

Mathematics for the Social Sciences I

Program resume

The program of Mathematics for Social Sciences I is designed to prepare students with the basic instruments of algebraic calculus, its applications to economic sciences. The program is composed with chapters of Algebraic Calculus; Function Studies; Derivates and its applications; Primitives and Integrals.

5ECTS

Methodology of Inquiry in Sciences Human beings

Program resume

1 - Introductory questions on scientific object.1.1 - the scientific knowledge and the common sense knowledge.1.2 - the field of social sciences 1.3 - Objectivities in the object construction in a social sciences study.1.4 - inquiry process moments: rupture, construction and verification. 2 - Inquiry stages. 2.1 - The construction of a departure question.2.2 - exploration.2.3 - problematic - definition and explicitation.2.4 - the Construction of an analysis model. 2.5 - Observation.2.6 - information analysis and conclusions .3 – Research methods and techniques.3.1 - analyses population choice.3.2 - inquiry.3.3 - Interview.3.4 - Direct comments.3.5 - Content analysis.

5ECTS

Computer Applications

Program

Introduction to Computer science and Slight knowledge of Computers Architecture. Computers Nets and Internet. Text Processing: Microsoft Word 2003. Calculation application Microsoft Excel Graphical 2003.Presentations: Microsoft PowerPoint 2003. Computer solutions in the Tourist and Cultural Management.

5ECTS

Psychology

Program resume

Epistemological questions: psychology and its place between sciences. Of the differences between History of the Ideas Psychological and History of Psychology. Psychology and common sense. The birth of scientific psychology. Psychobiological development. Partner-affective development. Century XX main schools of the psychology. Development and psychological intervention. Orientation and clinical Intervention. Orientation and educative intervention. Inquiry and intervention in social abilities impact current of psychology.

5ECTS

Economy Politics

Program resume

Basic concepts in economic science. National accounting as measurement technique of the economic activity. Different integrated chains of economic thought at its historical time. Policy-mix and the impact in the external environment of an economic unit: application to the Portuguese economy. Development of excellent subjects in the current and future context of the international trade. Presentation of the basic elements of the demand and supply. Application of the elasticity concept. Basic characteristics in competitive, monopolistics and oligopolistics markets.

5ECTS

General principles of law**Program resume**

The main purpose of this subject is to discuss the basic concepts of law science: fundamentals of law; rule of law; sources of law; law classification – the branches of law: the constituent power and the Constitution; the fundamentals of the Portuguese constitutional system; the legal relation and the analysis of its elements; the interpretation, integration and application of laws

5ECTS

Mathematics for the Social Sciences II**Program resume**

The program of Mathematics for the Social Sciences, in addition with Mathematics for the Social Sciences I, is designed to give students advanced concepts in Mathematics with special reference to Linear Algebra. The program is composed with chapters of Matrices; Operations with Matrices; Special Matrices; Resolution of Linear Equations with matrices; Determinants and Cramer's rule.

5ECTS

Social psychology**Program resume**

The American paradigm to European Social Psychology. Social influence. Attitudes, Structure and change. The social perception processes and skews. Impressions formation. Implications for the practical of the Psychologist. Social representations. Interpersonal relations. Causal attribution. Groups and relations. Reflections and application dominions.

5ECTS

Labour Economy

Program resume

Demand and supply. Work search. The balance in the work market. The human capital. The discrimination in the work market; The unions and the collective negotiation. The unemployment.

5ECTS

Labour Law

This subject seeks, in a practical way, to provide students with comprehensive notions of Labour Law (in terms of development, position within the structure of Law Science and current object), of its institutional frameworks, be it of an external nature (UNO, OIT, European Council and European Union) or of an internal nature (Inspectorate-General of Labour and Labour Jurisdiction) or, finally, those belonging to the enterprise or union corporations, as well as relevant sources (supranational: international conventions and Community law; national: constitution, legal acts and negotiated working time) of the individual employment contract (subjects - rights and duties - contents, establishment, interruption, extinction) and the social protection systems including health and safety at work, social security, work accidents and career promotion.

