



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
Α.ΔΙ.Π.
ΑΡΧΗ ΔΙΑΣΦΑΛΙΣΗΣ & ΠΙΣΤΟΠΟΙΗΣΗΣ
ΤΗΣ ΠΟΙΟΤΗΤΑΣ ΣΤΗΝ ΑΝΩΤΑΤΗ
ΕΚΠΑΙΔΕΥΣΗ

HELLENIC REPUBLIC
H.Q.A.
HELLENIC QUALITY ASSURANCE
AND ACCREDITATION AGENCY

ΤΕΧΝΟΛΟΓΙΚΟ ΕΚΠΑΙΔΕΥΤΙΚΟ ΙΔΡΥΜΑ ΑΝΑΤΟΛΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ ΚΑΙ ΘΡΑΚΗΣ
ΜΟΝΑΔΑ ΔΙΑΣΦΑΛΙΣΗΣ ΤΗΣ ΠΟΙΟΤΗΤΑΣ ΤΕΙ ΑΜΘ

Quality Assurance in Higher Education Course Data Collection Form

ΤΕΧΝΟΛΟΓΙΚΟ ΕΚΠΑΙΔΕΥΤΙΚΟ ΙΔΡΥΜΑ
ΑΝΑΤΟΛΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ & ΘΡΑΚΗΣ
ΑΓΙΟΣ ΛΟΥΚΑΣ,
65404 ΚΑΒΑΛΑ

EASTERN MACEDONIA AND THRACE
INSTITUTE OF TECHNOLOGY
AGIOS LOUKAS
65404 KAVALA

COURSE OUTLINE

1. GENERAL

SCHOOL	School of Technological Applications		
ACADEMIC UNIT	Department of Electrical Engineering		
DEGREE LEVEL	Undergraduate		
COURSE CODE	ΔΝ5	SEMESTER	4 th
COURSE TITLE	PROJECT ADMINISTRATION AND 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	4,5	
<i>Add rows if necessary. The organization 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 Knowledge		
Required passed courses:	-		
TEACHING AND EXAMS LANGUAGE:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS:	No		
COURSE WEBPAGE (URL)	http://eclass.teikav.edu.gr/ED135/		

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 qualifications 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

The course “Project Administration and Management“ creates the appropriate theoretical as well as practical framework for a complete and in-depth understanding of the definitions, terminology, tools and applied solutions that are included in the management of a project, in all stages.

Upon successful completion of the course the students should be able to:

- Apply the basic models for the understanding of the project process.
- Use the appropriate techniques for the project optimization (improvement and danger avoidance).
- Define the input, the limitations, the output and the mechanisms of the projects.
- Construct basic control models
- Distribute basic resources in real project simulations
- Locate the objectives and the accompanying measures of project success.
- Research the tools of minimization of negative components in a project through an efficient danger management.
- Understand and evaluate the current academic research about project management.
- Develop skills of analytical and critical thinking about project management
- Apply the theory in real situations and move on with the critical evaluation of them.
- Develop a cognitive background for the complexity of the projects, with the help of which the current bodies are called to create value through their management.

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?

Search for, analysis and synthesis of data and information, with the use of the necessary technology
Adapting to new situations

Project planning and management
Respect for difference and multiculturalism
Respect for the natural environment

<p><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></p>	<p><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>.....</i> <i>Others...</i> <i>.....</i></p>
<ul style="list-style-type: none"> • Skills for the correct use of informatics tools. • Skills for the cooperation in a team. • Skills for synthesis of thinking. 	

3. COURSE CONTENT

<p>I. Introduction to project management. II. Feasibility Assessment. III. Economical/Technical Project analysis. IV. Object and organized project structure. V. Project scheduling. VI. Method of critical route. VII. Structural Analysis. VIII. Resource Management. IX. Evaluation and budget of projects. X. Informatics support tools for project management. XI. Danger management.</p>	I.
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4. TEACHING AND LEARNING METHODS - ASSESSMENT

<p>TEACHING METHOD <i>Face-to-face, Distance learning, etc.</i></p>	Room Lecture	
<p>UTILISATIONS OF INFORMATION AND COMMUNICATION TECHNOLOGIES <i>Use of ICT in teaching, laboratory education, communication with students</i></p>	Syllabus organization in PPT slides. Learning process support through e-class electronic. Contact via email.	
<p><i>The manner and methods of teaching are described in detail.</i> <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>	<p>Activity</p>	<p>Semester workload</p>
	Lectures	39
	Development of study assessment and present in front of audience using ppt slides.	30
	Self-contained coursework	45
Course Summary (25 workload per credit)	114	
<p>STUDENT ASSESSMENT <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> <i>Specifically-defined evaluation criteria are given, and if and where they are accessible to students.</i></p>	The evaluation of the above project is based on: <ul style="list-style-type: none"> • the skill of analysis and synthesis it contains, • the depth of the literature research, • the correct use of literature, • the correct writing of references, • the critical mood, • the subject coverage and clear conclusion, • the presentation, • the methodological approach and • the connection between theory and practice. 	

5. RECOMENDED READING

- *Suggested bibliography:*

- *Related academic journals:*

Project Administration and Management, Polyzos Seraphim, New revised edition, Publications Kritiki AE, 2011, ISBN: 978-960-218-732-6

Administration - Project Management, A. Dimitriadis, Publications of Innovative Technologies Un. EΠΕ, 2009, ISBN: 978-960-6759-22-2