**COURSE OUTLINE**

1. **GENERAL**

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| **SCHOOL** | BUSINESS AND ECONOMICS |
| **DEPARTMENT** | BUSINESS ADMINISTRATION |
| **LEVEL OF STUDY**  | POST GRADUATE/MANAGEMENT OF EDUCATIONAL ORGANIZATIONS |
| **Course Unit Code** |  | **SEMESTER OF STUDY** | A |
| **Course Title** | ADMINISTRATION AND MANAGEMENT OF EDUCATIONAL ORGANIZATIONS  |
| **Coursework Breakdown** | **TEACHING WEEKLY HOURS** | **ECTS Credits** |
| **Lectures** | 3 | 8 |
| **Labs and Workshops** | 1 |  |
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| **Course Unit Type** | SCIENTIFIC AREA COURSE |
| **Prerequisites :** |  |
| **Language of Instruction/Exams:** | GREEK  |
| **COURSE DELIVERED TO ERASMUS STUDENTS** |  |
| **Module web page (URL)** | https://moodle.uniwa.gr/course/view.php?id=445 |

1. **Learning Outcomes**

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| **Learning Outcomes** |
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| The administration of educational organizations is a challenge for executives who have to respond against challenges across all the range of the educational function, on administrative decision-level, on applications and problem solving, while maintaining pedagogical guidance. The course provides basic knowledge about the concept of the Welfare State and Social Administration, presents the principles of management and its applications in Strategic and Business Planning, as well as studies and applications that cover the full range of its administrative function.After completing the course, students will be able to * The role of Education in Social Policy and Social Justice
* Understand the basic principles of management of a modern Organization
* Τo design a Strategy and actions
* Assess issues concerning both the administrative function and the role of executives.
* Utilize the knowledge and the experience to carry out plans and implementation of possible crisis scenarios and choose the proper crisis management strategies, through coordinating groups.
* Integrate the principles of New Public Management model in procedures which are focused on the connection between educational organization and the external environment
* Identify market practices within the public administration on issues related to the efficiency and effectiveness of educational organization.
* To identify market practices within the public administration on issues related to the efficiency and effectiveness of the school organization.
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| **General Skills** |
| * Decision Making
* Adjustment in new situations
* Criticism and self-criticism
* Individual work
* Teamwork
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1. **Course Contents**

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| * **Welfare State Social Administration**
	+ - Fundamental rights
		- Social rights
		- Education in the Constitution
		- Social Policy and Education
		- Social Administration
		- Social Administration Welfare State - Education
* **Management theories - Applications in education**
	+ - Administration and Management. Clarification of terms
		- Theoretical approaches
		- Implementation in education
* **Change Management**
	+ - Theories of Change
		- The Leader's Influence on Change
* **Crisis Management**
	+ - Conceptual clarification
		- Stages of the crisis
		- Crisis management
		- Consequences
		- Prevention and treatment practices
* **Business Planning**
	+ - Principles and advantages of Business Planning
		- Phases of Business Planning
		- The current business situation
		- Strategic Planning (Balance Score Card)
		- Targeting
		- Action Plans
* **Conflict management**
	+ - Types of Conflicts
		- Strategies
		- Evaluation
* **Organization of the Education system**
	+ - National peculiarities and convergences: From the EEC to Maastricht and Europe in 2020
		- New conception of the state and administration in the era of European convergence
		- Bologna Process
		- Objectives of education and training systems in the EU
		- Good Practices
		- Organization of Greek education
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1. **Teaching Methods - Assessment**

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| **Mode of DeliverY** | In-Class |
| **USE OF INFORMATION AND COMMUNICATION TECHNOLOGY** | Support of the learning process through the e-class platform |
| **TEACHING METHODS** |

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| ***Method description*** | ***Semester Workload*** |
|  | 200 |
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| ***TOTAL*** | **200** |

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| **ASSESSMENT METHODS** |  **Theoretical part:****Individual and Group Tasks.****A set of an open-ended questions exam during the semester under a critical view** |

1. **Resources**

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| *-**Recommended Book and Journal Article Resources:** Brinia Vassiliki (2008) Management of educational units and training Publisher: Stamouli
* Costas Dikaios, Athanasios Karberis, Nikolaos Polyzos (2017) Public and social services administration Gutenberg - George & Costas Dardanos,
* Brock Stephen, Sandoval Jonathan, Sharon Lewis (2005). Crisis management in school units, Athens Gutenberg - George & Costas Dardanos
* Brown K., Waterhouse J.and Flynn C. (2003), “Change management practices-Is a hybrid model a better alternative for public sector agencies?”, International Journal of Public Sector Management, Vol.16, No 3, pp.230-241. c)
* Crisis Management – An International Overview September 2009 <http://www.eu.gov.hk/en/reference/publications/crisis_management.pdf>
* Devlin,Ε. (2007) “Crisis Management Planning and Execution”, Auerbach Publications, USA.
* DUNLEAVY P., HOOD C. (1994), "From Old Public Administration to New Public Management", Public Money and Management, July-September, pp. 9-16.
* Evans & Lindsay (2008) The Management and Control of Quality, 7th edition. USA: Thomson .South Western
* Harvey, D (2009). Η κατάσταση της μετανεωτερικότητας . Διερεύνηση των απαρχών της πολιτισμικής μεταβολής . Αθήνα, εκδ. Μεταίχμιο
* HOOD C. (1995), "The New Public Management in the 1980s: Variations on a Theme", Accounting, Organizations and Society, Vol. 20, No. 2/3, pp. 93-109.

<http://www.oecd.org/edu/Education-at-a-Glance-2014.pdf> * Norman, R. A. (1995.) “ Managing the Crisis You Tried to Prevent”, Harvard Business School Press, Boston, MA.
* OECD (2014) Education at a glance
* UNESCO (2005) EFA Global Monitoring Report. Understanding education quality <http://unesdoc.unesco.org/images/0013/001373/137333e.pdf>
* Zeithaml,V.- Varadarajan, P. & Zeithaml C. (1988) The Contingency Approach: Its Foundations and Relevance Approach to Theory Building and Research in Marketing European Joumal of Marketing 22,7
* European Union Eurydice Key Data for Teachers and School Managers in Europe Edition2013 <http://eacea.ec.europa.eu/education/eurydice/documents/key_data_series/151EL.pdf>
* Zavlanos, M. (2003). The Total Quality in Education , Athens: Stamouli Publications (in Greek)
* Karkatsoulis, P. (2004). The state in transition from administrative reform to the new public governance management ,Athens: Sideris publications (in Greek)
* Bourandas, D. (2002). Management, Athens: Benou publications (in Greek)

*-Recommended Journals:* |