5ECTS

History and Theory of Human Resources Management

Program resume

1 - Organizational theories and its levels of analysis: the individual, the group, the organization and the institution. 2 - Different types of organizations (historical summary): governmental and military, family, tribe, units, since the Classic Antiquity to séc. XIX. 3 - Organizational paradigms: behaviourist (H. Simon), cognitive (J.M. Peiro), and psicanalítica (La Pasade). 4 - Systemic and contingencial models (Burns and Stalker, and H. Mintzberg). 5 - Transactional analysis applied to the organizations (Eric Berne) 6 - Organizational Design, Size and Structure. 7- Classic Boarding's and the School of the Human Relations. 8 Relations - Organizations as Systems Socials and Techniques. 9 - The Organizational Politics Dimension of the. 10 - Boarding's Contemporaries of the Organizations.

5ECTS

Statistics for Social Sciences

Program resume

The program of Statistics is drawn for prepares the students of the rudiments in Analysis of Data. The program are part chapters as Descriptive Statistics; Probabilities; Varieties and main theoretical distributions; Intervals reliable.

5ECTS

European Union Law

Program resume

The main propose of this subject is to discuss the most relevant topics of the European Union Law, such as its origins, evolution and objectives, communitarian departments, communitarian law, internal market, free market for people and goods, and the European social politics (principles, directives, employment, professional formation and the social European fund).

5ECTS

Administrative management of Human resources

Program resume

Main legal obligations and taxes who affected the management of people. Data protection and regulation. Capacity to evaluate a wages processing system. Communication and implementation of human resources politics. Construction of socialization instruments. Diagnosis and implementation of information human resources systems. Planning and calculus of main pointers for the RH management. Analyze the relative information of RH Management. Basic principles of the human resources auditorship.

5ECTS

Ergonomics

Program resume

Concepts, methods and techniques. Ergonomic boarding systems. Transmission and information process. Biomechanics and anthropometry. Work security. Physical environment. Work analysis. Ergonomics of the products.

5ECTS

Analysis, qualification and functions description

Program resume

1. Objectives of the analysis and description of functions 2. The paper of the analysis and its importance in the management of human resources 3. Analysis of the work ranks and production planning 4. Used methods: 5. Advantages and disadvantages of each method 6. Elaboration of some check-list of analysis and qualification of functions. 7. Elaboration of functional profiles 8. Practical cases of analysis and qualification of functions.

4ECTS

Introduction to Corporate Finance

Program resume

This discipline begins with the presentation of its object, the business financial analysis, with its application in business management and in corporate finance, and with the explanation of the financial diagnostic process.

Throughout the lessons are learned concepts and done exercises about: the base-documents to Financial Analysis, as the financial statements and other no-accounting information; the mains methods and techniques traditionally used in the financial diagnostic – including the ratios and indicators utilization -; the financial equilibrium analysis and its recuperation, at short and at intermediate and long-terms; the profitability and the risk analysis under different perspectives.

6ECTS

Non Parametric Statistics

Program resume

The program of Non Parametric Statistics allows the development of advanced competences in data analysis, with special reference to its applications in the social sciences. The program is composed with chapters of Non Parametric Tests for one population parameter; Non Parametric Tests for comparison of two populations parameters; Non Parametric Tests for more than two populations parameters; Non Parametric Measures of association.

5ECTS

Evaluation of Performance and Competence Management

Program resume

1 - Abilities - definitions and perspectives 2 - Abilities and goals - Abilities management and knowledge management 4 - History of the abilities 5 - Intervention Models 6 - Intervention methodologies and politics in management abilities 7 - Abilities evaluation 8 - Intercultural Abilities 9 - Emotional abilities 10 - Evaluation of the performance: by scale, points, factors, degrees, description, 360° 11 - Practical cases.

