

COURSE OUTLINE

(1) General information

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| FACULTY/SCHOOL | School of Maritime and Industrial Studies | | |
| DEPARTMENT | MARITIME STUDIES | | |
| LEVEL OF STUDY | Undergraduate | | |
| COURSE UNIT CODE | NA201 | SEMESTER | 2nd |
| COURSE TITLE | Business Organization and Management | | |
| INDEPENDENT TEACHING ACTIVITIES <i>in case credits are awarded for separate components/parts of the course, e.g. in lectures, laboratory exercises, etc. If credits are awarded for the entire course, give the weekly teaching hours and the total credits</i> | WEEKLY TEACHING HOURS | CREDITS | |
| Lectures and Practice Exercises | 4 | 6 | |
| <i>Add rows if necessary. The organization of teaching and the teaching methods used are described in detail under section 4</i> | | | |
| COURSE TYPE <i>Background knowledge, Scientific expertise, General Knowledge, Skills Development</i> | Background Knowledge | | |
| PREREQUISITE COURSES: | | | |
| LANGUAGE OF INSTRUCTION: | Greek | | |
| LANGUAGE OF EXAMINATION/ASSESSMENT: | | | |
| THE COURSE IS OFFERED TO ERASMUS STUDENTS | NO | | |
| COURSE WEBSITE (URL) | https://eclass.unipi.gr/courses/NAS283/ | | |

(2) LEARNING OUTCOMES

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| <p>Learning Outcomes</p> <p><i>The course learning outcomes, specific knowledge, skills and competences of an appropriate (certain) level, which students will acquire upon successful completion of the course, are described in detail.</i></p> <p><i>It is necessary to consult:</i></p> <p>APPENDIX A</p> <ul style="list-style-type: none"> • <i>Description of the level of learning outcomes for each level of study, in accordance with the European Higher Education Qualifications' Framework.</i> • <i>Descriptive indicators for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and</i> <p>APPENDIX B</p> <ul style="list-style-type: none"> • <i>Guidelines for writing Learning Outcomes</i> <p><i>The main purpose of the course is to introduce students to the philosophy and content of the main theories of administrative science, as well as to examine the various approaches developed in this field. More specifically, the subject matter of the course aims at introducing the students to the basic concepts of administrative science in general, in describing the historical development of administrative thought, but also in familiarizing students with the internal and external environment of an</i></p> |
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organization, as well as by taking decisions and basic functions of management and their components (planning, organization, leadership, motivation, human resources management, control).

More specifically, with the successful completion of the course, students will be able to:

- have knowledge of the basic concepts of administrative science (knowledge)
- describe the historical evolution of administrative science from its beginnings (knowledge)
- Understand and analyze the challenges of the internal and external environment in which modern business organizations operate (understanding and analysis)
- compile information on the most appropriate and effective decision making (analysis and synthesis)
- to know and to distinguish the individual functions of the management and the elements that characterize them (knowledge and understanding)
- Explain and compare the ways in which managers organize and manage business (understanding and evaluation)

General Competences

Taking into consideration the general competences that students/graduates must acquire (as those are described in the Diploma Supplement and are mentioned below), at which of the following does the course attendance aim?

Search for, analysis and synthesis of data and information by the use of appropriate technologies,
Adapting to new situations
Decision-making
Individual/Independent work
Group/Team work
Working in an international environment
Working in an interdisciplinary environment
Introduction of innovative research

Project planning and management
Respect for diversity and multiculturalism
Environmental awareness
Social, professional and ethical responsibility and sensitivity to gender issues
Critical thinking
Development of free, creative and inductive thinking
.....
(Other.....citizenship, spiritual freedom, social awareness, altruism etc.)
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- Decision making
- Autonomous work
- Teamwork
- Exercise of criticism and self-criticism
- Promoting free, creative and inductive thinking

(3) COURSE CONTENT

1. Introduction to the basic concepts and theories of administrative science
2. Historical evolution of administrative thinking / behavioral management approaches
3. Internal and External Environment of organizations
4. Decision-making process
5. Fundamental principles and programming techniques
6. Strategy
7. Organization
8. Human Resource Management
9. Theory and Practice of Motivation
10. Leadership
11. Control

