

# PRINCIPLES OF MICROECONOMIC THEORY

## COURSE SYLLABUS

### 1. OVERVIEW

SCHOOL:		MANAGEMENT	
DEPARTMENT:		BUSINESS AND ORGANIZATION ADMINISTRATION	
COURSE LEVEL:		Undergraduate	
COURSE CODE:	01.01K	SEMESTER	1 <sup>o</sup>
COURSE TITLE:		PRINCIPLES OF MICROECONOMIC THEORY	
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
Lectures	3		6
COURSE TYPE:		General background	
COURSE PREREQUISITES:		None	
TEACHING LANGUAGE:		Greek	
THE COURSE IS OFFERED TO ERASMUS STUDENTS:		No	
COURSE WEB PAGE (URL)		<a href="https://eclass.uop.gr/courses/BOA130/">https://eclass.uop.gr/courses/BOA130/</a>	

### 2. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The course objective is to give students a good understanding about the functioning of the markets for goods and services and what makes them more or less competitive. Students learn the basic concepts and analytical tools for microeconomic analyses required for decision making in business and organizations. Specifically, the students are taught: (1) the theory and the characteristics of consumer behavior and by extension the demand for goods and services; (2) the theory and the characteristics of producer behavior and by extension the supply of goods and services; and (3) the functioning of the markets under the various market structures (i.e., perfect competition, monopoly, monopolistic competition, and oligopoly).</p> <p>Upon successful completion of this course, students will be able to demonstrate an understanding of the behavior of consumers; the behavior of producers; the functioning of the various types of market structures.</p> <p>At the end of the course, the optimally-successful student should be able to: Analyze with the use of diagrams the impact of changes in the supply and demand of goods and services on equilibrium price and quantity; Analyze a problem of consumer's utility maximization; Analyze the impact on consumer's choice of changes in price and income through changes in the income and the substitution effects; Analyze the short and long term behavior of the firm in various market structures; Apply microeconomic principles in decision making in business and organizations, and for evaluating market policies.</p> <p>Specifically, by the time our majors graduate they have met the following learning objectives:</p> <p>(a) <u>Access existing knowledge</u>: Retrieve information on topics and issues in economics. Locate published research in economics and related fields. Track down economic data and data sources. Find information about the generation, construction, and meaning of economic data.</p> <p>(b) <u>Display command of existing knowledge</u>: Explain key economic concepts and describe how these concepts can be used.</p> <p>(c) <u>Interpret existing knowledge</u>: Explain and evaluate what economic concepts and principles are used in economic analyses published in daily newspapers and weekly news magazines.</p>
Competencies
<p>Decision-making</p> <p>Autonomous working</p>

Collaborative working  
Advancement of a free, productive and inductive mind

### 3. COURSE TOPICS and SCHEDULE

- 1a. Introduction in Economics
- 1b. Supply and Demand
2. Price Elasticity of Demand, Price Elasticity of Supply
3. Personal Preferences and Utility
- 4a. Income Constraint
- 4b. Extracting Demand Curve
- 5a. Introduction to the Producer's Theory
- 5b. Productivity and Costs
6. Competition I
7. Competition II
8. Competition III
9. Monopoly
10. Natural Monopoly Regulation, Regulatory Capture, Rent Seeking
11. Price Discrimination
12. Product Differentiation – Monopolistic Competition
13. Oligopoly (Strategic Behavior)

### 4. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	The teaching and learning process is supported by the electronic platform of e-class	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	(13X3) 39
	Paper	(1X20) 20
	Shelf-study	(13X7) 91
	<b>Total workload in hours</b>	<b>150</b>
<b>STUDENT LEARNING ASSESMENT</b>	Language of Assessment: Greek Method of Assessment: (a) Midterm exams (30%) (b) Short paper (10%) (c) Written term exam (60%) that includes: - Multiple choice questions - Short answer questions - Problem-solving in business and organizations - Comparative evaluation of economic theories	

### 5. TEXTBOOK and OPTIONAL READING

Mankiw N.G. & M.P.Taylor (5<sup>th</sup>/2021). Economics-Microeconomics. (in Greek). Code in Εύδοξος: 94689226

Lipsey R. & Ch. Alec (2108), *Microeconomic Theory*. (in Greek). Code in Εύδοξος: 68370073

Begg, D., Fischer, S. και Dornbusch, R. (2006). Introduction in Economics. Athens. Publisher: Κριτική. (in Greek). Code in Εύδοξος: 7648534

Begg, D., S. Fischer and R. Dornbusch Economics. (McGraw Hill).

## ACCOUNTING PRINCIPLES

### COURSE SYLLABUS

#### 6. OVERVIEW

SCHOOL:		MANAGEMENT	
DEPARTMENT:		BUSINESS AND ORGANIZATION ADMINISTRATION	
COURSE LEVEL:		Undergraduate	
COURSE CODE:		01.02K	SEMESTER 1°
COURSE TITLE:		ACCOUNTING PRINCIPLES	
TEACHING METHODS:		TEACHING HOURS (WEEKLY)	ECTS CREDITS
Lectures		3	6
COURSE TYPE:		General Background	
COURSE PREREQUISITES:		None	
TEACHING LANGUAGE:		Greek	
THE COURSE IS OFFERED TO ERASMUS STUDENTS:		No	
COURSE WEB PAGE (URL)			

#### 7. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>General Principles of Accounting are part of the field of Financial Accounting and constitute basic knowledge for students of a Business and Organisation Management department. They reflect the financial transactions that occur in the financial life of a business.</p> <p>Upon successful completion of the course, students will possess the following Knowledge, Skills and Competencies:</p> <p><b>Knowledge:</b> to prepare a balance sheet and an income statement. To identify the relevant accounting problems that arise in the modern business environment. Recall the relevant accounting theory. Identify the good accounting practice to be followed. Correct accounting errors. To distinguish accounts according to their content and nature. Select from the accounts of the general accounting system those accounts which are necessary to reflect correctly the transactions of an enterprise.</p> <p><b>Skills:</b> To apply theoretical knowledge and solve complex accounting problems likely to arise in a specialised business environment. Consider alternative bases for valuing assets and liabilities. Produce accounting information through the preparation of annual financial statements.</p> <p><b>Competencies:</b> To design an integrated enterprise accounting system. Actively participate in the organisation and development of an accounting department of a modern enterprise. Evaluate the efficiency of the accounting system of an enterprise and its accounting department and propose actions for improvement. reorganise an accounting system or an accounting department in order to increase its efficiency.</p> <p>Translated with <a href="http://www.DeepL.com/Translator">www.DeepL.com/Translator</a> (free version)</p>
Competencies
Decision-making Autonomous Work Promoting free, creative and deductive thinking

#### 8. COURSE TOPICS and SCHEDULE

The course is developed in 13 units, in corresponding lectures:
1. Introduction to accounting

2.	Property-inventory-balance sheet
3.	Changes in assets and their monitoring by successive balance sheets
4.	Accounts (meaning, significance, opening)
5.	Accounts (function, equation, closing)
6.	Accounting data and books
7.	Accounting errors and their correction
8.	Distinction of accounts according to their nature or content
9.	Concept of the accounts in the general accounting system
10.	Function of the accounts of the general accounting system
11.	Valuation of the enterprise's assets (fixed assets, equity, debt securities)
12.	Valuation of the enterprise's assets (stocks, receivables, payables)
13.	Valuation of the enterprise's assets (reserves, other assets)

## 9. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	Lectures in class										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform										
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>Written work</td><td>20</td></tr> <tr> <td>Independent Study</td><td>91</td></tr> <tr> <td><b>Total workload in hours</b></td><td>150</td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	39	Written work	20	Independent Study	91	<b>Total workload in hours</b>	150
<i>Method</i>	<i>Semester workload</i>										
Lectures	39										
Written work	20										
Independent Study	91										
<b>Total workload in hours</b>	150										
<b>STUDENT LEARNING ASSESMENT</b>	<p>Language of Evaluation: Greek Evaluation method.</p> <p>(a) Written progress (30%) (b) Written work (10%) (c) Written final examination (60%)</p> <p>Including:</p> <ul style="list-style-type: none"> <li>- Short answer questions</li> <li>- Solving problems related to illustration of financial transactions of a business</li> </ul>										

## 10. TEXTBOOK and OPTIONAL READING

<ol style="list-style-type: none"> <li>1. Vasileiou, D. &amp; Iriotis N. (2013), Principles of financial accounting, 2nd edition, Athens.</li> <li>2. Papas, A. (2013), Introduction to financial accounting: Theoretical issues, questions and answers, solved exercises, Athens: C Publications. Theory, concepts, theoretical and practical exercises, theoretical and practical examples, principles of accounting, principles of analysis, concepts of accounting, concepts of financial accounting.</li> <li>3. Ballas, A. &amp; Hevas, D. (2011), Financial accounting, 3rd edition, Athens: Publications G. Benevas, Athens, Greece. Athens, Athens University of Economics and Business Administration, Athens.</li> <li>4. Papadeas, P. (2010), Financial accounting information: Basic theory and use at national &amp; European level, 1st edition, Athens: Private Edition.</li> <li>5. Atrill, P. &amp; McLaney E. (2010), Financial accounting for decision making, translation by Marina Michou, 1st edition, Thessaloniki: University Studio Press.</li> </ol>
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# INTRODUCTION TO COMPUTER INFORMATICS

## COURSE SYLLABUS

### 1. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT AND ECONOMICS		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATIONS MANAGEMENT		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	01.03K	<b>SEMESTER:</b>	1o
<b>TITLE:</b>	INTRODUCTION TO COMPUTER INFORMATICS		
<b>COURSE SCHEDULE</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	Background knowledge		
<b>PREREQUISITE COURSES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	NO		
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/courses/1529/">https://eclass.uop.gr/courses/1529/</a>		

### 2. COURSE DESCRIPTION AND LEARNING OBJECTIVES

The course objective is the acquisition of basic knowledge regarding the fields of information science, computer architecture, networks/communications, and office automation. It focuses on modern operating systems, multimedia technologies, and office automation software, as well as internet applications.

Upon successful completion of the course, students will be able to demonstrate an understanding on:

- Basic concepts and computing principles, data management, computing systems, software, and networks/communications.
- Cultivating team working ability under specific deadlines for problem-solving, which depict real situations in information systems.
- Using basic tools of information technology to be prepared for next semesters' courses.

#### Skills

- Decision-making
- Autonomous working
- Collaborative working
- Advancement of free, productive, and inductive mind
- Work in an interdisciplinary environment

### 3. COURSE OUTLINE

1. Introduction in computer science and Information systems. Evolution of computer systems
2. Computer architecture
3. Numeric systems, logical circuits
4. Computer Software. Operating Systems and communication software
5. Application Software.
6. Data management and organization (files- databases and database management systems
7. Multimedia technologies
8. Computer networks and data transfer
9. The internet and its services
10. Security of information systems and internet safety
11. Office automation software (i.e., Word processors; Spreadsheets; Presentation programs; Electronic mail)
12. Office automation software
13. Office automation software

### 4. TEACHING AND LEARNING METHODS - ASSESSMENT

<b>TEACHING METHODS</b>	Lectures in class										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	The teaching and learning process is supported by the electronic platform of e-class										
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Activities</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>(13X3)=39</td></tr> <tr> <td>Homework</td><td>(1x20)=20</td></tr> <tr> <td>Self-Study</td><td>(13X7)=91</td></tr> <tr> <td><b>Course total</b></td><td><b>150</b></td></tr> </table>	<i>Activities</i>	<i>Semester workload</i>	Lectures	(13X3)=39	Homework	(1x20)=20	Self-Study	(13X7)=91	<b>Course total</b>	<b>150</b>
<i>Activities</i>	<i>Semester workload</i>										
Lectures	(13X3)=39										
Homework	(1x20)=20										
Self-Study	(13X7)=91										
<b>Course total</b>	<b>150</b>										
<b>STUDENT ASSESSMENT</b>	<p>Written examination at the end of the semester (100%). This examination includes:</p> <ul style="list-style-type: none"> <li>• Multiple-choice questions</li> <li>• Short answer questions</li> <li>• Open answer questions</li> <li>• Role analysis and related parts in a short case study</li> <li>• Problem-solving in business and organizations</li> </ul>										

## 5. TEXTBOOKS AND READING

1. O' Leary T., O 'Leary L., O 'Leary D., (2021), «Basic Issues in Computers», (in Greek), Broken Hill Publishers
2. Vermaat M., Sebok S., Freund S., Campbell J., Frydenberg M., (2016), «Exploring the Computers», (in Greek), Broken Hill Publishers
3. Norton's P., (2015) «Introduction to Computers» (in Greek), Τζιόλας Publisher
4. Behrouz Forouzan, (2015), « Introduction to Computer Science», in Greek), Κλειδάριθμος Publisher
5. Evans A., Martin Kendall, Poatsy M. A., (2018), «Introduction to Informatics» (in Greek), Kritiki Publisher.

## INTRODUCTION TO BUSINESS ORGANISATION & MANAGEMENT

### COURSE SYLLABUS

#### 11. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	Undergraduate		
<b>COURSE CODE:</b>	01.04K	<b>SEMESTER</b>	1 <sup>o</sup>
<b>COURSE TITLE:</b>	INTRODUCTION TO BUSINESS ORGANISATION & MANAGEMENT		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	General Background		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>			

#### 12. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>It is a basic introductory course in the field of organization and management of businesses and organizations.</p> <p>Upon completion of the course students will have:</p> <p>Knowledge: Basic management concepts, organization methodology,, organizational structure, constituent parts and business environment. Concepts and issues of the relationship between the business and its social environment, such as the issue of corporate social responsibility, the formation of business culture and the introduction of new technologies in business management.</p> <p>Skills: Use of the tools and techniques for successfully setting up and running a business or organization. Collaborate in the preparation and presentation of studies involving the organizational design and task allocation of a business or organization.</p> <p>Competencies: Will be able to apply the knowledge gained to apply it to issues related to business functions (the concept and nature of planning, decision making, communication and time management). He/she will also possess the skills to analyze and reconstruct organizational and operational pathologies of a business.</p>
Competencies
<p>The competences expected to be acquired by the graduate are the following:</p> <ol style="list-style-type: none"><li>1. Search, analysis and synthesis of data and information, using the necessary technologies</li><li>2. The generation of new research ideas</li><li>3. Decision-making using ICTs</li><li>4. Independent and teamwork</li><li>5. Promotion of free, creative and deductive thinking</li></ol>

#### 13. COURSE TOPICS and SCHEDULE

<p>The course is developed in 13 units, in corresponding lectures:</p> <ol style="list-style-type: none"><li>1.The evolution of organizational thinking. Representatives of scientific organization and management</li><li>2.The concept and content of Management. The basic principles and functions of Management. Theories of Management, Modern trends in Organization and Management</li><li>3.The enterprise as a form of Economic Organization. The components of the enterprise. The environment of the enterprise (internal-external)</li><li>4.Organizational structure of the enterprise (formal and informal organization, levels of administrative organization, segmentation). Business functions. The social responsibility of the enterprise</li><li>5.Structural schemes - forms of enterprises</li></ol>
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6. Business culture

7. Levels of management, Managers- managers and their roles at different levels of management of the firm (interpersonal, informational, decision making), skills (leadership, staffing, delegation, motivation)

8. The concept and nature of planning (process, MBO, types of programs)

9. Decision making (general, decision making methods and techniques, SWOT/DEA)

10. Communication (concept and importance, the process of communication, communication methods, barriers to effective communication, operational communication, team communication)

11. Management of available time

12. Total Quality Management

13. New technologies in management-information systems

Practice exercises:

In the practical part of the course, students practice theory and implement exercises to familiarize themselves with the cognitive subject of the analysis, design and implementation of an Enterprise or Organization. After completing the course and the practical exercises, students will have acquired the necessary knowledge and experience to be able to:

- Analyze the requirements and needs of a Business or Organization.
- Plan the business by applying good practices.

The numbering refers to the corresponding week of the course.

#### 14. TEACHING AND LEARNING METHODS - ASSESMENT

TEACHING METHOD	<ul style="list-style-type: none"><li>- Lectures in class</li><li>- Uploading material for further study and solving practice exercises on the e-class platform</li></ul>											
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	<p>Use information and communication technologies in teaching as follows:</p> <ul style="list-style-type: none"><li>- Practice exercises using freely available software packages</li><li>- Additional and freely available material for consolidating theory and solving practical exercises via the Internet and social media</li><li>- Support for the learning process through the e-class platform</li><li>- Communication with students via the e-class platform</li></ul>											
METHODS OF INSTRUCTION	<table><tr><th>Method</th><th>Semester workload</th></tr><tr><td>Lectures</td><td>39</td></tr><tr><td>Practices exercises</td><td>36</td></tr><tr><td>Independent Study</td><td>75</td></tr><tr><td>Total workload in hours</td><td>150</td></tr></table>		Method	Semester workload	Lectures	39	Practices exercises	36	Independent Study	75	Total workload in hours	150
Method	Semester workload											
Lectures	39											
Practices exercises	36											
Independent Study	75											
Total workload in hours	150											
STUDENT LEARNING ASSESMENT	<p>The evaluation will be conducted in Greek in three distinct ways:</p> <ol style="list-style-type: none"><li>1. Three types of assessment: Multiple choice questions, short answer questions.</li><li>2. Exercises (20%) which will be assessed as follows: Ability to solve problems in groups, writing a report on the proposed solution, public presentation</li><li>3. Final examination (60%) to be conducted by: Multiple choice questions, Problem solving, Short answer questions, Development of theory elements, Role and stakeholder analysis in brief, Case study, Comparative evaluation of theory elements</li></ol>											

#### 15. TEXTBOOK and OPTIONAL READING



1. Robbins Stephen P., Decenzo David A., Coulter Mary, (2012, Business Administration, Kritiki, 1st edition, Athens, Greece
2. Terzidis K., (2011), Management, Synchrony Ekdotiki, 2nd edition, 2011, Athens, Greece
3. Tzortzakis K., Tzortzaki A., (2008), Organization and Management, The New Era Management, Rosili Publications, 4th edition, Athens, Greece
4. Kate Williams, Johnson Bob, Introduction to Management, Kritiki Publications, 1st edition, 2005, Athens
5. Kefis Vassilios N., (2005), Integrated Management, ed. Kritiki , 1st edition, 2005, Athens, Athens, Greece
6. Montana Patrick J., Charnov Bruce H., (2002), Management, ed. Klidarithmos, 3rd edition

## MATHEMATICS FOR BUSINESS AND ECONOMY

### 1. OVERVIEW

1. OVERVIEW			
SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSSINESS and ORGANIZATIONS ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	01.05K	SEMESTER	
COURSE TITLE:	MATHEMATICS FOR BUSINESS AND ECONOMY		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)	ECTS CREDITS	
Lectures	2	6	
Tutorial	1		
COURSE TYPE:	General background		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	No		
COURSE WEB PAGE (URL)	https://eclass.uop.gr/		

### 2. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>After successful completion of the course, students are expected to have:</p> <p>Knowledge: To understand and describe course concepts such as: Real Functions of one and many variables, limits, derivative, integrals, linear algebra, matrices, linear systems</p> <p>Skills: To select and apply appropriate mathematical techniques for calculating limits, derivatives, integrals, for studying functions, calculating extremes and inflection points, plotting functions and solving linear systems.</p> <p>Abilities: To propose mathematical tools and techniques for dealing with problems related to Economics and Business Administration. To analyze, synthesize and formulate evaluative judgments in problems related to Business Administration.</p>
Competencies
<p>The course aims to:</p> <ul style="list-style-type: none"> <li>- Promotion of free, creative, and inductive thinking</li> <li>- Decision making</li> <li>- Independent work</li> </ul>

### 3. COURSE TOPICS and SCHEDULE

<p>The course focuses on learning the mathematical "tools" necessary to solve problems of economic and administrative applications. At the same time, through their applications, mathematical concepts that seem "abstract" at first glance are understood, while basic elements of mathematical theory and corresponding applications with their solutions covering different areas of business administration are given.</p> <p>The course is developed in the following sections:</p> <ol style="list-style-type: none"> <li>1. Linear systems</li> <li>2. Tables - Algebra of tables. Determinants</li> <li>3. Introduction, sets of numbers, functions of a real variable.</li> <li>4. Limits and continuity of functions</li> <li>5. First and second derivative of functions of one variable</li> <li>6. Derivatives of special functions.</li> </ol>
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7. Local extremes, turning points.
8. Asymptotic lines. Calculation of vertical and horizontal-lateral asymptotes
9. The exponential and logarithmic function.
10. Functions of several variables.
11. Partial derivatives of a function.
12. Definite integral of real functions
13. Indefinite integral of real functions

#### 4. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	<ul style="list-style-type: none"> <li>- Face-to-face lectures</li> <li>- Face to face - Solving tutorial exercises</li> <li>- Post material for further study and solving exercises on the e-class platform</li> </ul>												
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Learning process support and communication with students through the e-class electronic platform												
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>26</td></tr> <tr> <td>Tutorial-Practices exercises</td><td>13</td></tr> <tr> <td>Independent solution of exercises</td><td>39</td></tr> <tr> <td>Independent Study</td><td>72</td></tr> <tr> <td><b><i>Total workload in hours</i></b></td><td><b>150</b></td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	26	Tutorial-Practices exercises	13	Independent solution of exercises	39	Independent Study	72	<b><i>Total workload in hours</i></b>	<b>150</b>
<i>Method</i>	<i>Semester workload</i>												
Lectures	26												
Tutorial-Practices exercises	13												
Independent solution of exercises	39												
Independent Study	72												
<b><i>Total workload in hours</i></b>	<b>150</b>												
<b>STUDENT LEARNING ASSESMENT</b>	<p>The evaluation will be conducted in the Greek language in three distinct ways:</p> <ul style="list-style-type: none"> <li>- Written final exam that includes: <ul style="list-style-type: none"> <li>- Multiple choice questions</li> </ul> </li> <li>- Comparative evaluation of theory elements</li> <li>- Problem solving</li> </ul>												

#### 5. TEXTBOOK and OPTIONAL READING

1. Briggs William, Cochran Lyle, Gillett Bernard, "INFINITE CALCULUS", ISBN 978-960-586-234-3, Critique Publications.
2. [George B. Thomas], Jr., Joel Hass, Christopher Heil, Maurice D. Weir, "INFINITE CALCULUS VOLUME (translation of the 14th American edition)", Edition: 2018, ISBN: 978-960-524-515- 3, Publisher: TECHNOLOGY & RESEARCH INSTITUTE- UNIVERSITY PUBLICATIONS OF CRETE.
3. PETRAKIS L. ANDREAS, PETRAKIS A. DOROTHEA, PETRAKIS A. LEONIDAS, "MATHEMATICS I", ISBN: 978-618-83244-0-4, THALI PUBLICATIONS.
4. Edwards C. Henry, Penney E. David (Ed. Matzakos N.) "MATHEMATICS I", Edition: 1st/2014, Authors:, ISBN: 978-960-508-158-4, Publisher: MARIA PARIKOU & SIA Ltd.
5. Moschidis Odysseas, Mathematics of Administrative and Economic Sciences, ISBN: 978-960-9465-39-7, Athanassiou Altintzis Publications 2018.
6. Pemberton Malcolm, Rau Nicholas, Mathematical Methods of Economics and Management Sciences, ISBN: 9789925563074, BROKEN HILL PUBLISHERS LTD 2018.
7. Chiang A. , Wainwright K. Mathematical Methods of Economic Analysis, ISBN 978-960-218-733-3, Ed. Review 2009
8. Jacques Ian, Mathematics of Economics and Management, ISBN: 9789963274338, BROKEN HILL PUBLISHERS LTD 2017.
9. Renshaw Geoff, Mathematical Analysis for Economics and Management, ISBN: 9789925563517, BROKEN HILL PUBLISHERS LTD, 2019
10. Teresa Bradley, Mathematics, For finance and administration (2nd ed.), ISBN: 978-960-586-084-4, KRITIKI PUBLICATIONS SA 2015.
11. Maria Mavri, ECONOMIC MATHEMATICS, ISBN: 978-618-5036-02-7, "PROPOMPOS Publications" KIMERIS K. THOMAS 2013.

12. Xepapadeas An., Giannikos Ioannis. Mathematical Methods in Economics, ISBN: 978-960-01-1440-9, Ed. Dardanos, 2011.

## PRINCIPLES OF MARKETING

### COURSE SYLLABUS

#### 16. OVERVIEW

SCHOOL:		MANAGEMENT	
DEPARTMENT:		BUSINESS AND ORGANIZATION ADMINISTRATION	
COURSE LEVEL:		Undergraduate	
COURSE CODE:	02.01K	SEMESTER	1 <sup>o</sup>
COURSE TITLE:		PRINCIPLES OF MARKETING	
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
Lectures	3		6
COURSE TYPE:		General Background	
COURSE PREREQUISITES:		None	
TEACHING LANGUAGE:		Greek	
THE COURSE IS OFFERED TO ERASMUS STUDENTS:		No	
COURSE WEB PAGE (URL)			

#### 17. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The aim of the course is to familiarize the trainees with the concepts, tools and procedures of Marketing and Marketing Management in particular. Overall, students will be able to understand, on the one hand, the importance of Marketing in businesses and economic organizations in general, profit or non-profit, and on the other hand, the tools of its application in a business environment for decision making in order to harmonize the goals, capabilities and resources of the organization with the needs and opportunities of the market.</p> <p>Upon successful completion of the course, it is expected that the student will possess the following Knowledge/Skills/Competencies:</p> <p>Knowledge: perform the basic steps in product and service design. To take a multidisciplinary approach to marketing theories. To assess the business environment and relate it to marketing tools. Recall the methods by which products and services are priced.</p> <p>Skills: To adapt marketing strategies according to the type of organization. To segment the market. To evaluate the impact of the Internet on all marketing functions. Apply the basic methods for promoting, communicating, and advertising products and services.</p> <p>Competencies: To plan basic marketing strategies. To implement marketing campaigns and techniques. To carry out market research using various methods. Use tools and techniques for managing distribution and marketing channels.</p>
Competencies
Decision-making Autonomous Work Promoting free, creative and deductive thinking

#### 18. COURSE TOPICS and SCHEDULE

The course is divided into 13 modules:	
1.	Introduction to Marketing: understanding marketing
2.	Marketing strategies and plans
3.	Gathering information and forecasting demand
4.	Marketing research
5.	Understanding the customer and buying behaviour
6.	Marketing strategies.
7.	Marketing strategies: targeting and positioning
8.	Specific Marketing Strategies: growth, competitive, etc.
9.	Products and Brands

10.	Pricing
11.	Distribution Channels
12.	Promotion and Integrated Marketing Communication
13.	Digital Media and Marketing

#### 19. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	- Uploading material for further study and solving practice exercises on the e-class platform										
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>Written work</td><td>20</td></tr> <tr> <td>Independent Study</td><td>91</td></tr> <tr> <td><b>Total workload in hours</b></td><td>150</td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	39	Written work	20	Independent Study	91	<b>Total workload in hours</b>	150
<i>Method</i>	<i>Semester workload</i>										
Lectures	39										
Written work	20										
Independent Study	91										
<b>Total workload in hours</b>	150										
<b>STUDENT LEARNING ASSESMENT</b>	<p>Language of Evaluation: greek Evaluation method.</p> <p>(a) Intermediate assessment (assignments and/or written progress) 30%</p> <p>(b) Written final examination (70%) including: Multiple choice questions 70% (multiple choice questions) Solving problems related to business decisions Comparative evaluation of theory elements</p>										

#### 20. TEXTBOOK and OPTIONAL READING

<ol style="list-style-type: none"> <li>1. Kotler, P. &amp; Keller, K. (2017) Marketing Management, 15th Edition. Keydarithm. Athens.</li> <li>2. Fahy, J. &amp; Jobber, D. (2014) Principles of Marketing. Critique, Athens, Greece.</li> <li>3. Solomon M, Marshall G., Stuart E. (2020) Marketing, 10th Edition. A. Tziola &amp; YIOI S.A., Athens, Greece.</li> <li>4. Siomkos, G. (2018) Strategic Marketing, BROKEN HILL PUBLISHERS LTD, Athens, Greece.</li> <li>5. Tomaras, P. (2018) Introduction to Marketing and Market Research. 2018. (2018), 6th edition, Athens. G Tomaras Publications.</li> </ol>
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## INTRODUCTION TO PRIVATE LAW

### COURSE SYLLABUS

#### 21. OVERVIEW

SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSINESS AND ORGANIZATION ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	02.02K	SEMESTER	1 <sup>o</sup>
COURSE TITLE:	INTRODUCTION TO PRIVATE LAW		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
Lectures	3		6
COURSE TYPE:	General Background		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	No		
COURSE WEB PAGE (URL)	<a href="https://eclass.uop.gr/courses/1724/">https://eclass.uop.gr/courses/1724/</a>		

#### 22. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>Knowledge: Upon completion of this course, students will know how to: a) analyze and apply the law in decision making. b) explain the legal process and its relationship to business. c) analyze and apply the basic rules of law for business activities. d) describe contract law, negotiable instruments, creditor and debtor rights, business relationships, and property law, and their applications in the business context. e) analyze legislation that regulates, affects, and/or influences business activity. f) apply employment law. g) apply employment law.</p> <p>Skills: Students will be able to: a) organize and present analyses related to laws that affect and/or impact business activities. b) determine the economic impact of legal issues on the economy.</p> <p>Competencies: Students: a) will have early developed a stock of primary knowledge, necessary for any area of the legal system; b) will have acquired a competent body of orientation in legal science; c) will have perceptive performances necessary to soon start writing legal texts or commenting on judicial decisions. Thus, their further involvement in legal science will be substantially facilitated</p>
Competencies
<p>Putting knowledge into practice</p> <p>Decision making</p> <p>Independent &amp; teamwork</p> <p>Respect for diversity and multiculturalism</p> <p>Respect for the natural environment</p> <p>Demonstrate social, professional, and ethical responsibility and gender sensitivity.</p> <p>Exercise of criticism and self-criticism</p> <p>Promotion of free, creative and deductive thinking</p>

#### 23. COURSE TOPICS and SCHEDULE

<p>Short course description: Private Law means the set of rules governing the relations of private persons with each other or with private legal persons. The individual branches of private law to which this course refers are the following:</p> <p>(a) Civil Law, which is concerned with the regulation of private law relationships, i.e. the rights that individuals may exercise in the context of their relationships and the mutual obligations that they are subject to (provided that these do not contain a commercial, industrial, social or agricultural element, and excluding the rules of judicial enforcement of law). The course will examine in part the main points of this branch, i.e. general principles, the law of obligations, the law of property and the law of succession.</p> <p>b) Commercial Law, i.e. the set of legal rules regulating commercial transactions and traders (individuals and commercial companies).</p>
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c) Labour law, i.e. the set of rules of law applicable between the employee and the employer. It is divided into.

