

# **ECTS - Instituto Superior de Contabilidade e Administração do Porto**

## **Degree: International Mobility Programmes**

### **Course: Introduction to Management**

**Academic Year: 2016/2017**

**Academic year: 1**

**Number of Credits (ECTS): 4.0**

**Term: Winter Semester**

**Attendance: Mandatory**

**Course Responsible Teacher: Doutora Alcina Dias**

#### **Objectives:**

The aim of this course is to develop the following skills and abilities:

Generic:

- # learning and applying knowledge of general management;
- # presenting critical and creative solutions to apply in practical cases;
- # working in group, with initiative and efficient communication;
- # researching, interpreting and integrating information from different sources;
- # analyzing specific professional problems and proposing viable solutions.

Specifics:

- # understanding the role of managers and management processes;
- # characterizing and interpreting the organization environment;
- # understanding core functions of management (planning, organizing, directing and controlling);
- # Applying, using case studies, some key concepts, mechanisms and management tools.

#### **Syllabus:**

- Chapter 1- Management and its evolution
- Chapter 2- The company and its environment
- Chapter 3 - Planning
- Chapter 4 - Decision-making
- Chapter 5 - Organization, process and structures
- Chapter 6 - Motivation
- Chapter 7 - Leadership
- Chapter 8 - Communication
- Chapter 9 - Culture of the organization
- Chapter 10 - The process of control

#### **Teaching methodologies:**

Expository classes (with PowerPoint support) to transmit the basic concepts related with the different subjects. Use of case study methodology related with the organizational contexts.

Group presentation and discussion.

#### **Assessment Methods:**

Students may choose two assessment systems: continuous assessment and final examination.

#### **References:**

- Teixeira, Sebastião (2013), *Gestão das Organizações*, 3.<sup>a</sup> edição, Escolar Editora, Lisboa.
- Brazinha, Firmino (2010), *Gestão das Organizações: conceitos e tendências actuais*, 4.<sup>a</sup> edição, Escolar Editora, Lisboa.
- Sousa, António (1999), *Introdução à Gestão, uma abordagem sistémica*, Verbo, Lisboa.
- Ebert, R. J. e Griffin, R. W. (2007), *Business Essentials*, 6th Edition, Perason International Edition, Londres.
- Lisboa, João et al. (2011), *Introdução à Gestão de Organizações*, 3.<sup>a</sup> edição, Vida Económica, Lisboa.
- Donnelly, James H. (2000), *Administração: princípios de gestão empresarial*, 10.<sup>a</sup> ed., MacGraw-Hill, Lisboa.

**Doutora Alcina Dias**

S. Mamede Infesta, 6 de Outubro de 2016