

COURSE OUTLINE

1. GENERAL

SCHOOL	APPLIED ECONOMIC AND SOCIAL SCIENCES		
ACADEMIC UNIT	AGRIBUSINESS AND SUPPLY CHAIN MANAGEMENT		
LEVEL OF STUDIES	<i>Undergraduate</i>		
COURSE CODE	MNG101	SEMESTER	1st
COURSE TITLE	BUSINESS ADMINISTRATION I		
INDEPENDENT TEACHING ACTIVITIES		WEEKLY TEACHING HOURS	CREDITS
Lectures		4	5
COURSE TYPE	General Background		
PREREQUISITE COURSES	NO		
LANGUAGE OF INSTRUCTION and EXAMINATIONS	Greek		
IS THE COURSE OFFERED for ERASMUS STUDENTS?	YES (in English)		
COURSE WEBSITE (URL)	https://oeclass.aua.gr/eclass/		

2. LEARNING OUTCOMES

Learning Outcomes
<p>The aim of the course is:</p> <ul style="list-style-type: none"> To introduce students to the science of Business Administration through the analysis of the business environment and the development of the individual functions of Business Administration. To encourage an understanding of management in today's complex and dynamic business environment To develop students' analytical and critical thinking skills <p>Upon successful completion of the course, the student will be able to:</p> <ul style="list-style-type: none"> Distinguishes the basic principles of business administration Understands the basic "tools" for dealing with theoretical and practical problems that arise in the modern business environment Identify problems and propose alternative solutions related to the actions of planning, organization, management, and control of enterprises. Distinguishes the main axes of the subject of modern management and its affinities with related scientific disciplines as well as the characteristics of the Manager of the future. Understand the importance and the way of operation of the examined public and private organizations
General Competences
<ul style="list-style-type: none"> Adapting to new situations Decision-making Working independently Teamwork Working in an international environment

- Working in an interdisciplinary environment
- Production of new research ideas Teamwork
- Project planning and management
- Respect for difference and multiculturalism
- Respect for the natural environment
- Showing social, professional, and ethical responsibility and sensitivity to gender issues
- Criticism and self-criticism
- Production of free, creative and inductive thinking

3. SYLLABUS

Course description:

1. Introductory concepts - Principles of Business Administration and Organizations
2. Historical Evolution of Management
3. Internal Business Environment
4. External Business Environment
5. Decision Making
6. Planning
7. Organization. Organization design
8. Leadership.
9. Motivation of Human Resources
10. Team Management
11. Control
12. Operations Management
13. Case Studies

A combination of teaching and learning methods will be used, aiming at the active participation of the students and the practical application of the thematic units under examination; there will also be lectures using audiovisual media, discussions, and analyses of case studies on real business issues, experiential (group) activities, as well as projections of relevant videos. The students will also undertake an individual or group project.

Furthermore, articles, audiovisual lecture materials, web links/addresses, useful information, case studies and exercises for further practice are posted in digital form on the AUA Open e-Class platform.

4. TEACHING and LEARNING METHODS - EVALUATION

DELIVERY	Face -to-face, Distance learning
USE OF INFORMATION and COMMUNICATIONS TECHNOLOGY	<ul style="list-style-type: none"> • Support of the learning process through the University's AUA Open eClass platform (integrated e-Course Management System) • Support of lectures using presentation software • Use of audiovisual material • Use of web applications

	Communication with students: face to face at office hours, email, eclass platform	
TEACHING METHODS		
	<i>Activity</i>	<i>Work Load</i>
	Lectures (direct)	52
	<i>Writing paper/ papers</i>	32
	<i>Independent Study</i>	39
	<i>Advisory support</i>	0,5
	<i>Exams</i>	2
	<i>Course Total (Approximately 25 hours of workload per credit unit 125.5)</i>	125,5 h
STUDENT PERFORMANCE EVALUATION	<p>The evaluation process is in the language that the course is taught (Greek or English) and consists of:</p> <ol style="list-style-type: none"> Compulsory written final examination at the end of the semester (weighting factor 70% at least) which may includes: <ul style="list-style-type: none"> Multiple choice questionnaires Open-ended questions Problem solving Oral examination Evaluation criteria: correctness, completeness, clarity Optional written exam or essay during the semester (weighting factor 30%) which may includes: <ul style="list-style-type: none"> Multiple choice questionnaires Open-ended questions Problem solving Essay/report Oral examination Evaluation criteria: correctness, completeness, clarity <p>Special learning difficulties:</p> <p>Students with special learning difficulties in writing and reading (as they are certified and characterized by a competent body) are examined based on the procedure provided by the Department.</p> <p>Specifically-Defined Criteria:</p> <p>The evaluation criteria are made known during the first lesson and are clearly stated on the course website and the AUA Open e-class platform. The answers to the exam questions are posted on the AUA Open e-Class platform after the exam. The students</p>	

	are allowed to see their exam paper after its grading (during the announced office hours) and receive explanations about the grade they received.
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5. ATTACHED BIBLIOGRAPHY

Suggested Bibliography in Greek Language:

- Robbins S. P., Decenzo D. A., Coulter M. (2017), "Διοίκηση Επιχειρήσεων. Αρχές και Εφαρμογές", 2^η έκδοση, Εκδόσεις Κριτική
- Τερζίδης, Κ., (2015), "MANATZMENT Στρατηγική Προσέγγιση", 3η έκδοση, Εκδόσεις Σύγχρονη Εκδοτική
- Κέφης, Β., (2005), "Ολοκληρωμένο Μάνατζμεντ", 1η Έκδοση, Εκδόσεις Κριτική
- Πετρίδου, Ε (2002), "Διοίκηση-Μάνατζμεντ, μια Εισαγωγική Προσέγγιση", 2η έκδοση, Εκδ. Ζυγός, Αθήνα 2002.
- Schermerhorn J.R., (2012), "Εισαγωγή στο Management", Εκδόσεις Πασχαλίδης

Suggested Bibliography in English Language:

- Stephen P. Robbins, David A. DeCenzo, Mary Coulter (2017). Fundamentals of Management
- Morris & Willey (1996). The Corporate Environment, Pitman Publishing Co.
- Welford & Prescott (1996). European Business, 2nd edition, Pitman Publishing.

Related academic Journals:

- Human Resource Management Review
- Human Research Management Journal
- Human Research Development
- HR Magazine
- The International Journal of Human Resource Management
- Personnel Journal
- Employee relations
- Career Development International

Instructor's Notes