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| Course Title | **Leadership and Administration** | | | | | | |
| Course Code | MANS-333 | | | | | | |
| Course Type | Required | | | | | | |
| Level | 1st Cycle | | | | | | |
| Year / Semester | 3rd Year, Fall Semester | | | | | | |
| Teacher’s Name |  | | | | | | |
| ECTS | 2 | Theory | | Laboratory | Simulation | | Tutorial |
| 2 | | ---- | ---- | | ---- |
| Course Purpose and Objectives | The main objectives of the course are to:   * present the basic theories of Leadership and Administration * exhibit the adjustment of the above theories to the ship environment * explain the importance of the leader’s decisions in crisis periods * introduce work load and duties management techniques * discuss the relation between the above theories and real life experience | | | | | | |
| Learning Outcomes | After completion of the course students are expected to be able to:   * comprehend the basic theories of Leadership and Administration * modify the above theories to the ship environment * efficiently operate under pressure during an unexpected crisis * effectively implement duties and work load management on board * take advantage of the accumulated managing and training experience on board | | | | | | |
| Prerequisites | None | | Required | | | None | |
| Course Content | * Leadership – Administration: introduction - definitions * Leadership and teamwork * Practical knowledge of managing and training on board * Duties and work load management * Effective resource management * Efficient communication practices among crew members * Leadership and administration in the ship’s environment * Leadership’s and administration’s legal frame * Practice, self-assessment and dialogue | | | | | | |
| Teaching Methodology | Lectures, in-class assignments, sound and video equipment, computer, projector | | | | | | |
| Bibliography | * + - 1. **Required Textbooks/Reading:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Authors** | **Title** | **Publisher** | **Year** | **ISBN** | | Theotokas, I., Harlaftis, T. | Leadership in world shipping | Macmillan | 2009 | 9780230576421 |  * + - 1. **Recommended Textbooks/Reading:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Authors** | **Title** | **Publisher** | **Year** | **ISBN** | | Bryman, A. | Leadership and organizations | Routledge | 1986 | 978-0-415-65793-8 | | Northouse, P. | Leadership theory and practice | Sage publications | 2012 | 1452203407 | | | | | | | |
| Assessment | Homework, in-class assignments, projects, exams, final exam. | | | | | | |
| Language | English | | | | | | |