5 ECTS

Systems of Reward and Management of Careers

Program resume

1. Work and the performance evaluation and its types of reward 2.Types and special levels of reward 3.Groups reward: the case of the executives 4. A management of the reward system. Careers management 5. Careers development. 6. Careers Planning - its elaboration, application and evaluation. 7. The outplacement. 8. Evaluation and development with resource to the assessment centres. 9. Abilities development and evaluation. 10 Human resources retaining. 11. Careers and cultures. 12. International careers. 13. Applications and inquiries.

5ECTS

Culture and Organizational Communication

Program resume

1 - Culture Concepts .2 - Characteristic of the Organizational Culture.3. Culture - Types and Organizations.4 Profiles - Organizational.5 Socialization - the communication and the organizations: perspectives, contexts and applications.6 - The communication and the different levels of organizational analysis.7 - Human resources management communication 8 - The interpersonal and grupal communication.9 - the organizational communication.

5ECTS

Health, Hygiene and Security in the Work

Program resume

General slight knowledge of health and illness. Historical evolution of Hygiene, Health, and Security on the work. Problematic of the occupational disease and industrial accidents. Conceptual distinction between Security, Hygiene and Health in the Work. Specific programs of assistance and support. Services of Security Hygiene and Health in the Work. Normative framing of Hygiene, Health, and Security on the work.

5ECTS

Strategical Planning

Program resume

1. General Notions of Strategy
2. A Structural Analysis of Industries
3. Competition Analyses
4. Definition of Business
5. Competitive Advantage and Competitive Position
6. Cost Strategies
7. Differentiation Strategies
8. Strategical Segmentation
9. Matrical Analysis
10. The Two Ways of Development: Specialization and Diversification

5ECTS

Recruitment and Selection

Program resume

Evaluative historical perspective from job market to conscription and professional selection. Retraction of information and identification to necessity. Develop, implement, budget, to execute and follow the conscription, the selection processes and rank. Definition and elaboration the profiles of candidates. Define the attraction strategy and conscription. Planning, the selection methods and processes. Psychometrical and other predictors of performance; Psychological analysis of biographical data, types of interviews psychological, tests and of personality evaluation, situational tests of group and tests. The final decision. The interview of negotiation, the phase of information, conditions of admission, the psychological contract and shelter and the integration in the company. Evaluation and processes control of conscription and Selection.

5,5ECTS

Formation Methods

Program resume

1 - The coacher face to the systems and formation contexts.2 – Learning, factors and processes.3 – Main pedagogical simulation.4 - Communication and animation of groups
5 – Pedagogical methods and techniques.6 - Pedagogical objectives.7 – Learning evaluation.8 – Didactic resources.9 – Formation planning.10 - Formation accomplish and evaluation.11 – Session plan.12 - Final pedagogical simulation.13 - Proposal of pedagogical intervention.

6ECTS

Organizational development

Program resume

Origins of the organizational development. Historical aspects. Concepts of the organizational development. Estimated Basic of the organizational development. The process of the Organizational Development. The gliding change of the organization. Organizational learning. The Diagnosis, while evaluation of a situation and the description of one adjusted change strategy. The Model of Lewin. Organizational intervention. Techniques of organizational development.

5,5ECTS

Consumer's Psychology

Program resume

1 - The consumption as object of sociological study. 2 - Theoretical boardings to the phenomenon of the consumption. 3 - Ideological Geneses of the necessities and consumption. 4 - Group influences and consumption. 5 - The process of consumption and learning. 6 - Agencies of social communication, equation production - Consumption and its influence in the behaviour of the consumer.

4ECTS

Leadership and Teamwork's Management

Program resume

Evolution of the Scientific Study of the Leadership. Models and Perspectives in the boarding of the Leadership. Management and Leadership - Distinctions and Joints. The Paradoxes of the Leadership. Leadership and People. Team works. Transactional leadership versus transformational Leadership. Leadership in multicultural context. You lead versus Led. Decision taking. Means to consolidate work projects. High Income/Performance teams. Talents team versus talents team. Teams work. Actual trends of the Leadership and the Management/Leadership.

