

COURSE OUTLINE

(1) GENERAL

SCHOOL	SCHOOL OF BUSINESS		
ACADEMIC UNIT	DEPARTMENT OF TOURISM ECONOMICS AND MANAGEMENT		
LEVEL OF STUDIES	UNDERGRADUATE		
COURSE CODE	TO4022	SEMESTER	4th
COURSE TITLE	HUMAN RESOURCE MANAGEMENT		
INDEPENDENT TEACHING ACTIVITIES <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>	WEEKLY TEACHING HOURS	CREDITS	
LECTURES	3	5	
<i>Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).</i>			
COURSE TYPE <i>general background, special background, specialised general knowledge, skills development</i>	GENERAL BACKGROUND		
PREREQUISITE COURSES:	NO		
LANGUAGE OF INSTRUCTION and EXAMINATIONS:	GREEK		
IS THE COURSE OFFERED TO ERASMUS STUDENTS	NO		
COURSE WEBSITE (URL)	https://eclass.aegean.gr/courses/TOUREM172/		

(2) LEARNING OUTCOMES

<p>Learning outcomes</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"> • <i>Description of the level of learning outcomes for each qualifications cycle, according to the Qualifications Framework of the European Higher Education Area</i> • <i>Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and Appendix B</i> • <i>Guidelines for writing Learning Outcomes</i>
<p>Upon successful completion of the course, students will:</p> <ul style="list-style-type: none"> • understand the specific conditions that characterize human resource management and the key role of human resource in achieving organizational goals • understand human resource management policies and their implementation • evaluate changes in the external and internal environment of organizations and determine their impact on the operation of human resource management • be able to apply the various human resource management practices and policies to enhance employee performance • recognize human resource development problems, analyze the methods of attracting and selecting employees and how they affect the organizations

- understand job analysis and description
- understand the importance of effective education and development of human resource.

General Competences

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?

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| Search for, analysis and synthesis of data and information, with the use of the necessary technology | Project planning and management |
| Adapting to new situations | Respect for difference and multiculturalism |
| Decision-making | Respect for the natural environment |
| Working independently | Showing social, professional and ethical responsibility and sensitivity to gender issues |
| Team work | Criticism and self-criticism |
| Working in an international environment | Production of free, creative and inductive thinking |
| Working in an interdisciplinary environment | |
| Production of new research ideas | Others... |
| | |

- 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
- Production of free, creative and inductive thinking.

(3) SYLLABUS

The course is structured in the following units:

- Concept, Content and Functions of the Human Resource Management
- Strategic Human Resource Management
- Job Description
- Attracting and Selecting the Best Candidates
- Integration of New Employees
- Training and Development of Human Resource
- Performance Management Systems
- Establishing Rewards and Remuneration Programs
- Ensuring a Healthy and Safe Working Environment
- Employee and Management Relationships

(4) TEACHING and LEARNING METHODS - EVALUATION

DELIVERY <i>Face-to-face, Distance learning, etc.</i>	Face-to-face
USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY <i>Use of ICT in teaching, laboratory education, communication with students</i>	<ul style="list-style-type: none"> • Use of ICT in teaching (PowerPoint presentations of the Lectures, search and presentation of audiovisual material on internet - websites, videos, etc.). • Communication with students on the e-class platform and by email

	<ul style="list-style-type: none"> PowerPoint slides and related learning material are uploaded on the e-class platform to facilitate the learning process. 										
<p style="text-align: center;">TEACHING METHODS</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>	<table border="1"> <thead> <tr> <th style="text-align: center;"><i>Activity</i></th> <th style="text-align: center;"><i>Semester workload</i></th> </tr> </thead> <tbody> <tr> <td>Lectures 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.</td> <td style="text-align: center;">39</td> </tr> <tr> <td>Case analysis, presentations and related material analysis</td> <td style="text-align: center;">41</td> </tr> <tr> <td>Independent study</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Course total (25 hours/ECTS)</td> <td style="text-align: center;">125</td> </tr> </tbody> </table>	<i>Activity</i>	<i>Semester workload</i>	Lectures 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.	39	Case analysis, presentations and related material analysis	41	Independent study	45	Course total (25 hours/ECTS)	125
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<p style="text-align: center;">STUDENT PERFORMANCE EVALUATION</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>	<p>Evaluation of students and assessment of learning outcomes takes place in Greek via written exams at the end of the semester.</p> <p>In special cases of learning difficulties, performance evaluation takes place via oral exams.</p>										

(5) ATTACHED BIBLIOGRAPHY

<p><i>Suggested Bibliography:</i></p> <ul style="list-style-type: none"> Chitiris, L. (2013). Management of Human Resources, Benou Publications DeCenzo, D., Robbins, S. and Verhulst, S. (2015) Human Resources Management, Athens, Utopia Publications Mondy, W., Martocchio, J., Kefis, V. and Theriou, G. (2018). Human Resources Management, 14th Edition, TZIOLA & SONS SA PUBLICATIONS Vaxevanidou, M., Rakeitis, P. (2008). Human Resource Management. Theory and Practice, Athens, Propospos Publishing Bouaradas D., Papalexandri N. (2002). Human resource Management. Benou Publications Kakaroungkas, Ch. and Stavrinoudis, Th. (2021). Examining the interrelationships among reward systems, organisational climate and cultural changes in the hospitality industry. Tourism Review International, 25 (1): 31 – 46, Cognizant Communication Corporation.
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- Stavrinoudis, Th. and Psimoulis, M. (2017). How do education and training policies determine customer satisfaction and hotels' performance? *European Journal of Tourism Research*, 17: 176 – 189.

Related Scientific Journals:

- *Journal of Human Resources in Hospitality and Tourism*
- *Tourism Management*
- *Journal of Hospitality and Tourism Research*