Course Outline

1. GENERAL

SCHOOL	School of Social Sciences and Humanities		
DEPARTMENT	Department of Primary Education		
LEVEL OF STUDIES	7th		
COURSE CODE	AY1	**SEMESTER**	1st
COURSE TITLE	PRINCIPLES OF MANAGEMENT AND ADMINISTRATION IN EDUCATIONAL UNITS		
INDEPENDENT TEACHING ACTIVITIES *In case credits are separately awarded to components of the course e.g. Lectures, Laboratory Exercises, etc. If the credits are uniformly awarded for the whole course, Indicate the weekly teaching hours and the total of credits*		**WEEKLY TEACHING HOURS**	**CREDITS** **7.5**
Add rows if needed. The teaching organization and the teaching methods applied are thoroughly described in 4.			
COURSE TYPE *General Background, Special Background, Specialization*		GENERAL	
PREREQUISITE COURSES:		NO	
LANGUAGE OF INSTRUCTION AND EXAMINATIONS:		GREEK-ENGLISH	
THE COURSE IS OFFERED TO ERASMUS STUDENTS		YES	
COURSE WEBSITE (URL)		http://edumal.eled.uowm.gr/	

2. LEARNING OUTCOMES

Learning outcomes *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.* *Consult Appendix A* • *Description of the level of learning outcomes for each studies cycle, according to the Qualifications Framework of the European Higher Education Area* • *Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and Appendix B* • *Guidelines for writing Learning Outcomes*

Knowledge
Students are expected to acquire specialized knowledge, some of which is considered as cutting-edge in the field of management and administration in education and set the stage for original thinking. They are expected to acquire critical awareness of knowledge in management and administration in education as well as its interconnection with different fields.

Skills
Students are expected to acquire specialized problem-solving skills, which are essential in research and/or innovation in order to develop new knowledge and processes as well as to integrate knowledge from different fields.

Competences
Students are expected to be able to manage and transform work or study environments that are complex, unpredictable and require new strategic approaches. They also take responsibility for contributing to professional knowledge and practices and/or team performance strategies evaluation.

General Competences
Taking into consideration the general competences that the degree-holder must acquire (as these appear in the Diploma Appendix and appear below), which of the following does the course aim at?
Search for, analysis and synthesis of data and information, with the use of the necessary technology
Adapting to new situations
Decision-making
Working independently
Team work
Working in an international environment
Working in an interdisciplinary environment
Production of new research ideas
Project planning and management
Respect for difference and multiculturalism
Respect for the natural environment
Exhibiting social, professional and moral responsibility and sensitivity to gender issues
Criticism and self-criticism
Production of free, creative and inductive thinking

- Search for, analysis and synthesis of data and information, with the use of the necessary technology relevant to management and administration in education
- Adapting to new situations and decision-making
- Working independently – Team work
- Working in an international and interdisciplinary environment
- Production of new research ideas
- Project planning and management
- Criticism and self-criticism
- Production of free, creative and inductive thinking

3. SYLLABUS

Introduction to educational management- conceptual approach to educational management- executives' duties - from 'general' to educational management- school management in the light of the systemic approach - features of effective management.

The function of planning / programming - concept and importance of planning / programming - basic elements of planning / programming - management with objectives - planning / programming in education.

Decision making - conceptual approach to the term "decision" - types of decisions - decision making process - ways to improve the ability of effective decision making - decision making in the field of education.

The function of the administration - the concept of "administration" - administration distinction - organizational charts - basic elements of administration planning - systems of administrational structure - concentration and decentralization of power - bureaucratic form of administration.

Management and leadership - concept and content of the term "management" - concept and nature of leadership - leaders (concept, skills, ways of choosing them) - the function of management in the field of education.

The function of control - concept and importance of control - the process of control - types of control - characteristics of an effective control system - human reaction against control - control in the field of education - educational work assessment.

School units staffing - concept and importance of staffing - the staffing process - staffing in the field of our educational system - teacher training.

Educational law - institutions.

Economics of education.

4. TEACHING AND LEARNING METHODS – EVALUATION

DELIVERY *Face-to-face, Distance learning etc.*	1. FACE-TO-FACE 2. DISTANCE LEARNING	
USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY *Use of ICT in teaching, laboratory education, communication with students*	Both during teaching and communication with students, the use of ICT is applied. Teaching is conducted using ICT with synchronous and asynchronous methods through an e-learning platform.	
TEACHING ORCHESTRATION *The manner and methods of teaching are described in detail.*	**Activity**	**Semester Workload**
Lectures, seminars, laboratory practice, fieldwork, study and analysis of literature, tutorials, practicum, clinical practice, art workshop, interactive teaching, educational visits, project elaboration, essay writing, artistic creativity, etc.	Lectures	39
	Fieldwork	25
	Literature study & analysis	50
	Project elaboration	50
	Essay writing	60
The student's study hours for each learning activity are given as well as the hours of nondirected study according to ECTS standards.		