6ECTS

Seminary of Ethics, Deontology and Social Responsibility

Program resume

General and professional ethics. Ethics division. Rights and duties in the professional deontology. The conscience of the world and the ethical conscience: the Ethics as it philosophical disciplines and bigger domain of the politician. The Ethics in the context of the contemporary societies: The power of the image as communication form. The censorship problem. The images manipulation. The copyrights. The publishing directives in the photojournalism. The use of archive images. The Ethics and the professional Deontology. The freedom as ethical condition and moral commitment. The truth as principle and duty on private the public distinction/. The enterprise Ethics. Enterprise ethics and social responsibility. The ethics in the organization life. Analysis of the proposals, codes of ethics for entrepreneurs and managers. The Ethics in the organizations. The Leadership on the basis of values. Behavior of organizacional citizenship. Social planning project realize.

3ECTS

ACTIVE METHODOLOGIES OF FORMATION

Program resume

1. Learning process.2 learning through the experience.3. Behaviours continued reflection on the generated experiences.4.Intensive training of the competition in accordance with (adjusting loads of pressure, intensity, and dramatization). 5. Changing Behaviours - “new Boots” - discomfort/persistence Objectives overcoming - individual/specific it produces income levels high. 7. Memory and learning.8.Development of learning climate. 9. Learning maps.10.Reflection cyrcles.11.Positions/points of view. 12. Active reviewing.13.Motivação for the Success (Learning).

5ECTS

Market and Opinions Studies

Program resume

The component of data analysis is designed to give in addition with Statistics, advanced concepts in data analysis. The program is composed with chapters of Simple and Multiple Regression; Factorial Analysis; Cluster Analysis; Discriminate Analysis; Multidimensional Scaling and Conjoint Analysis.

5ECTS

Multicultural management

Program resume

Understand trends of our time and its impact in the management. Identify the main origins and problems of the intercultural meeting. Culture concept as collective mental software. Describing the cultural differences through the model 5D. Consequences analysis and practical implications of the different collective mental programs in terms of: Models and standards of dominant communication and feedback in the international cultures; implicit models of organization and its influences in the processes and forms of communication in professional context. Cultural complexity. Management of the cultural differences.

5,5ECTS

Creativity, Innovation and Knowledge

Program resume

Creativity: Psychological theories: 1. what is creativity. 2. Gestalt Theory 3. Humanistic Psychology. 4. The creativity in the resolution of complex problems. 5. Psychoanalytical theory. Contemporaries Theories: 6. Factorial analysis 6. Koestler theory and the biassociation. 7. Creativity and the paper of the cerebral hemispheres. Current boarding: 8. The process of creation 9. Exercises: indetermination; quotidian life; problems; verbal and the appearance, generic; challenges Innovation and Knowledge: 10. Sources of innovation. 11. Barriers to the Innovation. 12. Diffusion of the Innovation. 13. Strategical positions face to innovation. 14. The age of knowledge 15. Measurement of the Intellectual Capital. 16. Study of Case.

5ECTS

Management of Conflicts and Negotiation

Program resume

Part I - 1.A contemporary perspective of conflict. 2. Causes of intergroupal conflict. 3. Consequences of intergroupal conflict. 4. Intergroupal conflict management through the resolution. 5. Intergroupal conflict management through the stimulation. Part II - The Negotiation. . The Negotiation in the organizational context. B. Negotiations planning. C. Stages of negotiation. D. Basic techniques and methods for negotiators. E. dynamic and efficient negotiation practice.

5,5ECTS

Integrated human resources management projects

Program resume

Integrated management of projects: One autonomous discipline. Essential conditions to Projects Management. Ethics in the Projects Integrated Management. Characteristics of projector. Leadership in project's management of. The projects management and the organizational culture. Projects taskforces. The communication in integrated projects management. Project Stages. Project management and its risks. The project documentation. Project planning and programming using PERT. Projects budgets and costs. Starting Project: Decision making. Control and accompaniment of project. Measures of prevention in the maintenance of the human resources quality.

6ECTS