

COURSE OUTLINE

(1) GENERAL

SCHOOL	SCHOOL OF ECONOMIC SCIENCES		
ACADEMIC UNIT	DEPARTMENT OF ACCOUNTING AND FINANCE		
LEVEL OF STUDIES	Undergraduate		
COURSE CODE	AF101	SEMESTER	1 st
COURSE TITLE	Principles of Management		
INDEPENDENT TEACHING ACTIVITIES <i>if credits are awarded for separate components of the course, e.g. lectures, laboratory exercises, etc. If the credits are awarded for the whole of the course, give the weekly teaching hours and the total credits</i>		WEEKLY TEACHING HOURS	CREDITS
Lectures		3	5
Total		3	5
<i>Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).</i>			
COURSE TYPE <i>general background, special background, specialised general knowledge, skills development</i>	Scientific Area (Specialty), Compulsory		
PREREQUISITE COURSES:	None		
LANGUAGE OF INSTRUCTION and EXAMINATIONS:	Greek & for Erasmus foreign students English		
IS THE COURSE OFFERED TO ERASMUS STUDENTS	YES		
COURSE WEBSITE (URL)	https://accfin.uowm.gr/perigrammata-mathimaton/#1 https://eclass.uowm.gr/courses/ACCFIN102/		

(2) LEARNING OUTCOMES

<p>Learning outcomes</p> <p><i>The course learning outcomes, specific knowledge, skills and competences of an appropriate level, which the students will acquire with the successful completion of the course are described.</i></p> <p><i>Consult Appendix A</i></p> <ul style="list-style-type: none"> • <i>Description of the level of learning outcomes for each qualifications cycle, according to the Qualifications Framework of the European Higher Education Area</i> • <i>Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and Appendix B</i> • <i>Guidelines for writing Learning Outcomes</i>
<p>Upon successful completion of the course students are expected to have the: Knowledge to be able to:</p> <ul style="list-style-type: none"> ◆ To know the interesting world of business (small, medium and large) and to understand the mechanisms of operation of the business process. ◆ Understand the impact of the environment on the operation of the business. ◆ To distinguish the main advantages, but also the weaknesses of companies, to research their competitiveness and the role of innovation in "small" entrepreneurship. ◆ To prepare business plans in an uncertain and fluid economic environment and to plan the business activity in a scientific way. ◆ Have a clear picture of the functions of the Administration. ◆ Recognize the importance of information for decision making. ◆ To develop knowledge and basic skills of Human Capital Management Strategy (recruitment, recruitment, development) and to formulate basic strategies and policies for the needs of companies.

- ◆ Apply the correct control techniques.
- ◆ Analyze complex business problems.
- ◆ Finally, to be able to support the actions of businesses and entrepreneurs in the direction of extroversion, the rational use of resources and sustainable competitiveness.

General Competences

Taking into consideration the general competences that the degree-holder must acquire (as these appear in the Diploma Supplement and appear below), at which of the following does the course aim?

<i>Search for, analysis and synthesis of data and information, with the use of the necessary technology</i>	<i>Project planning and management</i>
<i>Adapting to new situations</i>	<i>Respect for difference and multiculturalism</i>
<i>Decision-making</i>	<i>Respect for the natural environment</i>
<i>Working independently</i>	<i>Showing social, professional and ethical responsibility and sensitivity to gender issues</i>
<i>Team work</i>	<i>Criticism and self-criticism</i>
<i>Working in an international environment</i>	<i>Production of free, creative and inductive thinking</i>
<i>Working in an interdisciplinary environment</i>
<i>Production of new research ideas</i>	<i>Others...</i>

The course aims at:

- Search, analysis and synthesis of data and information.
- Promoting free, creative and inductive thinking
- Adaptation to new situations
- Decision making
- Autonomous work
- Teamwork

(3) SYLLABUS

- ✓ Introduction to Management, Entrepreneurship, Business and Productivity.
- ✓ Financial Organizations, distinctions of financial organizations & companies.
- ✓ The business environment and the modern business environment.
- ✓ Business functions: Production, Marketing, Finance, Technical operation.
- ✓ Management - managers, Corporate Social Responsibility, information & information technologies and decision making
- ✓ Nature of planning, strategic planning, drawing up plans, design techniques and tools.
- ✓ The function of the organization: key concepts, work planning, organizational structure & design, power, responsibility, decentralization, coordination
- ✓ Human resource management, motivation, leadership, communication.
- ✓ The function of control: characteristics, financial control, current trends.

