

COURSE OUTLINE

1. GENERAL INFORMATION

FACULTY	ECONOMY AND MANAGEMENT		
DEPARTMENT	ORGANIZATIONS MANAGEMENT, MARKETING AND TOURISM		
LEVEL OF STUDY	UNDERGRADUATE		
COURSE CODE	1605-230708	SEMESTER	7th
TITLE	PROJECT ADMINISTRATION AND MANAGEMENT		
Autonomous Teaching Activities		WEEKLY TEACHING HOURS	CREDITS
Lectures, Practice Exercises		3	5
COURSE TYPE	GENERAL KNOWLEDGE SPECIALIZATION		
PREREQUISITE COURSES	NONE		
TEACHING LANGUAGE	GREEK AND ENGLISH		
COURSE OFFERED TO ERASMUS STUDENTS	YES		
COURSE WEBPAGE (URL)			

2. LEARNING OUTCOMES

Learning outcomes
<p>Students are expected to:</p> <ol style="list-style-type: none"> 1. KNOWLEDGE: describe, identify and identify the general context of different forms of administration. 2. UNDERSTANDING: explain and deepen into the Management science and the peculiarities of its approach depending on its purpose and the field that will be applied 3. IMPLEMENTATION: calculate parameters of productivity, efficiency, and effectiveness of operations and processes. 4. ANALYSIS: combine knowledge in the field of project management and management in general, and their skills to design and execute projects and procedures in cases of unknown environment. 5. COMPOSITION: organize their knowledge and understanding in the field of project administration and management in general, and their ability to reconstruct and reorganize problematic projects and processes that arise in field applications with the help of advanced tools and methods. 6. EVALUATION: combine knowledge and formulate judgments, even with incomplete or limited data.
General Skills
<ul style="list-style-type: none"> • 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 environment
- Production of new research ideas

3. COURSE CONTENT

Theory:

1. -Introduction to project management.
2. -Measuring capacity, efficiency, productivity.
3. -Total quality management.
4. -Leadership and guidance.
5. -Theories about leadership.
6. -Making decisions with trees.
7. -Processes and process design.
8. -Programming production capacity.
9. -Introduction to linear programming.
10. -Work measurement.
11. -Design of work procedures.
12. -Project time management methods.
13. - Solve integrated project management, process planning.

4. TEACHING AND LEARNING METHODS - ASSESSMENT

TEACHING METHOD	In the classroom Face to Face teaching, Distance learning with modern and asynchronous tools.	
ICT USE	Use of ICT in teaching (Moodle, office, etc.) in teaching (projections and slide shows) as well as in communication with students.	
TEACHING ORGANIZATION	<i>Activities</i>	<i>Working Load per Semester</i>
	Lectures	39
	Field application exercises	61
	Written Assignment	50
	TOTAL	150
ASSESSMENT	<p>The language of assessment is Greek and may be English for foreign students (students from exchange programs).</p> <p>Concluding assessment uses written or online tests at the end of the semester, which may include multiple-choice, short-answer, extended-answer, or correct-answer questions.</p> <p>The final grade is the sum of the formative and concluding assessments of the students. The</p>	

	evaluation criteria have to do on the one hand in the assignments to the extent that the students proceed to the elaboration of the assignment and carry out the intermediate technical requirements in the final examination in the achievement of the Learning Outcomes described above. For each L.O. the grade is distinguished next to the question and is known to the students. After the grades are issued, students can see their writing during office hours.
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5. REFERENCES

-Suggested bibliography:

1. PROJECT MANAGEMENT: THE ACHIEVEMENT OF COMPETITIVE ADVANTAGE

Book Code in Eudoxus: 59395324

Edition: 1st / 2016

Authors: Pinto K. Jeffrey

ISBN: 9789963258901

Type: Book

Distributor (Publisher): BROKEN HILL PUBLISHERS LTD

2. PROJECT ADMINISTRATION AND MANAGEMENT

Book Code in Eudoxus: 77109652

Edition: 3rd edition / 2018

Authors: Polyzos Seraphim

ISBN: 978-960-586-254-1

Type: Book

Distributor (Publisher): KRITIKI PUBLICATIONS SA

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