STUDENTS' EVALUATION	Evaluation will be based on the following criteria:
Description of the evaluation procedure.	1. Participation – 10%
	2. Paper analysis and presentation – 20%
Evaluation language of evaluation, evaluation methods,	3. Topic based research and presentation – essay – 70%
formative or conclusive, multiple choice questionnaires, short-answer questions, essay questions, problem solving, written work, essay/report, oral examination, public presentation, laboratory work, clinical examination of a patient, art interpretation, other(s).	Examinations may be conducted either in Greek or English.
Specifically-defined evaluation criteria are given, and if and where they are accessible to students.	

5. RECOMMENDED LITERATURE

-Recommended literature:
Click, M. P. (2005). *"Management in Early childhood and Primary school units"* (Ed. A. Athanasoula-Reppa). Athens: Ellin (in Greek).

Dubrin, A.J. (1998). *"Essentials of Management"* (Ed. N. Sarris). Athens: Ellin (in Greek).

Athanasoula-Reppa, A. (2008). *Educational management and organizational behaviour.* Athens: Ion (in Greek).

Argyropoulou, E. (2007). *Economics and Planning in Early Childhood Education.* Rethymno: Self-publication (in Greek).

Zavlanos, M. (1998). *Management.* Athens: Ellin (in Greek).

Zavlanos, M. (2003). *Total Quality in Education.* Athens: Stamoulis (in Greek).

Iordanidis, G. (2002). *The role of Chief Education Officer and Educational Bureau.* Thessaloniki: Kyriakides (in Greek).

Iordanidis, G. (2014). *Conflict management in school settings.* Thessaloniki: Kyriakides (in Greek).

Kapsalis, A. (Ed) (2005). *Administration and Management in School Units.* Thessaloniki: University of Macedonia Publications (in Greek).

Michopoulos, B.A. (2002). *Educational Law.* Athens: Self-Publication (in Greek).

Mpourantas, D. (2001). *Management: Theoretical background – modern perspectives.* Athens: Mpenos (in Greek).

Mprinia, V. (2014). *Educational Units Case Studies.* Athens: Stamoulis (in Greek).

Mprinia, V. (2008). *Management and Emotional Intelligence.* Athens: Stamoulis (in Greek).

Mprinia, V. (2008). *Education and Educational Units Management.* Athens: Stamoulis (in Greek).

Panagiotopoulou, P. (1997). *Communication in organizations.* Athens: Kritiki (in Greek).

Papakonstantinou, G. & Anastasiou, S. (2013). *Principles of human resources management.* Athens: Gutenberg (in Greek).

Papanaoum, Z. (Ed) (2000). *Educational work programming in school units: from theory to practice.* Thessaloniki (in Greek).

Pasiardi, G. (2001). *School climate.* Athens: Dardanos (in Greek).

Pasiardis, P. (2012). *Successful School Principals.* Athens: Ion (in Greek).

Pasiardis, P. (2014). *Educational leadership.* Athens: Metechmio (in Greek).

Pasiardis, P. & Pasiardis, G. (2000). *Effective schools: reality or utopia?* Athens: Dardanos (in Greek).

Petridou, E. (2011). *Administration – Management.* Thessaloniki: Sofia (in Greek).

Poulis, P. (1999). *Educational Law.* Thessaloniki: Sakkoulas (in Greek).

Poulis, P. (2001). *Educational Law and Institutions.* Thessaloniki: Sakkoulas (in Greek).

Saiti, A. (2000). *Education and financial development.* Athens: Dardanos (in Greek).

Saiti, A. & Saitis, C. (2011). *Introduction to Educational Management (Volume A).* Athens: Self-Publication (in Greek).

Saiti, A. & Saitis, C. (2011). *Introduction to Educational Management (Volume B).* Athens: Self-Publication (in Greek).

Saiti, A. & Saitis, C. (2012). *Principals in modern schools.* Athens: Self-Publication (in Greek).

Saitis, C. (2014). *Introducing teachers to educational management secrets.* Athens: Self-Publication (in Greek).

Saitis, C. (2014). *Administration and operation of school units.* Athens: Self-Publication (in Greek).

Stylianidis, M. (2008). *Future schools.* Athens: Grigoris (in Greek).

Chatzipanagiotou, P. (2003). *Management in school and teachers' participation in decision-making.* Thessaloniki: Kyriakides (in Greek).

-***Relevant Scientific Journals***
Educational Management, Administration and Leadership
International Studies in Educational Administration
School Leadership and Management

Management in Education
Educational Administration Quarterly