(4) TEACHING and LEARNING METHODS - EVALUATION

<p>DELIVERY <i>Face-to-face, Distance learning, etc.</i></p>	Face to face	
<p>USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY <i>Use of ICT in teaching, laboratory education, communication with students</i></p>	<p>Use of the electronic platform e-class During office hours Presentations are made using Power Point. There is also the possibility of electronic communication via e-mail to the teacher. Providing electronic teaching presentations to Students, via e-class</p>	
<p>TEACHING METHODS <i>The manner and methods of teaching are described in detail. Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, placements, clinical practice, art workshop, interactive teaching, educational visits, project, essay writing, artistic creativity, etc.</i></p> <p><i>The student's study hours for each learning activity are given as well as the hours of non-directed study according to the principles of the ECTS</i></p>	<p>Activity</p>	<p>Semester workload</p>
	<p>Face-to-face lectures on theoretical part of the course, assisted by presentations at electronic form</p>	<p>50</p>
	<p>Applied exercises in the classroom</p>	<p>30</p>
	<p>Optional individual work Lectures by experts - open discussion with students Educational visit to companies Independent Study</p>	<p>45</p>
	<p>Course total</p>	<p>125</p>
<p>STUDENT PERFORMANCE EVALUATION <i>Description of the evaluation procedure</i></p> <p><i>Language of evaluation, methods of evaluation, summative or conclusive, multiple choice questionnaires, short-answer questions, open-ended questions, problem solving, written work, essay/report, oral examination, public presentation, laboratory work, clinical examination of patient, art interpretation, other</i></p> <p><i>Specifically-defined evaluation criteria are given, and if and where they are accessible to students.</i></p>	<p>The evaluation of students, in order to give them a range of options, preferences and use of their time, is done in four ways:</p> <p>I. Applied Exercises (40%) and Written final exams (60%). Applied exercises are special exercises that students solve under the guidance & supervision of the instructor.</p> <p>II. Assignment -Optional individual work (30%) and Written final exams (70%). The elaboration of a thesis is optional, but requires intensive engagement of the student with the subject.</p> <p>III. Applied Exercises (40%), Assignment (30%) and Written final exams (30%).</p> <p>IV. Written final exams: 100% for students who do not participate in the exercises and do not do any Optional individual work.</p> <p>The final written examination includes:</p> <ul style="list-style-type: none"> o Short answer questions o Critical thinking questions <p>Student assessment is accessible to them for explanations regarding their improvement. The evaluation criteria can be redefined at the beginning of each semester after the instruction of the teacher and the</p>	

(5) SUGGESTED BIBLIOGRAPHY

- Suggested bibliography:

KATARACHIA ANDRONIKI, PITOSKA ELEKTRA, 2020, "BASIC PRINCIPLES AND MODERN PRACTICES IN BUSINESS MANAGEMENT", Publisher: DISIGMA

Bateman, Snell, Konopaske, Katerina Sarri, Pavlos Delias, Konstantinos Costopoulos (ed.) "*Business Administration*" Published: 13th / 2019, A. TZIOLA & SONS SA PUBLICATIONS

CHYTIRIS S. LEONIDAS, "*MANAGEMENT PRINCIPLES OF BUSINESS ADMINISTRATION*", Published: 1/2013, Published by NIKITPOULOS SARANTOS AND CO EU

C. W. L. Hill and S. L. McShane, «*Principles of Management*», New York, McGraw-Hill / Irwin, 2008

Katarachia A. & Pitoska E., 2020, *Management: Basic principles and modern practices in business administration*, Publisher: Disigma, Thessaloniki

Kinicki Williams "*BUSINESS MANAGEMENT A PRACTICAL INTRODUCTION*", 2013 EPIKENTRO Publications

MANTZARIS IOANNIS "*MODERN MANAGEMENT OF BUSINESSES AND ORGANIZATIONS*" Volume A, Publication: 2/2017, Publisher: KAPOURTZOUDI MARIA

Montana P., Charnov B.: *Management*, Key Number, Athens.

Robbins Stephen P., Decenzo David A., Coulter Mary, *Business Administration*, Edition: 2nd / 2017, KRITIKI PUBLICATIONS SA.

SARMANIOTIS CHRISTOS "*MANAGEMENT - AN INTEGRATED APPROACH*" Published: BD Updated / 2019, Publisher: MARKOU KE SIA EE

- Related academic journals:

Information and Management, Elsevier

Business Process Management Journal, Emerald

Asia Pacific Journal of Management, Springer