Module title

- 1.General Principles of Civil Law I (Introduction, rule of law, sources)
- 2.General Principles of Civil Law II (persons, rights)
- 3.General Principles of Civil Law I II (legal transaction)
- 4.Law of obligations (concept and types of obligations, civil liability, creation-strengthening-fulfilment-anomalous development-transfer-amortization of obligations)
- 5.Special Tort Law (e.g. contracts of merit: general, sale & lease of goods, torts, administration of alienation, unjust enrichment, enrichment of creditors)
- 6.Law of Property (the thing and its distinctions, rights in rem, possession, ownership, servitude, security in rem)
- 7.Inheritance law (inheritance and succession, types of succession, heir's relations with creditors and co-heirs)
- 8.Commercial Law I (commercial transactions, traders, industrial property, securities)
- 9.Commercial Law II (civil partnership, partnerships, partnerships)
- 10.Commercial Law III (SA)
- 11.Commercial Law IV (Ltd., Incorporated, Private Limited Company)
- 12.Individual Labour Law (General, Formation & Termination of Employment Relationship, Rights & Obligations of Employee - Employer)
- 13.Collective Labour Law (Trade Unionism, Strike, Collective Bargaining Agreement, Collective Labour Disputes)

Notes-Exercises E-Class

## 24. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class												
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	- EClass and consolidation exercises email												
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>exercises</td><td>34</td></tr> <tr> <td>Independent Study</td><td>75</td></tr> <tr> <td>exams</td><td>2</td></tr> <tr> <td><b>Total workload in hours</b></td><td>150</td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	39	exercises	34	Independent Study	75	exams	2	<b>Total workload in hours</b>	150
<i>Method</i>	<i>Semester workload</i>												
Lectures	39												
exercises	34												
Independent Study	75												
exams	2												
<b>Total workload in hours</b>	150												
<b>STUDENT LEARNING ASSESMENT</b>	<p>Written Examination with Multiple-choice Questions (Formative, Summative)</p> <p>- Written test with extended and/or short-answer questions (Inclusive)</p> <p>- Written test with Problem Solving (Inclusive)</p> <p>* Intermediate written examination (progress) in part of the material, which is counted (25%) if the final grade is at least five (5).</p>												

## 25. TEXTBOOK and OPTIONAL READING

General:

- 1.Tsountas (K) "Introduction to the Greek Legal System", Papazisis, 2002
- 2.Christofilopoulos (D) "Introduction to Law", P.N. Sakkoulas, 2007.
- 3.Fefes (M) "Introduction to Law", Nomiki Vibliothiki, 2016

Special:

- 1.Agallopoulou (P) "Basic Concepts of Civil Law", Sakkoulas, 2016



- 2.Varka-Adami (A) "Introduction to Civil Law", Nomiki Libliothiki, 2016.
- 3.Panagiotou (P) "Commercial Law", Nomiki Bibliothiki, 2019
4. Agallopoulou (P) "Introduction to Labour Law", Sakkoulas, 2019

## INTRODUCTION TO PROGRAMMING

### COURSE SYLLABUS

#### 26. OVERVIEW

SCHOOL:		MANAGEMENT	
DEPARTMENT:		BUSINESS AND ORGANIZATION ADMINISTRATION	
COURSE LEVEL:		Undergraduate	
COURSE CODE:		02.03K	SEMESTER
		1º	
COURSE TITLE:		INTRODUCTION TO PROGRAMMING	
TEACHING METHODS:		TEACHING HOURS (WEEKLY)	
		ECTS CREDITS	
Lectures		2	
Laboratory		1	
		6	
COURSE TYPE:		General Background	
COURSE PREREQUISITES:		None	
TEACHING LANGUAGE:		Greek	
THE COURSE IS OFFERED TO ERASMUS STUDENTS:		No	
COURSE WEB PAGE (URL)			

#### 27. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>The aim of the course is to introduce students to the philosophy of object-oriented programming and to enable them to become familiar with programming in a high-level language. Upon completion of the course, students will be able to develop stand-alone code but will also have a suitable background to cope with more advanced programming courses.</p> <p>Upon completion of the course students will have:</p> <p>Knowledge: understand and analyze data structures and algorithms to solve problems. To learn the object-oriented programming model through a 3rd generation language</p> <p>Skills: To apply the methodology of developing the programming background</p> <p>Competencies: To develop stand-alone code but will also have a suitable background to cope with more advanced programming courses</p>
<b>Competencies</b>
<p>The competences expected to be acquired by the graduate are the following:</p> <ol style="list-style-type: none"><li>1. Search, analysis and processing of data and information, using the necessary technologies</li><li>2. Decision-making and development of relevant tools using ICTs</li><li>3. Autonomous work</li><li>4. Group work</li><li>5. Generating new research ideas</li></ol>

#### 28. COURSE TOPICS and SCHEDULE

<p>The course focuses on the acquisition of the necessary skills and knowledge so that students could understand and apply modern programming techniques and languages in the light of data structure analysis and modeling - development of algorithms for problem solving in the modern business environment.</p> <p>The course is structured in 13 modules, as shown in the following table.</p> <ol style="list-style-type: none"><li>1. Introduction to object-oriented programming: Introduction to the Python language. Introduction to Python.</li><li>2. Classes and Objects: Attributes, properties, subclasses, inheritance, initialization, polymorphism</li><li>3. Lists: Positional pointers, list modification, list part replacement, alphanumerics, formatting of alphanumerics, methods of alphanumerics.</li><li>4. Program Flow Control &amp; Control Structures: Flow control with if, conditions &amp; comparison operators, the while loop, the for loop, iterations in dictionaries, parallel iterations, examples of flow</li></ol>
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control, examples of using control structures, if, while, for, nested iterations, defining and managing arrays, convergent sum.

5. Functions: Parameters, scope of variables, program structuring, functions as objects, parameter locality, value/reference passing, recursive functions (examples: raise to power, factorial, Fibonacci numbers), complexity and program execution time.

6. Concurrent programming and threads - Error and exception handling: basic thread operations, locks, synchronization, types of errors, types of exceptions, exception declaration and handling, debugging.

7. Basic Data and Algorithm Concepts: Data Types and Data Structures, Tables, One-dimensional Tables, Two-dimensional Tables, Advanced Structure (Tables with Structures or Records), Tables of Structures, Indexes in Structures, Algorithms, Random Number Generation

8. Search, Sorting, Algorithms and Applications to Tables: Criteria for categorization of sorting algorithms, Insertion sort, Selection sort, Bubble sort, Serial and binary search, Partitioning and median table

9. Data structures: stack, queue, linked lists

10. Recursion and Tree Structures: Recursion, Trees, Binary trees, Priority queues and heaps, B-Trees, Red-Black trees

11. Algorithm Design and Analysis.

12. Graph Theory: Definitions and Properties of Graphs, Circle and Euler Graph, Hamilton Graph, Graph Representation, The Chinese Postman Problem

13. Graph Algorithms: Traversing or Visiting a Graph, Distance Table, Known Basic Graph Problems, Optimization and ACO (Ant Colony Optimization) Algorithms

Bibliography :Papoutsis I., "Introduction to Data Structures and Algorithms", Stamoulis Publications, 2010, 2nd edition

## 29. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	<ul style="list-style-type: none"> <li>- Lectures in class</li> <li>- Uploading material for further study and solving laboratory exercises on the e-class platform</li> </ul>										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	<ul style="list-style-type: none"> <li>- Use of information and communication technologies in teaching and laboratory training, as follows:</li> <li>- Exercises using web-based interpreters</li> <li>- Additional and freely available material for consolidating theory and solving exercises via the Internet and social media</li> <li>- Support for the learning process through the e-class platform</li> <li>- Communication with students via the e-class platform</li> </ul>										
<b>METHODS OF INSTRUCTION</b>	<table border="1"> <thead> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> </thead> <tbody> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>Exercises where students either in small groups or individually will practice applying the theory. The exercises will be presented by the teacher and solved by the students asynchronously. The answer will be provided exclusively through the e-class platform or cloud computing tools (webmail, google-drive, etc.)</td><td>40</td></tr> <tr> <td>Independent Study</td><td>71</td></tr> <tr> <td><b>Total workload in hours</b></td><td><b>150</b></td></tr> </tbody> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	39	Exercises where students either in small groups or individually will practice applying the theory. The exercises will be presented by the teacher and solved by the students asynchronously. The answer will be provided exclusively through the e-class platform or cloud computing tools (webmail, google-drive, etc.)	40	Independent Study	71	<b>Total workload in hours</b>	<b>150</b>
<i>Method</i>	<i>Semester workload</i>										
Lectures	39										
Exercises where students either in small groups or individually will practice applying the theory. The exercises will be presented by the teacher and solved by the students asynchronously. The answer will be provided exclusively through the e-class platform or cloud computing tools (webmail, google-drive, etc.)	40										
Independent Study	71										
<b>Total workload in hours</b>	<b>150</b>										
<b>STUDENT LEARNING ASSESMENT</b>	<p>The evaluation will be conducted in Greek in three distinct ways:</p> <ol style="list-style-type: none"> <li>Three types of assessment: Multiple choice questions, short answer questions.</li> </ol>										

	<p>2. Exercises (20%) which will be assessed as follows: Ability to solve problems in groups, writing a report on the proposed solution, public presentation</p> <p>3. Final examination (60%) to be conducted by: Multiple choice questions, Problem solving, Short answer questions, Development of theory elements, Role and stakeholder analysis in brief, Case study, Comparative evaluation of theory elements</p>
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### 30. TEXTBOOK and OPTIONAL READING

1. Papoutsis I., "Introduction to Data Structures and Algorithms", Stamoulis Publications, 2016, 2nd edition
2. Nell Dale, John Lewis, «Computer Science Illuminated», Third Edition
3. Introduction to Object Oriented Programming with Python - An Approach from the Computer Systems Side, Magoutis Konstantinos - Nikolaou Christos, Greek Academic Ebooks, Kallipos, 2015, (available from: <https://repository.kallipos.gr/handle/11419/1708>)
4. Introduction to Programming with Python, Manis Georgios, Greek Academic Ebooks, Kallipos, 2015, (available from: <https://repository.kallipos.gr/handle/11419/2745>)

## MACROECONOMIC THEORY

### COURSE SYLLABUS

#### 1. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	02.04K	<b>SEMESTER</b>	2 <sup>o</sup>
<b>COURSE TITLE:</b>	MACROECONOMIC THEORY		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures and Recitations	3		6
<b>COURSE TYPE:</b>	General background		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/courses/659/">https://eclass.uop.gr/courses/659/</a>		

#### 2. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The course objective is to give students a good understanding of how economic events affect many households, firms, and markets simultaneously. Students learn the basic concepts and analytical tools for macroeconomic analysis. Specifically, the students are taught: (1) national income accounting; (2) the theories on the long run macroeconomic trend of the economic activity; (3) the theories on the short run macroeconomic fluctuations and the effects of economic policy; and (4) the theories of unemployment and price inflation.</p> <p>Upon successful completion of this course, students will be able to demonstrate an understanding of the level and fluctuations of the economic activity, and of the prices for goods and services; the economic policy and how the business environment is shaped.</p> <p>At the end of the course, the optimally successful student should be able to: Analyze the effects of long and short run deterministic factors on national income; Analyze the effect of economic policy on national income and its distribution; Apply economic principles in decision making in business and organizations, and for evaluating macroeconomic policies.</p> <p>Specifically, by the time our majors graduate they have met the following learning objectives:</p> <p>(a) <u>Access existing knowledge</u>: Retrieve information on certain topics and issues in economics. Locate published research in economics and related fields. Track down economic data and data sources. Find information about the generation, construction, and meaning of economic data.</p> <p>(b) <u>Display command of existing knowledge</u>: Explain key economic concepts and describe how these concepts can be used.</p> <p>(c) <u>Interpret existing knowledge</u>: Explain and evaluate what economic concepts and principles are used in economic analyses published in daily newspapers and weekly news magazines.</p>
Competencies
Decision-making Autonomous working Collaborative working

Advancement of a free, productive and inductive mind

### 3. COURSE TOPICS and SCHEDULE

#### Unit 1: Macroeconomic Measurements and Equilibrium

- 1a. Introduction in Macroeconomics
- 1b. Markets for Labor, Land, and Capital
2. Measuring National Income - Equilibrium
3. Measuring the Cost of living

#### Unit 2: The Economy in the Long Run

4. Productivity – Economic Growth
5. Unemployment
6. Money and Prices – Growth of Money and Inflation
7. International Trade – Equilibrium in an Open Economy

#### Unit 3: Economic Fluctuations in the Short Run

8. Aggregate Demand
9. Aggregate Supply
10. Causes of Economic Fluctuations
11. Effects of Economic Policy on Aggregate Demand
12. The Short Run Negative Relationship Between Inflation and Unemployment

#### Unit 4: Common Currency Zones – EMU

13. The Euro – Fiscal policy in a Zone of Common Currency

### 4. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	Lectures in class										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	The teaching and learning process is supported by the electronic platform of e-class										
<b>METHODS OF INSTRUCTION</b>	<table border="1"> <thead> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> </thead> <tbody> <tr> <td>Lectures</td><td>(13X3) 39</td></tr> <tr> <td>Paper</td><td>(1X20) 20</td></tr> <tr> <td>Shelf-study</td><td>(13X7) 91</td></tr> <tr> <td><b>Total workload in hours</b></td><td><b>150</b></td></tr> </tbody> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	(13X3) 39	Paper	(1X20) 20	Shelf-study	(13X7) 91	<b>Total workload in hours</b>	<b>150</b>
<i>Method</i>	<i>Semester workload</i>										
Lectures	(13X3) 39										
Paper	(1X20) 20										
Shelf-study	(13X7) 91										
<b>Total workload in hours</b>	<b>150</b>										
<b>STUDENT LEARNING ASSESMENT</b>	(a) Midterm exams (30%) (b) Short paper (10%) (c) Written term exam (60%) that includes: - Multiple choice questions - Short answer questions - Problem-solving in business and organizations - Comparative evaluation of economic theories										

### 5. TEXTBOOK and OPTIONAL READING

1. Mankiw N.G. & M.P.Taylor (5<sup>η</sup>/2021). Economics-Macroeconomics. (in Greek). Code in Εύδοξος: 94689228.
2. Mankiw N.G. (2019), *Macroeconomics*. Αθήνα: Εκδόσεις Gutenberg. (in Greek). Code in Εύδοξος: 86057376.
3. Begg, D., S. Fischer and R. Dornbusch. *Economics*. McGraw Hill.

## STATISTICS I

### COURSE SYLLABUS

#### 31. OVERVIEW

<b>SCHOOL:</b>		MANAGEMENT	
<b>DEPARTMENT:</b>		BUSINESS AND ORGANIZATION ADMINISTRATION	
<b>COURSE LEVEL:</b>		Undergraduate	
<b>COURSE CODE:</b>	02.05K	<b>SEMESTER</b>	3o
<b>COURSE TITLE:</b>		STATISTICS I	
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	2		6
Laboratory Exercises	1		
<b>COURSE TYPE:</b>		General Background	
<b>COURSE PREREQUISITES:</b>		None	
<b>TEACHING LANGUAGE:</b>		Greek	
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>		No	
<b>COURSE WEB PAGE (URL)</b>		<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>	

#### 32. SKILL DEVELOPMENT

Course Description and Learning Objectives
Students should have the following skills after completing the course:
<b>Knowledge:</b> Understanding and describing course concepts such as population, sample, variable, methodologies for presenting and analyzing statistical data, variable relationships, linear regression, and probabilities.
<b>Abilities:</b> To recommend fundamental statistical tools and data analysis strategies for making business decisions. Statistical thinking should be integrated into administrative practice. Analyze, synthesize, and develop evaluative judgments about Business Administration challenges.
<b>Skills:</b> To organize, present, and analyze administrative and financial statistics using proper statistical methodologies
Competencies
Search, analysis and synthesis of data and information, using the necessary technologies.
Decision making
Promoting free, creative, and inductive thinking
Autonomous Work

#### 33. COURSE TOPICS and SCHEDULE

<p>It is a fundamental introductory course in descriptive statistics concepts, principles, and methods. Introduces students to the fundamentals of probability, equipping them with the knowledge needed to understand inductive statistics and familiarizing them with the use of statistical analysis methods in a variety of sectors, with a focus on management and economics.</p> <p>The course is divided into 13 sections.</p>		
Section Title	Bibliography	Link
1. Basic Statistics concepts: Population, sample, variables, measurement scales	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>

2. Data presentation: Frequency tables of qualitative, discrete and continuous variables	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
3. Graphs of quality, discrete and continuous variables	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
4. Central tendency measures	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
5. Variability measures	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
6. Asymmetry measures	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
7. Cross tabulations, Scatter Charts	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
8. Covariance and correlation	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
9. Linear regression	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
10. Probability data (Sample space, contingencies, definition and probability properties)	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
11. Probability data (Combined data-enumeration)	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
12. Probability data (Restricted Probabilities)	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>



13. Probability data (Multiplication Rule, Total Probability Theorem)	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1844/">https://eclass.uop.gr/courses/1844/</a>
The numbering corresponds to the week of the course.		

### 34. TEACHING AND LEARNING METHODS - ASSESMENT

TEACHING METHOD	i. Face-to-face lectures ii. Face to face - Solving tutorial exercises. Posting material for further study and solving exercises on the e-class platform											
	USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES											
METHODS OF INSTRUCTION	Support for the learning process and communication with students via the electronic platform e-class											
	<table border="1"> <thead> <tr> <th>Method</th><th>Semester workload</th></tr> </thead> <tbody> <tr> <td>Lectures</td><td>26</td></tr> <tr> <td>Tutoring – classroom exercises</td><td>13</td></tr> <tr> <td>Independent exercise solution</td><td>39</td></tr> <tr> <td>Independent study</td><td>72</td></tr> <tr> <td><b>Total workload in hours</b></td><td><b>150</b></td></tr> </tbody> </table>	Method	Semester workload	Lectures	26	Tutoring – classroom exercises	13	Independent exercise solution	39	Independent study	72	<b>Total workload in hours</b>
Method	Semester workload											
Lectures	26											
Tutoring – classroom exercises	13											
Independent exercise solution	39											
Independent study	72											
<b>Total workload in hours</b>	<b>150</b>											
STUDENT LEARNING ASSESMENT	<p>-The evaluation will be carried out in three different methods in Greek:</p> <ol style="list-style-type: none"> <li>1. A mid-term assessment in the 7th or 8th week (20 %).</li> <li>2. Individual tasks (10%) that will be graded in the following manner: Ability to solve problems and give a public presentation</li> <li>3. A written final exam (70%) that covers the following topics: <ul style="list-style-type: none"> <li>- Multiple choice questions</li> <li>- Comparative analysis of theoretical aspects</li> <li>- Problem-solving skills</li> </ul> </li> </ol>											

### 35. TEXTBOOK and OPTIONAL READING

1. Diamond Ian, Jefferies Julie. Beginning Statistics, Papazisi Publications, 2006. ISBN: 9600219524.
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2. Kolyva-Mahaira F. , Bora-Senda E. . Statistics – Theory, Applications. Ziti Publications, 1998. ISBN 960-431-338-X.
3. Halikias Ioan. Statistics - Analysis methods for business decisions. ROSILI Publications, 2010, ISBN 978-960-7745-26-2
4. Kiochos P., Kiochos A. Statistics for Business and the Economy. Kiochu Publications, 2010, ISBN10: 9609867812.
5. Keller G. Statistics for Economics and Business Administration. Epikentro Publications, 2010. ISBN 978-960-458-206-8.
6. Moore D., McCabe G., Craig B. . Introduction to the Practice of Statistics (7th edition). Publisher: Freeman, 2012. ISBN-10: 1429286644.
7. Larson R., Farber B. Elementary Statistics: Picturing the World (5 edition). Publisher: Pearson, 2010. ISBN-10: 0321709977.
8. Weiss N. Introductory Statistics (9 edition). Publisher: Pearson, 2010. ISBN-10: 0321740459.
1. Mann P. Introductory Statistics. John Wiley & Sons 2010. ISBN-10: 0470505834.

## DATABASES

### COURSE SYLLABUS

#### 6. OVERVIEW

<b>SCHOOL:</b>		MANAGEMENT	
<b>DEPARTMENT:</b>		BUSSINESS and ORGANIZATIONS ADMINISTRATION	
<b>COURSE LEVEL:</b>		<i>Undergraduate</i>	
<b>COURSE CODE:</b>	03.01K	<b>SEMESTER</b>	3
<b>COURSE TITLE:</b>		DATABASES	
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>	<b>ECTS CREDITS</b>	
Lectures and Recitations	2	4	
Tutorials	1	2	
Total	3	6	
<b>COURSE TYPE:</b>		Special field	
<b>COURSE PREREQUISITES:</b>		None	
<b>TEACHING LANGUAGE:</b>		Greek	
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>		Yes (in English)	
<b>COURSE WEB PAGE (URL)</b>		<a href="https://eclass.uop.gr/courses/1574/">https://eclass.uop.gr/courses/1574/</a>	

#### 7. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The course objective is to give to the students a good understanding about the processes of data management so as to be able to define, design, analyze and take full advantage of business data according to the rules and procedures of database design principles. Students learn the fundamental concepts of database design and development procedures. Upon successful completion of this course, students will be able to demonstrate an understanding on:</p> <ul style="list-style-type: none"> <li>• Design and management of databases</li> <li>• Database management software tools</li> <li>• Data warehouse and data-mining procedures</li> </ul>
Competencies
Decision-making Autonomous working Collaborative working Advancement of a free, productive and inductive mind Access, analysis, synthesis and display command of existing knowledge through state of the art tools Acquisition of the necessary conceptual and theoretical background through an interdisciplinary approach

#### 8. COURSE TOPICS and SCHEDULE

THEORY
<ol style="list-style-type: none"> <li>1. Fundamentals terms of databases</li> <li>2. Internal architecture of database systems</li> <li>3. Abstraction levels (Conceptual, Logical and Physical Layer)</li> <li>4. Database Models</li> <li>5. Relational data model (Relational Model description, Relations, relational schemas)</li> <li>6. Keys (Super keys, candidate keys, primary, foreign). Value atomicity, auto-relationships, N-tuple relationships, schemas equivalence</li> <li>7. Logical design of relational databases</li> <li>8. Conceptual data representation. Entity-Relationship model (E-R model). E-R model limitations</li> </ol>

9. Functional dependency. Partial and transitional functional dependencies
10. Normal Forms (1NF, 2NF, 3NF). Objectives and algorithms of Normalization
11. Relational Algebra
12. Introduction to the SQL Language. Structure of fundamental commands (SELECT, UPDATE, INSERT, DELETE)
13. Introduction to administration of database management systems

#### 9. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	In class Asynchronous teaching through the eClass platform	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	<ul style="list-style-type: none"> <li>The teaching and learning process is supported by the electronic platform of e-class</li> <li>Communication with students through eClass</li> <li>Exercise solving with DBMS systems</li> <li>Further reading content that is available as opencourses through the web</li> </ul>	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	39
	In recitations that supplement lectures, the instructor reviews the lecture, expands on the concepts, carries on discussions with the students..	36
	Shelf-study	75
	<b>Total workload in hours</b>	<b>150</b>
<b>STUDENT LEARNING ASSESMENT</b>	Language of Assessment: Greek, (English for ERASMUS) Method of Assessment in three different forms: Intermediate assessment during 7 <sup>th</sup> or 8 <sup>th</sup> week (20%) Exercises solving during the tutorials classes (20%) Written term exam (60%) that includes: <ul style="list-style-type: none"> <li>- Multiple choice questions</li> <li>- Short answer questions</li> <li>- Problem-solving</li> </ul>	

#### 10. TEXTBOOK and OPTIONAL READING

1. Ταμπακάς Β. «Εισαγωγή στις Βάσεις Δεδομένων», ISBN: 978-960-931217-2, 2009, Εκδόσεις Βασίλειος Ταμπακάς.
2. Σχεσιακές βάσεις δεδομένων - Νέα αναθεωρημένη έκδοση, Κεχρής Ευάγγελος, 2η έκδοση, 2015, ISBN: 978-960-218-928-3, ΕΚΔΟΣΕΙΣ ΚΡΙΤΙΚΗ ΑΕ
3. Δέρβος Δ., «Μαθήματα Βάσεων Δεδομένων», Τόμος Α, ISBN: 978-960-7219-38-1, Εκδόσεις Α. Τζιόλα.
4. Date C.J. «Εισαγωγή στις Βάσεις Δεδομένων, Τόμος Α », Εκδόσεις Κλειδάριθμος, 6η έκδοση
5. Elmasri Ramez, Navathe Shamkant B. «Θεμελιώδεις Αρχές Συστημάτων Βάσεων δεδομένων», ISBN: 978-960-531-281-7, 6η έκδοση, Εκδόσεις Δίαυλος, 2012.
6. Connolly Th. M., Begg C. E., «Database Systems: A Practical Approach to Design, Implementation and Management», Addison Wesley, 2009.

## ADMINISTRATIVE LAW

### COURSE SYLLABUS

#### 36. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	03.02K	<b>SEMESTER</b>	3o
<b>COURSE TITLE:</b>	ADMINISTRATIVE LAW		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	General Background		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/courses/2346/">https://eclass.uop.gr/courses/2346/</a>		

#### 37. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>Knowledge: Upon successful completion of the course, students will know: the law of administrative acts, the legal status of public-administrative contracts, the civil liability of the public sector, the administrative organization of the State, the organization and operation of administrative justice and the basic concepts of public service law.</p> <p>Skills: Students will be able to: a) organize and present analyses concerning laws that affect and/or influence the activities of the Public Administration. b) analyze the main points of the challenges facing the Public Administration in the broader context of globalization.</p> <p>Competences: Students: a) will have understood the basic concepts and regulations of the administrative organization of the State and administrative action; b) will be familiar with the case law of the Council of State and administrative courts in general. This will enable them to develop individual and collective research skills in the field concerned. Furthermore, they will be able to link theory and practice and solve practical problems in the relevant field and will have acquired the ability to use in administrative practice their knowledge of the rules governing the organization and functioning of the administration.</p>
Competencies
<p>Putting knowledge into practice</p> <ul style="list-style-type: none"><li>- Search, analysis and synthesis of data and information, using the necessary technologies</li><li>- Adaptation to new situations</li><li>- Decision-making</li><li>- Working autonomously</li><li>- Teamwork</li><li>- Exercising criticism and self-criticism</li><li>- Promoting free, creative and deductive thinking</li></ul>

#### 38. COURSE TOPICS and SCHEDULE

<p>Short Course Description: Administrative Law is concerned with the rules governing the organization and operation of the Public Administration. In the course, the concept and delimitation of Public Administration are first examined and Administrative Law is defined in relation to the other branches of Public Law.</p> <p>The sources of administrative law (intra- and inter-state) are then analyzed. This is followed by the section on the functioning of the Public Administration which includes, the analysis of the basic principles of Administrative Law of the concept of administrative act, its categories and the process of its production, the validity of the act, access to administrative documents, and the expiry of validity.</p>
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Administrative contracts (concept and rules of conclusion) are then briefly discussed. This is followed by a development of the civil liability of the public authorities. The next section deals with the organization of the public administration. The central organs of the State are examined and the institutions of decentralization and self-government (local and special) are analyzed. This is followed by an analysis of the intra-administrative control of the administration by examining administrative appeals, and then the forms of judicial control are examined.

The course concludes with an analysis of the basic elements of public administration law.

The course is developed in 13 lessons.

1. State, Public Administration and Administrative Law
2. Sources of Administrative Law - Principles of Administrative Action
3. The administrative act I (Concept, organs of production, competence of administrative organs)
4. Administrative act II (production, validity, expiry)
5. Administrative contract, non-contractual liability of public administration
6. Control of public administration
7. Administrative justice
8. Systems of administrative organization - Central Administration
9. Administrative decentralization
10. Local Government
11. Kathilyn/Special Self-Government (public legal entities with special purposes)
12. Elements of Civil Service Law I (General, categories of employees, career of civil servants)
13. Elements of Civil Service Law II (rights, obligations, liability, judicial protection)

### 39. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	The e-class (Traditions and consolidation exercises) E-mail	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	39
	Consolidation exercises + practical exercises	34
	Independent Study	75
	exams	2
	<b>Total workload in hours</b>	150
<b>STUDENT LEARNING ASSESMENT</b>	<p>Written Examination with Multiple-choice Questions (Formative, Summative)</p> <p>- Written test with extended and/or short-answer questions (Inclusive)</p> <p>- Written test with problem-solving (Inclusive)</p> <p>* Intermediate written examination (progress) in part of the material, which is counted (25%) if the final grade is at least five (5).</p>	

### 40. TEXTBOOK and OPTIONAL READING

1. Tsountas (K.), A. Triantafylopoulou (A.). The organization and functions of the Central Administration and Local Government. Papazisis, 2009.
2. Spiliotopoulos (E.) Handbook of Administrative Law - Volume I, Nomiki Bibliothiki, Edition 15th, 2017.
3. Spiliotopoulos (E.) Handbook of Administrative Law - Volume XI, Nomiki Bibliothiki, Edition 15th, 2015.

4. Spiliotopoulos (E.), Ch. Chrysanthakis (H.), Basic Institutions of Public Administration Law, Nomiki Vibliothiki, Edition: 9th, 2017.

5. Gerontas (A.)/Lytras (S.)/Pavlopoulos (P.)/Siouti (G.)/Flogoitis (S.), Administrative Law, Sakkoulas, 4th Edition, 2018.

# MANAGERIAL ECONOMICS

## COURSE SYLLABUS

### 1. OVERVIEW

OVERVIEW			
SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSINESS AND ORGANIZATION ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	03.03K	SEMESTER	3 <sup>o</sup>
COURSE TITLE:	MANAGERIAL ECONOMICS		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
Lectures	3		6
COURSE TYPE:	Scientific Area		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	No		
COURSE WEB PAGE (URL)	<a href="https://eclass.uop.gr/courses/1190/">https://eclass.uop.gr/courses/1190/</a>		

### 2. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>This course is an extension of the introductory microeconomics course. The student has the opportunity to expand in depth into topics of microanalysis and to apply micro theories in business decision making. For prospective graduate students, future economists and/or businesspeople, the course constitutes a necessary and fundamental step in their overall economic and business education.</p> <p>At the end of the course, the optimally successful student should be able to: Demonstrate detailed knowledge of the theory of consumer behavior· Analyze the implications of network externalities· Apply the concepts of consumer and producer behavior patterns in realistic examples taken from today's markets· Evaluate the decisions made by producers in the allocation of scarce resources under various market conditions (i.e. perfect competition, monopoly, oligopoly, and monopolistic competition)· Demonstrate detailed knowledge of pricing with market power· Evaluate government policies using the concepts of consumer and producer surplus.</p>
Competencies
<p>Decision-making Autonomous working Collaborative working Advancement of a free, productive, and inductive mind</p>

### 3. COURSE TOPICS and SCHEDULE

<ol style="list-style-type: none"> <li>1. Managerial Decision Making – Economic Models</li> <li>2. Equilibrium Price and Output Determination (Supply and Demand model)</li> <li>3. Elasticities</li> <li>4. Consumer Choice</li> <li>5. Managerial Decision Making in Production</li> <li>6. Managerial Decision Making based on Productivity and Costs</li> <li>7. Profit Maximization</li> <li>8. The Make or Buy Decision</li> <li>9. Equilibrium Price and Output Determination in Different Market Structures· Perfect Competition</li> <li>10. Equilibrium Price and Output Determination in Different Market Structures· Monopoly</li> <li>11. Equilibrium Price and Output Determination in Different Market Structures· Oligopoly (Strategic Behavior)</li> <li>12. Equilibrium Price and Output Determination in Different Market Structures· Monopolistic Competition</li> </ol>
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### 13. Managerial Decision Making under Uncertainty

#### 4. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	The teaching and learning process is supported by the electronic platform of e-class	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	(13X3) 39
	Paper	(1X20) 20
	Shelf-study	(13X7) 91
	<b>Total workload in hours</b>	<b>150</b>
<b>STUDENT LEARNING ASSESMENT</b>	Language of Assessment: Greek Method of Assessment: (a) Midterm exams (30%) (b) Short paper (10%) (c) Written term exam (60%) that includes: - Multiple choice questions - Short answer questions - Problem-solving in business and organizations	

#### 5. TEXTBOOK and OPTIONAL READING

Perlof, J. & Brander, J. (2018), *Managerial Economics and Strategy* (in Greek). Αθήνα: BROKEN HILL PUBLISHERS LTD. Code in Εύδοξος: 77107350

Salvatore D. (2012), *Managerial Economics* (in Greek). Αθήνα: ΔΑΡΔΑΝΟΣ ΚΑΙ ΣΙΑ Ε.Ε. Κωδικός Βιβλίου στον Εύδοξο: Code in Εύδοξος: 33074386

## POLITICAL SCIENCE

### COURSE SYLLABUS

#### 41. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	03.04K	<b>SEMESTER</b>	3o
<b>COURSE TITLE:</b>	POLITICAL SCIENCE		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	General Background		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>			

#### 42. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The aim of the course is to introduce students to the subject of Political Science and to acquire knowledge of its basic concepts, such as the State and its functioning, political ideologies, the political system, political parties, political culture and political communication.</p> <p>By completing the course students will have acquired:</p> <p>Knowledge about: a) The disciplines of Political Science (political theory, political philosophy, political economy, political history, political sociology, comparative politics, international relations - international politics) b) The central terms of Political Science (state, politics, people, power, authority, etc. c) The various political concepts and political ideologies; d) The functioning of political parties and the typology of party systems; e) The central methodological approaches in the field of political science.</p> <p>Skills by which: a) They will be able to elaborate the basic concepts and fundamental terminology of Political Science through the findings of the oldest classical and most recent relevant literature; b) They will understand the decision-making process and the process of designing government policies; c) They will be able to understand and appreciate different thinking and perceptions of political affairs.</p> <p>Abilities to: a) Understand fundamental concepts of political science; b) Identify the central features of direct and representative democracy; c) Recognize the historical development of political parties, types of party structures, political functions of parties, and characteristics of party systems; d) Understand the essence of constitutional texts; e) Understand and evaluate different public policies.</p>
Competencies
<p>Searching, analysing and synthesising data and information using the necessary technologies</p> <ul style="list-style-type: none"> <li>- Autonomous work</li> <li>- Working in an interdisciplinary environment</li> <li>- Exercising critical and self-critical thinking</li> <li>- Promotion of free, creative and deductive thinking</li> </ul>

#### 43. COURSE TOPICS and SCHEDULE

1.	What is Politics: old and modern definitions, theories, approaches, models
2.	What is a State?
3.	The nation state and globalization
4.	Political systems, political regimes.
5.	Dimensions of subnational politics
6.	Political ideologies and traditions in modernity
7.	Economic systems and society (capitalisms of the world, the socialist experiment, the "third way")

8.	Parties and party systems
9.	Executive power
10.	Representation and elections
11.	Constitutions and power-power
12.	Political culture, communication and legitimacy
13.	Bureaucracies (public administration, accountability)

#### 44. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform										
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>Deeping Courses</td><td>20</td></tr> <tr> <td>Writing work</td><td>91</td></tr> <tr> <td><b>Total workload in hours</b></td><td>150</td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	39	Deeping Courses	20	Writing work	91	<b>Total workload in hours</b>	150
<i>Method</i>	<i>Semester workload</i>										
Lectures	39										
Deeping Courses	20										
Writing work	91										
<b>Total workload in hours</b>	150										
<b>STUDENT LEARNING ASSESMENT</b>	<ul style="list-style-type: none"> <li>- Language of Evaluation: greek</li> <li>- Type of assessment.</li> <li>- Assessment format.</li> <li>- Assessment Criteria: Understanding of concepts and methods as evidenced by the adequacy and conceptual completeness of answers.</li> <li>- The criteria can be accessed in the rubric 'Course information - Assessment/examination methods' on the course website.</li> </ul>										

#### 45. TEXTBOOK and OPTIONAL READING

- Textbook: A. Heywood, Introduction to Politics (ed. G. Metaxas), Epikentro, 2014
- 1.N. Alivizatos, The Constitution and its enemies, Polis, Athens, 2011
  2. H. Arendt, On violence, Alexandria, Athens, Athens 2000
  3. G.Voulgaris. Greece from Post-Capitalism to Globalization, Polis, Athens 2008
  - 4.T. B. Bottomore, Elite and Society, "Publications 70", Athens, n.d.
  5. M. Carnoy, State and political theory, Odysseas, Athens 1990

## POLITICAL SCIENCE

### COURSE SYLLABUS

#### 46. OVERVIEW

<b>SCHOOL:</b>		MANAGEMENT	
<b>DEPARTMENT:</b>		BUSINESS AND ORGANIZATION ADMINISTRATION	
<b>COURSE LEVEL:</b>		Undergraduate	
<b>COURSE CODE:</b>	03.05K	<b>SEMESTER</b>	3o
<b>COURSE TITLE:</b>		POLITICAL SCIENCE	
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	2		6
Laboratory Exercises	1		
<b>COURSE TYPE:</b>		General Background	
<b>COURSE PREREQUISITES:</b>		None	
<b>TEACHING LANGUAGE:</b>		Greek	
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>		No	
<b>COURSE WEB PAGE (URL)</b>		<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>	

#### 47. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
Students should have the following skills after completing the course:
<b>Knowledge:</b> Understanding and describing course concepts such as the <i>distribution</i> functions for discrete and continuous <i>random variables</i> , <i>sampling distribution</i> , <i>hypothesis testing</i> , <i>parametric</i> and <i>nonparametric tests</i> .
<b>Abilities:</b> To recommend fundamental statistical tools and data analysis strategies for making business decisions. Statistical thinking should be integrated into administrative practice. Analyze, synthesize, and develop evaluative judgments about Business Administration challenges.
<b>Skills:</b> To organize, present, and analyze administrative and financial statistics using proper statistical methodologies.
<b>Competencies</b>
Searching, analysing and synthesising data and information using the necessary technologies
- Autonomous work
- Working in an interdisciplinary environment
- Exercising critical and self-critical thinking
- Promotion of free, creative and deductive thinking

#### 48. COURSE TOPICS and SCHEDULE

It is a fundamental introductory course in inferential statistics concepts, principles, and methods. Introduces students to random variables and probability distributions, equipping them with the knowledge needed to understand inductive statistics and familiarizing them with the use of statistical analysis methods in a variety of sectors, with a focus on business management and economics.		
The course is divided into 13 sections.		
<b>Section Title</b>	<b>Bibliography</b>	<b>Link</b>
1. Discrete and continuous <i>random variables</i> , distribution functions	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>

2. Expected value and variance of random variables	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
3. Discrete probability distribution: Binomial	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
4. Discrete probability distribution: Poisson	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
5. Continuous probability distribution: Normal	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
6. Random sampling	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
7. Sampling distribution. The <i>central limit theorem</i>	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
8. Confidence interval for mean and proportion	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
9. Hypothesis testing	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
10. Introduction to <i>one-way analysis of variance</i>	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
11. Introduction to <i>nonparametric tests</i>	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
12. <i>Contingency tables</i>	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>

13.	<i>Simple linear regression</i>	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/2269/">https://eclass.uop.gr/courses/2269/</a>
The numbering corresponds to the week of the course.			

