

Course Unit	Organization and Management of Social Institutions		Field of study	Social Sciences	
Bachelor in	Social Education		School	School of Education	
Academic Year	2023/2024	Year of study	2	Level	1-2
Type	Semestral	Semester	1	ECTS credits	4.0
Code	9084-628-2104-00-23				
Workload (hours)	108	Contact hours	T -	TP 36	PL -
			TC -	S -	E -
			OT 9	O -	

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Evangelina da Natividade C. B. Correia da Silva

### Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Analyze the concepts of management, administration, management and leadership
2. Acquire technical knowledge and personal skills in the management of human resources
3. Know and understand the social Institutions organic
4. Develop skills and competences to act in accordance with the essence of the IPSS and available resources in an efficient and sustainable manner

### Prerequisites

Before the course unit the learner is expected to be able to:  
Not applicable.

### Course contents

1- Concepts of administration, direction, management and leadership; 2- The organizations; 3 - Management; 4 - Human resources management; 5- Different social economy organizations; 6 - Quality management.

### Course contents (extended version)

1. Concepts
  - Administration
  - Direction
  - Management
  - Leadership
2. The organizations
  - Concept(s) of organisation
  - Organisation models and characteristics
  - Levels and structures of the organisation
3. Management
  - Genesis and evolution of management
  - Functions and levels of management
  - Challenges of modern management
  - Managers' skills
  - Management of social institutions
4. Human resources management
  - Human factor and potential
  - Organisational objectives
  - Leadership
  - Motivation and collaborative work
  - Conflict management
  - Organisational communication: Internal and external
5. Different social economy organizations
  - Types of Social Institutions (IPSS, ONG, Misericórdia institutions, etc.)
  - Values, mission and vision
  - The economic and social role of these institutions in promoting social inclusion
6. Quality management
  - Quality and innovation
  - Factors influencing the quality and innovation
  - Social response institutions certification systems quality

### Recommended reading

1. Carvalho, A. R. (2017). Gestão de recursos humanos - abordagem às boas práticas. Editora Vida Económica
2. Carvalho, L. C. , Bernardo, M. R. , Sousa, D. S. , & Negas, M. C. (2014). Gestão das Organizações - Uma Abordagem Integrada e Prospetiva (2.ª ed. ). Edições Sílabo.
3. Chiavenato, I. (2021). Introdução à teoria geral da administração (5.ª ed. ). Editora Atlas.
4. Carral, L. , Gomes, C. , Marques-Quinteiro, P. , & Lind, P. (2016). Caos e complexidade: novos conceitos para a gestão das organizações. Editora RH.
5. Sotomayor, A. M. , Rodrigues, J. , & Duarte, M. M. (2014). Princípios de Gestão das Organizações (2.ª ed. ). Rei dos Livros.

### Teaching and learning methods

Methods of teaching and Learning: - Oral presentation - discussion / debate topics - Use of various audio-visual materials - Study and research topics with presentation [individual or group].

### Assessment methods

1. Continuous Evaluation: - (Regular, Student Worker) (Supplementary)
  - Intermediate Written Test - 70% (- Interim Written test - 70% (test driven to the objectives and content of the program))
  - Development Topics - 30% (Themes of development - 30% (Work on a thematic, elaborated in group and presented individually).)
2. Exam Evaluation - (Regular, Student Worker) (Supplementary, Special)
  - Final Written Exam - 100% (Written test directed the objectives and content of the program)

Language of instruction

Portuguese, with additional English support for foreign students.

Electronic validation

Evangelina da Natividade C. B. Correia da Silva	Maria do Céu Ribeiro	Sofia Marisa Alves Bergano	Carlos Manuel Costa Teixeira
13-02-2024	18-02-2024	18-02-2024	18-02-2024

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