

Course Unit	Management and Administration in Dietetics and Feeding	Field of study	Therapy and Rehabilitation
Bachelor in	Dietetics and Nutrition	School	School of Health
Academic Year	2019/2020	Year of study	3
Type	Semestral	Semester	2
Level	1-3	ECTS credits	5.0
Code	8149-501-3202-00-19		
Workload (hours)	135	Contact hours	T - TP 45 PL - TC - S - E - OT 15 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) Carmen Marina Afonso Guerra

#### Learning outcomes and competences

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

1. Apply the knowledge and tools of management of Food Services
2. Manage and administrate a food service
3. Control the costs of the service through adequate management of the human, material and financial resources
4. Identify and to correct causes of possible shunting lines to the foreseen budget
5. Elaborate documents of aid in the planning, organization, control and evaluation of Food Services

#### Prerequisites

Before the course unit the learner is expected to be able to:  
Basic knowledge about dietetic in public and collective food services.

#### Course contents

1. History of the management/administration
2. Introduction to the management/administration
3. Nature of food services
4. Pplanning the functioning of a food service
5. Logistic of the supplying and production management
6. Management of costs or financier
7. Planning and management of human resources

#### Course contents (extended version)

1. History of the management/administration
  - Origin
  - Evolution
  - Main theories
2. Introduction to the management/administration
  - Basic concepts
  - Administrative proceeding (planning, organization, direction, control and time administration)
3. Nature of Food and Dietetic Services
  - Origin and evolution
  - Concept, objectives and goals
  - Characteristics and importance
  - Models of management (self management, concession, carried meals)
  - Organizational structures (organization charts and functioningrams)
4. Logistic of the supplying and production management
  - From materials and foodstuffs acquisition to service.
5. Management of costs or financier
  - Calculation of costs
  - Evaluation of the menu cost and of its components
  - Costs forecast-budget
  - Production evaluation
6. Planning and management of human resources
  - Admission; formation and performance and productivity evaluation; leadership and motivation
7. Productivity and productivity indicators in food and dietetics service.
8. Ethics in management and administration of ood and dietetics service.
9. Quality control and quality management systems

#### Recommended reading

1. Magnée, H. (2005). Administração simplificada para pequenos e médios restaurantes. São Paulo: Varela.
2. Mezomo, I. B. (2002). Os Serviços de Alimentação: Planeamento e Administração( 5ª ed). Lisboa: Manole.
3. Spears, M. C. (2002). Food Service Organization – A Managerial and Systems Approach ( 5th Ed) N. J. : Prentice-Hill.
4. Carlos, A. (2010). Fundamentos de Gestão(3ª ed). Editorial Presença.

#### Teaching and learning methods

Theoretical-practical component - will be ministered by an expositive form with recourse to the multimedia instruments and also appealing to the active techniques as brainstorming, the debate of ideas and the spontaneous student participation; Tutorial orientation component - classes will be focused on offering students a tutorship for the presentations preparation.

#### Assessment methods

1. Regular Evaluation - (Regular, Student Worker) (Final)
  - Final Written Exam - 70%
  - Development Topics - 30%
2. Special evaluation - (Regular, Student Worker) (Supplementary, Special)
  - Final Written Exam - 100%

#### Language of instruction

Portuguese, with additional English support for foreign students.

## Electronic validation

Carmen Marina Afonso Guerra	Juliana Almeida de Souza	Antonio Jose Madeira Nogueira	Adília Maria Pires da Silva Fernandes
09-03-2020	30-03-2020	30-03-2020	30-03-2020