#### 49. TEACHING AND LEARNING METHODS - ASSESMENT

TEACHING AND LEARNING METHODS		
TEACHING METHOD	i. Face-to-face lectures  ii. Face to face - Solving tutorial exercises.  Posting material for further study and solving exercises on the e-class platform	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Support for the learning process and communication with students via the electronic platform e-class	
METHODS OF INSTRUCTION		
	Method	Semester workload
	Lectures	26
	Tutoring – Classroom exercises	13
	Independent Exercise Solution Independent Study	39 72
	Total workload in hours	150
STUDENT LEARNING ASSESMENT	- The evaluation will be carried out in three different methods in Greek:  1. A mid-term assessment in the 7th or 8th week (20 %).  2. Individual tasks (10%) that will be graded in the following manner: Ability to solve problems and give a public presentation  3. A written final exam (70%) that covers the following topics:  - Multiple choice questions  - Comparative analysis of theoretical aspects  - Problem-solving skills	

#### 50. TEXTBOOK and OPTIONAL READING

<ol style="list-style-type: none"> <li>1. Downing D., Clark J. Business Statistics, 4th ed./2010, KLEIDARITHMOS EPE Publishing, ISBN: 978-960-461-390-8.</li> <li>2. Gnardellis X. Applied statistics, 2nd Ed./2019, Ed. A. Papazisis, ISBN: 978-960-02-3466-4.</li> </ol>
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3. Bakura A. Introduction to Statistics, 2013, Ed. DISIGMA, ISBN: 978-960-9495-29-5
4. Keller, G. Statistics for Finance and Business Administration, 2010 Ed. Epicenter, ISBN: 978-960-45-8206-8.

## Principles of Management

### COURSE SYLLABUS

#### 51. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	Undergraduate		
<b>COURSE CODE:</b>	04.01K	<b>SEMESTER</b>	4o
<b>COURSE TITLE:</b>	HUMAN RESOURCES MANAGEMENT		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>	<b>ECTS CREDITS</b>	
Lectures and Practice Exercises	3	6	
<b>COURSE TYPE:</b>	Scientific Area		
<b>COURSE PREREQUISITES:</b>	Principles of Management		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/courses/BOA140">https://eclass.uop.gr/courses/BOA140</a>		

#### 52. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The aim of the course is to develop the conceptual and theoretical background of students in the field of Human Resource Management. The role of Human Resource Management in a modern public and private sector organization will be discussed. Then after analyzing the current situation of human resource management in Greek organizations. the most modern models of human resource management in both public and private sector will be presented.</p> <p>The main objectives of the course are:</p> <ul style="list-style-type: none"> <li>- To understand the importance of human resources as a strategic parameter of lasting success.</li> <li>- To understand the main issues of HRM in the modern environment.</li> <li>- To acquire concepts, principles and methods of approaching and dealing with HRM issues.</li> </ul> <p>The Knowledge, Skills and Competences that students will have acquired upon completion of the course are the following:</p> <p>Knowledge: to include the strategic dimension of human resources in the overall strategic planning of the company. To apply the basic functions of human resources. To design human resources remuneration and incentive systems. Describe jobs and be able to classify job levels</p> <p>Skills: To recommend appropriate systems for training and development of employees according to the needs of the company. Identify and apply human resources performance measurement tools.</p> <p>Competencies: To implement employee development systems, as well as staffing, recruitment and selection systems. To adapt and use human resources remuneration and incentive systems in accordance with the needs of the business and the prevailing socio-economic conditions. integrate the specificities of human resources harmoniously into the strategic planning of the company.</p>
Competencies
<p>Upon completion of the course, students will have acquired a complete and comprehensive knowledge of the subject matter and the daily operations of the APS.</p> <p>In particular:</p> <ul style="list-style-type: none"> <li>- Adaptation to new situations</li> <li>- Decision making</li> <li>- Decision-making: adapting to new situations</li> <li>- Adapting to new situations</li> <li>- Working in an interdisciplinary environment</li> <li>- Promotion of free, creative and deductive thinking</li> </ul>

#### 53. COURSE TOPICS and SCHEDULE



Introduction to HRM	
1.	From Personnel Management to Human Resource Management
2.	Job analysis - job description and hierarchy
3.	Human Resource Planning
4.	Recruitment-Selection of staff
5.	Motivation
6.	Leadership
7.	Leadership Models
8.	Staff Evaluation
9.	Reward and incentive systems
10.	Employee training/development
11.	Internal communication
12.	New forms of employment. Employability.
13.	Business strategy.
14.	career planning - learning organization

#### 54. TEACHING AND LEARNING METHODS - ASSESMENT

TEACHING AND LEARNING METHODS - ASSESSMENT:		
TEACHING METHOD	- Lectures in class	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Use of ICT (power point), use of the internet in case studies, e-class communication with students in person and by e-mail.	
METHODS OF INSTRUCTION		
	Method	Semester workload
	Lectures	39
	Practice exercises	26
	Independent study	85
	Total workload in hours	150
STUDENT LEARNING ASSESMENT	I. Written final examination (70%) including: - Multiple-choice questions - Multiple-choice questions II. Presentation of group work (30%)	

#### 55. TEXTBOOK and OPTIONAL READING

<p>1. Bitsani E., (2006), Human Resource Management. Modern approaches to management and organizational behavior, Dionikos, Athens, Greece.</p> <p>2. Iordanoglou, D (2008). Human Resource Management in Modern Organizations. New trends and practices. New trends and new developments: Kritiki Publications.</p> <p>3. Noe Raymond A, Hollenbeck John R., Gerhart Barry (2009). Human resources management Athens: Papazisis Publications</p> <p><i>scientific journals:</i></p> <p>1. <i>The International Journal of Human Resource Management</i> Now publishing twenty issues per year, <i>The International Journal of Human Resource Management</i> encourages strategically focused articles on a wide range of issues including employee participation, human resource flow, reward systems and high commitment work systems. It is an essential publication in an exciting field, examining all management decisions that affect the relationship between an organization and its employees.</p> <p>2. <i>International Journal of Human Resources Development and Management</i>, is established to cover all issues that arise when dealing with the most important of all resources - the human resource. IJHRDM provides a refereed and authoritative source of information on aspects of human resources development and management, in manufacturing and services enterprises in a changing and dynamic global environment</p>
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3. *JOURNAL OF LEADERSHIP & ORGANIZATIONAL STUDIES (JLOS)*: published quarterly, seeks to advance the theory, research and practice of all aspects of leadership and organizations. Research

4. *LEADER TO LEADER*: a quarterly journal that brings leaders together to address the strategic issues we face in these trying times.

## TOTAL QUALITY MANAGEMENT

### COURSE SYLLABUS

#### 56. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	04.02K	<b>SEMESTER</b>	4o
<b>COURSE TITLE:</b>	TOTAL QUALITY MANAGEMENT		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	Scientific area		
<b>COURSE PREREQUISITES:</b>	Principles of Management		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>			

#### 57. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>The course aims to provide students with an understanding of the basic concepts of quality and the necessity of practicing management using quality tools in all the activities of a company, in the sense that practicing Total Quality Management adds value and prestige to the company and satisfaction to the customer.</p> <p>The Knowledge, skills and competences of the course are as follows:</p> <p>Knowledge: to recognize the principles and rules of quality in all activities of a business. Recognize the need for continuous measurement and improvement of customer satisfaction as a tool for measuring quality within businesses. Understand the importance of leadership and management commitment in making quality a strategic issue. To form a culture of quality in the working environment with the consensus of all employees. To define appropriate tools for identifying and solving quality problems. Design and implement quality awards and certificates.</p> <p>Skills: To adapt the operation of a company to implement an ISO quality standard. Identify the contribution of IPM to the success of a company or organization.</p> <p>Competencies: To manage the quality management tools and techniques applied in modern business. Select appropriate statistical tools for quality control. Evaluate the implementation of a specific quality standard in an enterprise</p>
<b>Competencies</b>
<p>A graduate who has successfully completed the course will, in addition to the general and specific competences acquired, have the ability to:</p> <ul style="list-style-type: none"> <li>- search, analyse and synthesise, data and information using both using the necessary technologies</li> <li>- make decisions either independently or through teamwork</li> <li>- work in an international environment</li> </ul>

#### 58. COURSE TOPICS and SCHEDULE

<p>Introduction to Quality and Total Quality Management</p> <p>The basic philosophical approaches and theoreticians of DOP (Deming, Juran, Ishikawa) The four eras of quality</p> <p>Quality Tools and Techniques</p> <p>ISO 9000 Quality Assurance Systems</p> <p>Quality Certification Process</p> <p>Environmental Management – ISO 14001, EMAS</p> <p>Methodology– Six Sigma</p> <p>Business Excellence Models EFQM/ MBNQA/CAF</p>
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Cost of Quality  
The future of TQM

## 59. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Use of ICT (power point), use of the internet in case studies, e-class communication with students in person and by e-mail.										
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>40</td></tr> <tr> <td>exercises focusing on case studies</td><td>40</td></tr> <tr> <td>Independent study</td><td>70</td></tr> <tr> <td><b>Total workload in hours</b></td><td>150</td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	40	exercises focusing on case studies	40	Independent study	70	<b>Total workload in hours</b>	150
<i>Method</i>	<i>Semester workload</i>										
Lectures	40										
exercises focusing on case studies	40										
Independent study	70										
<b>Total workload in hours</b>	150										
<b>STUDENT LEARNING ASSESMENT</b>	A written final examination including: - Multiple-choice questions (40%) - Topic development (20%) - Exercise solution (40%)										

## 60. TEXTBOOK and OPTIONAL READING

1. Dale, B. G. and Plunkett, J. J., (2017), Quality Costing. 3rd ed., Routledge
2. Backford, J., (2016), Quality: A Critical Introduction, 4th ed., Routledge
3. Dale, B.G., Bamford, D. and Van der Wiele, T. (eds.), (2016), Managing Quality: An essential guide and resource gateway. 6th ed., John Wiley & Sons
4. Tsiotras, G., (2016), Total Quality Management, Broken Hill Publishers Ltd, Nicosia
5. Goetsch, D. and Davis, S., (2014), Quality Management for Organizational Excellence: Introduction to Total Quality, 7th edition, Pearson
6. Oakland, J.S., (2014), Total quality management and operational excellence: text with cases. 4th ed., Routledge
7. Bergman, B. and Klefsjö, B., (2010), Quality from customer needs to customer satisfaction, 3rd ed., Studentlitteratur AB
8. Evans, J.R., Lindsay, W.M., (2010), The Management and Control of Quality, 8th ed., West
9. Oakland, J.S., (2008), Statistical Process Control, 6th ed., Heinemann: London
10. Oakland, J.S., (2003), Total Quality Management: text with cases, 3rd ed., Butterworth Heinemann, Oxford
11. Oakland, J.S., (2001), Total Organizational Excellence: Achieving World-class Performance. Routledge

JamesP., (1998), Total Quality Management, Keydarithmos Publications, Athens, Greece

## OPERATIONAL PLANNING AND PROGRAMMING

### COURSE SYLLABUS

#### 61. OVERVIEW

SCHOOL:		MANAGEMENT	
DEPARTMENT:		BUSINESS AND ORGANIZATION ADMINISTRATION	
COURSE LEVEL:		Undergraduate	
COURSE CODE:	04.03K	SEMESTER	4o
COURSE TITLE:		OPERATIONAL PLANNING AND PROGRAMMING	
TEACHING METHODS:		TEACHING HOURS (WEEKLY)	ECTS CREDITS
Lectures		2	6
Tutorial		1	
COURSE TYPE:		General Background	
COURSE PREREQUISITES:		None	
TEACHING LANGUAGE:		Greek	
THE COURSE IS OFFERED TO ERASMUS STUDENTS:		No	
COURSE WEB PAGE (URL)			

#### 62. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>The aim of the course is to familiarize the trainees with the concepts, tools and procedures of planning and programming in business and economic organizations in general.</p> <p>Upon successful completion of the course, students are expected to possess:</p> <p>Knowledge to be able to understand A variety of business concepts such as planning, programming, business environment, group, strategic business unit, vision, mission, objectives, corporate and competitive strategy, strategic capabilities, innovation, internal and external business development. Business analysis techniques and methods</p> <p>Skills related to: (a) analysing the internal and external business environment and evaluating it with the SWOT tool; (b) financial analysis of a company and a business plan; (c) developing simple operational plans of the business function, e.g. in marketing.</p> <p>Competences in the analysis and evaluation of a business environment and the application of tools to solve specific business problems</p>
<b>Competencies</b>
<p>Decision-making</p> <ul style="list-style-type: none"> <li>- Autonomous Work</li> <li>- Promoting free, creative and deductive thinking</li> </ul>

#### 63. COURSE TOPICS and SCHEDULE

<p>The course is developed in 13 units, in corresponding lectures:</p> <ol style="list-style-type: none"> <li>1. The concept of strategy and strategic planning</li> <li>2. The levels of planning: group, strategic business unit, function</li> <li>3. Strategic analysis of the external (macro and sectoral) environment</li> <li>4. Strategic analysis of the internal environment / strategic capabilities and resources</li> <li>5. SWOT and TOWS analysis</li> <li>6. Vision, mission, objectives</li> <li>7. Strategies at group level: portfolio analysis</li> <li>8. Firm-level strategies: competitive strategies</li> <li>9. Operational planning and action plans</li> <li>10. Strategy implementation, monitoring and feedback</li> <li>11. Innovation and entrepreneurship</li> <li>12. Business development: internationalisation</li> <li>13. Business development: mergers, acquisitions, alliances</li> </ol>
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**64. TEACHING AND LEARNING METHODS - ASSESMENT**

<b>TEACHING METHOD</b>	- Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform	
<b>METHODS OF INSTRUCTION</b>		
	<b>Method</b>	<b>Semester workload</b>
	Lectures	39
	Writing work	20
	Independent study	91
	<b>Total workload in hours</b>	150
<b>STUDENT LEARNING ASSESMENT</b>	<p>Language of Evaluation: greek  Evaluation method.  (a) Written progress (30%)  (b) Written work (10%)  (c) Written final examination (60%)  Including:  - Multiple choice questions  - Short answer questions  - Solving problems related to business decisions  - Comparative evaluation of theoretical elements</p>	

**65. TEXTBOOK and OPTIONAL READING**

1. Grant R., Jordan J. (2016), Fundamentals of business strategy, Athens: Cleydarithmos
2. Johnson G., Scholes K., Whittington R., Angwin D., Regnér P. (2016), Basic principles of business strategy, Athens: Critique
3. Theodoropoulos Andreas (2010), Strategic Business Planning, Athens: Promobos
4. Kephis V. - Papazachariou P. (2009), The Business Vision in Business Plan, Athens: Kritiki
5. Papadakis, Vassilis, M. (2012) Business Strategy. Theoretical and Practical Analysis: E. Benou.

## eCommerce & Digital Marketing

### COURSE SYLLABUS

#### 11. OVERVIEW

11. OVERVIEW

SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSSINESS and ORGANIZATIONS ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	04.04K	SEMESTER	4
COURSE TITLE:	eCommerce & Digital Marketing		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)	ECTS CREDITS	
Lectures and Recitations	3	4	
COURSE TYPE:	General Background		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	Yes (in English)		
COURSE WEB PAGE (URL)	<a href="https://eclass.uop.gr/courses/1169/">https://eclass.uop.gr/courses/1169/</a>		

#### 12. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The course objective is to give to the students a good understanding about the processes of electronic business within the contemporary economic environment.</p> <p>Students learn the fundamental concepts of a e-business plan and get familiar with the “Digital Entrepreneurship” and “Information Society” (new business models, distributed organizations management, establishment of virtual enterprises etc.).</p> <p>Upon successful completion of this course, students will be able to demonstrate an understanding on:</p> <ul style="list-style-type: none"><li>• Identifying the principles of electronic entrepreneurship and its applications: Business to Business (B2B), Business to Consumer (B2C), Business to Government (B2G), e-shops, e-auctions, e-markets</li><li>• The strategic planning of e-business and e-marketing.</li><li>• The fundamental concepts and functionality of recommendation systems, e-payments, and e-Business marketing/assessment tools.</li><li>• Analyzing and designing core issues of information systems interoperability</li><li>• Approaching the innovative developments on e-Business and e-Marketing as long as the impact that social networks depict on the field.</li></ul>
Competencies
Decision-making Autonomous working Collaborative working Advancement of a free, productive and inductive mind Access, analysis, synthesis and display command of existing knowledge through state of the art tools Acquisition of the necessary conceptual and theoretical background through an interdisciplinary approach

#### 13. COURSE TOPICS and SCHEDULE

THEORY

**Basic concepts of E-business**

1. Principles of e-Business.
2. E-Business relationships Business to Business (B2B), Business to Consumer (B2C), Business to Government (B2G).
3. Analysis of business models for e-Commerce
4. Strategic development of e-Business and applications design for e-commerce.
5. E-Shops and e-markets principles and analysis.
6. E-Procurement systems.
7. E-Payment methods and security
8. Introduction in e-Government concepts.
9. Recent developments of e-Business
10. Social and ethical issues of e-Business

**Digital-marketing**

11. Customer life cycle within an e-Business.
12. Algorithms and recommendations systems.
13. Evaluation metrics.

**14. TEACHING AND LEARNING METHODS - ASSESSMENT**

<b>TEACHING METHOD</b>	In class Asynchronous teaching through the eClass platform	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	<ul style="list-style-type: none"> <li>The teaching and learning process is supported by the electronic platform of e-class</li> <li>Communication with students through eClass</li> <li>Exercise solving with content management systems (Joomla, Wordpress etc.)</li> <li>Further reading content that is available as opencourses through the web</li> </ul>	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	39
	In recitations that supplement lectures, the instructor reviews the lecture, expands on the concepts, carries on discussions with the students..	36
	Shelf-study	75
	<b>Total workload in hours</b>	<b>150</b>
<b>STUDENT LEARNING ASSESMENT</b>	Language of Assessment: Greek, (English for ERASMUS) Method of Assessment in three different forms: Intermediate assessment during 7 <sup>th</sup> or 8 <sup>th</sup> week (20%) Exercises solving during the tutorials classes (20%) Written term exam (60%) that includes: <ul style="list-style-type: none"> <li>- Multiple choice questions</li> <li>- Short answer questions</li> <li>- Problem-solving</li> </ul>	

**15. TEXTBOOK and OPTIONAL READING**

7. Turban Efraim, Outland Jon, King David, "Ηλεκτρονικό εμπόριο-Εργαλείο διοίκησης και αξιοποίησης κοινωνικών δικτύων", Edition: 1/2020, ISBN: 9789925576524, BROKEN HILL PUBLISHERS LTD



8. Dave Chaffey, «Ηλεκτρονικό Επιχειρείν και Ηλεκτρονικό Εμπόριο», 6η έκδοση, Εκδόσεις Κλειδάριθμος, 2016, ISBN 978-960-461-671-8
9. Laudon K., Traver C. C, «Ηλεκτρονικό Εμπόριο», 10η έκδοση, Εκδόσεις Παπασωτηρίου, 2013, ISBN 978-960-491-085-4

## FINANCIAL MANAGEMENT

### COURSE SYLLABUS

#### 66. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	Undergraduate		
<b>COURSE CODE:</b>	04.05K	<b>SEMESTER</b>	4o
<b>COURSE TITLE:</b>	FINANCIAL MANAGEMENT		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	2		6
Tutorial	1		
<b>COURSE TYPE:</b>	Scientific area		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>			

#### 67. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>Financial Management is an introductory course in the field focusing on investment decisions. Upon successful completion of the course, participants are expected to have acquired:</p> <p>Knowledge to:</p> <ul style="list-style-type: none"> <li>- Apply the basic principles of cash flow discounting and investment decision evaluation techniques (e.g., Net Present Value, Internal Rate of Return criteria, etc.) under cash flow certainty applied by financial managers of modern private business organizations.</li> <li>- identify and analyze the characteristics of shares and bonds issued by a publicly traded company.</li> <li>- manage the working capital of an enterprise; and</li> <li>- identify the break-even point of a business; and</li> <li>- use operating leverage</li> </ul> <p>Problem-solving skills:</p> <ul style="list-style-type: none"> <li>- apply the Present Value &amp; Discounting Rule, both at the level of investment decisions of individuals (e.g. calculating loan repayments, pension plan instalments) and at the level of firms (e.g. evaluating investment projects using the Net Present Value and Internal Rate of Return criteria)</li> <li>- apply the basic techniques of equity and bond valuation and calculate investor returns</li> </ul> <p>Abilities to:</p> <ul style="list-style-type: none"> <li>- combine practical thinking and analysis of investment decisions with financial theory</li> <li>- manage their time well</li> <li>- demonstrate professionalism in relation to their obligations (e.g. compliance with obligations)</li> </ul>
Competencies
<p>Decision-making</p> <ul style="list-style-type: none"> <li>- Autonomous Work</li> <li>- Promoting free, creative and deductive thinking</li> </ul>

#### 68. COURSE TOPICS and SCHEDULE

The course is developed in 13 units, in corresponding lectures:	
1.	THE VALUE OF MONEY OVER TIME
2.	ANALYSIS OF FINANCIAL INDICATORS
3.	ANALYSIS OF CASH FLOWS
4.	COST OF CAPITAL
5.	CAPITAL INVESTMENT BUDGET - RISK
6.	LEVERAGE ANALYSIS

7.	CAPITAL STRUCTURE
8.	DIVIDEND POLICY
9.	FORECAST OF FINANCING NEEDS
10.	WORKING CAPITAL MANAGEMENT - MANAGEMENT OF AVAILABLE FUNDS
11.	MANAGEMENT OF DEBT SECURITIES - MANAGEMENT OF RECEIVABLES
12.	MANAGEMENT OF RESERVES
13.	FINANCIAL LEASING - VENTURE CAPITAL COMPANIES

#### 69. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform										
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>Writing work</td><td>20</td></tr> <tr> <td>Independent study</td><td>91</td></tr> <tr> <td><b>Total workload in hours</b></td><td>150</td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	39	Writing work	20	Independent study	91	<b>Total workload in hours</b>	150
<i>Method</i>	<i>Semester workload</i>										
Lectures	39										
Writing work	20										
Independent study	91										
<b>Total workload in hours</b>	150										
<b>STUDENT LEARNING ASSESMENT</b>	<p>Language of Evaluation: greek  Evaluation method.  (a) Written progress (30%)  (b) Written work (10%)  (c) Written final examination (60%)  Including:  - Short answer questions  - Solving problems related to financial transaction  illustration of an enterprise</p>										

#### 70. TEXTBOOK and OPTIONAL READING

1.	Vassiliou, D. & Iriotis N. (2018), Financial Management, 2nd edition, ROSILI EMPORIKI - EKDOTIKI M.EPE. Book Code in Eudoxos: 77114968
2.	F. Eugene, Ehrhardt C. Michael (2019) Financial Management - From Theory to Practice, Broken Hill Publishers Ltd.

## OPERATIONS MANAGEMENT

### COURSE SYLLABUS

#### 71. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	05.01K	<b>SEMESTER</b>	5o
<b>COURSE TITLE:</b>	OPERATIONS MANAGEMENT		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	General Background		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>			

#### 72. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>The main objective of the course is to introduce students to the concepts and techniques of business, emphasizing the concepts, processes and technologies used by managers, managers, and employees in the operation of an organization.</p> <p>Upon completion of the course, students will have:</p> <p>Knowledge: The student will be able to understand how business operations contribute to increasing productivity. In addition, it will delve into the importance of product and process design, process control and planning, materials and inventory management, and product and system improvement.</p> <p>Skills: To analyze the challenges and opportunities presented to business managers and evaluate the value and implications of their business choices in a real-world environment. (Analysis, evaluation). To analyze and evaluate the modern theories and tools of business operations aimed at creating synergies between a variety of operational factors and parameters. (Analysis, evaluation).</p> <p>Competencies: Will be able to apply modern tools and techniques to current business issues such as supply chain management, enterprise resource management systems. He/she will also be able to apply and evaluate quantitative models to solve critical operational problems, as well as integrate their results, in order to formulate or evaluate expert recommendations. (Implementation, evaluation)</p>
<b>Competencies</b>
<p>The skills that the graduate is expected to obtain are the following:</p> <ul style="list-style-type: none"> <li>- Search, analysis and synthesis of data and information, using the necessary technologies</li> <li>- Generation of new research ideas</li> <li>- Decision making using ICT</li> <li>- Autonomous and team work</li> <li>- Promotion of free, creative and inductive thinking</li> </ul>

#### 73. COURSE TOPICS and SCHEDULE

<ol style="list-style-type: none"> <li>1. Introduction to Operations Management</li> <li>2. Competitiveness, Strategic Position and Operations Strategy</li> <li>3. Process Design and Selection</li> <li>4. Process redesign and evaluation</li> <li>5. Design of Products &amp; Services</li> <li>6. Spatial Planning - Location Selection</li> <li>7. Capacity Management</li> <li>8. Inventory Management</li> <li>9. Supply Chain Management</li> </ol>
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10. Aggregate Programming
11. Scheduling
12. Performance & Productivity
13. Operational Resource Management Systems and Operations Management

#### 74. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	<ol style="list-style-type: none"> <li>i. Face-to-face lectures</li> <li>ii. Post material for further study and solving practical exercises on the e-class platform</li> </ol>										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	<p>Use of ICT in teaching as follows:</p> <ul style="list-style-type: none"> <li>• Practical exercises using freely available software packages</li> <li>• Additional and freely available material to consolidate theory elements and solve practical exercises via the internet and social media</li> <li>• Learning process support through the e-class electronic platform</li> <li>• Communication with students through the e-class platform</li> </ul>										
<b>METHODS OF INSTRUCTION</b>	<table border="1"> <thead> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> </thead> <tbody> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>Practical Exercises where students in small groups will practice applying the theory. The exercises will be presented by the teacher and will be solved by the students asynchronously. The answer will be provided exclusively through the e-class platform or cloud computing tools (web mail, google-drive, etc.)</td><td>36</td></tr> <tr> <td>Independent study</td><td>75</td></tr> <tr> <td><b>Total workload in hours</b></td><td>150</td></tr> </tbody> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	39	Practical Exercises where students in small groups will practice applying the theory. The exercises will be presented by the teacher and will be solved by the students asynchronously. The answer will be provided exclusively through the e-class platform or cloud computing tools (web mail, google-drive, etc.)	36	Independent study	75	<b>Total workload in hours</b>	150
<i>Method</i>	<i>Semester workload</i>										
Lectures	39										
Practical Exercises where students in small groups will practice applying the theory. The exercises will be presented by the teacher and will be solved by the students asynchronously. The answer will be provided exclusively through the e-class platform or cloud computing tools (web mail, google-drive, etc.)	36										
Independent study	75										
<b>Total workload in hours</b>	150										
<b>STUDENT LEARNING ASSESMENT</b>	<p>The evaluation will be conducted in the Greek language in three distinct ways:</p> <ol style="list-style-type: none"> <li>1. Mid-term assessment during week 7 or 8 (20%) which will be done with: Multiple choice questions, short answer questions</li> <li>2. Practical exercises (20%) which will be evaluated as follows: Ability to solve problems in groups, writing a report on the proposed solution, public presentation</li> <li>3. Final exam (60%) to be conducted with: Multiple Choice Questions, Problem Solving, Short Answer Questions, Development of Theory Elements, Analysis of Roles and Stakeholders in Brief, Case Study, Benchmarking of Theory Elements</li> </ol>										

#### 75. TEXTBOOK and OPTIONAL READING

1. Kakouris, A.P. (2013) Operations Management, Propompos Publications
2. Bozarth, C. and Handfield, B. (2005), Introduction to Operations and Supply Chain Management, Prentice Hall
3. Davis, M. M and J. Heineke (2005) Operations Management: Integrating Manufacturing and Services, 5/E, McGraw-Hill Irwin

4. Fitzsimmons, J.A. and Fitzsimmons, M.J. (2006) Service Management: Operations, Strategy, and Information Technology, 5/E, McGraw Hill
5. Gerard, G. (2005), Matching Supply with Demand: An Introduction to Operations Management, McGraw-Hill/Irwin
6. Heizer, J., and Render, B. (2014) Operations Management, 11/E, Pearson
7. Jacobs, F.R. and Chase, R.B. (2014) Operations & Supply Management, 14/E, McGraw-Hill
8. Johnston, R. and Clark, G. (2001) Service Operations Management, FT/Prentice Hall
9. Krajewski, L.J., Ritzman, L.P. and Malhotra, M.K. (2012) Operations Management: Processes and Value Chains, 10/E, Pearson/Prentice Hall
10. Liker, J. (2004), Toyota Way, McGraw-Hill
11. Metters, R., King-Meters, K., Pullman, M. and Walton, S. (2006) Service Operations Management, South-Western Cengage Learning
12. Nahmias, S. and Olsen, T.I. (2015), Production and Operations Analysis, 7/E, Waveland Press, Inc.
13. Reid, R.D. and Sanders, N.R. (2013), Operations Management: An Integrated Approach, 5/E, Wiley
14. Russell RS. and Taylor B.W. (2003) Operations Management: Quality and Competitiveness in a Global Environment, 4/E, Prentice Hall
15. Schroeder, R., Rungtusanatham, M.J., and Goldstein, S. (2013), Operations Management in the Supply Chain, 6/E, McGraw-Hill Education
16. Slack, N., Brandon-Jones, A. and Johnston, R. (2013), Operations Management, 7/E, Harlow: Pearson
17. Stevenson, W.J. (2014) Operations Management, 12/E, McGraw-Hill
18. Waller DL. (2003) Operations Management: A Supply Chain Approach, 2/E, Cengage Lrng Business Press
19. Pappis, K.P. (2006), Production Planning, Ath. Stamoulis publications

## RESEARCH METHODOLOGY

### COURSE SYLLABUS

#### 76. OVERVIEW

<b>SCHOOL:</b>		MANAGEMENT	
<b>DEPARTMENT:</b>		BUSINESS AND ORGANIZATION ADMINISTRATION	
<b>COURSE LEVEL:</b>		Undergraduate	
<b>COURSE CODE:</b>	05.02K	<b>SEMESTER</b>	5o
<b>COURSE TITLE:</b>		RESEARCH METHODOLOGY	
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	2		6
Tutorial	1		
<b>COURSE TYPE:</b>		Skills Development	
<b>COURSE PREREQUISITES:</b>		None	
<b>TEACHING LANGUAGE:</b>		Greek	
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>		No	
<b>COURSE WEB PAGE (URL)</b>		<a href="https://eclass.uop.gr/courses/2067/">https://eclass.uop.gr/courses/2067/</a>	

#### 77. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The aim of the course is to introduce the students to the basic concepts and terms related to scientific research and to familiarize them with a series of research methods and the ways they are applied in the fields of Administration and Economics.</p> <p>Upon successful completion of the course, students acquire the following knowledge, abilities and skills:</p> <p>Knowledge: a) They are able to provide directions and tools for conducting a scientific research, b) They can explain in detail all modern methods for developing qualitative and quantitative research (e.g. sample formation, questionnaire construction, questionnaire testing, conducting surveys, analyzing data, commenting on survey findings).</p> <p>Skills: At the end of the course, students will be able to a) Recognize the types and basic characteristics of scientific research in the Social Sciences, b) Understand the processes of scientific publication, c) Identify the basic structural parts of a research paper, d) Understand the role of each of these structural parts, e) Understand the missing elements of a complete research report, f) Write the summary, purpose, research questions, methodological framework, results and discussion of a research report reference.</p> <p>Competencies: They are able to a) distinguish and choose between alternative research methods and b) prepare a complete scientific paper.</p>
Competencies
<p>Search for printed primary and secondary sources.</p> <ul style="list-style-type: none"> <li>- Searching sources in digital academic databases</li> <li>- Synthesis and comparison of information</li> <li>- Work in an interdisciplinary environment</li> <li>- Independent and teamwork</li> <li>- Promotion of free, creative, and inductive thinking</li> <li>- Development of research ethics</li> <li>- Criticism and self-criticism</li> <li>- Ability to make presentations</li> </ul>

#### 78. COURSE TOPICS and SCHEDULE

1. Introductory concepts: research methodology, types of tasks, time constraints, other parameters.
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2. Sources of secondary and primary data. The role of secondary sources and their identification.
  3. Archival materials, Internet help, subscriptions and other sources. Scientific articles.
  4. The List of Scientific References (Citation Index) and the Impact Factor (impact factor) of the published articles - Books and monographs - Other bibliographic sources.
  5. Linking theory – empirical research and construction of working hypotheses. Objectivity, validity, reliability in research.
  6. Writing a research report – writing a scientific paper. Introduction, main text, conclusions, tables and graphs. Ethics rules.
  7. Primary research – Quantitative and qualitative research – Planning and stages of conducting research.
  8. Data collection methods in primary research.
  9. Methods of conducting qualitative research. Focus groups. In-depth interviews. Observation. Experiments and observation.
  10. Structured questionnaire. Face to face survey. Telephone and postal inquiries. Conditions of their application.
  11. The size and degree of complexity of questionnaire. Distinguish between questions and variables. Rules for correct wording of questions.
  12. Presentation of results of the research work.
  13. The writing of the scientific work.
- In order to better familiarize with the methods of scientific research, in the tutoring part of the course there is a critical study and analysis of scientific articles, search and analysis of quantitative and/or qualitative research data and also, examples of preparation and presentation of scientific papers are examined.
- Specifically, case studies are examined, such as:
- Introduction, analysis and formulation of specific research problems on the occasion of a given research topic.
  - Access to secondary data sources and electronic databases are used.
  - Search – bibliography coding.
  - Presentation and analysis of selected scientific articles.
  - Processing and analysis of secondary and primary data.
  - Assignment of work based on primary data within a specific thematic framework that changes periodically. Presenting and commenting on personalized assignments.

