apply for periods of mobility for studies in around 150 higher education institutions of more than 30 countries, as well for international internships, with possibility of financial support.

## YEAR 1

### SEMESTER 1 • 30 ECTS

- 5 Scientific Work Method
- 5 Introduction to Social Sciences
- 4 Introduction to Applied Statistics
- 5 Applied Computer Science
- 6 General Psychology I
- 5 Business Organisation and Management

### SEMESTER 2 • 30 ECTS

- 5 Introduction to Economics
  - 5 Introduction to Law
  - 5 Introduction to Human Resource Management
  - 5 Accounting I
  - 6 General Psychology II
  - 4 Financial Management
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## YEAR 2

### SEMESTER 1 • 30 ECTS

- 5 Human Resource Training and Development
- 5 Human Resource Recruitment and Selection
- 5 Psychosociology of Work and Organisations I
- 5 Administrative Sciences I
- 5 Applied Statistics
- 5 History of Labour Relations

### SEMESTER 2 • 30 ECTS

- 5 Business Law
  - 5 Administrative Personnel Management
  - 5 Psychosociology of Work and Organisations II
  - 5 Administrative Sciences II
  - 5 Occupational Health and Safety
  - 5 Accounting II
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## YEAR 3

### SEMESTER 1 • 30 ECTS

- 5 Performance Evaluation
- 5 Group Dynamics and Conflict Management
- 5 General Theory of Administration
- 5 Labour Law I
- 5 Specific Topics I
- 5 Project Work I

### SEMESTER 2 • 30 ECTS

- 5 Labour Law II
- 5 Specific Topics II
- 5 Negotiation and Hiring Techniques
- 5 Strategic Human Resource Management
- 5 Remuneration Management and Career Plans
- 5 Project Work II