

## COURSE OUTLINE

### (1) GENERAL

<b>SCHOOL</b>	School of Business		
<b>ACADEMIC UNIT</b>	Department of Tourism Economics and Management		
<b>LEVEL OF STUDIES</b>	Undergraduate		
<b>COURSE CODE</b>		<b>SEMESTER</b>	Spring
<b>COURSE TITLE</b>	Human Resource Management		
<b>INDEPENDENT TEACHING ACTIVITIES</b> <i>if credits are awarded for separate components of the course, e.g. lectures, laboratory exercises, etc. If the credits are awarded for the whole of the course, give the weekly teaching hours and the total credits</i>		<b>WEEKLY TEACHING HOURS</b>	<b>CREDITS</b>
Lectures		3	5
<i>Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).</i>			
<b>COURSE TYPE</b> <i>general background, special background, specialised general knowledge, skills development</i>	Special Background		
<b>PREREQUISITE COURSES:</b>	NO		
<b>LANGUAGE OF INSTRUCTION and EXAMINATIONS:</b>	Greek		
<b>IS THE COURSE OFFERED TO ERASMUS STUDENTS</b>	NO		
<b>COURSE WEBSITE (URL)</b>	<a href="https://eclass.aegean.gr/courses/211202/">https://eclass.aegean.gr/courses/211202/</a>		

### (2) LEARNING OUTCOMES

<p><b>Learning outcomes</b></p> <p><i>The course learning outcomes, specific knowledge, skills and competences of an appropriate level, which the students will acquire with the successful completion of the course are described.</i></p> <p><i>Consult Appendix A</i></p> <ul style="list-style-type: none"> <li>• <i>Description of the level of learning outcomes for each qualifications cycle, according to the Qualifications Framework of the European Higher Education Area</i></li> <li>• <i>Descriptors for Levels 6, 7 &amp; 8 of the European Qualifications Framework for Lifelong Learning and Appendix B</i></li> <li>• <i>Guidelines for writing Learning Outcomes</i></li> </ul>
<p>Upon completion of this course, students will:</p> <ul style="list-style-type: none"> <li>• Understand the specific conditions that characterize human resources management and the key role of human resources in achieving organizational goals.</li> <li>• Understand human resources management policies and their implementation.</li> <li>• Evaluate changes in the external and internal environment of organizations and determine their impact on the operation of human resources management.</li> <li>• Be able to apply the various human resources management practices and policies to enhance employee performance</li> <li>• Recognize human resource development problems, analyze the methods of attracting and selecting employees and how they affect the functioning of organizations</li> <li>• Understand job analysis and description</li> <li>• Understand the effective education and development of human resources</li> </ul>
<p><b>General Competences</b></p> <p><i>Taking into consideration the general competences that the degree-holder must acquire (as these appear in the Diploma Supplement and appear below), at which of the following does the course aim?</i></p> <p><i>Search for, analysis and synthesis of data and information, Project planning and management</i></p>

<i>with the use of the necessary technology</i> <i>Adapting to new situations</i> <i>Decision-making</i> <i>Working independently</i> <i>Team work</i> <i>Working in an international environment</i> <i>Working in an interdisciplinary environment</i> <i>Production of new research ideas</i>	<i>Respect for difference and multiculturalism</i> <i>Respect for the natural environment</i> <i>Showing social, professional and ethical responsibility and sensitivity to gender issues</i> <i>Criticism and self-criticism</i> <i>Production of free, creative and inductive thinking</i> ..... <i>Others...</i> .....
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- ▶ Search for, analysis and synthesis of data and information, with the use of the necessary technology
- ▶ Adapting to new situations
- ▶ Decision-making
- ▶ Working independently and in teams
- ▶ Respect for difference and multiculturalism
- ▶ 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. Concept, Content and Functions of the Human Resources Management
2. Strategic Programming of Human Resources
3. Work position analysis
4. Attracting Candidates
5. Selection of Candidates
6. Reception and integration of newcomers
7. Education and Human Resources Development
8. Performance Management Systems
9. Establishing Rewards and Remuneration Programs
10. Privileges of employees
11. Ensuring a Healthy and Safe Working Environment
12. Employee and Administration Relationships

**(4) TEACHING and LEARNING METHODS - EVALUATION**

<b>DELIVERY</b> <i>Face-to-face, Distance learning, etc.</i>	Face-to-Face
<b>USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY</b> <i>Use of ICT in teaching, laboratory education, communication with students</i>	<ul style="list-style-type: none"> <li>✓ The lesson will be based on lectures, while many different educational methods such as group exercises, case studies, presentations, role playing will be used to clarify and support theoretical concepts.</li> <li>✓ Communication with students via e-mail and</li> </ul>

	e-class platform ✓ Uploading course material on e-class platform	
<p><b>TEACHING METHODS</b></p> <p><i>The manner and methods of teaching are described in detail.</i></p> <p><i>Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, placements, clinical practice, art workshop, interactive teaching, educational visits, project, essay writing, artistic creativity, etc.</i></p> <p><i>The student's study hours for each learning activity are given as well as the hours of non-directed study according to the principles of the ECTS</i></p>	<b>Activity</b>	<b>Semester workload</b>
	Lectures	39
	Case analysis, presentations and related material analysis	41
	Independent study	45
	<b>Course total</b> <b>(25 hours/ECTS)</b>	<b>125</b>
<p><b>STUDENT PERFORMANCE EVALUATION</b></p> <p><i>Description of the evaluation procedure</i></p> <p><i>Language of evaluation, methods of evaluation, summative or conclusive, multiple choice questionnaires, short-answer questions, open-ended questions, problem solving, written work, essay/report, oral examination, public presentation, laboratory work, clinical examination of patient, art interpretation, other</i></p> <p><i>Specifically-defined evaluation criteria are given, and if and where they are accessible to students.</i></p>	Evaluation of students and assessment of learning outcomes takes place in Greek via written exams at the end of the semester. In special cases of learning difficulties, performance evaluation takes place via oral exams.	

#### (5) ATTACHED BIBLIOGRAPHY

##### A) Recommended bibliography

- CHITIRIS LEONIDAS, MANAGEMENT OF HUMAN RESOURCES, BENOU PUBLICATIONS
- David A, DeCenzo, Stephen P. Robbins, Susan L. Verhulst Human Resources Management, Athens, Utopia Publications
- Human Resources Management, 14th Edition, R. Wayne Mondy, Joseph J. Martocchio, Vasilis Kefis, Georgios Louriou (editing), PUBLICATIONS A. TZIOLA & SONS SA

- Vaxevanidou, M., Rakeitis, P. (2008) Human Resource Management. Theory and Practice, Athens, editions Propospos
- Bouaradas D., Papalexandri N. (2002). Human resource Management. Benou Eug.