## 79. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class												
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform												
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>26</td></tr> <tr> <td>tutorial</td><td>13</td></tr> <tr> <td>Independent study</td><td>50</td></tr> <tr> <td>Independent study for final exams</td><td>61</td></tr> <tr> <td><b>Total workload in hours</b></td><td>150</td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	26	tutorial	13	Independent study	50	Independent study for final exams	61	<b>Total workload in hours</b>	150
<i>Method</i>	<i>Semester workload</i>												
Lectures	26												
tutorial	13												
Independent study	50												
Independent study for final exams	61												
<b>Total workload in hours</b>	150												
<b>STUDENT LEARNING ASSESMENT</b>	The course includes two (2) written exams, each of which contributes 15% to the final grade of the course. The remaining 70% comes from the grading of the final exam paper.												

## 80. TEXTBOOK and OPTIONAL READING

1. Babbie, E., Introduction to social research, Critique, Athens 2011
2. Bell J., How to write a scientific paper, Metaichmio, Athens 2007



3. Bell J., Methodological design of pedagogical and social research, Gutenberg, Athens 1997
4. Zafeiropoulos, K., How is a scientific paper made?, 2nd ed., Kritiki, Athens 2015
5. Javeau, Cl., Questionnaire research: the good researcher's handbook, Typothito-Dardanos, Athens 1996
6. Bourliaskos V., How to write a scientific paper, Dionikos, Athens 2010
7. Robson C, Real world research. A tool for social scientists and professional researchers, Gutenberg, Athens 2007

## Management Information Systems

### COURSE SYLLABUS

#### 16. OVERVIEW

COURSE OVERVIEW			
SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSSINESS and ORGANIZATIONS ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	05.03K	SEMESTER	5
COURSE TITLE:	Management Information Systems		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)	ECTS CREDITS	
Lectures and Recitations	2	4	
Lab exercises	1	2	
Total	3	6	
COURSE TYPE:	General Background		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	Yes (in English)		
COURSE WEB PAGE (URL)	<a href="https://eclass.uop.gr/courses/1164/">https://eclass.uop.gr/courses/1164/</a> (Theory) <a href="https://eclass.uop.gr/courses/1162/">https://eclass.uop.gr/courses/1162/</a> (Lab exercises)		

#### 17. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The course focuses on Information Systems and their applications. It combines the basic knowledge and experience on modern Information Systems and covers the informational needs of management executives due to continuous changing business, management and organizational demands. The student gets familiar with system theory and enterprise information systems fundamentals.</p> <p>The course covers the most important subjects of Information Systems related to: i) Search, collection and exploitation of information data, ii) the structure and the form of Information Systems, iii) the design and evaluation of Information Systems according to the needs posed by the stakeholders.</p> <p>Upon successful completion of this course, students will be able to demonstrate an understanding on</p> <ol style="list-style-type: none"><li>1. The fundamentals of Management Information Systems and their related technologies.</li><li>2. The value of using MIS and their strategic role in modern business.</li><li>3. The MIS design and redesign methods within the framework of a business.</li><li>4. The business management support via MIS (Knowledge management, decision making)</li></ol>
Competencies
Decision-making Autonomous working Collaborative working Search, analysis and data composition using the essential technologies.

#### 18. COURSE TOPICS and SCHEDULE

The course is divided in two parts: theory and laboratory classes.

**THEORY**

1. Introduction in Management Information Systems (MIS). Information Systems categories (TPS, MIS, DSS)
2. Establishment of organizational theory in Enterprise Information Systems
3. Information Systems interoperability
4. Internet based Information Systems
5. Management Information Systems design and development principles (Systems analysis methodology). Impacts on management. Feasibility studies. Strategic design.
6. Information Systems life cycle (Supply, installation and integration procedures, Education and training)
7. Information Systems evaluation
8. Enterprise resource planning systems (ERP)
9. Customer relationship management systems (CRM)
10. Supply chain management information systems (SCM) and decision support systems (DSS)
11. Business process re-engineering (BPR)
12. Business intelligence and special issues (eg. Systems and applications homogenization, data warehouses, data searching and data mining tools and techniques)
13. Security issues, social and ethical impacts.

**Laboratory**

- Training on typical business case studies
- Skills acquisition on applications used in business (eg. CRM, ERP Systems)
- What-if analysis problem solving, programming and resource distribution, optimization, analysis and data mining using tools (e.g Excel)

**19. TEACHING AND LEARNING METHODS - ASSESMENT**

1.1. TEACHING AND LEARNING METHODS - ASSESSMENT		
TEACHING METHOD	In class Asynchronous teaching through the eClass platform	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	<ul style="list-style-type: none"><li>• Enterprise resource planning (ERP) software</li><li>• Customer relationship management (CRM) software</li><li>• Spreadsheet management software</li><li>• The teaching and learning process is supported by the electronic platform of e-class</li><li>• Communication with students through eClass</li><li>• Further reading content that is available as opencourses through the web</li></ul>	
METHODS OF INSTRUCTION	Method	Semester workload
	Lectures	39
	Laboratory teamwork	36
	Shelf-study	75
	Total workload in hours	150
STUDENT LEARNING ASSESMENT	Language of Assessment: Greek, (English for ERASMUS) Method of Assessment in three different forms: Intermediate assessment during 7 <sup>th</sup> or 8 <sup>th</sup> week (20%) Exercises solving during the laboratory classes (20%) Written term exam (60%) that includes: - Multiple choice questions	

	<ul style="list-style-type: none"> <li>- Short answer questions</li> <li>- Problem-solving</li> </ul>
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## 20. TEXTBOOK and OPTIONAL READING

10. Φιτσιλής Παναγιώτης, «Σύγχρονα Πληροφοριακά Συστήματα Επιχειρήσεων ERP-CRM-BPR» 2η έκδοση, Έκδοση: 2/2018, ISBN: 9789925563722, BROKEN HILL PUBLISHERS LTD
11. Γιαννακόπουλος, Δ., Παπουτσής, Ι. «Διοικητικά Πληροφοριακά Συστήματα», 2012, Εκδότης: Εκδ. Σύγχρονη Εκδοτική
12. Γιαννακόπουλος, Δ., Πολλάλης Α., Παπουτσής, Ι. «Πληροφοριακά Συστήματα Επιχειρήσεων», 2004, Εκδότης: Σταμούλης Α.Ε.
13. Laudon C. & Laudon J., «Συστήματα Πληροφοριών Διοίκησης», 4η αμερ. έκδοση, Εκδ. Κλειδάριθμος
14. Εισαγωγή στα Πληροφοριακά Συστήματα Διοίκησης: Διεργασίες, Συστήματα και Πληροφορίες, McKinney Earl, Kroenke David, Έκδοση 1<sup>η</sup>, 2017, ISBN: 9789963274055, BROKEN HILL PUBLISHERS LTD
15. Πληροφοριακά συστήματα διοίκησης, Wallace Patricia, 1η έκδοση, 2014, ISBN: 978-960-218-886-6, ΕΚΔΟΣΕΙΣ ΚΡΙΤΙΚΗ ΑΕ

## CULTURAL POLICY & CULTURAL MANAGEMENT

### COURSE SYLLABUS

#### 21. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSSINESS and ORGANIZATIONS ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	05.04K	<b>SEMESTER</b>	5
<b>COURSE TITLE:</b>	CULTURAL POLICY &CULTURAL MANAGEMENT		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>	<b>ECTS CREDITS</b>	
Lectures and Recitations	3	6	
<b>COURSE TYPE:</b>	Scientific Area		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	Yes (in English and Italian)		

#### 22.

Course Description and Learning Objectives
<p>The aim of this course is to,</p> <ul style="list-style-type: none"><li>- present the basic concepts of management, strategy and administration of cultural organizations/industries.</li><li>- explore the ways in which cultural policies and cultural administration contribute toward the development of cultural organizations/industries.</li><li>- examine the formation of cultural and administrative policies.</li><li>- investigate the regulatory and legal context in which cultural administration is exercised in the context of cultural organizations.</li><li>- explore the contribution of administrators in the development and formation of strategic planning.</li><li>- discuss the most significant problems in relation to the institutions, regulation and public interest for the development of cultural policies in the context of a digital environment.</li><li>- examine and analyze the development of cultural policies and managerial planning for an effective cultural administration in the 21st century.</li></ul> <p>Upon successful completion of this course, the students should be able to:</p> <ul style="list-style-type: none"><li>- understand the concepts of culture, cultural industries, cultural policies and administration.</li><li>- Investigate the different tools through which cultural administration, cultural policies and cultural communication are implemented.</li><li>- Analyze trends for cultural administration, management and communication in the context of cultural institutions.</li><li>- Describe the function of the cultural economy along with the methods for cultural promotion in a digital context.</li><li>- Examine the structure of cultural institutions and the legal context in which they operate.</li><li>- Develop research skills and critical abilities in order to work as cultural managers, design cultural policies and develop financial plans and communication strategies for the promotion of cultural products and institutions.</li></ul>
Competencies
Decision-making Autonomous working Collaborative working Advancement of a free, productive and inductive mind

#### 23. COURSE TOPICS and SCHEDULE

**Unit 1: The Theoretical framework**

Introduction to culture

- Cultural policy framework in Europe and Greece
- Cultural education and Museology

**Unit 2: Cultural management**

Cultural management

Planning Cultural policy

Planning Cultural organizations

**Unit 3: Cultural Economy- EU Programs**

Introduction to the Producer's Theory

Productivity and Costs

Competition – EU Programs

**Unit 4: Cultural communication**

- Communication principles and methods

- Communication media

- Cultural Marketing

**24. TEACHING AND LEARNING METHODS - ASSESMENT**

<b>TEACHING METHOD</b>	In class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	The teaching and learning process is supported by the electronic platform of e-class	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	26
	In recitations that supplement lectures, the instructor reviews the lecture, expands on the concepts, carries on discussions with the students..	13 40
	Shelf-study	71
	<b>Total workload in hours</b>	<b>150</b>
<b>STUDENT LEARNING ASSESMENT</b>	Language of Assessment: Greek, (English, Italian ERASMUS) Method of Assessment: Written term exam that includes: <ul style="list-style-type: none"> <li>- Multiple choice questions</li> <li>- Short answer questions</li> <li>- Problem-solving in Cultural organizations</li> </ul>	

**25. TEXTBOOK and OPTIONAL READING**

Bitsani E. (2004), Cultural management and regional development: Planning cultural policies and cultural product, Dionikos, Athens (in Greek)

Bitsani, E. (2013). "Intercultural City Identity" and "Human Intercultural Cities" (H.I.C) An Ontological/dynamic Model for the Social Cohesion of Modern and Post - Modern Cities. The research example of Trieste Italy" research monograph. New York: Nova Publishers.

Bitsani, E. (2016). The cultural heritage and the historic memory as a main factor for sustainable development of modern city in the framework of crisis. The case study of the museum cluster 'Museumsinsel' in Berlin. In G. Mergos & N. Patsavos (Eds). Cultural Heritage and Sustainable Development. Economic Benefits, Social Opportunities and Policy Challenges (pp. 163-176). Chania

Benhamou, F. (2013). Public intervention for cultural heritage: normative issues and tools. In Rizzo, I. & Mignosa, A. (Eds.), *Handbook on the economics of cultural heritage* (pp. 3-16). USA: Edward Elgar Publishing.

Ghilardi, L., (2005). *Culture at the centre: Cultural planning, a strategic approach to successful and sustainable community-based regeneration in Scotland*". London: Noema research and Planning Ltd.

Connolly, M.G., (2013). The 'Liverpool model(s)': Cultural planning, Liverpool and Capital of Culture 2008. *International Journal of Cultural Policy*, 19:2, pp. 161-180.

Gibson L., Stevenson D., (2007). Urban Space and the Uses of Culture, *International Journal of Cultural Policy*, 10:1, pp. 1-4.

Gray, O., (2006). Managing the Unmanageable: The Politics of Cultural Planning. In *Public Policy and Administration*. 21:2, pp. 101-113.

## SOCIAL ECONOMY

### COURSE SYLLABUS

#### 6. OVERVIEW

SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSINESS AND ORGANIZATION ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:		SEMESTER	
COURSE TITLE:	SOCIAL ECONOMY		
TEACHING METHODS:	T		ECTS CREDITS
Lectures	3		5
COURSE TYPE:	Scientific Area		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	No		
COURSE WEB PAGE (URL)	https://eclass.uop.gr/courses/BOA143/		

#### 7. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
Between the private and public sectors of the economy, the field of collective action is developing. From the field of collective actions, which is characterized as "social sector", whose goal is to serve the interests of a specific social group, there is a category of economic units, which aim to meet social needs, either by carrying out specific actions or because in specific population groups. Among the subjects active in the field of collective actions, one can distinguish a category, the object of which focuses on the connection of actions with society, in contrast to other categories, which are mainly aimed at promoting the interests of their members . The institution of the social economy is relatively new in the Greek legal order, in contrast to the countries of Europe.
<b>Competencies</b>
Decision-making Autonomous working Collaborative working

#### 8. COURSE TOPICS and SCHEDULE

- 1.Social sector of the economy
2. Public and private sector of the economy
3. Differences between the public, private and social sectors of the economy
4. Development conditions of the third sector of the economy
5. The social sector in European countries and internationally
6. Market economy and volunteering
7. Social entrepreneurship and social and solidarity economies
8. Social economy bodies
9. Social Cooperative Enterprises



10. Social cooperatives of employees
11. Purpose and objectives of the social and solidarity economy
12. State aid and social economy
13. Cases of social entrepreneurship study

#### 9. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	The teaching and learning process is supported by the electronic platform of e-class	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semesterworkload</b>
	Lectures	(13X3) 39
	Short paper	(1X20) 20
	Shelf-study	(13X7) 91
	<b>Totalworkload in hours</b>	<b>150</b>
<b>STUDENT LEARNING ASSESMENT</b>	Language of Assessment: Greek Method of Assessment: (a) Short paper (30%) (b) Term exam (70%) that includes: - Multiple choice questions - Short answer questions - Problem-solving in public policies	

#### 10. TEXTBOOK and OPTIONAL READING

- Θεσμοί και πολιτικές τον καιρό της κρίσης, Μπιτσάνη Ε., Μαυρέας Κ., Σωτηρόπουλος Δ., Τσέκος Θ.(Συλλογικό). THesmoi kai politikes ston kairo tis krisis.
- . Η ανάδυση της κοινωνικής οικονομίας, Τσομπάνογλου Γεώργιος . H anadisi tis koinvnikis oikonomias

## ALTERNATIVE PROVISION OF SERVICES

### COURSE SYLLABUS

#### 81. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	05.01E	<b>SEMESTER</b>	5o
<b>COURSE TITLE:</b>	ALTERNATIVE PROVISION OF SERVICES		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	Selection of General Knowledge		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>			

#### 82. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>A globally widespread new form of public service provision is Public Private Partnerships (PPPs), mainly in the infrastructure sector but not only. More generally, a very important reform that has taken place internationally in public administration during the last 20 years is the reformation of the ways of providing public services. Combined with the decentralization that has taken place worldwide, both in developed and developing countries, the emphasis has moved on the one hand to the local level and therefore to local public services and on the other hand to improving the quality of services provided and reducing costs, data and the fiscal problems in many countries.</p> <p>In the above context, the purpose of the course is to introduce students to the philosophy and techniques/mechanisms of the alternative provision of local public services, through a variety of partnerships with the private and social sectors of the economy.</p> <p>Upon successful completion of the course, students are expected to possess:</p> <p>Knowledge: to be able to understand: the rationale and necessity of exploring alternative approaches to local service delivery. How to face the challenges associated with the development of partnerships with agencies and organizations, in the context of improving the provision of local services.</p> <p>Skills in applying a range of alternative delivery techniques and mechanisms that can be used to restructure and redesign a local service.</p> <p>Skills related to the framework for assessing constraints in the provision of local services and designing alternative solutions</p>
Competencies
<p>Decision making</p> <p>Autonomous Work</p> <p>Promotion of free, creative and inductive thinking</p>

#### 83. COURSE TOPICS and SCHEDULE

<ol style="list-style-type: none"> <li>1. The general context of public cooperation with the private sector and historical review</li> <li>2. The "entrepreneurial state": arguments for and against</li> <li>3. Typology of public services according to their geographical scope and degree of "publicity"</li> <li>4. Distinction between provision and production, and what this implies for the provision of public services</li> <li>5. The models of providing public services: public, private and mixed model</li> <li>6. The framework of the European Union: Services of general interest</li> <li>7. The various forms of alternative provision of local services</li> <li>8. Issues of financing the provision of local public services: general principles and criteria</li> </ol>
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9. The financing of local services with user fees
10. Public-private partnership case studies
11. Public-Private Partnerships (PPPs): conceptual framework
12. Public-Private Partnerships (PPP): institutional and empirical framework
13. Public-Private Partnerships (PPP): implementation in Greece

#### 84. TEACHING AND LEARNING METHODS - ASSESMENT

TEACHING METHOD	- Lectures in class	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Support for the learning process through the e-class platform	
METHODS OF INSTRUCTION		
	Method	Semester workload
	Lectures	39
	Writing work	20
	Independent study	91
	Total workload in hours	150
STUDENT LEARNING ASSESMENT	<p>- Evaluation Language: Greek</p> <p>Assessment method: Formative</p> <p>(a) Written progress (30%)</p> <p>(b) Written assignment (10%)</p> <p>(c) Final written examination (60%)</p> <p>which include:</p> <p>Multiple choice questions</p> <p>Short answer questions</p> <p>Solving problems related to business decisions</p> <p>Benchmarking theory elements</p>	

#### 85. TEXTBOOK and OPTIONAL READING

1. Mazzucato, M. (2015), The business state, Athens: Kritiki
2. Colander David C. (2021) - Papadas Christos, Kontsas Stamatis Ed.), Microeconomics: A Multiprismatic Approach, Athens: Kritiki

## PRINCIPLES OF MICROECONOMIC THEORY

### COURSE SYLLABUS

#### 86. OVERVIEW

SCHOOL:				MANAGEMENT					
DEPARTMENT:				BUSINESS AND ORGANIZATION ADMINISTRATION					
COURSE LEVEL:				Undergraduate					
COURSE CODE:				05.06E		SEMESTER		5o	
COURSE TITLE:				ORGANISATION AND MANAGEMENT OF HOSPITALS					
TEACHING METHODS:				TEACHING HOURS (WEEKLY)				ECTS CREDITS	
Lectures				3				6	
COURSE TYPE:				General Knowledge Option					
COURSE PREREQUISITES:				None					
TEACHING LANGUAGE:				Greek					
THE COURSE IS OFFERED TO ERASMUS STUDENTS:				No					
COURSE WEB PAGE (URL)									

#### 87. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The course aims to help students understand the basic parameters involved in the management of hospital systems, to approach the new forms and systems of administration and management of health care units and finally to develop relevant skills in the use of new techniques in the management of hospital systems.</p> <p>The main learning outcomes of the course are the following:</p> <p>Knowledge: to design the organizational structure of a hospital system, particularly in the area of human resource management. To distinguish the forces of the internal and external environment that affect the functioning and efficiency of hospitals. To prepare reports of the administrative services of hospitals based on key indicators for the evaluation and quality of health services. Interpret assessment and quality indicators to understand and resolve hospital management issues.</p> <p>Skills: To use modern management tools in day-to-day hospital management practice. Apply theoretical knowledge to solve complex management and operational problems in hospital units.</p> <p>Competencies: To effectively manage hospital administration issues of hospital management. Actively participate in the organisation and management of a hospital department or a hospital as a whole.</p>
Competencies
<p>A graduate who has successfully completed the course will, in addition to the general and specific competences acquired, have the ability to:</p> <ul style="list-style-type: none"> <li>- search, analyse and synthesise, data and information using both</li> <li>- using the necessary technologies</li> <li>- make decisions either independently or through teamwork</li> <li>- respect diversity and understand its effects</li> <li>- multiculturalism in decision-making</li> <li>- respect the natural environment</li> <li>- to demonstrate social, professional and ethical responsibility and sensitivity to</li> <li>- issues relating to the management and delivery of health services to citizens</li> </ul>

#### 88. COURSE TOPICS and SCHEDULE

1.	Conceptual approach to health issues, health systems and subsystem hospitals
2.	Evolution of the hospital (Ancient Classical, Byzantine, Modern period
3.	Evolution of the hospital (in 19th and 20th century Europe)

4.	The modern hospital (concepts, terminology, types, characteristics)
5.	Hospital product - Producer - Customer
6.	Hospital Technology (Medical, Medicine, Architecture, Ergonomics)
7.	Health care management systems (M.B.O., M.B.W.A.)
8.	Hospital management tools (Organigrams, hospital indicators, telematics)
9.	Tools for assessing hospital unit efficiency, optimal efficiency standards (D.E.A.)
10.	Problem management. Time management. Management of interdisciplinary work teams.
11.	Hospital bed management.
12.	Modern Hospital Management issues.
13.	Administrative practice in the Greek hospital (legislation, administrative bodies)

#### 89. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Use of ICT (power point), use of the internet in case studies, e-class communication with students in person and by e-mail.										
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>40</td></tr> <tr> <td>exercises focusing on case studies</td><td>40</td></tr> <tr> <td>Independent study</td><td>70</td></tr> <tr> <td><b><i>Total workload in hours</i></b></td><td>150</td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	40	exercises focusing on case studies	40	Independent study	70	<b><i>Total workload in hours</i></b>	150
<i>Method</i>	<i>Semester workload</i>										
Lectures	40										
exercises focusing on case studies	40										
Independent study	70										
<b><i>Total workload in hours</i></b>	150										
<b>STUDENT LEARNING ASSESMENT</b>	A written final examination including: - Multiple-choice questions (40%) - Topic development (20%) - Exercise solution (40%)										

#### 90. TEXTBOOK and OPTIONAL READING

1.	Polyzos, N. (2014), Management and Organization of Health Services, Kritiki Publications, Athens.
2.	Liaropoulos, L., (2007), Organization of Health Services and Systems, VITA Publications, Athens, Greece
3.	Gula, A., (2007), Hospital Administration and Management, Ed. Papazisis, Athens, Greece.
4.	Polyzos, N. (2007), Financial Management (Health Care Units), Pub. Dionikos, Athens.
5.	Wolper, L. (2001), Health Care Administration, Mediforce, Athens, Greece
6.	Bradley, W., Glarow, T. (1994), <i>Managing Health promotion Programs</i> , Human Kinetics, 1994, London
7.	Jolly, D., Gerbaud, I. (1994), <i>The Hospital of Tomorrow</i> , King Edward's Hospital Fund, London

## INTERNET TECHNOLOGIES

### COURSE SYLLABUS

#### 91. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	05.07E	<b>SEMESTER</b>	5o
<b>COURSE TITLE:</b>	INTERNET TECHNOLOGIES		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>	<b>ECTS CREDITS</b>	
Lectures	3	6	
<b>COURSE TYPE:</b>	General Knowledge Option		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/courses/BOA121/">https://eclass.uop.gr/courses/BOA121/</a>		

#### 92. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>The purpose of the course is to familiarize students with the basic technologies used for the design and development of web-based applications in Management and Economics. The structural elements of web applications are presented: implementation architectures, communication and data exchange protocols, methodologies and existing packages for the development of integrated web applications. Thus, the course aims at familiarizing students with the basic principles and acquiring fundamental knowledge to be able to design, propose and support technological solutions for an Organization or Enterprise in a Web environment.</p> <p>Upon successful completion of this course, students will possess:</p> <p>Knowledge: Design and implement basic Web technologies and describe the protocols used in them; Describe the basic concepts of Web application development; Describe the basic principles of the HTTP protocol; Describe the HTTP protocol request and response procedures.</p> <p>Skills: (a) to search for information and use the latest and most innovative Internet technologies; (b) to understand the principles of programming and content distribution on the Internet; (c) to describe the basic requirements and concepts of Internet application development.</p> <p>Competences: (a) to design and implement web applications; and (b) to select the appropriate technology for the development of web applications.</p>
<b>Competencies</b>
<ul style="list-style-type: none"><li>- Autonomous work</li><li>- Group work</li><li>- Search, analysis and synthesis of data and information using the necessary technologies</li><li>- Promotion of free, creative and scientific thinking</li><li>- Working in an interdisciplinary environment</li></ul>

#### 93. COURSE TOPICS and SCHEDULE

<p>Short Course Description:</p> <p>The course is structured in a theoretical part (lectures) and practice assignments - case studies that are specialized as follows</p> <ol style="list-style-type: none"><li>1. Basic technologies and protocols on which the Internet and its services are based (Internet features and applications, client-server model, TCP/IP for the Internet, e-mail, World Wide Web, URL, URI, file types on the World Wide Web)</li><li>2. Web servers (Web servers - e.g. Apache, IIS)</li></ol>
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3. Google Apps (Google drive, Blog, Site, etc.)
4. Web application development using HTML presentation language to build static web pages.
5. Information representation and exchange technologies (XML, Definition of document type (DTD), Definition of entities in DTD)
6. Development of web applications running on the client (Dynamic web pages using the HTML presentation language, Use of JavaScript scripting language, Use of VBScript, Java Applets, DHMTL (Cascading Style Sheets (CSS), Use of the CSS-P standard, Event Management)
7. Development of web applications running on the server (CGI, PHP, ASP)
8. Connecting web applications to databases - Use of JDBC technology - Queries in a Web environment
9. Cloud computing
10. Web technologies and applications via mobile devices and smart phones
11. Semantic web technologies
12. Development of collaborative web applications.
  - Development of collaborative web applications in a Wiki environment
  - Developing collaborative web applications in a Mediawiki environment
13. Mediawiki extensions (e.g. implementation of Scribunto extensions to use the Lua programming language for the development of mathematical and financial-technical applications, implementation of Semantic MediaWiki, etc.)

#### **Case Studies - Exercises**

The case studies focus on familiarising students with the following platforms:

1. the HTML presentation language and the PHP programming language (in standalone environments and/or Joomla!); and
2. in Web application development environments: Google (GoogleApps), Wiki (Wiki platforms) and MediaWiki.

In the Google environment, emphasis is placed on blog development and website development in order to meet the needs of an organisation or business. Additional emphasis will be placed on the collaborative web application development environment Mediawiki, using PHP language and MySQL database in order to develop applications based on the business needs of public and private institutions, companies and organizations.

More specifically in the case studies - exercises will be supported and developed through group and individual projects:

- The presentation and analysis of data types used in the HTML presentation language.
- The presentation and analysis of data types used in the JAVA programming language.
- The presentation and analysis of data types used in the PHP programming language.
- Presentation of the MediaWiki environment and all the tools we use (XAMPP, PhpAdministrator, MySql) to create an application.
- Web connection with databases - Use of JDBC
- The presentation of web applications in a GoogleApps environment.
- The presentation of collaborative web applications using Wiki and Mediawiki tools with examples of their use on the web.

