

COURSE OUTLINE

1. GENERAL

SCHOOL	BUSINESS AND ECONOMICS		
DEPARTMENT	BUSINESS ADMINISTRATION		
DIVISION	BUSINESS ADMINISTRATION		
LEVEL OF STUDY	UNDERGRADUATE		
COURSE UNIT CODE	1102201	SEMESTER OF STUDY	2
COURSE TITLE	BUSINESS ADMINISTRATION II		
COURSEWORK BREAKDOWN		TEACHING WEEKLY HOURS	ECTS Credits
Lectures, Workshops		5 (3L+2W)	6
COURSE UNIT TYPE	Special Background Course		
PREREQUISITES :			
LANGUAGE OF INSTRUCTION/EXAMS:	GREEK		
COURSE DELIVERED TO ERASMUS STUDENTS	NO		
MODULE WEB PAGE (URL)	http://moodle.teipir.gr/course/info.php?id=79		

2. LEARNING OUTCOMES

<p>Learning Outcomes</p> <p>The material of the course aims at the students' knowledge of the basic concepts of business administration and the understanding, for the part of the latter, of all these points that the director should always examine, in relation to himself, as well as to the business.</p> <p>Through the course the basic principles of management, which are planning, organization, lead, and control, are presented to the students, while the need of their implementation in contemporary enterprises is also explained to them.</p> <p>Upon successful completion of the course, students will be able to:</p> <ul style="list-style-type: none"> • recognize those elements that lead to the development of managerial abilities • manage issues about human resources' mobilization and management • manage issues about leadership and human resources' lead • apply methods in acquiring the necessary information • utilize the time and organize meetings • manage issues related to personnel's selection and training • manage the factor of stress
<p>General Skills</p> <ol style="list-style-type: none"> 1. Individual work 2. Teamwork 3. Quest, analysis and synthesis of data and information 4. Adapt to new situations

5. Decision making

3. COURSE CONTENTS

The course is organized around topics such as:

1. Develop management skills
2. Planning
3. Organization
4. Management and mobilization of human resources
5. Lead
6. Communication
7. Control
8. Ensure the necessary information
9. Problem solving and decision making
10. Utilization of time and meeting organization
11. Personnel's choice and training
12. Get initiative
13. Come up with change and stress

4. TEACHING METHODS - ASSESSMENT

MODE OF DELIVERY	In-Class	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGY		
TEACHING METHODS	Method description	Semester Workload
	Lectures	39
	Class work/Workshop	26
	Preparation of Individual Project	30
	Independent and Directed Learning	55
	TOTAL	150
ASSESSMENT METHODS	I. Final Examination (60%), which includes: - Multiple choice questions - Topics for elaboration II. Individual Project (40%)	

5. RESOURCES

- Recommended Book Resources:

- Alexander Hamilton Institute. (2011). "Current Management in Practice", Kriterion Publishing, Athens. (in Greek)
- Kakouris, A. (2013). "Management of Operational Functions", Propobos Publishing, Athens. (in Greek)
- Chytiris, L. (2006). "Business Administration Principles", Interbooks Publishing, Athens. (in Greek)