

Course Unit	Administration and Management of Organizations		Field of study	Management and Administration	
Bachelor in	Gerontology		School	School of Health	
Academic Year	2022/2023	Year of study	2	Level	1-2
Type	Semestral	Semester	1	ECTS credits	5.0
Code	9833-346-2101-00-22				
Workload (hours)	135	Contact hours	T -	TP 45	PL -
			TC 10	S -	E -
			OT 10	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) Luis Manuel Jacob Jacinto

Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:
Students should be able to organize and manage an institution or an elderly support project.

Prerequisites

Before the course unit the learner is expected to be able to:
Knowledge of the aging process, spreadsheets (excel) and social legislation.

Course contents

1. Social Economy and Social Law 2. Social Responses and Architecture 3. Equipment and material- Gerontecology 4. Human Resource Management 5. Organization of work and schedules 6. Regulations and contracts 7. Budgets and accounting 8. Calculation of tuition and funding 9. Project management and innovation 10. Safety and hygiene at work 11. Quality in institutions

Course contents (extended version)

1. - Introduction to the social economy - Main legal documents for the social economy
2. - Presentation of current social responses - Alternative models of equipment for the elderly
3. - Listing of the main equipment and materials used - Gerontology and technical aids
4. Recruitment and selection of personnel Function analysis Performance evaluation
5. Types of work organization Elaboration of personnel, weekly and monthly schedules
6. Internal regulation and of services Contracts for the provision of services with users RGDP
7. - Income and expenses in institutions - Cost control - Financial analysis
8. Application of rules for the calculation of monthly fees Method of financing the institution
9. Principles of project management Concepts and stages of social innovation
10. - Measures to implement a SHS (Health, Hygiene and Safety) plan - Analysis of the HACCP system
11. Concept of quality in institutions Application of quality manuals for the sector
12. Elaboration of a project construction and management of equipment for the elderly.

Recommended reading

1. Manual de Qualidade para Lares, centros de dia e SAD, (2006), ISSS.
2. Economia Social e Envelhecimento (2016), Luis Jacob, Psicosoma
3. Legislação vária
4. Gestão de projectos por Carlos Alberto Pestana Barros
5. Gestão das Organizações (2013), Sebastião Teixeira, Escolar Editora

Teaching and learning methods

Theoretical classes (45 hours): Lectures and reflective classes supported by audio-visual means available with project management techniques. Tutoring classes (10 hours): Orientation to the group work (bibliographic research), related to the contents of the curricular unit. Non-face-to-face period 70 hours): Study individual and / or group of contents taught, based on the bibliographic reading.

Assessment methods

1. Classroom work: 70%; Final work: 30% - (Regular, Student Worker) (Final)
2. final written exam - (Regular, Student Worker) (Supplementary, Special)

Language of instruction

1. Portuguese
2. English

Electronic validation

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09-12-2022	28-02-2023	28-02-2023	04-03-2023