

COURSE OUTLINE

1. GENERAL

SCHOOL	APPLIED ECONOMIC AND SOCIAL SCIENCES		
ACADEMIC UNIT	AGRIBUSINESS AND SUPPLY CHAIN MANAGEMENT		
LEVEL OF STUDIES	<i>Undergraduate</i>		
COURSE CODE	5201	SEMESTER	2nd
COURSE TITLE	BUSINESS ADMINISTRATION II		
INDEPENDENT TEACHING ACTIVITIES		WEEKLY TEACHING HOURS	CREDITS
Lectures		4	5
COURSE TYPE	General Background		
PREREQUISITE COURSES	NO		
LANGUAGE OF INSTRUCTION and EXAMINATIONS	Greek		
IS THE COURSE OFFERED for ERASMUS STUDENTS?	YES (in English)		
COURSE WEBSITE (URL)	https://oeclass.aua.gr/eclass/		

2. LEARNING OUTCOMES

Learning Outcomes
<p>The aim of the course is:</p> <ul style="list-style-type: none"> ● Introduce students to Integrated Management issues, analyzing Globalization methodologies and the knowledge managers need to support a global organization. ● Encourage the understanding of Key concepts of organizational behavior, business communication, organizational culture and change management, elements necessary for the development and effective operation of business within the existing, dynamic and complex business environment ● Develop students' analytical and critical thinking skills <p>Upon successful completion of the course the students will be able to:</p> <ul style="list-style-type: none"> ● Understand the basic management "tools" of modern globalized administration ● Identify problems and proposes alternatives solutions to issues related to organizational behavior, communication in the general business space, as well as the role of organizational culture ● Distinguishes the main axes of development of modern strategic management ● Distinguishes the basic principles in managing organizational change and corporate reorganization based on strategic goals ● Understands the important of introducing and disseminating innovations, in the context of organizational culture
General Competences
<ul style="list-style-type: none"> ● Adapting to new situations

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

3. SYLLABUS

Course description:

1. Organizational Behavior
2. Attitudes and job satisfaction
3. Personality and values
4. Communication
5. Principles of Corporate Communication
6. Conflicts in the workplace
7. Trading Technique and Procedures
8. Organizational Culture
9. Organizational Changes
10. Stress Management in the Workplace
11. Organizational Innovation
12. Organization Development and the role of Learning
13. Case Studies

A combination of teaching and learning methods will be used aiming at the active participation of students and the practical implementation of the thematic units under consideration. Therefore, there will be lectures using audiovisual media, analysis and discussion of case studies on real operational issues, experiential (group) exercises, as well as projection of relevant videos. Also, students will prepare an individual or group project.

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

4. TEACHING and LEARNING METHODS - EVALUATION

DELIVERY	Face -to-face, Distance learning
USE OF INFORMATION and COMMUNICATIONS TECHNOLOGY	<ul style="list-style-type: none"> • Support of the learning process through the AUA Open eClass platform of the University (Integrated Electronic Course Management System) • Support of the lectures using presentation

	<p>software</p> <ul style="list-style-type: none"> • Use of audiovisual material • Use of Internet applications <p>Communication with students: face to face at office hours, email, eclass platform</p>														
<p>TEACHING METHODS</p>	<table border="1"> <thead> <tr> <th><i>Activity</i></th> <th><i>Workload</i></th> </tr> </thead> <tbody> <tr> <td>Lectures (direct)</td> <td>52</td> </tr> <tr> <td><i>Writing paper/ papers</i></td> <td>32</td> </tr> <tr> <td><i>Independent Study</i></td> <td>39</td> </tr> <tr> <td><i>Advisory support</i></td> <td>0,5</td> </tr> <tr> <td><i>Exams</i></td> <td>2</td> </tr> <tr> <td><i>Course Total (Approximately 25 hours of workload per credit unit 125.5)</i></td> <td>125,5 h</td> </tr> </tbody> </table>	<i>Activity</i>	<i>Workload</i>	Lectures (direct)	52	<i>Writing paper/ papers</i>	32	<i>Independent Study</i>	39	<i>Advisory support</i>	0,5	<i>Exams</i>	2	<i>Course Total (Approximately 25 hours of workload per credit unit 125.5)</i>	125,5 h
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<p>STUDENT PERFORMANCE EVALUATION</p>	<p>The evaluation process is in the language that the course is taught (Greek or English) and consists of:</p> <ol style="list-style-type: none"> Compulsory written final examination at the end of the semester (weighting factor 70% at least) which may includes: <ul style="list-style-type: none"> • Multiple choice questionnaires • Open-ended questions • Problem solving • Oral examination <p>Evaluation criteria: correctness, completeness, clarity</p> Optional written exam or essay during the semester (weighting factor 30%) which may includes: <ul style="list-style-type: none"> • Multiple choice questionnaires • Open-ended questions • Problem solving • Essay/report • Oral examination <p>Evaluation criteria: correctness, completeness, clarity</p> <p>Special learning difficulties:</p> <p>Students with special learning difficulties in writing and reading (as they are certified and characterized by a competent body) are examined based on the procedure provided by the Department.</p> <p>Disclosure of evaluation criteria: The evaluation criteria become known during the first course and are clearly formulated on the course's</p>														

website and in the e-class. The answers of the exam questions are posted in the eclass after the exams are held. Students have the opportunity to see their writing after the course is graded (in the announced office hours) and receive explanations about the grades they received..

5. ATTACHED BIBLIOGRAPHY

Suggested Bibliography in Greek Language:

- Robins, P. & Judge T. (2018), *Οργανωσιακή Συμπεριφορά*, 2^η έκδοση, Κριτική
- Βακόλα Μ., Νικολάου Ι. (2019), "Οργανωσιακή Ψυχολογία και Συμπεριφορά", 2^η έκδοση, ROSILI Εμπορική Εκδοτική Μ. ΕΠΕ
- Χυτήρης Λ. (2017), "Οργανωσιακή Συμπεριφορά" Εκδόσεις Μπένοσ
- Τερζίδης, Κ., (2015), "MANATZMENT Στρατηγική Προσέγγιση", 3η έκδοση, Εκδόσεις Σύγχρονη Εκδοτική
- Κέφης, Β., (2005), "Ολοκληρωμένο Μάνατζμεντ", 1η Έκδοση, Εκδόσεις Κριτική
- Πετρίδου, Ε (2002), "Διοίκηση-Μάνατζμεντ, μια Εισαγωγική Προσέγγιση", 2η έκδοση, Εκδ. Ζυγός, Αθήνα 2002.
- Schermerhorn J.R., (2012), "Εισαγωγή στο Management", Εκδόσεις Πασχαλίδης

Suggested Bibliography in English Language:

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

Related academic Journals:

- Luthans F. & Youssef C. M (2007), *Emerging Positive Organizational Behavior*, *Journal of Management* 33, τευχ. 3, σελ. 321-349
- Meinert D. (2014), *Manager's Influence*, HR Managine
- Zhang S. (2014), *Impact of job Involvement on Organizational Citizens Behaviors in China*, *Journal of Business Ethics* 120, τευχ. 2, σελ. 165-174
- Judge T. A. & Ilies R. (2004), *Affect and Job Satisfaction: A Study of Their Relationship at Work and at Home*, *Journal of Applied Psychology* 89, τεύχ. 89, σελ. 661- 673
- Kennedy R. B. & Kennedy D. A.(2004), *Using the Myers- Briggs Type Indicator in Career Counseling*, *Journal of Employment Counseling* 41, τεύχ. 1, σελ. 38-44

Instructor' Notes

