

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	5301	SEMESTER	3rd
COURSE TITLE	HUMAN RESOURCES MANAGEMENT		
INDEPENDENT TEACHING ACTIVITIES		WEEKLY TEACHING HOURS	CREDITS
Lectures		4	5
COURSE TYPE	In-Depth Analysis		
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"> • Present students with the main theoretical knowledge in modern Human Resource Management as part of the modern business / administrative development process. • Provide them with the basic "tools" for dealing with theoretical and practical problems that arise. <p>Upon successful completion of the course, the student will be able to:</p> <ul style="list-style-type: none"> • Know important considerations of the term "personality" and understands their importance in the business world • Analyze and supervise the key aspects and dimensions of the relationship amongst "employees - working environment - business - control" • Distinguish important parameters of 'working groups' and 'committees' • Acquire the same perception of the mechanism of motivation, know important considerations of that term, and be able to analyze the correlation-motivation-productivity. • Recognize and manage diversity issues (e.g., gender, multiculturalism) • Understand / (co-) shaping / (co-) working towards correlative: (a) Work Planning / Job Analysis - Personnel Recruitment / Selection / Assessment and (b) Personnel Education / Training - Employee Performance. • Understand key aspects of business ethics and employee ethics.
General Competences
<ul style="list-style-type: none"> • 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

1. Introduction, content and core functions of Human Resource Management
2. Strategic Human Resource Management
3. Planning/ HR Design
4. Job analysis
5. Job description and Specification
6. Recruitment and selection process of personnel
7. Staff Evaluation/ Performance appraisal
8. Policies and rewards systems
9. Employee relations & collective HR contracts
10. Occupational health and safety
11. Managing Diversity, Work Bulling, Harassment
12. Communication and team building
13. Career path and talent management
14. Case studies

A combination of teaching and learning methods will be used, aiming at the active participation of the students and the practical application of the thematic units under examination; there will also be lectures using audiovisual media, discussions, and analyses of case studies on real business issues, experiential (group) activities, as well as projections of relevant videos. The students will also undertake an individual or group project. Furthermore, articles, audiovisual lecture materials, web links/addresses, useful information, case studies and exercises for further practice are posted in digital form on the AUA Open e-Class platform.

4. TEACHING and LEARNING METHODS - EVALUATION

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

	<p>Communication with students: face to face at office hours, email, eclass platform</p>														
<p>TEACHING METHODS</p>	<table border="1"> <thead> <tr> <th data-bbox="699 331 1031 365"><i>Activity</i></th> <th data-bbox="1031 331 1358 365"><i>Workload</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="699 365 1031 398">Lectures (direct)</td> <td data-bbox="1031 365 1358 398">52</td> </tr> <tr> <td data-bbox="699 398 1031 465"><i>Writing paper/ papers</i></td> <td data-bbox="1031 398 1358 465">32</td> </tr> <tr> <td data-bbox="699 465 1031 499"><i>Independent Study</i></td> <td data-bbox="1031 465 1358 499">39</td> </tr> <tr> <td data-bbox="699 499 1031 533"><i>Advisory support</i></td> <td data-bbox="1031 499 1358 533">0,5</td> </tr> <tr> <td data-bbox="699 533 1031 600"><i>Exams</i></td> <td data-bbox="1031 533 1358 600">2</td> </tr> <tr> <td data-bbox="699 600 1031 757"><i>Course Total (Approximately 25 hours of workload per credit unit 125.5)</i></td> <td data-bbox="1031 600 1358 757">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"> i. 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> ii. 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>Specifically-Defined Criteria:</p> <p>The evaluation criteria are made known during the first lesson and are clearly stated on the course website and the AUA Open e-class platform. The answers to the exam questions are posted on the AUA Open e-Class</p>														

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

5. ATTACHED BIBLIOGRAPHY

Suggested Bibliography in Greek Language:

- Βαξεβανίδου, Μ., και Ρεκλείτης, Π., (2019), Διοίκηση Ανθρώπινων Πόρων, 1η Έκδοση, Εκδόσεις Προπομπός
- Noe, R., Hollenbeck, J., G., Gerhart, B., (2009), Διαχείριση Ανθρώπινων Πόρων, 1η έκδοση, Εκδόσεις Παπαζήση
- Dessler, G., (2012), Διαχείριση Ανθρώπινου Δυναμικού, 1η έκδοση, Εκδόσεις Κριτική
- Μουζά-Λαζαρίδη, Α., (2006), Διοίκηση Ανθρώπινων Πόρων, 1η έκδοση, Εκδόσεις Κριτική.

Suggested Bibliography in English Language:

- Sharon Armstrong, Barbara Mitchell, (2019), The Essential HR Handbook - Tenth Anniversary Edition: A Quick and Handy Resource for Any Manager or HR Professional, Career Press
- Erica Keswin, (2018), Bring Your Human to Work: 10 Surefire Ways to Design a Workplace That Is Good for People, Great for Business, and Just Might Change the World, McGraw Hill Education

Related academic Journals:

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

Instructor's Notes