(4) TEACHING METHODS--ASSESSMENT

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| MODES OF DELIVERY <i>Face-to-face, in-class lecturing, distance teaching and distance learning etc.</i> | Face-to- face (in class lecturing) |
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| <p>USE OF INFORMATION AND COMMUNICATION TECHNOLOGY</p> <p><i>Use of ICT in teaching, Laboratory Education, Communication with students</i></p> | <p>Support Learning through the e-class platform</p> | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|------------------------|--------------------------|----------|----|-----------------------|----|--|--|------------------|----|--|--|--|--|--|--|--|--|--------------|------------|
| <p>COURSE DESIGN</p> <p><i>Description of teaching techniques, practices and methods: Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, Internship, Art Workshop, Interactive teaching, Educational visits, projects, Essay writing, Artistic creativity, etc.</i></p> <p><i>The study hours for each learning activity as well as the hours of self-directed study are given following the principles of the ECTS.</i></p> | <table border="1"> <thead> <tr> <th data-bbox="694 416 1029 448"><i>Activity/Method</i></th> <th data-bbox="1034 416 1358 448"><i>Semester workload</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="694 454 1029 486">Lectures</td> <td data-bbox="1034 454 1358 486">46</td> </tr> <tr> <td data-bbox="694 492 1029 524">Case studies analysis</td> <td data-bbox="1034 492 1358 524">10</td> </tr> <tr> <td data-bbox="694 530 1029 562"></td> <td data-bbox="1034 530 1358 562"></td> </tr> <tr> <td data-bbox="694 568 1029 600">Non-guided study</td> <td data-bbox="1034 568 1358 600">94</td> </tr> <tr> <td data-bbox="694 607 1029 638"></td> <td data-bbox="1034 607 1358 638"></td> </tr> <tr> <td data-bbox="694 645 1029 676"></td> <td data-bbox="1034 645 1358 676"></td> </tr> <tr> <td data-bbox="694 683 1029 714"></td> <td data-bbox="1034 683 1358 714"></td> </tr> <tr> <td data-bbox="694 721 1029 752"></td> <td data-bbox="1034 721 1358 752"></td> </tr> <tr> <td data-bbox="694 759 1029 790">Total</td> <td data-bbox="1034 759 1358 790">150</td> </tr> </tbody> </table> | | <i>Activity/Method</i> | <i>Semester workload</i> | Lectures | 46 | Case studies analysis | 10 | | | Non-guided study | 94 | | | | | | | | | Total | 150 |
| <i>Activity/Method</i> | <i>Semester workload</i> | | | | | | | | | | | | | | | | | | | | | |
| Lectures | 46 | | | | | | | | | | | | | | | | | | | | | |
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| Non-guided study | 94 | | | | | | | | | | | | | | | | | | | | | |
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| Total | 150 | | | | | | | | | | | | | | | | | | | | | |
| <p>STUDENT PERFORMANCE EVALUATION/ASSESSMENT METHODS</p> <p><i>Detailed description of the evaluation procedures:</i></p> <p><i>Language of evaluation, assessment methods, formative or summative (conclusive), multiple choice tests, short- answer questions, open-ended questions, problem solving, written work, essay/report, oral exam, presentation, laboratory work, other.....etc.</i></p> <p><i>Specifically defined evaluation criteria are stated, as well as if and where they are accessible by the students.</i></p> | <p>Written final exam (100%) in English including short answer questions and comparative assessment of theory data</p> | | | | | | | | | | | | | | | | | | | | | |

(5) SUGGESTED BIBLIOGRAPHY:

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| <p><i>-Suggested bibliography:</i></p> <p>Schemerhorn J. (2018). Εισαγωγή στο Management. Broken Hill Publishers LTD ISBN 9789925563098</p> <p>Montana P.J. and Charnoc B.H. (2011). Μάνατζμεντ. Εκδόσεις: Κλειδάριθμος ISBN 9789602095676</p> <p><i>-Suggested scientific journals:</i></p> <p>Academy of Management Journal Journal of Management Harvard Business Review</p> |
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