



## 1. General information

**Course:** MANAGEMENT OF SOCIAL SERVICES ORGANISATIONS**Type:** CORE COURSE**Degree:** 312 - UNDERGRADUATE DEGREE PROGRAMME IN SOCIAL WORK (TA)**Center:** 15 - FACULTY OF SOCIAL SCIENCES AND INFORMATION TECHNOLOGIES**Year:** 4**Main language:** Spanish**Use of additional languages:****Web site:****Code:** 50330**ECTS credits:** 6**Academic year:** 2021-22**Group(s):** 60**Duration:** First semester**Second language:****English Friendly:** N**Bilingual:** N**Lecturer:** MARIA ORLANDA DIAZ GARCIA - Group(s): 60

Building/Office	Department	Phone number	Email	Office hours
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## 2. Pre-Requisites

Not established

## 3. Justification in the curriculum, relation to other subjects and to the profession

Not established

## 4. Degree competences achieved in this course

## Course competences

Code	Description
CE03	Ability to apply the Social Care institutional system resources properly in order to meet different circumstances of need.
CE05	Ability for the leadership, management, administration and coordination either public, private or third sector Social Care organizations.
CE06	Ability to apply and integrate knowledge about human needs and social policies in the study, diagnosis, planning, intervention and program evaluation into Social Care organizations.
CE10	Proficiency at developing and reading both specific papers and reports, in the professional performance.
CG02	Both critical and self-critical abilities linked to the analysis of social reality, the respect and defense of Human Rights.
CG03	Becoming mindful of the importance of expressing ethical commitment within a global, fair, cross-cultural, and unfettered society through a professional and accountable practice.

## 5. Objectives or Learning Outcomes

## Course learning outcomes

Description

Knows and understands the purpose, mechanism of action and ways of providing of social care subsystems in relation to dependent people in Spain and Europe, as well as the overall structure, organization and main services and benefits at the national and regional levels.

## 6. Units / Contents

**Unit 1:****Unit 2:****Unit 3:**

## 7. Activities, Units/Modules and Methodology

Training Activity	Methodology	Related Competences (only degrees before RD 822/2021)	ECTS	Hours	As	Com	Description
Class Attendance (theory) [ON-SITE]	Combination of methods	CE03 CE05 CE06 CE10 CG02 CG03	1.6	40	N	-	
Final test [ON-SITE]	Assessment tests	CG02	0.08	2	Y	Y	
Group tutoring sessions [ON-SITE]	Guided or supervised work	CE03 CE05 CE06 CE10 CG02 CG03	0.52	13	Y	Y	
Project or Topic Presentations [ON-SITE]	Guided or supervised work	CG02 CG03	0.2	5	Y	Y	
Writing of reports or projects [OFF-SITE]	Reading and Analysis of Reviews and Articles	CE10	1.2	30	Y	Y	
Study and Exam Preparation [OFF-SITE]	Self-study	CE05	1.6	40	Y	Y	
Analysis of articles and reviews	Combination of methods	CE10	0.8	20	Y	Y	

[OFF-SITE]	Total:	6	150	
Total credits of in-class work: 2.4		Total class time hours: 60		
Total credits of out of class work: 3.6		Total hours of out of class work: 90		

As: Assessable training activity

Com: Training activity of compulsory overcoming (It will be essential to overcome both continuous and non-continuous assessment).

8. Evaluation criteria and Grading System			
Evaluation System	Continuous assessment	Non-continuous evaluation*	Description
Final test	40.00%	100.00%	
Portfolio assessment	40.00%	0.00%	
Oral presentations assessment	20.00%	0.00%	
<b>Total:</b>	<b>100.00%</b>	<b>100.00%</b>	

According to art. 4 of the UCLM Student Evaluation Regulations, it must be provided to students who cannot regularly attend face-to-face training activities the passing of the subject, having the right (art. 12.2) to be globally graded, in 2 annual calls per subject, an ordinary and an extraordinary one (evaluating 100% of the competences).