#### **94. TEACHING AND LEARNING METHODS - ASSESMENT**

TEACHING METHOD	- Lectures in class and exercises
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Use online applications and technology Clouds: Google Apps Use Open Software: ● XAMPP (PHP+MYSQL) ● Mediawiki (Open Source)+Extensions ● Joomla (Open Source)+Extensions ● Learning Procedure Support through a relevant installed platform (server that supports the XAMPP environment (PHP+MYSQL)+Mediawiki+Extensions ● Learning Procedure Support via Google Apps platform, ● Learning Procedure Support through the E-Class Electronic Platform (in teaching, in AP and in communication with students)

<b>METHODS OF INSTRUCTION</b>		
	<b><i>Method</i></b>	<b><i>Semester workload</i></b>
	Lectures	39
	case studies	36
	Independent study	75
	<b><i>Total workload in hours</i></b>	150
<b>STUDENT LEARNING ASSESMENT</b>	<p>A written final examination including:</p> <ul style="list-style-type: none"> <li>- Multiple choice questions</li> <li>- Short answer questions</li> <li>- Development of theory elements</li> <li>- Solving problems related to administration and economy</li> <li>– Comparative evaluation of theory elements</li> </ul> <p>Act exercises will be examined through presentation of tasks and exercises.</p>	

#### 95. TEXTBOOK and OPTIONAL READING

1. Internet Technologies-Operating Principles & Internet Programming, Duller Christos, Mavropodis Rosa, Kopanaki Evi, New Technologies Publications, ISBN 978-960-6759-90-1.
2. ARCHITECTURE Platform Platform SANJIVA WEERAWARANA, FRANCISCO CURBERA, FRANK LEYMANN, TONY STOREY, DONALD F. FERGUSON, Εκδόσεις Κλειδάριθμος, ISBN 978-960-461-086-0, 2008



## EUROPEAN LAW

### COURSE SYLLABUS

#### 96. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	05.08E	<b>SEMESTER</b>	5o
<b>COURSE TITLE:</b>	EUROPEAN LAW		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	General Knowledge Specialisation		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/courses/2378/">https://eclass.uop.gr/courses/2378/</a>		

#### 97. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>Knowledge: Upon completion of the course, students: a) have a thorough understanding of the historical reasons for the formation of the European Union (EU), its fundamental characteristics, its purpose and values. b) have a thorough understanding of the institutional organization and functioning of the Council of Europe and other European organizations.</p> <p>Skills: Students will be able to: a) organise and present analyses relating to European integration and the protection of human rights; b) analyse the main points of the challenges facing Europe and European states in the wider context of globalisation.</p> <p>Competences: Students: (a) have an understanding of the historical background of the creation and the circumstances of the development of the EU and the Council of Europe, as well as of other European institutions; (b) understand the concept of competences, their attribution to the EU and the conditions of their implementation by the EU; (c) understand the complexity of the decision-making system and, in general, of the functioning of the EU; (d) understand the sources of EU law, both written and unwritten, and the difference between binding rule of law and soft law,) (e) elaborate on the relationship between national and supranational law and the rules of application and hierarchy between them, assess the importance of the protection of fundamental rights in Europe (both in the context of the Council of Europe and the EU); (f) understand the system of legal remedies before the Court of Justice of the EU and the European Court of Human Rights; (g) understand the political role of the Court of Justice of the EU and the European Court of Human Rights. Further, h) have an understanding of the multi-level relationships that develop between the Member States of the European Union (EU), the EU and international organisations, private parties with the EU, i) understand institutional developments at European and national level, the impact of EU rules on Member States and businesses.</p>
Competencies
<ul style="list-style-type: none"> <li>- - Putting knowledge into practice</li> <li>- Analysis and synthesis of data and information, using the necessary technologies</li> <li>- Decision-making</li> <li>- Working in an international environment</li> <li>- Respect for diversity and multiculturalism</li> <li>- Respect for the natural environment</li> <li>- Social, professional, and ethical responsibility and gender sensitivity</li> <li>- Critical and self-critical thinking</li> </ul>

- Promotion of free, creative, and deductive thinking

## 98. COURSE TOPICS and SCHEDULE

Short Course Description: in the first part of the course, after an analysis of the concept of the international organization and a historical review of the evolution of the idea of European unification, the following are examined in particular: a) the rules of institutional Union law, with particular emphasis on the organizational and institutional framework of the European Union, the sources of Union law, its relations with the law of the Member States and the provision of legal protection by the Court of Justice and b) the rules of substantive Union law and in particular the legal framework of the European Union.

Part Two analyses: a) the organisation and functioning of the Council of Europe and b) the rules of the ECHR, with regard to the European protection of human rights.

Part Three examines the other forms of European cooperation in Europe (defence, economic, etc.).

The course is developed in 13 lessons:

1. Historical overview of European integration.
2. The individual forms of European cooperation
3. The Council of Europe (organisation and functioning)
4. The European Convention on Human Rights
5. Fundamental values and principles of the institutional system and the Union's legal order. The Member States, EU citizenship.
6. The EU institutions.
7. System of division of competences (EU & Member States).
8. The development of EU law rules and the international competences of the Union
9. The Union's means of action: budget and staff
10. Forms of control: political, legal, judicial
11. Union law: sources and relationship with national law of the Member States
12. Union law on the internal market and competition (1)
13. Union internal market and competition law (2)

## 99. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	e-class (Traditions and consolidation exercises)	
	E-mail	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	39
	Consolidation exercises + practical exercises	34
	Independent study	75
	Exams	2
	<b>Total workload in hours</b>	150
<b>STUDENT LEARNING ASSESMENT</b>	<p>Written Examination with Multiple-choice Questions (Formative, Summative)</p> <p>- Written test with extended and/or short-answer questions (Inclusive)</p> <p>- Written test with Problem Solving (Inclusive)</p> <p>* Intermediate written examination (progress) in part of the material, which is counted (25%) if the final grade is at least five (5).</p>	

**100. TEXTBOOK and OPTIONAL READING**

1. Kalavros (G.-E. F.), Georgopoulos (T.), The Law of the European Union - Volume I (Institutional Law), Nomiki Bibliothiki, 3rd Edition, 2017.
2. Kalavros (G.-E. F.), Georgopoulos (Th.), The Law of the European Union - Volume II (Substantive Law) Nomiki Bibliothiki, 3rd Edition, 2017.
3. Naskou-Perraki (P.), Antonopoulos (K.), Sarigianidis (M.H.), International Organizations, Sakkoulas S.A., 3rd edition, 3rd edition.
4. Panagou (V.), Tsountas (K.), Transnational and transnational cooperation, Papazisis, 2002.
5. Papagiannis (D.), European Law, Legal Library, 5th Edition, 2016.
6. Pliakos (A), The Law of the European Union, Nomiki Bibliothiki, 2nd Edition, 2018.
7. Spiliopoulos (O.), Economic Law of the European Union, Sakkoulas, 2020.

# PUBLIC ADMINISTRATION I (THE ADMINISTRATIVE PHENOMENON AND PUBLIC ORGANISATIONS)

## COURSE SYLLABUS

### 101. OVERVIEW

SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSINESS AND ORGANIZATION ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	06.01ΔΟ	SEMESTER	6ο
COURSE TITLE:	PUBLIC ADMINISTRATION I (THE ADMINISTRATIVE PHENOMENON AND PUBLIC ORGANISATIONS)		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
Lectures	3		6
COURSE TYPE:	Direction AO		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	No		
COURSE WEB PAGE (URL)	https://eclass.uop.gr/xourses/BOA124		

### 102. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The course aims to familiarize students with the issues of</p> <ul style="list-style-type: none"> <li>- the role of public authority and its mechanisms of action in the modern world</li> <li>- the interactions between levels of administrative planning and policy making (international, EU, national, regional, regional, local)</li> <li>- the relationship between the political and technical dimensions in the functioning of the State and local government</li> <li>- the structure of public services, the functions they perform, the importance of the procedures followed and the effective way in which they are designed</li> <li>- the ways in which the public administration allocates, manages and controls the use of its resources</li> <li>- the ways in which the public administration manages and develops its staff</li> </ul> <p>Knowledge: Having successfully completed the course, students will be familiar with the various dimensions of the administrative phenomenon, in particular the bureaucratic paradigm and how it appears in contemporary public action. They will be familiar with the concept of public management, its basic functions and its contemporary characteristics. They will understand public administration as a field of social action and public organizations as productive mechanisms, analyzing their formal and informal dimensions. They will also understand public organization as a communication mechanism and as a mechanism for the production of collective and individual knowledge. They will also be familiar with the institutional constitution of the Greek administration and the institutional framework for the organization of public services.</p> <p>Skills: Students who successfully complete the course will be able to apply methodologies of organizational design and in particular differentiation of organizational functions, departmentalization, estimation of the number of jobs and scope of supervision. They will be able to carry out the design of administrative procedures, job description and job evaluation and the design of organizational charts.</p> <p>Competencies: Students will be able to contribute to organizational design and human resource management as well as training and staff development policies in Greek state and local government institutions.</p>
Competencies
<ul style="list-style-type: none"> <li>- Search, analysis and synthesis of data and information, using the necessary technologies</li> <li>- Adapting to new situations</li> <li>- Decision-making</li> </ul>

- Demonstrate social, professional and ethical responsibility and sensitivity to gender issues
- Exercising critical and self-critical judgement
- Promoting free, creative and deductive thinking

### 103. COURSE TOPICS and SCHEDULE

The course is developed in 13 units, in corresponding lectures:

1. Defining the Administrative Phenomenon, The Bureaucratic Paradigm,
2. The Administrative Phenomenon in the New Conditions of Public Action. Public Management, its basic functions and its characteristics in the new conditions of public action.
3. The New Public Management (NPM) , A New Model: Entrepreneurial Management,
4. Public Administration as a field of social action. The concept and categorization of public goods. E-governance as a new framework for public action.
5. Public organisations. The organisation as a productive mechanism. Formal and informal organisations. Organisation and communication. The management of organisational knowledge.
6. Organizations and their environment. Coordination and organisation.
7. Organizational Design. The differentiation of organizational functions.
8. Segmentation, estimation of the number of jobs and the scope of supervision
9. Description and evaluation of positions. The command module and matrix-type organizations.
10. The Organization of the Greek State, State administration, Local Government, Public Sector, Institutional framework for the organization of Public Services
11. Human Resources Management, Personnel management and development policies, Training in the context of personnel development, The role of personnel management.
12. Teamwork and participative management: the people-centred approach in public organisations.
13. Human Resource Management in the Greek Public Administration.

### 104. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	39
	Writing work	20
	Independent study	91
	<b>Total workload in hours</b>	150
<b>STUDENT LEARNING ASSESMENT</b>	Final exams	

### 105. TEXTBOOK and OPTIONAL READING

1. Tsekos Theodoros, 2014, Public Administration: Theory and Practice, University Notes, University of Peloponnese.
2. Dalakou Vasiliki, Sotiropoulos Dimitris , 2021, The modern administrative system in Greece, EAP Publications.
3. Makridimitris Antonis, Pravita Maria-Iliana Public Administration , Public Administration , Edition: 5/2012, Sakkula Publications SA
4. Triandafilopoulou Athanasia, Kostis Yiannis, 2015, The history of governmental and administrative institutions in Greece, Sakkula Publications, 5th Edition, 5th Edition, 5th Edition, Sakkula Publications, 5th Edition, 5th Edition.
5. Rammata Maria, 2011, Contemporary Greek Public Administration, Kritiki Publications

6. Babalioutas Lambros, 2018 & 2019 The modern institutional framework of Greek Public Administration, [Regional and Local Government], vol. 1 & 2, Sakkula Publications SA
7. Iordanoglou Dimitra, 2008, Human Resources Management in modern organizations. New trends and practices. New trends and trends in HR management, new trends and trends.
8. Papadimitriou Konstantinos, 2019, Organizational Design and Greek Public Administration, Dionikos Publications.
9. Panagiotou Nikolaos , Evangelopoulos Nikolaos , Katimertzoglou Petros, Gaglialis Sotirios , 2013, Business Process Management. Organization, reorganization and improvement , Keydarithmos Publications.

## ENTREPRENEURSHIP

### COURSE SYLLABUS

#### 106. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	06.01ΔΕ	<b>SEMESTER</b>	6ο
<b>COURSE TITLE:</b>	ENTREPRENEURSHIP		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	Special Infrastructure		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>			

#### 107. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>The aim of the course is to introduce the students to the basic concepts related to entrepreneurship and the business context and to familiarize them with the procedures and practices of entrepreneurship, emphasizing the stages of starting a new business.</p> <p>Upon successful completion of the course, students are expected to possess:</p> <p>Knowledge: so they can understand: The concept, importance and complexity of modern entrepreneurship. The concept of innovation and its importance in entrepreneurship. The modern business environment. The sources of financing a business venture. The various types of entrepreneurship and business models</p> <p>Skills related to: (a) the methods of identifying and analyzing a business opportunity, (b) writing a business plan for a new business, (c) analyzing the functional areas of the business venture, (d) financial analysis of the business venture.</p> <p>Skills related to: (a) assessing the business environment, identifying a business opportunity and starting a new business, and (c) making the business decisions for the successful operation of the new business venture.</p>
<b>Competencies</b>
making Decision Independent Work Promotion of free, creative and inductive thinking

#### 108. COURSE TOPICS and SCHEDULE

<p>The course is developed in 13 units</p> <p>Section title</p> <ol style="list-style-type: none"><li>1. Introduction to entrepreneurship: the entrepreneurial challenge</li><li>2. The entrepreneurial mindset</li><li>3. Business idea: generation and evaluation</li><li>4. From idea to opportunity: opportunity evaluation</li><li>5. Business model development</li><li>6. Business plan</li><li>7. Intellectual Property and Institutional Issues</li><li>8. Coping with business failure</li><li>9. Securing funding</li><li>10. Business Marketing</li><li>11. Social networks &amp; entrepreneurship</li></ol>
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12. Development and expansion of the business
13. Modern forms of entrepreneurship: social/ sustainable/ corporate entrepreneurship

#### 109. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	39
	Writing work	20
	Independent study	91
	<b>Total workload in hours</b>	150
<b>STUDENT LEARNING ASSESMENT</b>	- Language of Evaluation: greek - Type of assessment. (a) Written progress (30%) (b) Written assignment (10%) (c) Final written examination (60%) which include: Multiple choice questions Short answer questions Solving problems related to business decisions Benchmarking theory elements	

#### 110. TEXTBOOK and OPTIONAL READING

1. Neck H., Neck C., Murray E. (2020), Entrepreneurship: Mindset and Practice, Athens: Critique
2. Greene F., Storey D., Fafaliou E., Hassid I. (2011), Entrepreneurship for Small and Medium Enterprises, Athens: Review
3. Deakins D., Freel M. (2007), Entrepreneurship, Athens: Critique
4. Goniadis H., Entrepreneurship: Economic development and social well-being, Athens: Diplografia



## OPERATIONAL INVESTIGATION I

### COURSE SYLLABUS

#### 111. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	Undergraduate		
<b>COURSE CODE:</b>	06.02DE	<b>SEMESTER</b>	6o
<b>COURSE TITLE:</b>	OPERATIONAL INVESTIGATION I		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	2		6
Tutorial	1		
<b>COURSE TYPE:</b>	Specific Background		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	Yes (English Language after consultation with the Professor)		
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/">https://eclass.uop.gr/</a>		

#### 112. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
Upon successful completion of the course, students are expected to have: Knowledge: The objective of this course is to provide a comprehensive knowledge and understanding of the methods of operations research on problems of business organization and management. Skills: They will be able to solve various problems faced by modern enterprises that are related to the scientific field of business research. Competences: To use mathematical/computational tools and techniques to solve problems related to operations research.
<b>Competencies</b>
The course aims to : - Search, analysis and synthesis of data and information, using the necessary technologies - Decision making - Autonomous work - Group work - Promotion of free, creative and deductive thinking

#### 113. COURSE TOPICS and SCHEDULE

The Business Research course is a quantitative course that aims to introduce students to the concept of research in business and more specifically to problems related to the management and coordination of operations in an organization. The course is organized in two academic semesters in the form of Business Research I and Business Research II. Course content 'Operational Research I': 1. Introduction to Operations Research I. Introduction to Operations Research II. 2. 1. Introduction to business research 1. Modelling with linear programming 3. Simplex method and sensitivity analysis 4. Duality and post-optimisation analysis 5. Transfer model and its variants 6. The Network Model 7. Advanced linear programming 8. Target programming
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9.	Integer linear programming
10.	Heuristic programming
11.	The travelling salesperson problem (TSP)

#### 114. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	26
	Tutorial and Deeping Courses	13
	Independent solution of exercises	39
	Independent study	72
	<b>Total workload in hours</b>	150
<b>STUDENT LEARNING ASSESMENT</b>	<p>The evaluation will be conducted in Greek in three distinct ways:</p> <p>Written final examination including:</p> <ul style="list-style-type: none"> <li>- Three main types of test.</li> <li>- Comparative evaluation of theory elements</li> <li>- Problem solving</li> </ul>	

#### 115. TEXTBOOK and OPTIONAL READING

1. Taha A. Hamdy , Introduction to Operations Research, 10th Edition, ISBN: 978-960-418-691-4, Editions A. TZIOLA & YIOI S.A. 2017.
2. Hillier Frederick S., Lieberman Gerald J., Introduction to Operations Research, 10th Edition, ISBN: 978-960-418-604-4, Editions A. TZIOLA & YIOI S.A. 2017.
3. David R. Anderson, Dennis J. Sweeney, Thomas A. Williams, Kipp Martin, Management Science, QUANTITATIVE METHODS FOR BUSINESS DECISION MAKING, ISBN: 978-960-218-932-0, CRITIKI S.A. Publications, 2014.
4. Taylor Bernard III, Introduction to Management Science, ISBN: 9789963274451, BROKEN HILL PUBLISHERS LTD, 2017.
5. Pantelis Ypsilantis, Business Research, Methods and techniques of decision making, 5th edition, ISBN: 978-618-5036-20-1, PROPOMPOS Publications, KIMERIS K. THOMAS, 2015.

#### 26. OVERVIEW

<b>SCHOOL:</b>		MANAGEMENT	
<b>DEPARTMENT:</b>		BUSSINESS and ORGANIZATIONS ADMINISTRATION	
<b>COURSE LEVEL:</b>		Undergraduate	
<b>COURSE CODE:</b>		06.02ΔΟ	<b>SEMESTER</b> 6
<b>COURSE TITLE:</b>		INTERCULTURAL RELATIONS and INTERCULTURAL COMMUNICATION	
<b>TEACHING METHODS:</b>		<b>TEACHING HOURS (WEEKLY)</b>	<b>ECTS CREDITS</b>
Lectures and Recitations <b>COURSE SYLLABUS</b>		3	6
<b>COURSE TYPE:</b>		Scientific Area	
<b>COURSE PREREQUISITES:</b>		None	
<b>TEACHING LANGUAGE:</b>		Greek	

<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	Yes (in English and Italian)
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/courses/2524/">https://eclass.uop.gr/courses/2524/</a>

## 27. SKILL DEVELOPMENT

### Course Description and Learning Objectives

The intercultural relations and intercultural communication, focuses on the importance of culture in our everyday lives, and the ways in which culture interrelates with and effects communication processes. We live in an era of rapid globalization in which being able to communicate across cultures is imperative to our ability to function in a diverse workplace, city, and world. This course will take us on a journey. Using our stories and our online discussions, this course is designed to increase our sensitivity to other cultures. Just as importantly, this journey increases our awareness of our own cultural backgrounds, and the contexts (social, cultural and historical) in which we live and communicate.

The course will cover several general topics including: identity, perception, communication skills, culture, linguistic differences, stereotyping, and intercultural communication in Public Administration, education, medicine and business.

The overall aim of this course is to strengthen students' competence when dealing with intercultural cohabitation and diversity in Greece and in global world as well.

In order to reach that aim, a specific focus in this module is on acquisition of knowledge about past and present migration trends at various geographical levels, as well as the role of Public Sector and Greece in this context.

Using this knowledge in discussions combined with cases study will be important factors in improving the participants' competence.

The specific course objectives are as follows:

To explore cultural self-awareness, other culture awareness, and the dynamics that arise in interactions between the two.

To understand how communication processes differ among cultures.

To identify challenges that arise from these differences in intercultural interactions and learn ways to creatively address them.

To discover the importance of the roles of context and power in studying intercultural communication.

To acquire knowledge, skills and attitudes that increase intercultural competence

This module facilitates for the student to acquire following skills and knowledge:

Knowledge: have knowledge about main characteristics of global migration

have knowledge about contemporary migration in Europe and the intercultural policies in local and regional level

In addition this course aims to develop among students the awareness and skills necessary for dealing competently with cultural diversity when operating in international business. The main objective of this module is to equip students with a critical understanding of the relationship between national culture and business in different parts of the world, in particular the cultural dimensions that need to be considered for managing people. Also, students will get an insight into selected legislative and institutional differences across countries/regions.

Particularly the public services are without doubt at the front-line of cultural interaction. They have to deal not only with domestic multi-cultural citizens and residents but also the immigrants and a transient population visiting from abroad.

Getting it right is critical in the public sector. Misunderstandings over language, body language, religious sentiments and many other areas can lead to sub-standard or even life-threatening

results or medical treatments. Healthcare professionals also have to consider factors such as patient privacy, high volume and management of people in crisis.

This course aims to improve students understanding of human behavior in the global world and the ability to lead people to achieve more effectively toward increased organizational performance.

#### Competencies

Decision-making  
Autonomous working  
Collaborative working  
Advancement of a free, productive and inductive mind

## 28. COURSE TOPICS and SCHEDULE

National Culture & Cultural dimensions.

The relationship between national culture and business in different parts of the world.

Cultural Diversity in the European cities

- Examine influences of religions, faiths, beliefs and values on cultural practices, etiquette, customs, identities and ways of communication
- Identify biases and stereotypes that are detrimental to mutual respect and communication processes
- Discuss cultural sensitivity and etiquette in communication in relation to the variation in faiths and religions

The impact of culture on behavior relevant multicultural policies

Understanding the complexities of culture and cultural identities. Big C and Small C.

What is 'communication'? Process of communication

Communication across cultures, and organizational behavior

Verbal and non-verbal communication.

- Examine various types of communication barriers.
- What are 'enculturation', 'acculturation', 'ethnocentrism' and 'stereotypes'?
- How stereotyping and ethnocentrism can lead to discrimination, prejudice, and confirmation bias?
- Ways to overcome or avoid communication barriers

National culture and business ethics.

The relationship between ethics and business in different parts of the world.

## 29. TEACHING AND LEARNING METHODS - ASSESSMENT

TEACHING METHOD	In class/ e-class	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	The teaching and learning process is supported by the electronic platform of e-class	
METHODS OF INSTRUCTION	Method	Semester workload
	Lectures	26
	In recitations that supplement lectures, the instructor reviews the lecture, expands on the concepts, carries on discussions with the students, and students in small groups apply the intercultural management on practical business matters, and practical matters in healthcare, comment on business news and top stories.	13 40

	Shelf-study	71
	<b>Total workload in hours</b>	<b>150</b>
<b>STUDENT LEARNING ASSESMENT</b>	Language of Assessment: Greek, English (ERASMUS) Method of Assessment: Written term exam that includes: - Short answer questions - Problem-solving in business and organizations	

### 30. TEXTBOOK and OPTIONAL READING

1. Crotty, R., (2013). *Introduction to Intercultural Studies*, Gill, Dublin, Ireland.
2. Bitsani, E. (2013). *"Intercultural City Identity" and "Human Intercultural Cities" (H.I.C) An Ontological/dynamic Model for the Social Cohesion of Modern and Post - Modern Cities. The research example of Trieste Italy"* research monograph. New York: Nova Publishers.
3. Asante, M., Miike, Y., & Yin, J. (Eds). (2008). *The Global Intercultural Communication Reader*. New York: Routledge.
4. Mc Farlin ,D. & Sweeney, P.D. (2011). *International Management: Strategic Opportunities & Cultural Challenges*, 4th Edition, Routledge.
5. Mathews, G. (2000). *Global Culture/Individual Identity: Searching for Home in the Cultural Supermarket*. New York: Routledge.
6. Hofstede, G. & Hofstede, J. (2005). *Cultures and Organizations*. Mc Graw-Hill, USA.

## ELECTRONIC GOVERNMENT

### COURSE SYLLABUS

#### 1. OVERVIEW

OVERVIEW			
SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSINESS ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	06.03ΔΕ	SEMESTER:	6 <sup>ο</sup>
TITLE:	ELECTRONIC GOVERNMENT		
COURSE SCHEDULE	TEACHING HOURS (WEEKLY)	ECTS CREDITS	
Lectures	3	6	
COURSE TYPE:	Scientific Area		
PREREQUISITE COURSES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	Yes		
COURSE WEB PAGE (URL)	https://eclass.uop.gr/courses/2359/		

#### 1. SKILL DEVELOPMENT

##### Course Description and Learning Objectives

The course objective is to introduce to students the technology of e-government with an in-depth examination of current government development and management challenges in the delivery of services and information, electronically. Several topics are examined: (1) current e-Government challenges and trends (2) Web presence development (3) statutes affecting development and management (4) citizens needs assessment (5) service delivery application and transaction package (6) how to develop effective e-Government administrators (7) long/short-range planning and budgeting.

Expected outcomes:

- Develop knowledge consistent with analyst-level administrators rather than website developers.
- Develop skills and abilities to assist government agencies with electronic development.
- Develop the ability to discuss current e-Government issues and trends.
- Comprehend and discuss local and national issues, technology, service delivery systems, statutes, history, and trends affecting e-Government development.
- Develop the ability to perform customer needs assessments relating to e-Government development.

##### Competencies

Decision-making; Autonomous working; Collaborative working; Search, analysis, and data composition using the essential technologies; Advancement of free, productive, and inductive mind; Work in an interdisciplinary environment.

#### 2. COURSE TOPICS and SCHEDULE

1. Fundamentals of e-Government and e-Governance. Stages of e-Government Maturity Models
2. Enterprise Resource Planning systems for government
3. Citizen Relationship Management Systems. E-Government Platforms (Portals).
4. Geographical Information Systems and their applications
5. e-Procurement, e-commerce
6. E-Democracy, e-polling, e-voting. Anti-corruption
7. Ontology Development and the role of knowledge management in e-Government projects

8. Business Process Reengineering
9. Web 2.0 in Governance: e-Government 2.0. Open Source Systems/Software
10. M-Governance: Mobile phone-based Digital Government
11. Special issues on Design Principles for Public Sector Information and Communication Technologies (Security, cryptography, e-identification, e-signature)
12. ICT Adoption. Digital Divide
13. Critical perspectives of e-Government. Successful e-Government implementation and adoption.

## 1. TEACHING AND LEARNING METHODS - ASSESSMENT

<b>TEACHING METHODS</b>	Lectures in class										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	The teaching and learning process is supported by the electronic platform of e-class										
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>(13X3) 39</td></tr> <tr> <td>Paper</td><td>(1X20) 20</td></tr> <tr> <td>Self-Study</td><td>(13X7) 91</td></tr> <tr> <td><b>Total workload in hours</b></td><td><b>150</b></td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	(13X3) 39	Paper	(1X20) 20	Self-Study	(13X7) 91	<b>Total workload in hours</b>	<b>150</b>
<i>Method</i>	<i>Semester workload</i>										
Lectures	(13X3) 39										
Paper	(1X20) 20										
Self-Study	(13X7) 91										
<b>Total workload in hours</b>	<b>150</b>										
<b>STUDENT LEARNING ASSESSMENT</b>	<p>Language of Assessment: Greek</p> <p>Method of Assessment:</p> <p>(a) Midterm exams (30%)</p> <p>(b) Short paper (10%)</p> <p>(c) Written term exam (60%)</p> <p>that includes:</p> <ul style="list-style-type: none"> <li>- Multiple-choice questions</li> <li>- Short answer questions</li> <li>- Problem-solving in e-governance</li> <li>- Comparative evaluation of e-Governance theories</li> </ul>										

## 2. TEXTBOOK and OPTIONAL READING

1. Lazakidou A., (2021) «Electronic Government & electronic services to citizens and businesses», Disigma Publishing (in Greek)
2. Kapopoulos D., (2021), «Electronic Government, Social and Economic Transformation», Diavlos Publishing (in Greek)
3. Apostolakis I., Loukis E., Halaris I., (2008), «Electronic Public Administration, Organization, Technology and Applications», Papazisis Publishing (in Greek)
3. Wirtz B. W., Daiser P. (2015), E-Government Strategy Process Instruments. German University of Administrative Sciences Speyer. Speyer, Germany.
4. Computer Science and Telecommunications Board & National Research Council, (2002), «Information Technology Research, Innovation, and e-Government». National Academy Press, Washington, D.C.
5. Holmes D. (2002), «E-Government – e-Business Strategies for Government». London: Nickolas Brealey Publisher.
6. Rahman, H. (2011), «E-Governance Framework At The Local Government Level». Publisher: VDM Verlag

# POLITICAL, SOCIAL and ADMINISTRATIVE HISTORY OF GREECE

## COURSE SYLLABUS

### 116. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	06.04 ΔΟ	<b>SEMESTER</b>	6ο
<b>COURSE TITLE:</b>	POLITICAL, SOCIAL and ADMINISTRATIVE HISTORY OF GREECE		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	Scientific Area		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>			

### 117. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The purpose of the course is for the student to understand the historical depth of the formation of the various political, administrative, economic or social institutions of the Greek state in the two centuries of its modern history and to understand the historical continuities and intersections, which govern and ultimately shape the their special character in the present.</p> <p>By completing the course, students will have acquired:</p> <p>Knowledge of: a) The most important historical events and phenomena of the Greek 19th and 20th centuries and their often conflicting interpretations, b) The most important historical continuities and discontinuities of modern and contemporary Greek political history.</p> <p>Skills: a) To discuss the various and different historiographical approaches of the past, b) To prepare papers related to all the previous ones.</p> <p>Abilities: a) To describe the most important social, cultural and political developments that shaped the history of modern Greece in the 19th and 20th centuries, b) To examine and analyze individual and collective action in its historical relevance, c) To produce arguments with which will explain the events and developments, their causes, their results and their long-term consequences, d) To understand the effects of the evolution of the Greek state on the administrative phenomenon.</p>
Competencies
<ul style="list-style-type: none"> <li>- Independent work</li> <li>- Work in an interdisciplinary environment</li> <li>- Respect for diversity and multiculturalism</li> <li>- Exercise criticism and self-criticism</li> <li>- Promotion of free, creative and inductive thinking</li> </ul>

### 118. COURSE TOPICS and SCHEDULE

<ol style="list-style-type: none"> <li>1. Pre-Revolutionary Institutions and Social Stratification of the Orthodox Millet in the Ottoman Empire</li> <li>2. The Greeks create their nation: Revolution of 1821, war events, social conflicts and Constitutions during the period of the struggle for independence</li> <li>3. The Greeks create their state: The Kapodistrian period (1827-1831) (the centralized model of administration of the governor I. Kapodistrias and the conflicts with the powerful local powers)</li> <li>4. The period of absolute monarchy (1833-1843): Institutions of the Greek kingdom during the period of the Regency and Otto</li> </ol>
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5. Constitutional monarchy (1843-1862): Factions, parties and M. Powers until the dethronement of Otto
6. Multipartyism and instability (1862-1882): the interventionist role of the crown
7. The tripartite modernization and the reform of the state (1882-1893)
8. The political system in crisis (1893-1909)
9. A. Venizelism – national division and doubling of Greece (1909-1924)  
B. Entrenchment and national reconstruction (1924-1936)
10. Metaxa Dictatorship – Greek-Italian war – occupation – civil war (1936-1949)
11. The post-war grid of power in the system of controlled democracy established after the end of the occupation and the civil war (1946-1967)
12. The dictatorship of the Colonels and the Cyprus issue (1967-1974)
13. Postcolonization: democratization and contradictions of the Third Hellenic Republic (1974-2010)

#### 119. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class										
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform										
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>Deeping Courses</td><td>30</td></tr> <tr> <td>Independent study</td><td>91</td></tr> <tr> <td><b><i>Total workload in hours</i></b></td><td><b>150</b></td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	39	Deeping Courses	30	Independent study	91	<b><i>Total workload in hours</i></b>	<b>150</b>
<i>Method</i>	<i>Semester workload</i>										
Lectures	39										
Deeping Courses	30										
Independent study	91										
<b><i>Total workload in hours</i></b>	<b>150</b>										
<b>STUDENT LEARNING ASSESMENT</b>	<ul style="list-style-type: none"> <li>- Language of Evaluation: greek</li> <li>Type of evaluation: Conclusive</li> <li>- Form of assessment: Essay Development questions (60% of the mark) - short answer questions (20%) - written work with public presentation (20%)</li> <li>- Evaluation criteria: Understanding of concepts and methods resulting from the adequacy and conceptual completeness of the answers</li> <li>- The criteria can be accessed in the rubric "Course information-Methods of assessment / examination" on the course website..</li> </ul>										

#### 120. TEXTBOOK and OPTIONAL READING

1. Dimitris P. Sotiropoulos, Phases and contradictions of the Greek state in the 20th century, 1910-2001, Estia ed., 2019.

