COURSE OUTLINE

1. GENERAL INFORMATION

FACULTY	ECONOMY AND MANAGEMENT
DEPARTMENT	ORGANIZATIONS MANAGEMENT, MARKETING AND TOURISM
LEVEL OF STUDY	UNDERGRADUATE

COURSE CODE	1605-210302	**SEMESTER**	3rd

TITLE	**HUMAN RESOURCES MANAGEMENT AND ORGANIZATIONAL BEHAVIOR**

Autonomous Teaching Activities	**WEEKLY TEACHING HOURS**	**CREDITS**
Lectures, Laboratory Exercises	3	5

COURSE TYPE	GENERAL BACKGROUND
PREREQUISITE COURSES	NONE
TEACHING LANGUAGE	GREEK
COURSE OFFERED TO ERASMUS STUDENTS	YES
COURSE WEBPAGE (URL)	

2. LEARNING OUTCOMES

Learning outcomes

The objectives of this course are for the students:

1. Knowledge: to be able to describe the basic functions of human resource management, and students to be able to recognize them.

2. Understanding: to identify and explain the methods used in programming, job analysis, candidate recruitment, training, evaluation, and remuneration, and infer the corresponding data.

3. Application: to examine the issues concerning health and safety as well as to classify the employment relations.

4. Analysis: to get acquainted with the functions of human resource management by analyzing some simple applications in the form of exercises, as well as case investigations.

5. Composition: to create and explain the processes that exist in companies regarding human resources and to be able to organize the right practices used in relation to all processes, and to suggest students' appropriate practices.

6. Assessment: to be able to evaluate their qualifications and to support them to prepare them for their inclusion in the workplace. Emphasis is placed on defining the CV and conducting the interview, judging by the requirements of the market.

To achieve the above objectives, the teacher uses a variety of learning tools and more specifically,
1 Regarding the best possible recording of knowledge, an effort is made to enhance the auditory, visual and kinesthetic stimuli that students receive, and this is done through the use of verbal and

non-verbal communication methods. During the lecture the teacher tries to retrieve memories from the students who attend the course, practices, and emotions, intensifying the readiness of the students to accept the new knowledge.

2 The understanding is achieved through the interpretation of questions that are asked, while the case is used j) the technique of framing, where the problem is adapted to the situation of the respondent, ii) the technique of anchoring at points of interest, and iii) the technique of mirroring, through whose students are asked to change roles and approach the question in a different light.

3 Following the knowledge transfer model of Nonaka / Takeuchi follows the application and classification of newly re-acquired knowledge in the existing cognitive background of students. At this stage, a more practical application of knowledge is given using examples from everyday work practice.

4 Then in the model of the same model of knowledge transfer, follows the analysis and deeper understanding of the context of the action and its effects.

5 The following synthesis is made according to the standards of internalization, adaptation, and re-creation of knowledge by the students who are called to create, compose and mainly explain phenomena and behaviors.

6 In the final stage of the evaluation, the conclusions are formulated and confirmed either by bibliographic references or by the use of audiovisuals through interaction.

Upon completion of the course students should be able to:

• know the process of human resource planning.

• be able to use and create job analysis.

• know the methods of attracting and selecting candidates in companies, with special emphasis on the CV and the interview. Have the ability to gather and interpret the necessary information regarding the companies that will submit their CV to find a job.

• understand and know the importance of the training process in companies as well as the methods of training employees.

• know the procedures and methods of evaluation of employees in companies, so that they can distinguish them and use them accordingly.

• know how to calculate remuneration and methods of job evaluation.

• know the basic elements related to hygiene and safety in the workplace.

• know the issues concerning labor relations in Greece.

• develop skills and abilities that they need to integrate into the workplace as smoothly as possible by modern market requirements.

General Skills

- Upon successful completion of the course students develop knowledge that will help them with:
- Search, analysis and synthesis of data and information, using the necessary technologies
- Adaptation to new situations
- Decision making
- Autonomous work
- Teamwork
- Work in an international environment
- Work in an interdisciplinary data and information environment, using the necessary

technologies
- Project design and management
- Respect for diversity and multiculturalism
- Respect for the natural environment
- Demonstration of social, professional, and moral responsibility and sensitivity to gender issues
- Exercise criticism and self-criticism

3. COURSE CONTENT

Lesson 1: The Nature of Human Resource Management / The Global Framework for Human Resource Management
Lesson 2: Human Factor and Organizational Planning
Lesson 3: Attracting and Selecting Employee Methods
Lesson 4: Leadership
Lesson 5: Learning and intra-organizational training
Lesson 6: Employee development
Lesson 7: Labor Relations / Conflicts
Lesson 8: Ethics and Corporate Social Responsibility
Lesson 9: Employee Health and Safety
Lesson 10: Rewards / Motivation
Lesson 11: Diversity Management / Equal Opportunities
Lesson 12: Staff evaluation method
Lesson 13: Summarizing and formulating conclusions

4. TEACHING AND LEARNING METHODS - ASSESSMENT

TEACHING METHOD	In class	
ICT USE	AR Use of AR / VR technologies -E-mail / Zoom meetings	
TEACHING ORGANIZATION	**Activities**	**Working Load per Semester**
	Lectures	39
	Practice exercises	26
	Teamwork in a case study regarding the functions of the Human Resources Management	15
	Practice Exercises focusing on the application of methodologies and analysis of case studies in smaller groups of students	20
	Individual practice tasks	20
	Self-study	30

	Total	150
ASSESSMENT	- written final exam and a written assignment (optional, presented in the room), which increases the score of the final exam. - The written final exam (100%) which includes: - Analysis of roles and stakeholders in a briefcase study - Problem-solving - Comparative evaluation of theory data The test material is posted on Moodle and, before the test, time is spent on answering questions about the test material. A file of students' examination documents is kept until they receive their degree. After the exam, time is available to each student to clarify his / her mistakes and explain his / her grade.

5. REFERENCES

RECOMMENDED-BIBLIOGRAPHY
TEACHING BOOKS
Book 1: Organizational Behavior, Book Code in Eudoxus: 50659788, Edition: 13th edition / 2015, Authors: Uhl-Bien M., Schermerhorn J., Osborn R., ISBN: 9789963258321, Type: Book, Publisher H) B

Book 2: Organizational Psychology and Behavior 2nd Edition, Book Code in Eudoxus: 86053197, Edition: 2/2019. Authors: Maria Vakola, Ioannis Nikolaou, ISBN: 978-618-51-31-59-3, Type: Book, Distributor (Publisher): ROSILI EMPORIKI - EDITORIAL LTD.

ADDITIONAL SUGGESTED BIOGRAPHY

● BERNARDIN, H. J. (2012). Human Resource Management (6th edition). McGraw-Hill, New York.
● MATHIS, R.L. and J.H. JACKSON (2011). Human Resource Management. Essential Perspectives. Cengage Learning; 6th edition.
● DESSLER, G. (2012). Human Resource Management (13th edition). Prentice-Hall, New Jersey, USA.
● PAPALEXANDRI, N. and BOURANTAS, D. (2003). Human resource Management. G. Benou Publications, Athens.
● RECLETIS P. VAXEVANIDOU M. (2008). Human Resources Management. PROPOMPOS Publications.

RELATED SCIENTIFIC JOURNALS
● Human Resource Management Journal
● Human Resource Management Review
● The International Journal of Human Resource Management