

Course Unit	Administration and Management of Organizations		Field of study	Management and Administration	
Bachelor in	Gerontology		School	School of Health	
Academic Year	2025/2026	Year of study	2	Level	1-2
Type	Semestral	Semester	1	ECTS credits	5.0
Code	9833-346-2101-00-25				
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) Bruno José Pinto Santos

Learning outcomes and competences

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

1. Students must be equipped with a set of tools and theoretical-practical skills within the scope of management and administration of institutions in the Social and Solidarity Sector.
2. Being able to create and operationalize action models that allow the optimization of projects, social responses and organizations
3. Contribute to theoretical reflection on the issues and problems that arise at the level of the Technical Management of social intervention organizations.
4. Develop knowledge that allows the development of conceptual frameworks and management instruments in the context of the social sector;
5. Possess socio-emotional skills suitable for leadership and management processes in multidisciplinary teams.

Prerequisites

Before the course unit the learner is expected to be able to:

1. Basic knowledge of Social Economy, Social and Labor Legislation.
2. Know the different social responses to aging.
3. know and know how to use the following digital tools: Word; PowerPoint and Excel.

Course contents

1. Social Economy 2. New Generation of Equipment 3. Leadership and People Management 4. Ethics in Social Intervention 5. Preparation of Work Schedules 6. Calculation of monthly fees 7. Regulations and Service Provision Contracts 8. Innovation and Social Entrepreneurship 9. Safety and Health at Work 10. Quality and Certification 11. Management and Financial Sustainability 12. Marketing and Communication in the Social Sector 13. Development of Social Impact Projects

Course contents (extended version)

1. Notion and Object of the Social Economy -Legal and institutional forms of the Social Economy
2. Presentation of current social responses - Alternative models of equipment for the elderly
3. Strategic Management: Leadership – Recruitment and Selection of People - Performance Assessment
4. Ethics, morals and deontology - Humanization in organizational work and Happiness in Organizations.
5. Labor Regulations - Preparation of Shift Work Schedules
6. Legal Framework - Application of official rules for calculating Family Contributions
7. Internal regulations - Service Provision Contracts with Users - RGDP
8. The challenges for Social Organizations - Innovation and Social Entrepreneurship
9. Prevention measures and SHS plan (Health, Hygiene and Safety) - HACCP System
10. Concept of Quality in institutions - Normative references applicable to social responses
11. Income and expenses in institutions - Cost control - Financial analysis
12. The Importance of Communication and Social Marketing in Non-Profit Organizations
13. The stages of developing social intervention projects - Social Innovation
14. Preparation of a project linked to the creation and promotion of equipment for the elderly.

Recommended reading

1. Introdução à Gestão de Organizações (3ª Edição) de João Lisboa, Arnaldo Coelho, Filipe Coelho e Filipe Almeida
2. Economia Social e Envelhecimento (2016), Luís Jacob, Psicosoma
3. Legislação vária
4. Gestão de projectos por Carlos Alberto Pestana Barros
5. Gestão das Organizações (4.ª Edição), Sebastião Teixeira, Escolar Editora, novembro de 2022

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: 50%; Final work: 50% - (Regular, Student Worker) (Final)
2. final written exam - (Regular, Student Worker) (Supplementary, Special)

Language of instruction

1. Portuguese
2. English

Electronic validation

Bruno José Pinto Santos	Ana Maria Nunes Português Galvão	Maria Augusta Romão da Veiga Branco	Olívia Rodrigues Pereira
02-02-2026	02-02-2026	04-02-2026	07-02-2026