##### INDICATIVE BIBLIOGRAPHY (in alphabetical order)

1. Th. Veremis, The army in Greek politics. From Independence to Democracy, Courier Publishing, Athens 2000
2. G. Voulgaris, Postcolonial Greece. Stable democracy marked by post-war history, 1974-1990, Foundation, Athens 2001
3. D. Close, The Greek Civil War, 1943-1950. Studies on polarization, Philistor, Athens 1997
4. St. Damianakos, From the villager to the farmer. The Greek rural society facing globalization, Exantas-EKKE, Athens 2002

5. G. Dertilis, Social transformation and military intervention, 1880-1909, Exantas, Athens 1985
6. G. Herring, The political parties in Greece, 1821-1936, volumes 2, M.I.E.T. 2004
7. E.J. Hobsbawm, The Age of Revolutions, 1789-1848, M.I.E.T., Athens 1992
8. E.J. Hobsbawm, The Age of Capital, 1848-1875, M.I.E.T., Athens 1994
9. E.J. Hobsbawm, The Age of Empires, 1875-1914, M.I.E.T., Athens 2000
10. E.J. Hobsbawm, The Age of Extremes, 1914-1991. The short twentieth century, Themelio, Athens 1997
11. G.Th. Mavrogordatos – Chr. Hatziosif (ed.), Venizelism and urban modernization, University Press of Crete, Heraklion 1992
12. V. Panagiotopoulos (ed.), History of New Hellenism, 1770-2000, volumes 10, Greek Letters, Athens 2003
13. J.P. Petropoulos, Politics and organization in the Greek kingdom (1833-1843), volumes 2, M.I.E.T., Athens 1986
14. N. Offenstadt (ed.), The words of the historian. Key concepts in the study of history, Kedros, Athens 2007
15. E. Skopetea, The "Model Kingdom" and the Great Idea. Aspects of the national problem in Greece (1830-1880), Polytypo publications, Athens 1988

# Quantitative Management Methods

## COURSE OUTLINE

SCHOOL	Administration		
ACADEMIC UNIT	Department of Business and Organization Administration		
LEVEL OF STUDIES	Undergraduate		
COURSE CODE	06.04ΔΕ	SEMESTER	6th
COURSE TITLE	Quantitative Management Methods		
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		2	
Laboratory Exercises		1	
Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).		3	6
COURSE TYPE <i>general background, special background, specialised general knowledge, skills development</i>	Special Background		
PREREQUISITE COURSES:	Statistics II		
LANGUAGE OF INSTRUCTION and EXAMINATIONS:	Greek		
IS THE COURSE OFFERED TO ERASMUS STUDENTS	No		
COURSE WEBSITE (URL)	<a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a>		

### 1. GENERAL

### 2. LEARNING OUTCOMES

<b>Learning Outcomes</b>  <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. Consult Appendix A</i> <ul style="list-style-type: none"> <li>• Description of the level of learning outcomes for each qualifications cycle, according to the Qualifications Framework of the European Higher Education Area</li> <li>• Descriptors for Levels 6, 7 &amp; 8 of the European Qualifications Framework for Lifelong Learning and Appendix B</li> <li>• Summary Guide for writing Learning Outcomes</li> </ul>
<p>Students should have the following skills after completing the course:</p> <p><b>Knowledge:</b> Understanding and describing the application of course concepts such as prediction models, single and multiple linear regression, nonlinear regression, accounting regression, and time series is required.</p>

<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>Others</i>
<i>Production of new research ideas</i>	
<ul style="list-style-type: none"> <li>•Search, analysis and synthesis of data and information, using the necessary technologies <ul style="list-style-type: none"> <li>• Work in an interdisciplinary environment</li> </ul> </li> <li>•Decision making</li> <li>•Promoting free, creative and inductive thinking</li> <li>•Autonomous Work</li> </ul>	
<p><b>Abilities:</b> To be able to distinguish the specific nature of the problem and use the proper methods and procedures of analysis, evaluation, and forecasting for business decision making, you must first understand the concepts.</p> <p><b>Skills:</b> Selection, combination, and use of relevant business forecasting approaches. Explain and defend the problem-solving strategy.</p>	
<p><b>General Competences</b></p> <p><i>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></p>	

### 3. COURSE CONTENT

The course extends and specializes the general knowledge gained in Statistics I and II by focusing on the principles of estimate and forecasting. Introduces students to statistical forecasting models, providing them with the theoretical and practical skills they need to comprehend and apply forecasting and estimation methods in a variety of domains, with a focus on management and economics.

The course is divided into 13 sections.

Section Title	Bibliography	Link
14. Introduction to concepts related to business estimates and forecasts Lab: Introduction to the use of SPSS	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a>
15. Introduction to quantitative business estimation and forecasting methods. Methods for examining the relationship between two or more variables in a business problem. Lab: Introduction to the use of SPSS	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a>
16. Simple linear regression and correlation. Interpretation of results (importance of factors) Laboratory: Simple linear regression using EXCEL and SPSS	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a>
17. Simple linear regression and correlation. Interpretation of variability - Prediction Laboratory: Simple linear regression using EXCEL and SPSS	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a>
18. Multiple linear regression. Interpretation of results. Laboratory: Multiple linear regression using SPSS	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a>

<p>19. Multiple linear regression. Model comparison. Variable selection methods. Multiple regression diagnostics. Goodness of the model's fit and selection of a more appropriate statistical model.</p> <p>Laboratory: Multiple linear regression using SPSS</p>	<p>See section 4 (Recommended bibliography)</p>	<p><a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a></p>
<p>20. Introduction to nonlinear prediction models.</p> <p>Laboratory: Nonlinear models using EXCEL and SPSS</p>	<p>See section 4 (Recommended bibliography)</p>	<p><a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a></p>
<p>21. Introduction to accounting regression</p> <p>Laboratory: Accounting regression using SPSS</p>	<p>See section 4 (Recommended bibliography)</p>	<p><a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a></p>
<p>22. Interpretation of accounting regression results</p> <p>Laboratory: Accounting regression using SPSS</p>	<p>See section 4 (Recommended bibliography)</p>	<p><a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a></p>
<p>23. Conducting mid-term evaluation in the theoretical and laboratory part of the course</p>	<p>See section 4 (Recommended bibliography)</p>	<p><a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a></p>
<p>24. Introduction to time series (introductory concepts, time series components)</p> <p>Laboratory: presentation of time series using EXCEL and SPSS</p>	<p>See section 4 (Recommended bibliography)</p>	<p><a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a></p>
<p>25. Introduction to time series (trend determination, time series smoothing, forecasting)</p> <p>Laboratory: Time series analysis using EXCEL and SPSS</p>	<p>See section 4 (Recommended bibliography)</p>	<p><a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a></p>

26. Introduction to time series (association, autocorrelation) Laboratory: Time series analysis using EXCEL and SPSS	See section 4 (Recommended bibliography)	<a href="https://eclass.uop.gr/courses/1877/">https://eclass.uop.gr/courses/1877/</a>
The numbering corresponds to the week of the course.		

#### 4. TEACHING AND LEARNING METHODS –EVALUATION

DELIVERY <i>Face-to-face, Distance learning, etc.</i>	i. Face-to-face lectures ii. Face to face - Solving tutorial exercises	
USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY  <i>Use of ICT in teaching, laboratory education, communication with students</i>	Use of ICT in teaching, as follows::  - Computer-based laboratory exercises (excel, SPSS)  - Support for the Learning process and communication with students through the electronic platform e-class	
TEACHING METHODS <i>The manner and methods of teaching are described in detail.</i>  <i>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>  <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>		
	Lectures	26
	Tutoring – Classroom exercises	13
	Independent Exercise Solution	39
	Independent Study	72
	Course total	150

<p>STUDENT PERFORMANCE EVALUATION</p> <p><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 the theoretical part will be carried out in the Greek language in three distinct ways:</p> <ol style="list-style-type: none"> <li>1. A mid-term assessment in the 7th or 8th week (20 %).</li> <li>2. Individual tasks (10%) that will be graded in the following manner: Ability to solve problems and give a public presentation</li> <li>3. A written final exam (70%) that covers the following topics: <ul style="list-style-type: none"> <li>- Multiple choice questions</li> <li>- Comparative analysis of theoretical aspects</li> <li>- Problem-solving skills</li> </ul> </li> </ol>
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## 5. RECOMMENDED BIBLIOGRAPHY

<ol style="list-style-type: none"> <li>1. Jarrett J., Μέθοδοι Προβλέψεων Για Οικονομικές - Επιχειρηματικές Αποφάσεις, Εκδόσεις: Gutenberg, 2002</li> <li>2. Stock J., Watson M., Εισαγωγή στην Οικονομετρία, Εκδόσεις: Gutenberg, 2017</li> <li>3. Αγιακλογλου Χ., Οικονόμου Γ. Μέθοδοι Προβλέψεων και Ανάλυσης Αποφάσεων, Εκδόσεις Μπένου, 2004</li> <li>4. Χαλικίας Ι., Στατιστική - Μέθοδοι ανάλυσης για επιχειρηματικές αποφάσεις (4η έκδοση). Εκδόσεις ROSILI, 2017</li> <li>5. Πετρόπουλος Φ., Βασίλειος Ασημακόπουλος ,Επιχειρησιακές Προβλέψεις , εκδόσεις ΣΥΜΜΕΤΡΙΑ ,2011</li> </ol>
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## ADMINISTRATIVE ACCOUNTING-COSTING

### COURSE SYLLABUS

#### 121. OVERVIEW

111. OVERVIEW			
SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSINESS AND ORGANIZATION ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	03.04K	SEMESTER	6o
COURSE TITLE:	ADMINISTRATIVE ACCOUNTING-COSTING		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
Lectures	3		6
COURSE TYPE:	Scientific area		
COURSE PREREQUISITES:	GENERAL PRINCIPLES OF ACCOUNTING		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	No		
COURSE WEB PAGE (URL)			

#### 122. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>Management accounting involves the identification, collection and analysis of an organisation's financial data in order to support decisions that allow the rational use of its resources. The purpose of this course is to introduce the principles and methods of management accounting and the use of accounting information to make business decisions and exercise management and control. Upon successful completion of the course, the student will acquire the following knowledge, skills and competencies:</p> <p>Knowledge: He/she is able to explain (a) the principles of Costing; (b) current costing practices for determining the best price, proper evaluation of business performance and ultimately making sound business decisions.</p> <p>Skills: Be able to (a) make the necessary accounting entries to determine the operating result and the result of operations, and all stages of the accounting cycle; (b) prepare management reports for business decision making.</p> <p>Competencies: Is able to analyse the accounting treatment of (a) fixed assets, (b) the (b) depreciation; (c) inventories.</p>
Competencies
<p>Decision-making</p> <p>Autonomous Work</p> <p>Promoting free, creative and deductive thinking</p>

#### 123. COURSE TOPICS and SCHEDULE

The course is developed in 13 units, in corresponding lectures:
1. The Role of Management Accounting
2. 1: Costing of Individualized Production
3. Costing Systems: the Costing Process
4. Value Analysis Systems: Activity Based Costing and Lean Accounting
5. Cost - Volume - Profit Analysis
6. The Budgeting Process
7. Elastic Budgets and Performance Analysis
8. Standard Costing and Variance Analysis
9. Short-term decision analysis
10. Capital Investment Analysis
11. Pricing Decisions, Including Cost Objectives and Transfer Pricing
12. Quality Management and Measurement
13. Investment Accounting

#### 124. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform

<b>METHODS OF INSTRUCTION</b>		
	<b><i>Method</i></b>	<b><i>Semester workload</i></b>
	Lectures	39
	Writing work	20
	Independent study	91
	<b><i>Total workload in hours</i></b>	150
<b>STUDENT LEARNING ASSESMENT</b>	Language of Evaluation: greek Evaluation method. (a) Written progress (30%) (b) Written work (10%) (c) Written final examination (60%) Including: Short answer questions Solving problems related to illustration of financial transactions of a business	

#### 125. TEXTBOOK and OPTIONAL READING

1. Needles Belverd, Powers Marian, Crosson Susan (2019), Management Accounting, BROKEN HILL PUBLISHERS LTD. Book Code in Eudoxos: 68373075
2. Datar Srikant M., Rajan Madhav V. (2019), Horngren's Cost Accounting-Management Approach, Broken Hill Publishers Ltd.

## INTRODUCTION TO DECISION THEORY

### COURSE SYLLABUS

#### 126. OVERVIEW

SCHOOL:		MANAGEMENT	
DEPARTMENT:		BUSINESS AND ORGANIZATION ADMINISTRATION	
COURSE LEVEL:		Undergraduate	
COURSE CODE:	06.06E	SEMESTER	6o
COURSE TITLE:		INTRODUCTION TO DECISION THEORY	
TEACHING METHODS:		TEACHING HOURS (WEEKLY)	ECTS CREDITS
Lectures	2	6	
Tutorial	1		
COURSE TYPE:		Special Background	
COURSE PREREQUISITES:		None	
TEACHING LANGUAGE:		Greek	
THE COURSE IS OFFERED TO ERASMUS STUDENTS:		Yes ((English language - after consultation with the teacher)	
COURSE WEB PAGE (URL)		<a href="https://eclass.uop.gr/">https://eclass.uop.gr/</a>	

#### 127. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>After successful completion of the course, students are expected to have:</p> <p>Knowledge: The main purpose of the course is to produce knowledge and promote creativity and well-documented choices and decision-making.</p> <p>Skills: The course material will help them deal more effectively with complex issues and sharpen their everyday decision-making skills.</p> <p>Abilities: evaluate alternatives when goals conflict, make business decisions when faced with significant uncertainty about the future, evaluate the uncertainty associated with a future event, make decisions about seeking new information relevant to making decisions, to be able to obtain better information, to redistribute limited resources for greater efficiency.</p>
<b>Competencies</b>
<p>The course aims to:</p> <p>Search, analysis and synthesis of data and information, using the necessary technologies.</p> <p>Decision making</p> <p>Autonomous work</p> <p>Teamwork</p> <p>Promotion of free, creative and inductive thinking</p>

#### 128. COURSE TOPICS and SCHEDULE

<p>Course content:</p> <ol style="list-style-type: none"> <li>1 Introduction</li> <li>2. Decisions in multi-objective problems</li> <li>3. Introduction to the concept of probability in decision theory</li> <li>4. Making decisions under conditions of uncertainty</li> <li>5. Decision trees &amp; influence diagrams</li> <li>6. Application of simulation to decision-making problems</li> <li>7. Heuristic methods and biases in probability estimation</li> <li>8. Probability extraction methods</li> <li>9. Risk and uncertainty management</li> <li>10. Resource allocation and negotiation problems</li> <li>11. Scenario planning: an alternative way of dealing with uncertainty</li> </ol>
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12. Combining scenario planning and decision analysis  
13. Alternative ways of making decisions - decision support systems

### 129. TEACHING AND LEARNING METHODS - ASSESMENT

1.1.1. TEACHING AND LEARNING METHODS - ASSESSMENT		
TEACHING METHOD	- Face-to-face lectures - Face to face - Solving tutorial exercises Post material for further study and solving exercises on the e-class platform	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Support for the learning process through the e-class platform	
METHODS OF INSTRUCTION		
	<i>Method</i>	<i>Semester workload</i>
	Lectures	26
	Tutorial and exercises in class	13
	Independent solution exercises Independent study	39 72
	<i>Total workload in hours</i>	150
STUDENT LEARNING ASSESMENT	The evaluation will be conducted in the Greek language in three distinct ways: Written final exam including: - Multiple choice questions - Comparative evaluation of theory elements - Problem solving	

### 130. TEXTBOOK and OPTIONAL READING

1. Martin Peterson, An Introduction to Decision Theory, ISBN: 978-1316606209, Cambridge University Press, 2nd edition (April 4, 2017).
2. G. Parmigiani and L. Inoue, Decision Theory: Principles and Approaches, ISBN: 978-0471496571, Wiley, 1st edition (May 12, 2009).
3. Mykel J. Kochenderfer, Decision Making Under Uncertainty: Theory and Application, ISBN : 978-0262029254 The MIT Press, Illustrated edition (July 17, 2015).
4. John Pratt, Howard Raiffa, Robert Schlaifer, Introduction to Statistical Decision Theory, ISBN: 978-0262662062, The MIT Press (January 25, 2008).
5. Herman Chernoff and Lincoln E. Moses, Elementary Decision Theory, ISBN: 978-0486652184, Dover Publications, Revised edition (January 1, 1986).

## INFORMATICS IN HEALTH

### COURSE SYLLABUS

#### 131. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	06.07E	<b>SEMESTER</b>	6o
<b>COURSE TITLE:</b>	INFORMATICS IN HEALTH		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>	Skills development		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/courses/BOA115/">https://eclass.uop.gr/courses/BOA115/</a>		

#### 132. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The last three decades have witnessed a rapid development and penetration of Hospital Information Systems worldwide. This progress is a consequence of the fact that in the healthcare sector there is a huge need to automate the management of the increased amount of information generated. In addition, the use of computers increases the efficiency and productivity of health professionals. In this context, upon completion of the course, students will:</p> <ul style="list-style-type: none"> <li>- have an in-depth knowledge of the versions of the modern patient record</li> <li>- Have an in-depth understanding of the methods of maintaining the Privacy and Security of Health Information</li> <li>- Deepen their understanding of the specific characteristics of the most prevalent communication networks in the healthcare sector, and will have studied the features and capabilities of Health Information Systems.</li> <li>- have gained a deep knowledge of Health Information System interoperability and the protocols that support it.</li> </ul> <p>Upon successful completion of the course, students will possess the following Knowledge, Skills and Competencies:</p> <p><b>Knowledge:</b> to design the structure of Health and Welfare Information and Communication Technologies (HCIT) at different levels of the administrative hierarchy. Identify the Health IT tools that are appropriate to support the Health and Welfare units. Explain the operation of decision making and experienced information systems in the Health and Welfare sector. Apply classification, coding and security systems to Health Information Systems. To implement and organize the administrative content of an Electronic Health Record at different levels of care and in Telemedicine</p> <p><b>Skills:</b> To evaluate from an administrative perspective the level of integration of a Hospital Information System. To propose cost-effective and technologically efficient solutions in the field of Health and Welfare.</p> <p><b>Competencies:</b> To evaluate the procedures for managing, and protecting the digital equipment of Health Care facilities. To support the interoperability services of the information systems of the health units. To draw up and clearly present studies on the implementation of ICT solutions in the health sector.</p>
Competencies
<p><b>Autonomous Work</b></p> <ul style="list-style-type: none"> <li>- Group work</li> </ul>

- Search, analysis and synthesis of data and information, using the necessary technologies
- Decision-making
- Working in an interdisciplinary environment

### 133. COURSE TOPICS and SCHEDULE

#### THEORETICAL PART

1. Basic Concepts of Health Informatics (Evolutionary Periods and Applications of Health Informatics)
2. Basic Categories - Coding and Classification of Health Data (Classification and Coding Systems, Databases in the Health Sector, Technical Standards in Health Informatics)
3. Data Management and Health Information
4. Electronic Patient Record (Modern versions of the patient medical record (EHR, CPR, EMR))
5. Privacy and Security of Health Information (Ethics Rules, Documentation in Medicine, Methods/Results Evaluation, Quality Assurance, )
6. Health Data Networks (Mobile and Personal Networks, Sensor Networks, Cloud Technology)
7. Health Information Systems (Structure and Architecture of Health Information Systems, Development Methodologies)
8. Classification of Health Information Systems (Hospital HIS, Clinical HIS, Nursing HIS, Diagnostic Center HIS, Laboratory HIS, Dental HIS, Technical standards in HIS, American Nurses Association standards, Health Information Systems in Greece (Asclepius, Polyclinic of Olympic Village, Health, Delos in Syzygy, HIS of the Regional Health Authority of Central Greece in Syzygy))
9. Interoperability of Health Information Systems (HL7 standard, SNOMED, DICOM etc.)
10. decision support systems (Intelligent Clinical Decision Support Systems, Medical Language Processing, Knowledge Management - knowledge technology)
11. Public Health Informatics ( e-Prescribing, e-Procurement, e-Learning in Health)
12. Modern technologies and developments ( Biomedical signal and image analysis, Robotics, Virtual reality, Telemedicine applications)
13. Health Technology Management ( Health and Medical Technology Assessment, Health Research Methods using Information Technology tools,

#### IN-DEPTH COURSES

In the immersion courses, students practice theory and implement exercises to familiarise themselves with the subject matter, which involves the analysis and modelling of data and health information systems.

Through the immersion courses, students will acquire the necessary knowledge and experience to be able to:

- Apply methodologies and good practices relevant to the subject matter of the course
- Analyse and evaluate case studies
- Understand the process required to achieve interoperability between Health Information Systems at the level of:
  - o Network
  - o Application
  - o Data coding

### 134. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform	
<b>METHODS OF INSTRUCTION</b>		
	<b>Method</b>	<b>Semester workload</b>
	Lectures	39
	Writing work	20
	Independent study	91

	<b><i>Total workload in hours</i></b>	150
<b>STUDENT LEARNING ASSESMENT</b>	Language of Evaluation: greek Evaluation method. Written final examination. Including: Short answer questions	

### **135. TEXTBOOK and OPTIONAL READING**

1. Informatics in Medicine-eHealth-Basic Principles and Applications, Venot Alain, Burgun Anita, Quantin Catherine
2. ADVANCED INFORMATION SYSTEMS AND SERVICES IN THE HEALTH CARE AREA, LAZAKIDOU ATHENA Details
3. The Contribution of Information Technology in Health, Dimitris C. Dimitrios Kapopoulos Details
4. Digital Health & Modern Technologies in Health Promotion, Ioannis Koubouros Details

## LAW ON INTERNATIONAL RELATIONS AND INTERNATIONAL ORGANISATIONS

### COURSE SYLLABUS

#### 136. OVERVIEW

156. OVERVIEW

SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSINESS AND ORGANIZATION ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	06.08 E	SEMESTER	6o
COURSE TITLE:	LAW ON INTERNATIONAL RELATIONS AND INTERNATIONAL ORGANISATIONS		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
Lectures	3		6
COURSE TYPE:	General Knowledge Specialisation		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	No		
COURSE WEB PAGE (URL)	<a href="https://eclass.uop.gr/courses/2552/">https://eclass.uop.gr/courses/2552/</a>		

#### 137. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>Knowledge: Upon completion of the course, students: a) have a thorough understanding of the historical reasons for the formation of the modern international community and the basic rules of its organization and functioning. b) have a thorough understanding of the institutional organization and functioning of universal and regional international organizations, NGOs and multinational corporations.</p> <p>Skills: Students have developed the skills for further acquisition of knowledge necessary to progress to graduate-level studies requiring a high degree of independent study and research, particularly in international law and international politics.</p> <p>Competences: a) Acquisition of knowledge and ability to resolve international disputes; b) Application of knowledge in practice and ability to understand the subject matter; c) Familiarity with case law trends, examination and commentary of judicial decisions and resolution of practical issues. Students are able to interpret relevant legislation; d) Familiarity with the basic principles of the subject and ability to interpret relevant rules; e) Provision of sound information on the issues of the subject and ability to present solutions to practical problems of a legal nature.</p>
Competencies
<ul style="list-style-type: none"> <li>- Putting knowledge into practice</li> <li>- Search, analysis and synthesis of data and information, using the necessary technologies</li> <li>- Adaptation to new situations</li> <li>- Working in an international environment</li> <li>- Working in an interdisciplinary environment</li> <li>- Generating new research ideas</li> <li>- Project planning and management</li> <li>- Respect for diversity and multiculturalism</li> <li>- Respect for the natural environment</li> <li>- Demonstrate social, professional and ethical responsibility and gender sensitivity</li> <li>- Exercise of criticism and self-criticism</li> <li>- Promotion of free, creative and deductive thinking</li> </ul>

#### 138. COURSE TOPICS and SCHEDULE

Short Course Description:



Introductory concepts. Sources of Law. Sources of Law. Sources of Law. International Organizations (Foundation, Structure and Function, Categories, main IOs, International Responsibility). Persons as subjects of international law (international protection of IHL and international criminal liability, NGOs, multinational enterprises). International dispute resolution.

The course is divided into 13 modules.

1. The International Community and its Law
2. The sources of the Law of International Relations
3. The State (1).
4. The State (2).
5. The State (3): Legal personality and international responsibility
6. International Organizations (1): the foundation
7. International Organizations (2): organization and functioning
8. International organisations (3): the main organisations I
9. International Organisations (4): Main Organisations II
10. International organisations (5): Main organisations III
11. The place of persons in the international community
12. The status of the international community (1)
13. International dispute settlement (2)

### 139. TEACHING AND LEARNING METHODS - ASSESMENT

TEACHING METHOD			- Lectures in class
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES			Support for the learning process through the e-class platform consolidation exercises
METHODS OF INSTRUCTION			
	Method		Semester workload
	Lectures		39
	Practices exercises		34
	Study for exams exams		75 2
	Total workload in hours		150
STUDENT LEARNING ASSESMENT	<ul style="list-style-type: none"><li>- Written Examination with Multiple-choice Questions (Formative, Summative)</li><li>- Written test with extended and/or short-answer questions (Inclusive)</li><li>- Written test with Problem Solving (Inclusive)</li><li>* Intermediate written examination (progress) in part of the material, which is taken into account (25%) if the final grade is at least five (5).</li></ul>		

### 140. TEXTBOOK and OPTIONAL READING

1. Antonopoulos (K.), Magliveras (K.) (Eds.), THE LAW OF INTERNATIONAL SOCIETY, Nomiki Bibliothiki
2. Bredomas (A.), Kyriakopoulos (G.), THE LAW OF INTERNATIONAL ORGANIZATIONS, Nomiki Bibliothiki
3. P. Naskou-Perraki (P.), Antonopoulos (K.), Sarigianidis (M.H.), INTERNATIONAL ORGANISATIONS, Sakkoulas S.A.
4. Panagou (V.), Tsountas (K.), INTERGOVERNMENTAL AND INTERNATIONAL COOPERATION, Papazisis

5. E. Roukounas (E.), PUBLIC INTERNATIONAL LAW, Legal Library

## SOCIAL SECURITY

### COURSE SYLLABUS

#### 141. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	06.09E	<b>SEMESTER</b>	6o
<b>COURSE TITLE:</b>	<b>SOCIAL SECURITY</b>		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures and Advanced Courses	3		6
<b>COURSE TYPE:</b>	Scientific Area		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No		
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/courses/1718/">https://eclass.uop.gr/courses/1718/</a>		

#### 142. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The course aims, on the one hand, to present the basic theoretical concepts related to social security and its application in modern industrial societies and, on the other hand, to connect these concepts with the contemporary reality in the European Union and Greece. In particular, through attending the course, students acquire:</p> <p>Knowledge: about a) the historical development of the institution during the 19th and especially the 20th century in industrialized countries, b) the connection of Social Security with the welfare state and its role within it, c) its current problems and their effects on the wider economic and social system.</p> <p>Skills: Students will be able to make satisfactory use of the relevant literature and update their knowledge around issues that are particularly volatile, such as Social Security, labor relations and the modern role of the state in exercising social policy. Also, to connect Social Security with modern day problems, such as the demographic factor and its funding sources. Finally, to refer to the general principles governing Private Insurance and its connection with the market economy.</p> <p>Competencies: Upon completion of the course, students will be able to connect Social Security policies to today's structural problems, such as rising health care costs, rising retirement costs, and rising unemployment and underemployment.</p>
Competencies
<p>Search, analyze and synthesize data and information, using and necessary technologies in social security issues such as the labor market, demographic developments and the financing of social policy.</p> <p>Possibilities of autonomous and/or group work on topics such as those mentioned above.</p> <p>Promotion of free, creative and inductive thinking.</p>

#### 143. COURSE TOPICS and SCHEDULE

<ol style="list-style-type: none"><li>1. The historical and theoretical framework of social security. Forms and means of implementation of social security</li><li>2. Social security systems. Alternative sources of social security income</li><li>3. The effects of social security on the labor market</li><li>4. The experience of the insurance systems of North American and Scandinavian countries</li><li>5. Insurance protection in the countries of the European Union and the possibilities of convergence of the insurance systems of these countries</li></ol>
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6. The provision of work in the context of the crisis of the welfare state and its connection with social security
  7. Demographic and other factors contributing to the social security crisis
  8. The modern European reflection on the financing of Social Security
  9. The role of Private Insurance
  10. Historical evolution, development and complexity of social security organizations in Greece. The conditions of the insurance coverage and the insurance contributions. The branches of insurance benefits
  11. The financing and financial management of insurance organizations in Greece. The main and the auxiliary insurance
  12. Workers' insurance and unemployment insurance in Greece
  13. Demographic developments and actuarial studies in Greece
- In the context of the above lectures, some relevant case studies are also examined, such as:
- I. Access to secondary data sources. Use of electronic databases on social security and politics.
  - II. Search - bibliography coding.
  - III. Presentation, analysis and commentary of selected scientific articles.
  - IV. Processing and analysis of primary data (quantitative data, laws, other primary material) on broader issues of social security in our country and Europe.

#### 144. TEACHING AND LEARNING METHODS - ASSESMENT

14. TEACHING AND LEARNING METHODS – ASSESSMENT		
TEACHING METHOD	- Lectures in class	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Support for the learning process through the e-class platform. Use of T.P.E. in teaching	
METHODS OF INSTRUCTION		
	Method	Semester workload
	Lectures	26
	Case studies	13
	Independent Study for the progress exam	40
	Study for exam preparation	71
	Total workload in hours	150
STUDENT LEARNING ASSESMENT	I. Elaboration and Presentation of Individual Work, which contributes 25% to the final grade of the course II. Written final exam, which contributes 75% to the final grade of the course.	

#### 145. TEXTBOOK and OPTIONAL READING

1. ATHANASIOU, L., The social security system and the development process in Greece: Interactions, Reports 39, KEPE, Athens 2002
2. BALDWIN, S., FALKINNGHAM J. (eds.), Social Security and Social Change, Harvester Wheatsheaf, London 1994
3. CLASEN, J., Social Insurance in Europe, The Policy Press, Bristol 1997
4. HUTEAU, G., LE BONT, E., Sécurité sociale et politiques sociales, Masson, Paris 1994
5. KONTIADIS, X. and AMITSIS, G., The legal framework of the social security system, Sakkoulas, Athens 2001
6. KREMALIS, K., International and European Social Security Law, Sakkoulas, Athens 1996

7. KYRIOPOULOS, G., LIAROPOULOS, L., BOURSANIDIS, X. and OIKONOMOU, X., Health insurance in Greece, Foundation, Athens 2001
8. PETROULAS, P., ROMPOLIS, S., XYDEAS, E., CHLETOS, M., Social Security in Greece: The case of IKA, Studies No. 4, INE-GSEE, Athens 1993
9. ROMPOLIS, S., Social Security: the permanent crisis and the prospects, Observer, Thessaloniki 1990
10. ROMPOLIS, S., ROMANIAS, G. and MARGIOS, V., Actuarial study of the social security system in Greece, GSEE/INE, Athens 2001
11. SKOUTELIS, G., Social Insurance: Development and crisis, Center for Social Sciences of Health, Athens 1990
12. SOLOMOS, Gr, Social security in transition, Livanis, Athens 1999
13. SYKES, R. and ALCOCK, P., Developments in European Social Policy: Convergence and Diversity, The Policy Press, Bristol 1998
14. TINIOS, P., Development with solidarity: A framework for the pensions of the new century, Papazisis, Athens 2003
15. TINIOS, P., Society, Economy, Pensions: A Hidden Treasure?, Papazisis, Athens 2001

## LOCAL GOVERNMENT AND PUBLIC POLICIES

### COURSE SYLLABUS

#### 11. OVERVIEW

<b>SCHOOL:</b>		MANAGEMENT	
<b>DEPARTMENT:</b>		BUSINESS AND ORGANIZATION ADMINISTRATION	
<b>COURSE LEVEL:</b>		Undergraduate	
<b>COURSE CODE:</b>	06.03 DO	<b>SEMESTER</b>	6
<b>COURSE TITLE:</b>		LOCAL GOVERNMENT AND PUBLIC POLICIES	
<b>TEACHING METHODS:</b>	<b>T</b>		<b>ECTS CREDITS</b>
Lectures	3		6
<b>COURSE TYPE:</b>		Scientific Area	
<b>COURSE PREREQUISITES:</b>		None	
<b>TEACHING LANGUAGE:</b>		Greek	
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>		No	
<b>COURSE WEB PAGE (URL)</b>		<a href="https://eclass.uop.gr/">https://eclass.uop.gr/</a>	

#### 12. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>Upon successful completion of the course, students will possess the following Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> <li>• <b>Knowledge:</b> To recognize the degree of intervention of the institution of local self-government in the organization of the state. To determine the characteristics and objectives of local government. To distinguish the essential differences in the relations between the state and local government.</li> <li>• <b>Skills:</b> To evaluate the position of local self-government in European integration. To examine alternative methods of implementing public policies at the local level by the public authority closest to the citizen.</li> <li>• <b>Abilities:</b> To design and implement local authority promotion systems. To plan how to distribute local and general affairs between levels of administration, To reorganize and strengthen with targeted actions - policies the way citizens participate in the administration of local affairs.</li> </ul>
Competencies
<p>Application of acquired knowledge  Decision making  Group and autonomous work  Work in an international and interdisciplinary environment  Generating new research ideas  Promotion of free, creative and inductive thinking</p>
13. COURSE TOPICS and SCHEDULE
<p>The course aims to provide students with an understanding of the local government system as an administrative and political institution. Local government, an institution guaranteed by the Constitution, guides local politics through its elected members (by universal, direct and secret elections) and at the same time manages its affairs with its own staff and budget. Its powers correspond to those of the central government. however, local government</p>

administers its powers in a manner that differs from that of the state. The right to representation of citizens before the decisive administrative bodies of municipalities and regions, their participation - even under conditions - in the meetings and participatory administration institutions are factors that differentiate the local government from the central government. At the same time, the responsibility of local government, which is assigned by the central government, connects citizens and the state, the terms and conditions under which this relationship is connected, makes local government the level of administration that promotes the interests of citizens in local level, but also in the environment of the European Union.

