

DEPARTMENT OF BUSINESS ADMINISTRATION

(<http://ba.teiep.gr/en/>)

1. Aims and Objectives

The Department of Business Administration of the Technological Educational Institute (T.E.I.) of Epirus, which was founded in the academic year 2013 under the Presidential Decree (P.D.) 84/3/6/2013, belongs to the School of Management and Economics. The Department of Applied Foreign Languages in Management and Commerce and of the Department of Hospitality Management merged in September 2013 and gave birth to the new department.

The Department of Business Administration is structured into two main study tracks. In particular, it has two distinct study tracks, each with a distinct number of enrolled students (i.e. students who have passed the national university entry examination):

A) Business Administration, which offers two optional tracks to senior students

A1) Business Administration

A2) Applied Foreign Languages in Management and in Commerce

B) Tourism and Hospitality Management

The Department of Business Administration aims to promote the development and dissemination of knowledge in the field of Business Administration with an emphasis on the dimension of Management in Tourism and Hospitality Business, as well as in the field of inter-linguistic and inter-cultural communication in this area, both by means of teaching and of applied research. The Department of Business Administration of the T.E.I. of Epirus is the only department in Greece which offers high-quality education both in business administration and in foreign languages.

The overall educational aim of the Department is defined by the sum of the aims of the departments merged at the end of to the academic year 2012-2013: To contribute to social progress and economic development at a local, regional and national level.

In particular, the aims of the former Department of Applied Foreign Languages in Management and in Commerce are defined as follows:

A) the instruction of at least two foreign languages (English, German, French, Italian and Russian) in tandem with teaching in areas like administration, economy and commerce.

B) the development of translation and business interpretation skills in at least two languages

The aims of the former Department of Tourism Business Administration were:

A) to offer soundly structured studies in the fields of tourism and hospitality management.

B) to upgrade of the quality of training in the field.

C) to train professional for the tourism and hospitality business.

2. Professional Rights of Graduates

The undergraduate study programme of the Department covers the legally established professional rights of the following graduates:

A) graduates in Tourism Business Administration (P.D. 356, Official Government Gazette (OGG) 160/16-6-1989 volume A'). The graduates of the study track Tourism and Hospitality Management upon the award of their undergraduate degree can seek employment either in businesses or work self-employed. Moreover, graduates can participate in the state examination for educators with the specialization "*Other Graduates of Technological Educational Institutes*" (University Education -UE 18), and, specifically, under the specialization code UE 18.02 with a degree code UE 18.23. Additionally, they can participate in state examinations for civil servant positions with the specialization Technological Education – T.E. Administrative and Accounting Staff

B) graduates in Business Administration and graduates in Applied Foreign Languages in Management and in Commerce (OGG A' No. 184/5-9-2006). The department graduates of the study track in Business Administration who choose the directions of Business Administration or Applied Foreign Languages in Management and in Commerce upon the award of their undergraduate degree can seek employment either as executives in businesses and in organizations or independently in positions that require extensive use of specialized foreign language knowledge and skills in the field of private or state business administration.

The Department aims to

- offer specialized teaching and training in its area of expertise (Tourism and Hospitality Management, Business Administration, Applied Foreign Languages in Management and in Commerce) by appealing to students who pursue a career in the area of international business
- conduct research that will contribute to the internationalization of Greek companies and enterprises, of the Greek state sector and of the national economy in general.

The graduates of the Department will be able to work in various areas of the private and public sector, depending on the direction (exports / imports , airports / airlines, tourism / hospitality / recreation, trade publishers , providers of language services , municipalities - regions - Ministries , agencies of the European Union, Greek and multinational corporations, financial institutions, etc.), thereby gaining not only personal satisfaction from their work,

but also contributing to an increase in the internationalization of Greek private firms and Greek public sector. The department's graduates can comprise the highest level staff of various businesses and companies, who will negotiate (through their acquired multilingualism) within a framework of international development and will provide advice on business development, project management and tourism policy and development.

3. Study Tracks

A. Study track Business Administration

A1. Business Administration

A2. Applied Foreign Languages in Management and Economics

SEMESTER 1

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
AFL/ BA 1011	Management and Business Administration	GI	2		1		7	5
AFL/ BA 1021	Microeconomics	GI	2		1		7	5
AFL/ BA 1030	Introduction to Computer Science	GI	2	2			8	5
AFL/ BA 1041	Principles of Finance Accounting	SPE	2		2		8	5
AFL/ BA	English for Business I	SI	2	2	1		9	5

1051								
AFL/ BA 1061	French or German or Italian for Business I	SI	2	2	1		9	5
	Total		12	6	6	24	48	30

CC: Course Code S: Seminar L: Lecture TW: Total per Week W: Workshop WL: Workload ECTS: ECTS Credits

CP: Course Profile, GI: General Infrastructure, SI: Special Infrastructure MELH: Management-Economics-Law-Humanities, SPE: Speciality

SEMESTER 2

A/A	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
AFL / BA 2011	Macroeconomics	GI	2		1		7	5
AFL / BA 2021	Business Statistics	GI	2		2		8	5
AFL / BA 2031	Principles of Civil and Commercial Law	MEL H	2		1		7	5
AFL / BA 2040	Management Information Systems (MIS)	SPE	2	2			8	5
AFL / BA 2051	English for Business II	SI	2	2	1		9	5
AFL /	French or German or Italian for							