9. Assignments, course calendar and important dates	
Not related to the syllabus/contents	
<b>Hours</b>	<b>hours</b>
Class Attendance (theory) [PRESENCIAL][Combination of methods]	.06
<b>Unit 1 (de 3):</b>	
<b>Activities</b>	<b>Hours</b>
Class Attendance (theory) [PRESENCIAL][Combination of methods]	13.33
Final test [PRESENCIAL][Assessment tests]	6.66
Writing of reports or projects [AUTÓNOMA][Reading and Analysis of Reviews and Articles]	10
Study and Exam Preparation [AUTÓNOMA][Self-study]	6.66
Analysis of articles and reviews [AUTÓNOMA][Combination of methods]	13.33
<b>Unit 2 (de 3):</b>	
<b>Activities</b>	<b>Hours</b>
Class Attendance (theory) [PRESENCIAL][Combination of methods]	13.33
Final test [PRESENCIAL][Assessment tests]	6.66
Writing of reports or projects [AUTÓNOMA][Reading and Analysis of Reviews and Articles]	10
Study and Exam Preparation [AUTÓNOMA][Self-study]	6.66
Analysis of articles and reviews [AUTÓNOMA][Combination of methods]	13.33
<b>Unit 3 (de 3):</b>	
<b>Activities</b>	<b>Hours</b>
Class Attendance (theory) [PRESENCIAL][Combination of methods]	13.33
Final test [PRESENCIAL][Assessment tests]	6.66
Writing of reports or projects [AUTÓNOMA][Reading and Analysis of Reviews and Articles]	10
Study and Exam Preparation [AUTÓNOMA][Self-study]	6.66
Analysis of articles and reviews [AUTÓNOMA][Combination of methods]	13.33
<b>Global activity</b>	
<b>Activities</b>	<b>hours</b>
Class Attendance (theory) [PRESENCIAL][Combination of methods]	40.05
Final test [PRESENCIAL][Assessment tests]	19.98
Writing of reports or projects [AUTÓNOMA][Reading and Analysis of Reviews and Articles]	30
Study and Exam Preparation [AUTÓNOMA][Self-study]	19.98
Analysis of articles and reviews [AUTÓNOMA][Combination of methods]	39.99
<b>Total horas: 150</b>	

10. Bibliography and Sources						
Author(s)	Title/Link	Publishing house	Citv	ISBN	Year	Description
ACOSTA, J.M.	Gestión eficaz del tiempo y control del estrés	ESIC			2006	
AGUILAR IDÁÑEZ, M.J.	El trabajo en equipo	Lumen-Humanitas	Buenos Aires		1997	
AGUILAR, M.J & GARCÉS FERRER, L (Coord.)	Evaluación de Servicios y Programas sociales	SIGLO XXI	Mdrid		1992	
ALEMÁN BRACHO, C & GARCÉS FERRER, L (Coord)	Administración Social: Servicios del Bienestar Social	SIGLO XXI	Madrid		1996	
ALEMÁN BRACHO, C & GARCÉS FERRER, L (Coord)	Política Social	MC Graw Hill	Madrid		1998	
ANDER EGG, E	Introducción a la planificación de los Servicios Sociales	SIGLO XXI			1990	
BUENO ABAD, J.R	Servicios Sociales: Planificación y Organización	Mestral libros coop.	Valencia		1998	

COUSHELD,V	La gestión del Trabajo Social	PAIDÓS	Barcelona	1998
FANTOVA, F.	La gestión de organizaciones no lucrativas	CCS	Madrid	2001
FERNÁNDEZ GARCÍA, F & ARES PARRA, A	Servicios sociales: direccion, gestion y planificación	ALIANZA	Madrid	2002
Fantova Azcoaga, Fernando (1961-)	Manual para la gestión de la intervención social : prácticas	CCS	978-84-8316-921-6	2012
MEDINA TORNERO	Gestión de los Servicios Sociales	D.M	Murcia	1999