1. The administrative and political dimension of the institution of local self-government. The Constitutional guarantee.
2. The Charter of local autonomy
3. Local Self-Government and Decentralization
4. The concept of local case
5. Representative local democracy - Eminence of local Authorities - Electoral system.
6. System of municipal and regional government.
7. Organization of local government services.
8. Alternative forms of administration of municipal and regional affairs.
9. Participatory institutions in local self-government - Local Democracy.
10. Local and Regional Ombudsman-Relationship with the Independent Administrative Authorities.
11. Statutory position of electors.
12. Relationship between central administration and local administration - administrative supervision.
13. The implementation of European policies in local self-government.

#### 14. TEACHING AND LEARNING METHODS - ASSESMENT

TEACHING AND LEARNING METHODS ASSESSMENT		
TEACHING METHOD	Lectures in class	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	The teaching and learning process is supported by the electronic platform of e-class	
METHODS OF INSTRUCTION		
	Method	Semesterworkload
	Lectures	(13X3) 39
	Short paper	(1X20) 29
	Shelf-study	(13X7) 82
	Totalworkload in hours	150
STUDENT LEARNING ASSESMENT	Language of Assessment: Greek	
	Method of Assessment: (a) Short paper (30%) (b) Term exam (70%) that includes: - Multiple choice questions - Short answer questions - Problem-solving in public policies	

#### 15. TEXTBOOK and OPTIONAL READING

1. M. Kotea (1997) "Local governance and urbanization"

2. T. Kostopoulou (European Union and local self-government
3. A. Makridimitri (2000) Decentralization and self-government
4. A. Makridimitri-M-H Pravita, (2013), Public Administration"
5. C. Babounis (2008), "Aspects of local self-government in the Greek state"
6. G. Papadimitriou (1993) Local self-government in modern democracy
7. Cultural Society of Crete (2010) "State, democracy and self-government"
8. G. Sotirellis, (2008), "The reform of local self-government"
9. J. Stewart (2006) 'The Modernization of Local Government'
10. M. Tomaras (1999), "The Greek Local Government"
11. P. Fanarioti, Public administration, decentralization and self-administration
12. N-K Chlepa (1994) "The Multilevel Self-Government"
13. N-K Hlepa, (2005), "The Mayor"
14. Ch. Chrysanthaki (2010) Kallikratis: The new law for self-government and decentralized administration



## SUPPLY CHAIN MANAGEMENT

### COURSE SYLLABUS

#### 146. OVERVIEW

SCHOOL:		MANAGEMENT	
DEPARTMENT:		BUSINESS AND ORGANIZATION ADMINISTRATION	
COURSE LEVEL:		Undergraduate	
COURSE CODE:		07.01 DE	SEMESTER7o
COURSE TITLE:		SUPPLY CHAIN MANAGEMENT	
TEACHING METHODS:		TEACHING HOURS (WEEKLY)	ECTS CREDITS
Lectures		3	6
COURSE TYPE:		Special Infrastructure	
COURSE PREREQUISITES:		None	
TEACHING LANGUAGE:		Greek	
THE COURSE IS OFFERED TO ERASMUS STUDENTS:		No	
COURSE WEB PAGE (URL)			

#### 147. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>The course aims to provide students with an understanding of concepts related to the design, planning and operation of the supply chain in companies and organizations and the introduction and evaluation of new technologies in supply chain management. Emphasis is placed on current approaches to optimizing decision making in the issues of a firm's logistics management processes, inventory management and freight transportation.</p> <p>Upon completion of the course, students will possess:</p> <p>Knowledge: identify and describe objectives whose achievement will lead to decision making that optimizes these operations. To compare strategies - methods that determine supply chain operations. Identify and select possible areas of logistics that could be improved. Describe these points and propose appropriate business functions.</p> <p>Competences: Synthesize and formulate strategies and models and relate them to fundamental business decisions strategies and models that will lead to decisions that improve the supply chain. Interpret the reasons why making specific business decisions improves overall business operations. Evaluate the efficiency of supply chain processes.</p> <p>Skills: Evaluate comparative strategies and models, with associated decisions and the degree to which they improve business functions. To propose changes in the event of a change in existing conditions. To modify the strategies implemented when required. To arrive at an informed and rapid decision leading to the achievement of their objectives</p>
<b>Competencies</b>
<p>A graduate who has successfully completed the course will, in addition to the general and specific competences acquired, could:</p> <ul style="list-style-type: none"> <li>- search, analyze and synthesize data and information using the necessary technologies</li> <li>- make decisions either independently or through teamwork</li> <li>- planning and managing projects</li> <li>- promoting free, creative and deductive thinking</li> </ul>

#### 148. COURSE TOPICS and SCHEDULE

<p>Basic concepts and functions of the logistics system,</p> <ul style="list-style-type: none"> <li>- Logistics management in the wider service sector,</li> <li>- The phases of logistics management implementation: strategy, planning, design, operation, evaluation. Factors influencing the development of EA and DMS for gaining competitive advantage,</li> <li>- Modern information technologies for ERP, Summary of technologies (main features, capabilities, main suppliers in the global market). Logistics management in an e-commerce environment,</li> </ul>
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- Product/service characteristics and supply chain organization and planning requirements,
- Design of the supply chain network and location of warehouses and distribution centers,
- Order taking and customer management systems, distribution channels
- Supply and storage functions
- Inventory control & techniques for forecasting future demand/sales
- Physical distribution of products: product transport and distribution processes
- Outsourcing of logistics functions,
- Evaluation of logistics systems,
- Case studies from Greece and abroad

#### 149. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Use of ICT (power point), use of the internet in case studies, e-class communication with students in person and by e-mail.	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	39
	Immersion exercises focusing on case studies	81
	Independent study	105
	<b>Total workload in hours</b>	225
<b>STUDENT LEARNING ASSESMENT</b>	A written final examination including: <ul style="list-style-type: none"> <li>- Multiple-choice questions (40%)</li> <li>- Topic development (20%)</li> <li>- Exercise solution (40%)</li> </ul>	

#### 150. TEXTBOOK and OPTIONAL READING

Suggested Bibliography :

Vidalis, M. (2009), Logistics. Klidarithmos .

Maniatis, P., (2018), Supply chain management, from theory to practice, DA VINCI M.E.P.E., Athens, Greece.

(2021), Marketing and Supply Chain Management - Systemic Approach, BROKEN HILL PUBLISHERS LTD, Athens, Greece.

Bowersox, D.J., Closs, M., Bixby C., Bowersox, J.C., (2013), Supply Chain Logistics Management, 4th Edition, McGraw-Hill.

Christopher M., (2017), Logistics and supply chain management, ed. Christopher S.A., Athens, Greece.

Zeimpekis, V., Tarantilis, C.D., Giaglis, G.M., Minis, I., (2007), Dynamic Fleet Management: Concepts, Systems, Algorithms and Case Studies, Operations Research/ Computer Science Interfaces Series, Springer, New York, US

Jonsson, P., (2008), Logistics and Supply Chain Management, McGraw-Hill

Minis, I., Zeimpekis, V., Dounias, G., Ampazis, N., (2011), Supply Chain Optimization, Design and Management: Advances and Intelligent Methods, IGI Global Publishing, NY.

Simchi-Levi, D., Kaminsky P., Simchi-Levi, E., (2008), Designing and Managing the Supply Chain: Concepts, Strategies, and Case Studies, 3rd International Edition, McGraw-Hill

## PUBLIC ADMINISTRATION II (METHODS AND PROCEDURES OF ADMINISTRATIVE PROGRAMMING)

### COURSE SYLLABUS

#### 151. OVERVIEW

191. OVERVIEW

SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSINESS AND ORGANIZATION ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	07.01DO	SEMESTER	7o
COURSE TITLE:	PUBLIC ADMINISTRATION II (METHODS AND PROCEDURES OF ADMINISTRATIVE PROGRAMMING)		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
Lectures	3		9
COURSE TYPE:	Direction DO		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	Yes - Methods and Processes of Administrative Planning		
COURSE WEB PAGE (URL)	<a href="https://eclass.uop.gr/courses/BOA123">https://eclass.uop.gr/courses/BOA123</a>		

#### 152. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>The objectives of this course are for students to understand:</p> <ul style="list-style-type: none"> <li>– the feasibility and planning methodologies of the administrative action</li> <li>– the role and contribution of the broader programming function to the effectiveness of public services</li> <li>- evaluation as a key component of the programmatic function in general</li> <li>– the types and method of gathering and processing the qualitative and quantitative data necessary for the rational exercise of public action</li> <li>– the current institutional planning framework in the Greek administration</li> <li>– the methods of programmatic upgrading of public services</li> </ul> <p>Knowledge: Upon successful completion of this course, students will have understood the concept, levels and individual dimensions of administrative planning. They will understand its feasibility and basic tools including scheduling techniques as well as methods of monitoring / controlling and evaluating administrative action. They will have knowledge of administrative performance indicators, their planning criteria and methods and the correct ways of their utilization. They will understand the utility of public consultation methods and the basic models for its implementation. Finally, they will know the problems of administrative planning in the Greek Public Administration and the efforts to overcome them as well as the current institutional framework of administrative planning and its implementation procedures.</p> <p>Skills: Upon completion of this course students will be able to participate in the application of management action planning methods. They will be able to utilize qualitative and quantitative data necessary for the exercise of public policies, but they will also be able to apply effective ways of gathering and processing this data. They will be able to utilize methods of programmatic upgrading of public services. Finally, they will be able to implement the current institutional planning framework in the Greek administration.</p> <p>Abilities: Students will be able to contribute to the utilization of modern administrative planning, monitoring and evaluation tools by state administration and local government services.</p>
Competencies
<p>Search, analysis and synthesis of data and information, using the necessary technologies.</p> <ul style="list-style-type: none"> <li>- Project planning and management</li> <li>- Decision making</li> <li>- Adaptation to new situations</li> <li>- Exercise criticism and self-criticism</li> </ul>

**153. COURSE TOPICS and SCHEDULE**

The course is developed in 13 units, in corresponding lectures:

1. Concept and components of administrative planning
2. The levels of administrative planning: from strategy formulation to the day-to-day operation of the department
3. The other side of planning: monitoring / control - evaluation. Planning and improvement
4. The MbO as a basic framework for administrative planning
5. Other management planning tools (PDCA-SWOT-GAP ANALYSIS-PESTEL etc.)
6. The Common Assessment Framework as a key tool for program improvement.
7. Scheduling and Management Performance Indicators
8. Administrative planning as a tool for exercising public policy
9. Planning and regulatory, distributive / redistributive and statutory functions
10. Public Consultation as a strategic tool: OECD-EU models / Mandelkern Commission
11. Administrative planning in the Greek Public Administration
12. The Budget as a framework for administrative planning: planning of current activities, planning of development activities, program management
13. The current institutional framework of administrative planning and its implementation procedures

**154. TEACHING AND LEARNING METHODS - ASSESMENT**

TEACHING AND LEARNING METHODS - ASSESSMENT		
TEACHING METHOD	- Lectures in class	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Support for the learning process through the e-class platform	
METHODS OF INSTRUCTION		
	Method	Semester workload
	Lectures	39
	Writing work	82
	Independent study	104
	Total workload in hours	225
STUDENT LEARNING ASSESMENT	- Language of Evaluation: greek - Type of assessment. - writing work and final exams	

**155. TEXTBOOK and OPTIONAL READING**

1. Tsekos, Theodoros (2019), Administrative planning, University Notes, University of Peloponnese.
2. Petridou, Eugenia, (2011), Management. An Introductory Approach. Sofia Publications.
3. Rossidis, Ioannis, (2013), Applications of Business Management in Greek Public Administration, Stamouli Publications
4. Polyzos Seraphim, (2011) Administration and Project Management. Methods and Techniques, Publications Criticism
5. Eisner, A. Lee, S.-H, McNamara, G., Dessler, G. (2019) Strategic management. Theory and Applications Press, Giola Publications.
6. Georgios Oikonomou, Agiakloglou Christos (2019) Forecasting and decision analysis methods, Benou Publications
7. Kapsis Dionysis (2013) Business management strategies in the public sector, Total quality management in the finance ministry Alkyon Publications
8. Kefis Vassilis, Papazachariou Petros, (2009), The business vision in Business Plan, Kritiki Publications.

## COMPARATIVE LOCAL GOVERNMENT

### COURSE SYLLABUS

#### 156. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	<i>Undergraduate</i>		
<b>COURSE CODE:</b>	07.02ΔΟ	<b>SEMESTER</b>	7ο
<b>COURSE TITLE:</b>	COMPARATIVE LOCAL GOVERNMENT		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	3		9
<b>COURSE TYPE:</b>	Specialisation of general knowledge and specific background		
<b>COURSE PREREQUISITES:</b>	<p>Trunk lessons: Administrative Law, Political Science, Public Administration, Organisation and Management of TA, etc.</p> <p>Elective courses: Law of International Relations and International Organizations, European Law, Theories of the State, Public Policy, Public Administration, Functioning of LG, Sociology</p>		
<b>TEACHING LANGUAGE:</b>	Greek (could be in a foreign language)		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	<p>Yes</p> <ul style="list-style-type: none"> <li>- In English: «Comparative institutions and multi-level territorial governance»,</li> <li>- In French: «Institutions comparées et gouvernance territoriale multi-niveaux»,</li> <li>- In Italian: «Istituzioni comparate e governance territoriale multilivello».</li> </ul>		
<b>COURSE WEB PAGE (URL)</b>			

#### 157. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>At the beginning of the 21st century, institutions (local &amp; inter-local, regional &amp; inter-regional, national, supranational &amp; international) are being transformed to create new institutional landscapes that respond to the new conditions and new 'demands' generated by economic and cultural globalisation. Is it a projection of 'demands' made by postmodern civil society for the establishment of democratic institutions serving harmonious, balanced and sustainable development across the globe or a command of unilateral will expressed through the imposition of a new web of intergovernmental institutions by the new planetary oligarchies aimed at global governance?</p> <p>Knowledge: This course aims to enhance students' knowledge of comparative institutions in the light of the disciplines of international and domestic public law, comparative public law (comparative constitutional law, comparative administrative law, etc.), and comparative political sociology. Specifically, it aims to address issues related to current trends in the institutionalization of the modern State and territorial NPMs (at European and international level), with emphasis on the ongoing institutional transformations, mainly due to the impact of globalization and the multifaceted international crises we are experiencing. More specifically, it aims at enhancing students' knowledge in the comparative approach to the institutional transformations arising in the constructs of territorial administrative organization for the exercise of public power, at the European and international level. Particular emphasis is given to. The comparative analysis of spatial planning systems for the establishment of multi-level administrative systems for the exercise of public power, at the European and international level (constitutional, administrative, spatial, planning law of various States). 2ο. In the comparative analysis of forms/institutions of Local Democracy (at international and European level), as highlighted through comparative approaches of the various forms of the State (typologies of States) and models of organization of the institution of LA (typologies of LA systems, in close relation to the</p>

typologies of States). 3o. In the comparative analysis of forms/institutions of Territorial Governance/innovation, as highlighted through comparative approaches of the various models of organization and administration (at international and European level) of clustering and, above all, of know-how production, which are created with the participation and interdependence of economic institutions (enterprises), institutions of TA (territorial institutions), institutions of knowledge (universities and research centres, technology, etc.). In the comparative analysis of forms/systems of Participatory Governance for Globalization, as they emerge through comparative approaches to the institution of TA Networks (typologies of emergence of new transnational actors) and especially through the emergence of their contemporary role in the claim for building democratic institutions (international law and sociology of networks). 5o. The multifaceted impact of the International Crises (economic, health, food, etc.) on the institutionalized European and international contemporary space, as well as their undeniable impact on the ongoing spatial institutional transformations. 6o. On the evolving treatment policies and the evolving role of the various territorial institutional actors and sectors of contemporary political, social and economic reality in the management and creative use of international crises (economic, health, food crisis, etc.). Finally, the aim of the course is to negotiate all the above issues in their interdisciplinary and interdisciplinarity interdependence (political sociology and sociology of institutions). Skills & Competences: In terms of skills and competencies of the learners, the course mainly aims to help students: 1. 2. 3. - The ability to use the skills acquired by students in the course in the field of project management and administration in institutions subject to international law (international organizations); 4. - The ability to produce proposals and implement projects aimed at creatively addressing international crises in specific sectors of social and economic life (e.g. shaping and establishing participatory-democratic institutions that will serve harmonious, balanced and sustainable development from the local level to the transnational level).

#### **Competencies**

Search, comparative analysis and synthesis of data and information, using the necessary technologies.  
 Bibliographic review in Greek and international environment  
 Adaptation to new situations  
 Working in an interdisciplinary environment.  
 Generation of new research ideas  
 Respect for diversity and multiculturalism  
 Respect for the natural environment  
 Putting knowledge into practice.  
 Decision-making  
 Independent & teamwork  
 Demonstrating social, professional and ethical responsibility and sensitivity to gender and equality issues  
 Exercise of criticism and self-criticism  
 Promotion of free, creative and deductive thinking.

#### **158. COURSE TOPICS and SCHEDULE**

The following indicative topics are organized in three (3) separate thematic units; the first thematic unit corresponds to two (2) lectures, the second to ten (10) and the third to one (1) lecture.

##### **1 - INTRODUCTORY PATHS TO THE FUNDAMENTAL CONCEPTS OF THE COMPARATIVE INSTITUTIONS**

1.1 - THE INSTITUTION: The concept and theories of the institution as a founding concept of public law institutions, of the comparison of institutions, of political sociology and of the sociology of institutions: from the ancient Greek concept of "institution" to the process of institutionalization in modern times and from institutionalized "alteration" to the philosophical-sociological conception of institutionalization.

1.2. Introduction to the comparative approach to institutions, with emphasis on the variable factors: space (social intention and social dynamics) and time (historical causation - alteration and creative dynamics).

1.3. Comparative analyses: from the theory of Concentration/Decentralization and Decentralization/Autonomy, to Free Administration of Local Authorities and Political Decentralization  
INSTITUTIONALISED SPACE AND INSTITUTIONAL TERRITORIAL TRANSFORMATIONS IN THE MODERN STATE - SYSTEMS OF TERRITORIAL CONCENTRATION/DECENTRALISATION & DE-CENTRALISATION/SELF-GOVERNMENT AND TYPOLOGY OF SPATIAL SYSTEMS OF LOCAL AUTHORITIES & SPATIAL PUBLIC BODIES

- 2.1 - THE INSTITUTIONAL PLURALISATION OF SPACE ADMINISTRATIVE ORGANISATION SYSTEMS FOR THE EXERCISE OF PUBLIC AUTHORITY; - SPHERICAL CONCENTRATION - DECENTRATION AND TYPOLOGY OF TA SYSTEMS: institutional pluralism, institutional specificities and institutional identities in the international and European space.

- (6 weeks of teaching)

Comparative legal (public law), sociological and historical approach to the institution of TA, in the international and European area, with reference to the institutional culture of territorial organisation of the State (institutionalisation of territorial centralised or de-centralised systems).

The emergence of a typology of the main contemporary systems and models of TA organisation (in relation to the typology derived from corresponding contemporary forms of the State), through a comparative approach to examples of TA institutionalisation in the international and European area.

Comparative analyses, institutional differentiations and convergences, through a thorough study of the institution of LAs (organisation and administration) and the evaluation of the corresponding TA system in force in relation to the various Forms and typologies of States: e.g. In the USA, CANADA, ELBETH, AUSTRALIA, CHINA, RUSSIA, SOUTH AFRICA, BRAZIL, ARGENTINA, CUBA, SOUTH KOREA, GERMANY, AUSTRIA, AUSTRIA, FRANCE, DENMARK, DENMARK, SWEDEN, ITALY, SPAIN, PORTUGAL, ROMANIA, BULGARIA, etc.

Federal States -Typologies: Highlighting typologies of Federal States in connection with a thorough study of the horizontal and vertical organization of the State. In-depth study of the institution of local authorities (organisation and administration). Evaluation of the territorial system of TA in force in each Federal State in relation to the typology to which the State belongs.

Unitary States - Typologies: Highlighting typologies of the Unitary States in relation to a thorough study of the horizontal and vertical organization of the State. In-depth study of the institution of local authorities (organisation and administration). Evaluation of the territorial system of TA in force in each Unitary State in relation to the typology to which the State belongs. 2.2. - NETWORKS OF TRANSNATIONAL AND TRANSNATIONAL INTERREGIONAL COOPERATION OF THE TA

- (1 week of teaching)

The international and European dimension of TA (international and European charters, international and European institutions, international and supranational networks - associations and unions, initiatives, etc.).

On the political sociology of cooperation networks (institutions and forms of participatory governance for globalisation): the role of TA networking in the international and European arena: lobbies, partnerships, initiatives of common interest, etc.

A comparative approach to the different forms of transnational and transnational cooperation in the field of TA and the emergence of a typology of different forms of transnational networking and

transnational institutional cooperation. - 2.3. - TA, ENTREPRENEURSHIP AND INNOVATION IN THE INTERNATIONAL AND EUROPEAN SPACE.

- (1 week of teaching)

☐ The role of TA in fostering entrepreneurship and innovation. Analysis of examples of implementation from the international and European area, e.g. USA, CHINA, BRAZIL, COREA, FRANCE, BELGIUM, ITALY, etc.

☐ Forms of territorial governance/innovation, as highlighted through comparative approaches to the various models of organisation and management (at international and European level) of clustering and knowledge production Know-how, which are created with the participation and interdependence of economic institutions (Enterprises), institutions of TA (territorial institutions), institutions of knowledge (Universities and research centres, technology).

☐ A comparative approach to the various forms of involvement of the TA in fostering entrepreneurship and innovation through relevant examples of implementation in the international and European context.

- 2.4 - INSTITUTIONAL TRANSFORMATIONS: CENTRALISATION, DE-CENTRALISATION AND THE POSITION OF THE SYSTEMS IN THE ERA OF GLOBALISATION AND THE INTERNATIONAL FINANCIAL CRISIS.

- (1 week of teaching)

- On institutional transformations in the era of globalisation: contemporary developments. The impact of the International Financial Crisis on the different TA systems (with emphasis on the system of free administration of the local authorities and the system of Political Decentralisation). Trends and policies to weaken or strengthen the autonomy and autonomy of LAs in EU countries and especially in the countries of the European South? The role and impact of the institution of LAs and the international-subnational networks of LAs in globalisation, the international financial crisis and the ongoing institutional transformations. The contemporary role of TA in fostering entrepreneurship and innovation and its contribution to the ongoing institutional transformations.

- 3. - EVALUATION OF NEW THEMATIC TRANSFORMATIONS: towards globalisation or universality?

- (1 week of teaching)

☐ 3.1 - COMPOSITION OF MATTER AND EVALUATION OF CONCLUSIONS: variables and dynamics of contemporary institutional transformations leading to the emergence of new institutional spaces.

## 159. TEACHING AND LEARNING METHODS - ASSESMENT

LESSY: TEACHING AND LEARNING METHODS ASSESSMENT												
TEACHING METHOD	Face-to-face, face-to-face teaching, using participatory learning methods (reinforcing two-way dialogue and two-way communication, etc.). If necessary (e.g. in the case of the pandemic), the course can also be delivered at a distance (always using participatory learning methods). Finally, external persons may, where appropriate, be invited to give a lecture on a specific topic.											
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Learning process support (deliveries and in-depth dialogue for consolidation) with specialised project management software, using the e-class platform, email (and other modern digital communication and videoconferencing platforms).											
METHODS OF INSTRUCTION	<table><tr><th>Method</th><th>Semester workload</th></tr><tr><td>Lectures</td><td>39</td></tr><tr><td>Deeping Courses</td><td>-</td></tr><tr><td>Independent study</td><td>161</td></tr><tr><td>Total workload in hours</td><td>200</td></tr></table>		Method	Semester workload	Lectures	39	Deeping Courses	-	Independent study	161	Total workload in hours	200
Method	Semester workload											
Lectures	39											
Deeping Courses	-											
Independent study	161											
Total workload in hours	200											



<p><b>STUDENT LEARNING ASSESMENT</b></p>	<ul style="list-style-type: none"> <li>- - Language of Evaluation: greek</li> <li>- Type of assessment.</li> <li>- Examination. (Formative, Conclusive Assessment)</li> <li>- Assignment: a written assignment to assess scientific research methods and the conduct of scientific research. The grade is taken into account (at a rate of 25%) if the final grade of the paper in the examination is projectable. (Formative, Conclusive Assessment)</li> <li>- Assessment criteria: Examination - Understanding of concepts and methods as demonstrated by the correct use of scientific terminology and the degree of scientific depth and correct scientific substantiation of the answer. Work - Correctly search, select, evaluate and use reliable scientific sources. Correct use of fundamental methodological rules for writing a scientific paper. Thorough analysis and comparative review of scientific concepts and data. Documented extraction of scientific conclusions using productive reasoning methods. Posting of criteria.</li> </ul>
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#### 160. TEXTBOOK and OPTIONAL READING

**161.** Indicative Suggested Bibliography :

**162.** -Relevant scientific journals:

**163.**

**164.** Besila-Vika Evridiki, "Local self-government" - Volume I, Athens-Thessaloniki, Sakkoulas, 2010 (3rd edition).

**165.** Hague Rod, Harrop Martin, "Comparative politics and governance", Athens, Krtiki, 2010 (New revised edition).

**166.** Bale Tim, "Politics in the countries of Europe. Multi-level governance and interactions", Athens, Kritiki, 2011

**167.** Lehner Franz, Widmaier Ulrich, "Comparative Politics", Athens, Epikentro, 2007.

**168.** Meny Yves, "Comparative Politics", Athens, Papazisis, 1995 [Mény Y., Sured Y., Politique comparée, Paris, Montchrestien, 2004].

**169.** Kostopoulos T., "Local Democracy and European Integration", Athens, Papazisis, 2014.

**170.** Raikos A., "General Political Science & Constitutional Law", Athens, Nomiki Vιβλιοθήκη, 2011, Volume I.

**171.** Raikos A., "General Political Science & Constitutional Law", Athens, Nomiki βιβλιοθήκη, 2012, Volume II.

**172.** Martinussen John, "Society, State, Market", Athens, A & S Savvalas S.A., 2007.

**173.** Albani Maria, Avgerinos Yannis V., Korliras Panagiotis G., Kougias Konstantinos G., Koutalakis Charalambos, Lavas Kostas A., Lagos Dimitris G., Ladi Stella, "Directions for Progressive Governance", Athens, Papazisis SA, 2009.

**174.** Toulemonde Gilles, "Institutions politiques comparées", Paris, Ellipses, 2011.

**175.** Bartolini Stefano, Restructuring Europe: Centre Formation, "System Building, and Political Structuring between the Nation State and the European Union", Oxford, Oxford University Press, 2005.

**176.** Sauger Nicolas & Grossman Emiliano, "Introduction aux systèmes politiques nationaux de l'UE", Bruxelles, De Boeck, 2007.

**177.** Badie Bernard & Hermet Guy, "La politique comparée", Paris, Armand Colin, 2001.

178. Gazibo Mamoudou & Jenson Jane, "La politique comparée. Fondements, enjeux et approches théoriques", Montréal, Presses de l'Université de Montréal, 2004.
179. Lallement Michel, Spurk Jan, (dir.), "Stratégies de la comparaison internationale", Paris, CNRS Éditions, 2003.
180. Vigour Cécile, "La comparaison dans les sciences sociales", Paris, La Découverte, 2005.
181. Dogan M. & D. Pelassy, "Sociologie politique comparative", Paris, Economica, 1982.
182. Seiler D.L., "La Politique comparée", Paris, A. Colin, 1982.
183. Mahoney James & Rueschemeyer Dietrich (dirs), "Comparative Historical Analysis in the Social Sciences", Cambridge, The Cambridge University Press, 2003.
184. Caramani Daniele, "Comparative Politics", Oxford, Oxford University Press, 2008.
185. Kopstein Jeffrey & Lichbach Mark (dirs.), "Comparative Politics: Interests, Identities, and Institutions in a Changing Global Order", Cambridge, Cambridge University Press, 2000.
186. Landman Todd, "Issues and Methods in Comparative Politics", London, Routledge, 2003.
187. Vigour Cécile, "La comparaison dans les sciences sociales : pratiques et méthodes", Paris, La Découverte, 2005.
188. Dogan M. & D. Pelassy, "Sociologie politique comparative", Παρίσι, Economica, 1982.
189. Seiler D.L., "La Politique comparée", Παρίσι, A. Colin, 1982.
190. Mahoney James & Rueschemeyer Dietrich (dirs), "Comparative Historical Analysis in the Social Sciences", Cambridge, The Cambridge University Press, 2003.
191. Caramani Daniele, "Comparative Politics", Oxford, Oxford University Press, 2008.
192. Kopstein Jeffrey & Lichbach Mark (dir.), "Comparative Politics: Interests, Identities, and Institutions in a Changing Global Order", Cambridge, Cambridge University Press, 2000.
193. Landman Todd, "Issues and Methods in Comparative Politics", London, Routledge, 2003.
194. Vigour Cécile, "La comparaison dans les sciences sociales : pratiques et méthodes", Paris, La Découverte, 2005.
195. Colomer Josep H., "Political Institutions. Democracy and Social Choice", Νέα Υόρκη, Oxford University Press, 2001.
196. Lane Jan-Erik, Ersson Svante, "Democracy: a Comparative Approach", New York, Routledge, 2003.
197. Dryzek John S, "Deliberative Global Politics. Discourse and Democracy in a Divided World", Cambridge, Polity, 2006.
198. LeDuc Lawrence, "The Politics of Direct Democracy", Peterborough, Broadview Press, 2003.
199. Setälä Maija, "Referendums and Democratic Government", Basingstoke, MacMillan, 1999.
200. Burgess Michael, "Comparative Federalism", London, Routledge, 2006.
201. Keating Michael (διευθυντής), "Regions and Regionalism in Europe", Cheltenham, Edward Elgar, 2004.
202. Mattli Walter, "The Logic of Regional Integration: Europe and Beyond", Cambridge, Cambridge University Press, 1999.
203. Castoriadis Cornelius, "L'Institution imaginaire de la société", Paris, Seuil, 1975.
204. Cornelius Castoriadis, "Thucydide, la force et le droit. Ce qui fait la Grèce", 3rd Séminaires 1984-1985, La création humaine IV, Paris, Seuil, 2011.
205. Escobar Enrique, Gondicas Myrto & Vernay Pascal, (ed), "Quelle démocratie?" - Tome 1, Paris, Sandre, 2013.
206. Della Porta Donatella - Diani Mario, "Social Movements", Athens, Kritiki, 2010.
207. Mavromustakou Ivi, "Synchrones Morfes Διοίκησης", Athens, Nomiki Βιβλιοθήκη ΑΕΒΕ, 2012.
208. Baylis John, Owens Patricia, Smith Steve, "The Globalization of International Politics. An Introduction to International Relations", Athens, Epikentro, 2011.
209. Heywood Andrew, "International relations and politics in the global era", Athens, Kritiki, 2013.
210. OECD, "Guidelines for Multinational Enterprises", Paris, OECD, 2011.
211. Nikas Christos & Christodoulou Dimitris, "International Economics in the Age of Globalization", Athens, Epikentro, 2012.

