



CTeSP | Curso Técnico Superior Profissional
Gestão Administrativa de Recursos Humanos

Direction

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Number of Semesters

4

ECTS

120

Access Conditions

Candidates must pass two of the following Relevant Areas:

- Mathematics
- Portuguese
- Economics

About

The course aims to train professional senior technicians in Human Resources Administrative Management who, autonomously or under supervision, carry out the main administrative functions required upstream and downstream of human resources management (from recruitment to training and performance evaluation). They technically carry out hiring and negotiation processes, implement team management processes and promote good interpersonal relationship practices.

Course Plan

Course Structure 1º Ano / Common Core Behavior and Organizational Communication 6 ECTS | Critical Thinking and Argumentation 3 ECTS | Oral and Written Expression Techniques 3 ECTS | Organizational Management 6 ECTS | Recruitment and Selection 6 ECTS | Technical English 6 ECTS | Administrative Management of Human Resources 3 ECTS | Data Analysis Tools 6 ECTS | Fundamental Notions of Business and Labor Law 6 ECTS | Introduction to Accounting and Taxation 6 ECTS | People Management in Organizations 3 ECTS | Statistics Applied to Management 6 ECTS | 2º Ano / Common Core Business Initiative and Entrepreneurship 3 ECTS | Environment, Safety, Hygiene and Health at Work 3 ECTS | HR evaluation methods 6 ECTS | Information Management 6 ECTS | Information Systems and HR Management Support 3 ECTS | Leadership and Teams Management 6 ECTS | Quality in Human Resources 3 ECTS | Traineeship 30 ECTS |