



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:** 2023-24**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 |
|------------------------|--------------------------------------|--------------|----------------------|--------------|
| Talavera/Despacho 2.21 | DERECHO DEL TRABAJO Y TRABAJO SOCIAL | ext 5664 | orlanda.diaz@uclm.es | |

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 |
| Portfolio assessment | 40.00% | 0.00% | |
| Oral presentations assessment | 20.00% | 0.00% | |
| Final test | 40.00% | 100.00% | |
| Total: | 100.00% | 100.00% | |

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 | |
| Hours | hours |
| Class Attendance (theory) [PRESENCIAL][Combination of methods] | .06 |
| Unit 1 (de 3): | |
| Activities | Hours |
| 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 |
| Unit 2 (de 3): | |
| Activities | Hours |
| 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 |
| Unit 3 (de 3): | |
| Activities | Hours |
| 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 |
| Global activity | |
| Activities | hours |
| 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 |
| Class Attendance (theory) [PRESENCIAL][Combination of methods] | 40.05 |
| Total horas: 150 | |

| 10. Bibliography and Sources | | | | | | |
|---|---|----------------------|--------------|------|------|-------------|
| Author(s) | Title/Link | Publishing house | Citv | ISBN | Year | Description |
| 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 | |
| | La gestión de organizaciones no | | | | | |

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|--|---|---------|--------|-------------------|------|
| FANTOVA, F. | 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 |
| ACOSTA, J.M. | Gestión eficaz del tiempo y control del estrés | ESIC | | | 2006 |