COURSE OUTLINE

1. GENERAL INFORMATION

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

COURSE CODE	1605-210516	**SEMESTER**	5th

TITLE	**ADMINISTRATION AND ORGANIZATION OF EDUCATIONAL UNITS**

Autonomous Teaching Activities	WEEKLY TEACHING HOURS	CREDITS
Lectures	3	5

COURSE TYPE	OPTIONAL COURSE (dir.)
PREREQUISITE COURSES	
TEACHING LANGUAGE	GREEK AND ENGLISH
COURSE OFFERED TO ERASMUS STUDENTS	
COURSE WEBPAGE (URL)	

2. LEARNING OUTCOMES

Learning outcomes
With the effective teaching of this course the student will be able to: 1. Knowledge: To become familiar with the use of introductory terms in the field of Administration and Organization of Educational Units.   2. Understanding: to understand the role and influence of power in centralized systems but also in decentralized ones such as the Greek education system.   3. Application: to select and apply the most effective management model of the school unit, taking into account its peculiarities.   4. Analysis: to judge and specify the decisions of the management.   5. Composition: To compose and describe the forms of organization of the educational unit.   6. Evaluation: to be able to evaluate the most effective organizational model.
General Skills
✓ Adaptation to new situations   ✓ Decision making   ✓ Autonomous work   ✓ Teamwork   ✓ Work in an international environment   ✓ Work in an interdisciplinary environment

3. COURSE CONTENT

1. The role of power in the Administration.
2. Definition and content of the Organization.
3. Definition and content of the Management.
4. Historical evolution of management theories.
5. Forms of Management.
6. Definition and decision-making process.
7. Decentralization of educational units.
8. Autonomy of the educational units.
9. Bureaucracy.
10. Critical approach to the management of European education systems.
11. Critical approach of the administration of the Greek educational system.
12. Organizational behavior.
13. Evaluation.

4. TEACHING AND LEARNING METHODS - ASSESSMENT

TEACHING METHOD	Face to Face
ICT USE	Use of Moodle academic platform to communicate with students and post support material. Use the internet to find resources

TEACHING ORGANIZATION	Activities	Working Load per Semester
	Lectures	39
	Interactive Teaching	40
	Bibliographic study and analysis	30
	Seminars	41
	TOTAL	150

ASSESSMENT	
	Concluding evaluation with multiple choice questions and short answer: 70% Formative evaluation with intermediate sub-tasks: 30% 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

-Suggested bibliography:
1. Athanasoula-Reppa, A. (2008). Educational Management & Organizational Behavior. Athens: Ion.
2. Zavlanos, M. (2003). Total Quality in Education. Athens: Stamoulis.

3. Iordanidis, G. (2002). The role of the Head of Directorate and Office of Education. Thessaloniki: Kyriakidi.

4. Iordanidis, G. & Tsagalidou, M. (2005). "Teachers' self-assessment in England as an administrative process: principles, methods, and techniques of its implementation". Educational Sciences, vol.1, pp.85-100.

5. Kassotakis, M. (2005). "Evaluation and Professional Development of Teachers".

6. Koutouzis, M. (2006). The capture of the Educational System at the Level of School Units. Athens: Center for Educational Research

7. MacBeath, J., Schratz, M., Meuret, D., & Cobsen L. (2004). Self-evaluation in the European school. Athens: Metaichmio.

8. Papakonstantinou G., (2013) Principles of human resource management, The management of human resources in education, Athens, Gutemberg Publishing

9. Saitis, Ch. (2008). The Principal at the Public School. Athens: Pedagogical Institute.

10. Hatzipanagiotou, P. (2003). The school administration and the participation of teachers in the decision-making process. Thessaloniki: Kyriakidi.

11. Bush T. (2003). Theories of Educational Management (3rd Ed.). London: Sage.

Bush, T., & Middlewood, D. (2006). Leading and Managing People in Education. London: Sage.

12. Coleman, M. (2007). "Gender and educational leadership in England: a comparison of secondary headteachers' views over time". School Leadership and Management, 27 (40, pp.383-399.

13. Eurydice (2004). Evaluation of schools providing compulsory education in Europe. Brussels: Eurydice European Unit.