**212.** Rodrik Dani, "The Paradox of Globalization, Democracy and the Future of the Global Economy", Athens, Kritiki, 2012

**213.** Lambrianidis, Lois (ed.), "Entrepreneurship in the European countryside", Athens, Patakis, 2005.

**214.** Savvas G. Robolis, "Economic crisis and the welfare state", Athens, Epikentro, 2013.

## OPERATIONAL RESEARCH II

### COURSE SYLLABUS

#### 215. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	Undergraduate		
<b>COURSE CODE:</b>	07.02DE	<b>SEMESTER</b>	7o
<b>COURSE TITLE:</b>	OPERATIONAL RESEARCH II		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>	<b>ECTS CREDITS</b>	
Lectures	2	9	
Tutorial	1		
<b>COURSE TYPE:</b>	Specific Background		
<b>COURSE PREREQUISITES:</b>	OPERATIONAL RESEARCH I		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	Yes (English language - by arrangement with the professor)		
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/">https://eclass.uop.gr/</a>		

#### 216. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>Upon successful completion of the course, students are expected to have:</p> <p>Knowledge: The objective of this course is to provide a comprehensive knowledge and understanding of the methods of operations research on problems of business organization and management.</p> <p>Skills: They will be able to solve various problems faced by modern enterprises that are related to the scientific field of business research.</p> <p>Competences: To use mathematical/computational tools and techniques to solve problems related to operations research.</p>
<b>Competencies</b>
<p>The course aims to :</p> <ul style="list-style-type: none"> <li>- Search, analysis and synthesis of data and information, using the necessary technologies</li> <li>- Decision making</li> <li>- Autonomous work</li> <li>- Group work</li> <li>- Promotion of free, creative and deductive thinking</li> </ul>

#### 217. COURSE TOPICS and SCHEDULE

<p>The Business Research course is a quantitative course that aims to introduce students to the concept of research in business and more specifically to problems related to the management and coordination of operations in an organization.</p> <p>The course is organized in two academic semesters in the form of the courses 'Business Research I' and 'Business Research II'.</p> <p>Course content 'Operational Research II':</p> <ol style="list-style-type: none"> <li>1. Causal dynamic programming</li> <li>2. Inventory modelling and supply chains</li> <li>3. Review of basic probability theory</li> <li>4. Decision analysis and games</li> <li>5. Probabilistic stock models</li> <li>6. Markov chains</li> <li>7. Waiting queueing systems</li> <li>8. Modelling by simulation</li> <li>9. Classical optimization theory</li> <li>10. Non-linear programming algorithms</li> </ol>
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11. Non-linear programming algorithms 12. Non-linear programming algorithms 13. Non-linear programming algorithms
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## 218. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class - Solving tutorial exercises Uploading material for further study and solving exercises on the e-class platform												
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Support for the learning process through the e-class platform												
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>Tutorial – exercises in class</td><td>36</td></tr> <tr> <td>Independent solution of exercises</td><td>58</td></tr> <tr> <td>Independent study</td><td>92</td></tr> <tr> <td><b><i>Total workload in hours</i></b></td><td><b>225</b></td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	39	Tutorial – exercises in class	36	Independent solution of exercises	58	Independent study	92	<b><i>Total workload in hours</i></b>	<b>225</b>
<i>Method</i>	<i>Semester workload</i>												
Lectures	39												
Tutorial – exercises in class	36												
Independent solution of exercises	58												
Independent study	92												
<b><i>Total workload in hours</i></b>	<b>225</b>												
<b>STUDENT LEARNING ASSESMENT</b>	The evaluation will be conducted in Greek in three distinct ways: Written final examination including: - Three main types of test. - Comparative evaluation of theory elements - Problem solving												

## 219. TEXTBOOK and OPTIONAL READING

<p><b>220.1.</b> Taha A. Hamdy , Introduction to Operations Research, 10th Edition, ISBN: 978-960-418-691-4, Editions A. TZIOLA &amp; YIOI S.A. 2017.</p> <p><b>221.2.</b> Hillier Frederick S., Lieberman Gerald J., Introduction to Operations Research, 10th Edition, ISBN: 978-960-418-604-4, Editions A. TZIOLA &amp; YIOI S.A. 2017.</p> <p><b>222.</b>David R. Anderson, Dennis J. Sweeney, Thomas A. Williams, Kipp Martin, Management Science, QUANTITATIVE METHODS FOR BUSINESS DECISION MAKING, ISBN: 978-960-218-932-0, CRITIKI S.A. Publications, 2014.</p> <p><b>223.</b>Taylor Bernard III, Introduction to Management Science, ISBN: 9789963274451, BROKEN HILL PUBLISHERS LTD, 2017.</p> <p><b>224.5.</b> Pantelis Ypsilantis, Business Research, Methods and techniques of decision making, 5th edition, ISBN: 978-618-5036-20-1, PROPOMPOS Publications, KIMERIS K. THOMAS, 2015.</p>
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## GRADUATE WORK

### COURSE SYLLABUS

#### 225. OVERVIEW

SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSINESS AND ORGANIZATION ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	07.03 E	SEMESTER	7o
COURSE TITLE:	GRADUATE WORK		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
			12
COURSE TYPE:	Scientific Area and Skills Development		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	No		
COURSE WEB PAGE (URL)			

#### 226. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>The course is offered at undergraduate level with the following objectives:</p> <p>a) acquisition of advanced knowledge in a field of work or study, which involves a critical understanding of theories and principles</p> <p>b) in developing advanced skills and solving complex and specialized scientific and professional problems</p> <p>c) taking responsibility for decision-making in unpredictable work or study environments.</p> <p>Upon successful completion of the course – writing the paper, students are expected to have the following Knowledge / Skills / Abilities:</p> <p><b>Knowledge:</b></p> <p>Identify research questions.</p> <p>To recognize the value of scientific research</p> <p>To select and combine bibliographic sources for the development of scientific discourse.</p> <p>To combine results to produce new knowledge.</p> <p>Describe appropriate research tools.</p> <p><b>Skills:</b></p> <p>To distinguish the different types of scientific research and methodology</p> <p>To analyze qualitative and quantitative data</p> <p>Conduct bibliographic research with modern techniques and methods.</p> <p>To write a properly structured text of a scientific paper</p> <p><b>Abilities:</b></p> <p>To design and conduct small- or large-scale scientific investigations.</p> <p>To evaluate and utilize research findings and data as scientists and business executives.</p> <p>Synthesize and organize primary and secondary data.</p> <p>To present their scientific research</p>
<b>Competencies</b>
<ul style="list-style-type: none"> <li>- Independent work</li> <li>- Adaptation to new situations</li> <li>- Work in an interdisciplinary environment</li> <li>- Decision making</li> <li>- Generation of new research ideas</li> <li>- Criticism and self-criticism</li> <li>- - Promotion of free, creative and inductive thinking</li> </ul>

#### 227. COURSE TOPICS and SCHEDULE

1. Literature search 2. Literature study 3. Processing results 4. Writing a graduate work 5. Oral Presentation of graduate work
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## 228. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Meetings between the supervising professor and the student												
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Use of specialized software Use of office automation software (Word, Excel, Power Point) Learning process support through the e-class online platform												
<b>METHODS OF INSTRUCTION</b>	<table> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> <tr> <td>Writing graduate work</td><td>80</td></tr> <tr> <td>Presentation preparation</td><td>20</td></tr> <tr> <td>Independent study</td><td>150</td></tr> <tr> <td>Searching bibliography</td><td>50</td></tr> <tr> <td><b><i>Total workload in hours</i></b></td><td>300</td></tr> </table>	<i>Method</i>	<i>Semester workload</i>	Writing graduate work	80	Presentation preparation	20	Independent study	150	Searching bibliography	50	<b><i>Total workload in hours</i></b>	300
<i>Method</i>	<i>Semester workload</i>												
Writing graduate work	80												
Presentation preparation	20												
Independent study	150												
Searching bibliography	50												
<b><i>Total workload in hours</i></b>	300												
<b>STUDENT LEARNING ASSESMENT</b>	- Evaluation Language: Greek - Type of assessment: Oral - Form of evaluation: The student presents his/her work in a Public Presentation and submits a written text of the thesis to the three-member examination committee. - Evaluation criteria: Understanding of concepts and methods, excellent scientific presentation, compliance with rules for preparing a scientific paper (formulation of research questions, study and use of bibliography, drawing conclusions, presentation).												

## 229. TEXTBOOK and OPTIONAL READING

Study guidelines are determined by the respective supervising professor. Writing guidelines are determined by the Graduate Thesis Regulations
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## Specialist Background (Optional)

### COURSE SYLLABUS

#### 230. OVERVIEW

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	Undergraduate		
<b>COURSE CODE:</b>	07.04E	<b>SEMESTER</b>	7o
<b>COURSE TITLE:</b>	INTRODUCTION TO ARTIFICIAL INTELLIGENCE		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	2		6
Tutorial	1		
<b>COURSE TYPE:</b>	Specialist Background (Optional)		
<b>COURSE PREREQUISITES:</b>	None		
<b>TEACHING LANGUAGE:</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	Yes (English language - by arrangement with the teacher)		
<b>COURSE WEB PAGE (URL)</b>	https://eclass.uop.gr/		

#### 231. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>Upon successful completion of the course, students are expected to have:</p> <p>Knowledge: to understand the broader scientific field of Artificial Intelligence and the application of its methods in modern business.</p> <p>Skills: to be able to adopt and apply AI methods in modern business.</p> <p>Skills: to describe and apply to problems in modern business Knowledge-based Intelligent Systems, Rule-based Intelligent Systems, Fuzzy Systems, Artificial Neural Networks, Evolutionary Algorithms, Hybrid Intelligent Systems, and Knowledge Engineering techniques.</p>
<b>Competencies</b>
<p>The course aims to :</p> <ul style="list-style-type: none"> <li>- Search, analysis and synthesis of data and information, using the necessary technologies</li> <li>- Decision making</li> <li>- Autonomous work</li> <li>- Group work</li> <li>- Promotion of free, creative and deductive thinking</li> </ul>

#### 232. COURSE TOPICS and SCHEDULE

<p>The course is a general introduction to the scientific field of Artificial Intelligence and its application in modern business.</p> <p>Course content:</p> <ol style="list-style-type: none"> <li>1. Search problems</li> <li>2. Constraint satisfaction problems</li> <li>3. Knowledge-based intelligent systems</li> <li>4. Experiential systems,</li> <li>5. Fuzzy Systems</li> <li>6. Introduction to Artificial Neural Networks</li> <li>7. Genetic - Evolutionary Algorithms</li> <li>8. Hybrid Intelligent Systems</li> <li>9. Knowledge engineering</li> <li>10. Data mining and knowledge discovery</li> </ol>
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**233. TEACHING AND LEARNING METHODS - ASSESMENT**

1001: TEACHING AND LEARNING METHODS - ASSESSMENT		
TEACHING METHOD	- Lectures in class - Face to face - Solving tutorial exercises Uploading material for further study and solving exercises on the e-class platform	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Support for the learning process through the e-class platform	
METHODS OF INSTRUCTION		
	<i>Method</i>	<i>Semester workload</i>
	Lectures	26
	Tutorial - Classroom exercises	13
	Independent solution of exercises	39
	Independent study	72
	<i>Total workload in hours</i>	150
STUDENT LEARNING ASSESMENT	The evaluation will be conducted in Greek in three distinct ways: Written final examination including: - Three main types of test. - Comparative evaluation of theory elements - Problem solving	

**234. TEXTBOOK and OPTIONAL READING**

1. Negnevitsky Michael, Artificial Intelligence, Edition: 3rd/2017, ISBN: 978-960-418-719-5, A.TZIOLA & S.A. (Book Code in Eudoxos: 59421530)
2. VLACHAVAS I., HEAD P., ΒΑΣΙΛΕΙΑΔΗΣ N., KOKKORAS F., SAKELLARIOU I., TECHNICAL NOHOMOSYNTH - 4th EDITION, 2020, ISBN: 978-618-5196-44-8, Publisher): ASSESSMENT AND ASSET MANAGEMENT COMPANY OF THE UNIVERSITY OF MACEDONIA (Book Code in Eudoxos: 94700120)
3. W. ERTEL INTRODUCTION TO ARTIFICIAL LAW, Edition: 2/2019, ISBN: 9789603307969, Publisher: GRIGORIOS CHRYSOSTOMOU FOUNTAS. (Book Code in Eudoxos: 86053651)
4. Konstantinos Diamantaras, Dimitris Botsis, MECHANICAL LEARNING, Edition: 1/2019, ISBN: 978-960-461-995-5, KLEIDARITHMOS PUBLISHING LTD. (Book Code in Eudoxos: 86198212)
5. Haykin Simon, Neural Networks and Machine Learning, 3rd edition/2010, ISBN: 978-960-7182-64-7, Publisher: A. PAPASOTIRIOU & SIA I.K.E. (Eudox Book Code: 9743)
6. AIKATERINI GEORGULI, Artificial Intelligence, Edition: 1/2016, ISBN: 978-960-603-031-4, Publisher: Hellenic Academic Electronic Textbooks and Aids - Depository "Kallipos" Type: E-book. (Book Code in Eudoxos: 320248)

**PRINCIPLES OF MICROECONOMIC THEORY****COURSE SYLLABUS****235. OVERVIEW**

<b>SCHOOL:</b>	MANAGEMENT		
<b>DEPARTMENT:</b>	BUSINESS AND ORGANIZATION ADMINISTRATION		
<b>COURSE LEVEL:</b>	Undergraduate		
<b>COURSE CODE:</b>	07.05E	<b>SEMESTER</b>	7o
<b>COURSE TITLE:</b>	SOCIAL DEMOGRAPHY		
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>	<b>ECTS CREDITS</b>	
Lectures	3	6	

<b>COURSE TYPE:</b>	General Background	
<b>COURSE PREREQUISITES:</b>	None	
<b>TEACHING LANGUAGE:</b>	Greek	
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>	No	
<b>COURSE WEB PAGE (URL)</b>	<a href="https://eclass.uop.gr/courses/1720/">https://eclass.uop.gr/courses/1720/</a>	

### 236. SKILL DEVELOPMENT

#### Course Description and Learning Objectives

The purpose of the course is to present to the students the modern scientific approaches through which the phenomena that contribute to the formation and evolution of a population and its various structures are analyzed, justified and evaluated. The causes of population formation, such as fertility, mortality and immigration, and their effects on modern societies and economies are analyzed in particular.

In particular, through attending the course students acquire:

**Knowledge:** Students acquire proven knowledge and understanding of topics in the fields of historical and social demography. They are able to utilize the proposed theories and concepts of social demography, the sources of demographic data, the tools of demography, the methods and techniques of demographic analysis and the socio-economic effects of demographic changes focusing on both rural and urban populations.

**Skills:** At the end of the course students will have acquired skills that will allow them to understand a) the subject of social demography, as well as the different fields and disciplines that make it up, b) the main sources of primary data used in demographic analysis, demographic indicators and demographic methods and techniques.

**Abilities:** At the end of the course, students will be able to: a) analyze and manage certain aspects of the socio-economic effects resulting from demographic changes and the prospects for the development of the population in our country and globally, b) to delve into the most recent trends that are already different from those of the previous century and through which the main demographic challenges of the next decades emerge.

#### Competencies

1. Promotion of free, creative and inductive thinking
2. Search, analysis and synthesis of data and information using the necessary technologies regarding the Greek and global population.
3. Work in an interdisciplinary environment.
4. Exercise criticism and self-criticism.

### 237. COURSE TOPICS and SCHEDULE

1. Conceptual Demarcation and Quantitative Data Extraction Sources.
  2. Demographic Methods and measurements.
  3. Population. Population Size. Distribution by gender. Pyramids of ages.
  4. Indicators of Economic Activity. Social Characteristics of the Population.
  5. The reproduction of the population.
  6. Fertility and Fertility. Analysis methods. Determinants of Fertility.
  7. The Fertility Transition. Fertility in Greece.
  8. Marriage - Divorce. Analysis methods.
  9. Mortality. Mortality Rates and Survival Tables. Causes of Death.
  10. Determinants of the mortality levels of a population. Health Transition. Mortality in Greece.
  11. Migrations. Methods of Analysis. Determinants of Migration.
  12. Immigration in Greece.
  13. The formation of the population of Greece during the 19th and 20th centuries.
- Alongside the lectures, case studies are also examined, such as:
- i. Access to secondary data sources and the use of electronic databases.
  - ii. Searching and coding the bibliography.

iii. The processing and analysis of specific quantitative-demographic data regarding the Greek and world population.

## 238. TEACHING AND LEARNING METHODS - ASSESMENT

<b>TEACHING METHOD</b>	- Lectures in class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Use of ICT and Support for the learning process through the e-class platform	
<b>METHODS OF INSTRUCTION</b>	<b>Method</b>	<b>Semester workload</b>
	Lectures	26
	Case studies	13
	Independent study	40
	Exam Preparation	71
	<b>Total workload in hours</b>	150
<b>STUDENT LEARNING ASSESMENT</b>	<p>I. Elaboration and Presentation of Individual Work which counts for 25% of the final grade.</p> <p>II. Written final exam with 75% participation in the final grade</p>	

## 239. TEXTBOOK and OPTIONAL READING

1. Bongaarts, J. C., 1978, "A Framework for Analyzing the Proximate Determinants of Fertility", Population and Development Review, 4,1: 105-133
2. Hinde, A., 1998, Demographic Methods, Arnold, London
3. Kalogeraki, S., 2010, Introduction to Social Demography, Gutenberg, Athens
4. Papadakis, M. and K. Tsimpos, 2004, Demographic Analysis, Principles, Methods, Models, Stamoulis University, Athens
5. Preston, S. H., Heuviline, P. and M. Guillot, 2001, Demography. Measuring and Modeling Population Processes, Blackwell Publishers, Oxford
6. Tsoussis, D., 1985, Social Demography, Gutenberg, Athens

# PRINCIPLES OF MICROECONOMIC THEORY

## COURSE SYLLABUS

### 240. OVERVIEW

SCHOOL:		MANAGEMENT	
DEPARTMENT:		BUSINESS AND ORGANIZATION ADMINISTRATION	
COURSE LEVEL:		Undergraduate	
COURSE CODE:	07.07E	SEMESTER	7o
COURSE TITLE:		PUBLIC POLICY	
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
Lectures	3		6
COURSE TYPE:		Select	
COURSE PREREQUISITES:		None	
TEACHING LANGUAGE:		Greek	
THE COURSE IS OFFERED TO ERASMUS STUDENTS:		No	
COURSE WEB PAGE (URL)		https://eclass.uop.gr/coruses/1097/	

### 241. SKILL DEVELOPMENT

Course Description and Learning Objectives

Students' understanding of the methodology by which public action bodies design, consult, implement, monitor and evaluate public policies within their remit, understood as the development of large-scale public interventions in each field of socio-economic activity.

Knowledge: Upon successful completion of the course, students will be familiar with the different levels of public policy interventions and ways of methodological classification, techniques for analyzing problems and opportunities, the basic theories of decision-making and ways of ontological and ethical analysis, the link between the stages of public policy implementation and in particular the link between planning, implementation and evaluation. They will also be aware of the distribution of policy areas between local, national, and supranational administrations and will understand the concept of public goods and the processes of their design, production and evaluation.

Skills: Students will be able to effectively use programmatic and planning skills to formulate stages and steps in the development and implementation of sectoral policies at all levels of administrative action, in sectoral policy analysis, program design and implementation and results evaluation.

Competencies: Students will be able to contribute to problem analysis and to the design and implementation of administrative programs at national, regional, and local levels.

#### **Competencies**

- Search, analysis and synthesis of data and information, using the necessary technologies
- Adaptation to new situations
- Decision-making
- Teamwork
- Working in an international environment
- Working in an interdisciplinary environment
- Project planning and management
- Respect for diversity and multiculturalism
- Demonstrating social, professional and ethical responsibility and gender sensitivity
- Exercising critical and self-critical judgement
- Promotion of free, creative and deductive thinking

## **242. COURSE TOPICS and SCHEDULE**

The course is developed in 13 units, in corresponding lectures:

1. Definitions
  - Different levels of public policy interventions
  - Classification of public policies according to Lowi
2. Categorisation of public products
3. The State according to Max Weber
4. Linear Models of Public Policy Analysis,
  - The Black Box Model,
  - The Hogwood and Gunn Model,
  - Cost-benefit analysis,
5. Non-linear approaches,
  - The Subjects,
  - The Meanings,
6. The Theories of Decision Making
7. Linear Decision Models
  - (One Best Way),
  - Satisfactory Decision - Herbert Simon,
8. Similarities and differences of linear models,
9. Evidence-based policy making,
10. Non-linear decision making models,
11. Synthesis of linear and non-linear models,
12. Public Policy, Negotiation and Consultation,
  - Public Dialogue,
  - Public Consultation,
  - The Public Debate, Public Policy, Public Consultation,
13. The exercise of public policies in Greece

- Morphological characteristics of public policy making in Greece
- Problems of public policy making in Greece

#### 243. TEACHING AND LEARNING METHODS - ASSESMENT

TEACHING METHOD	- Lectures in class											
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Support for the learning process through the e-class platform											
METHODS OF INSTRUCTION	<table><tr><td>Method</td><td>Semester workload</td></tr><tr><td>Lectures</td><td>39</td></tr><tr><td>Writing work</td><td>20</td></tr><tr><td>Independent study</td><td>91</td></tr><tr><td>Total workload in hours</td><td>150</td></tr></table>		Method	Semester workload	Lectures	39	Writing work	20	Independent study	91	Total workload in hours	150
	Method	Semester workload										
	Lectures	39										
	Writing work	20										
	Independent study	91										
Total workload in hours	150											
STUDENT LEARNING ASSESMENT	<ul style="list-style-type: none"><li>- Language of Evaluation: greek</li><li>- Type of assessment.</li><li>- Evaluation format: Extended Development Questions and Case Study Analysis (100% of the mark)</li><li>Assessment Criteria:<ul style="list-style-type: none"><li>- Understanding of concepts and methods as evidenced by the adequacy and conceptual completeness of the answers and case study analysis.</li><li>- The criteria can be accessed in the 'Course information</li><li>- Assessment/examination methods' rubric on the course website</li></ul></li></ul>											

#### 244. TEXTBOOK and OPTIONAL READING

1. Theodoros N. Tsekos, 2014, Public Policy, University Notes, University of Peloponnese.
2. Passas Argyris, Theodoros Tsekos, 2009, National Administration and European Integration, Papazisis Publications.
3. Spano K (Ed.), 2010, Public Policies in Greece, Papazisis Publications
4. Georgarakis Nikos, 2018, Strategy and procedures for the design and implementation of public policies in Greece, National Centre for Social Research Publications
5. Ladi St., Dalakou V., 2016, Public Policy Analysis, Papazisis Publications

## ENGLISH FOR BUSINESS

### COURSE SYLLABUS

#### 245. OVERVIEW

<b>SCHOOL:</b>		MANAGEMENT	
<b>DEPARTMENT:</b>		BUSINESS AND ORGANIZATION ADMINISTRATION	
<b>COURSE LEVEL:</b>		Undergraduate	
<b>COURSE CODE:</b>	09.02Π	<b>SEMESTER</b>	9o
<b>COURSE TITLE:</b>		ENGLISH FOR BUSINESS	
<b>TEACHING METHODS:</b>	<b>TEACHING HOURS (WEEKLY)</b>		<b>ECTS CREDITS</b>
Lectures	1		2
tutorial	2		2
			4
<b>COURSE TYPE:</b>		Optional	
<b>COURSE PREREQUISITES:</b>		None	
<b>TEACHING LANGUAGE:</b>		English	
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS:</b>		Yes	
<b>COURSE WEB PAGE (URL)</b>			

#### 246. SKILL DEVELOPMENT

<b>Course Description and Learning Objectives</b>
<p>Upon successful completion of the course, the student will be able to:</p> <ul style="list-style-type: none"> <li>• understands and uses vocabulary relevant to the business field</li> <li>• understands trade and professional magazine articles</li> <li>• analyzes oral and written texts of moderate academic content</li> <li>• understands and writes commercial letters, reports, emails.</li> <li>• Has a multifaceted understanding of language use</li> <li>• further develop language learning independently through books/articles as well as high quality educational material available on the internet.</li> </ul>
<b>Competencies</b>
<ul style="list-style-type: none"> <li>• Developing the ability to communicate in the English language</li> <li>• Developing the capacity for independent and spontaneous learning.</li> <li>• Developing the ability to work independently</li> <li>• Application of knowledge in practice</li> <li>• Search, analysis and synthesis of data and information, using the necessary technologies</li> <li>• Adaptation to new situations</li> <li>• Promotion of free, creative and inductive thinking</li> <li>• Developing respect for diversity and multiculturalism</li> </ul>

#### 247. COURSE TOPICS and SCHEDULE

<p>Introduction: Module presentation/Terminology introduction &amp; Translation issues</p> <p>Written instructions are provided to students for the development and completion of projects/ presentations. Student discussions carried out in class focusing on the methods and techniques which make a presentation interactive and meaningful.</p> <p>Reading text . (Extract from an academic course book). Skimming, scanning and understanding the main points</p> <p>Paragraph development and organization.</p> <p>Paragraph cohesion.</p> <p>Reading text (Journal Excerpt). Comprehension and Vocabulary practice .</p> <p>Speaking skills: working in pairs, working out strategies and behavioural model for different cultures,</p>
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Reading text (Scientific article). Reading critically. Writing a summary of the main ideas.  
 Speaking skills: clarifying and confirming, formal and informal style, various techniques for confirming, checking and correcting information, role-playing.  
 Listening: Listening for gist, listening for detail, notetaking. Comprehension exercises.  
 Speaking skills: making presentations, negotiating,  
 Letter writing: Structure and sample contents (Application letters, Asking for & giving information, Expressing complaints, Responding to complaints)  
 In company communication. Electronic mail & Employment communication (formal & informal use of language)  
 Reading text (Extract from an academic course book). Discussing the main topic.  
 Building vocabulary: Guessing meaning from context, .  
 Reading text (Extract from an academic course book and/or journal excerpt) Text comprehension & exercises.  
 Speaking: Participating in debates, turn-taking, listening and taking notes, sharing ideas and experiences, presenting & defending an argument.  
 Student group present their projects in class. Relevant discussions follow. The teacher remains independent, like a referee or a guide and sees that everyone participates in the discussions. Individual students are assessed on the following oral assessment criteria:

- Main points

## 248. TEACHING AND LEARNING METHODS - ASSESSMENT

EYOF: TEACHING AND LEARNING METHODS – ASSESSMENT		
TEACHING METHOD	- Lectures in class	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Use of T.P.E. <ul style="list-style-type: none"><li>• in teaching</li><li>• communication with students</li><li>• in autonomous learning</li><li>• use of the University's electronic platform</li></ul> <a href="https://eclass.uop.gr/">https://eclass.uop.gr/</a>	
METHODS OF INSTRUCTION		
	Method	Semester workload
	Lectures	39
	Deeping Courses and exercises	41
	Writing work	18
	Exams	2
Total workload in hours	100	
STUDENT LEARNING ASSESMENT	The final grade of the course results from: <ul style="list-style-type: none"><li>• Final assessment (70%)</li><li>• Elaboration of work and its oral presentation (30%)-</li></ul>	

## 249. TEXTBOOK and OPTIONAL READING

### *Dictionaries & Corpora*

- MacMillan Online Dictionary URL: <https://www.macmillandictionary.com/>
- Merriam-Webster Online Dictionary URL: <https://www.merriam-webster.com/>
- Online Dictionary and Thesaurus "Dictionary.Com. Thesaurus.Com" URL: <https://www.thesaurus.com/>
- British National Corpus URL: <http://www.natcorp.ox.ac.uk/>
- Corpus of Contemporary American English URL: <https://corpus.byu.edu/CO>

- Longman Dictionary of Contemporary English Online: <https://www.ldoceonline.com/>
- **Διαδικτυακές πηγές (*online resources*)**
- Business English-British Council: <https://learnenglish.britishcouncil.org/business-english>
- Reading skills for academic study: <http://www.uefap.com/reading/readfram.htm>

Academic Word List and practice: <http://www.englishvocabularyexercises.com/AWL/index.htm>



## ENGLISH FOR ACADEMIC PURPOSES

### COURSE SYLLABUS

#### 250. OVERVIEW

SCHOOL:	MANAGEMENT		
DEPARTMENT:	BUSINESS AND ORGANIZATION ADMINISTRATION		
COURSE LEVEL:	Undergraduate		
COURSE CODE:	09.03Π	SEMESTER	9o
COURSE TITLE:	ENGLISH FOR ACADEMIC PURPOSES		
TEACHING METHODS:	TEACHING HOURS (WEEKLY)		ECTS CREDITS
Lectures	1 2		2
Tutorial			2
			4
COURSE TYPE:	Optional		
COURSE PREREQUISITES:	None		
TEACHING LANGUAGE:	English		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	Yes		
COURSE WEB PAGE (URL)			

#### 251. SKILL DEVELOPMENT

Course Description and Learning Objectives
<p>Upon successful completion of the course, the student will be able to:</p> <ul style="list-style-type: none"> <li>• knows and uses the language at B2 – C1 level (good / very good knowledge)</li> <li>• understand and use basic vocabulary with an emphasis on the scientific terminology of their specialty</li> <li>• analyzes oral and written texts of moderate academic content</li> <li>• understand and analyze different types of academic/scientific texts</li> <li>• further develop language learning independently through books/articles as well as high quality educational material available on the internet.</li> </ul>
Competencies
<p>Developing the ability to communicate in the English language</p> <ul style="list-style-type: none"> <li>• Developing the capacity for independent and spontaneous learning.</li> <li>• Developing the ability to work independently</li> <li>• Application of knowledge in practice</li> <li>• Search, analysis and synthesis of data and information, using the necessary technologies</li> <li>• Adaptation to new situations</li> <li>• Respect for diversity and multiculturalism</li> <li>• Promotion of free, creative and inductive thinking</li> <li>• Developing respect for diversity and multiculturalism</li> </ul>

#### 252. COURSE TOPICS and SCHEDULE

<ul style="list-style-type: none"> <li>• Introduction of the Terminology in the students' field of specialty, by exposing students to relevant articles and extracts.</li> <li>• A glossary of the terms most frequently encountered in the above mentioned fields is given to class to aid them in their effort to master a number of terms in their particular field of specialty.</li> <li>• Introduction to the aim of in class group presentations which enhance the students' communicative competence in the target language (Written instructions are provided to students for the development and completion of the presentations)</li> <li>• Student discussions carried out in class focusing on the methods and techniques which make a presentation interactive and meaningful.</li> <li>• Writing a paragraph on what constitutes an ideal presentation is completed in the classroom.</li> </ul>
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#### 2nd section

- Reading text. (Extract from an academic course book) Skimming, scanning and understanding the main points
- Paragraph development and organization.
- Paragraph cohesion.

#### 3rd section

- Active-Passive transformations taught in class via the use of articles.
- Their mastery is assessed in class by means of encouraging the writing of a paragraph or two, expressing an opinion about a matter.

#### 4th section

- Modal auxiliaries taught in class via academic contexts. Students are given an incomplete paragraph and are encouraged to complete it by means of inferring.
- Students are asked to keep a weekly journal of their impressions of the particular class and discuss them with their peers on a weekly basis.

#### 5th section

- Focusing on the main ideas of reading texts. Reading fast.
- Reading critically. Writing a summary of the main ideas.

#### 6th section

- Reading skills: Reading for detail.
- Building vocabulary: Sub technical vocabulary.
- Describing a graph in class orally.

#### 7th section

- Turning written text into a graphic.
- Writing: Turning a graph into a text

#### 8th section

- Reading skills: Discussing the main topic.
- Building vocabulary: Guessing meaning from context.

#### 9th section

- Speaking debates.
- Students are separated into groups to critically discuss issues concerning them particular field of specialty.
- Reading skills practice (skimming, scanning, understanding the main points, reading for detail)

#### 10th section

- Revision test
- Students exchange their weekly journals and anonymously refer to them impressions of the class and projects. Meaningful discussions follow.

#### 11th -13th unit

Student groups present their projects in class. Relevant discussions follow. The teacher remains independent, like a referee or a guide and sees that everyone participates in the discussions. Individual students are assessed on the following oral assessment criteria:

- Main points
- Interesting facts
- Data
- Reaction
- Phonological competence
- Lexical range and control
- Grammatical accuracy
- Appropriateness of language choices
- Cohesion, coherence, and fluency
- Conversational competence

## 253. TEACHING AND LEARNING METHODS - ASSESSMENT

TEACHING METHOD	- Lectures in class
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<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES</b>	Use of T.P.E. <ul style="list-style-type: none"> <li>• in teaching</li> <li>• communication with students</li> <li>• in autonomous learning</li> <li>• use of the University's electronic platform <a href="https://eclass.uop.gr/">https://eclass.uop.gr/</a></li> </ul>										
<b>METHODS OF INSTRUCTION</b>	<table border="1"> <thead> <tr> <th><i>Method</i></th><th><i>Semester workload</i></th></tr> </thead> <tbody> <tr> <td>Lectures</td><td>39</td></tr> <tr> <td>Consolidation exercises + practical exercises</td><td>41</td></tr> <tr> <td>Writing works exams</td><td>18 2</td></tr> <tr> <td><b>Total workload in hours</b></td><td>100</td></tr> </tbody> </table>	<i>Method</i>	<i>Semester workload</i>	Lectures	39	Consolidation exercises + practical exercises	41	Writing works exams	18 2	<b>Total workload in hours</b>	100
<i>Method</i>	<i>Semester workload</i>										
Lectures	39										
Consolidation exercises + practical exercises	41										
Writing works exams	18 2										
<b>Total workload in hours</b>	100										
<b>STUDENT LEARNING ASSESMENT</b>	The final grade of the course results from: <ul style="list-style-type: none"> <li>• Final assessment (70%)</li> <li>• Elaboration of work and its oral presentation (30%)</li> </ul>										

## 254. TEXTBOOK and OPTIONAL READING

The following list is indicative. The sources and bibliography are constantly updated and the students are updated through the courses.

### Dictionaries

- The reader's Digest Oxford Word Finder
- Oxford Greek-English Learner's Dictionary by D.N. Stavropoulos
- Oxford English-Greek Learner's Dictionary by D.N.Stavropoulos & A.S. Hornby. Oxford Editors.

### online resources

- Longman Dictionary of Contemporary English Online: <https://www.ldoceonline.com/>
- Reading skills for academic study: <http://www.uefap.com/reading/readfram.htm>
- Academic Word List and practice:  
<http://www.englishvocabularyexercises.com/AWL/index.htm>