BA 2061	Business II	SI	2	2	1		9	5
	Total		12	6	6	24	48	30

CC: Course Code S: Seminar L: Lecture TW: Total per Week W: Workshop WL: Workload ECTS: ECTS Credits

SEMESTER 3

A1) BUSINESS ADMINISTRATION

A/A	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
BA 3010	Marketing	SPE	2	2			8	5
BA 3021	Intercultural Communication in professional contexts	SPE	2		2		8	5
BA 3030	Human Resource Management	SPE	2	2			8	5
BA 3041	Organisational Theory	SPE	2		2		8	5
BA 3051	English for Tourism and Hospitality	SI	2	2	1		9	5
BA 3061	French or German or Italian for Tourism and Hospitality	SI	2	2	1		9	5

	Total		12	8	6	26	50	30
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A2) APPLIED FOREIGN LANGUAGES IN MANAGEMENT AND ECONOMICS

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
AFL 3010	Marketing	SPE	2	2			8	5
AFL 3021	Intercultural Communication in professional contexts	SPE	2		2		8	5
AFL 3030	Human Resource Management	SPE	2	2			8	5
AFL 3041	English for Tourism and Hospitality	SI	2	2	1		9	5
AFL 3051	French or German or Italian for Tourism and Hospitality	SI	2	2	1		9	5
AFL 3061	Theory of Translation and Interpreting	SPE	2		2		8	5
	Total		12	8	6	26	50	30

SEMESTER 4

A1) BUSINESS ADMINISTRATION

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
BA 4011	Operations Research	GI	2		2		8	5
BA 4021	Political Science	MEL H	2		2		8	5
BA 4031	Business Accounting	SPE	2		2		8	5
BA 4041	Sociology	MEL H	2		2		8	5
BA 4050	English for Economy I	SI	2	2			8	5
BA 4060	French or German or Italian for Economy I	SI	2	2			8	5
	TOTAL		12	4	8	24	48	30

A2) APPLIED FOREIGN LANGUAGES IN MANAGEMENT AND ECONOMICS

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
AFL 4011	Operations Research	GI	2		2		8	5

AFL 4021	Political Science	MELH	2		2		8	5
AFL 4031	Translation of economic texts (English) 1	SPE	1	2	1		6	5
AFL 4041	Sociology	MELH	2		2		8	5
AFL 4050	English for Economy I	SI	2	2			8	5
AFL 4060	French or German or Italian for Economy I	SI	2	2			8	5
	TOTAL 6		11	6	7	24	46	30

SEMESTER 5

A1) BUSINESS ADMINISTRATION

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
BA 5011	International Relations	MEL H	3		2		11	6
BA 5021	Business Computerization	SPE	2	2	2		10	6
BA 5031	Knowledge Communication	SI	2		2		8	6
BA 5041	English or French or German or							

	Italian for Economy II	SI	2	2	1		9	6
	Electives: one of the following							
BA 5051	Innovation and Entrepreneurship	GI	2		2		8	6
BA 5061	Labour Law	GI	2		2		8	6
	Total		11	4	9	24	46	30

A2) APPLIED FOREIGN LANGUAGES IN MANAGEMENT AND ECONOMICS

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
AFL 5011	International Relations	MEL H	3		2		11	6
AFL 5021	English for Economy II	SI	2	2	1		9	6
AFL 5031	French or German or Italian for Economy II	SI	2	2	1		9	6
AFL 5041	Translation of economic texts (French or German or Italian) 1	SPE	1	2	2		7	6
	Electives: one of the following							
AFL 5051	Innovation and Entrepreneurship	GI	2		2		8	6
AFL	European Civilisation							

5061		GI	2		2		8	6
	Total		10	6	8	24	44	30

SEMESTER 6

A1) BUSINESS ADMINISTRATION

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
BA 6011	European Institutions and European Integration	SPE	3		2		11	6
BA 6021	Business Communications	GI	2		2		8	6
BA 6031	Ethics	SI	2		2		10	6
BA 6041	Business Negotiations (English or French or German or Italian)	SI	2	2	2		10	6
	Electives: one of the following							
BA 6051	E-commerce	SPE	2		3		9	6
BA 6061	Mass Media Management and Administration	SPE	2		3		9	6
	Total		11	2	11	24	48	30

A2) APPLIED FOREIGN LANGUAGES IN MANAGEMENT AND ECONOMICS

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
AFL 6011	Business Negotiations English	SI	2	2	2		9	6
AFL 6021	Business Negotiations French or German or Italian	SI	2	2	2		9	6
AFL 6031	Translation of legal texts (English)	SPE	2	2	1		9	6
AFL 6041	Translation of legal texts (French or German or Italian)	SPE	2	2	1		9	6
	Elective: one of the following							
AFL 6051	Business Communications	GI	2		2		8	6
AFL 6061	Liaison Interpreting I	GI	2		2		8	6
	Total		10	8	8	26	44	30

SEMESTER 7

A1) BUSINESS ADMINISTRATION

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
BA 7010	Balance Sheet Analysis	SPE	3	2			11	6

BA 7021	Costing Data	SPE	2		3		9	6
BA 7032	Graduates' Seminar	GI		4			4	6
	Electives: 2 of the following							
BA 7041	Feasibility Studies	SPE	2		3		9	6
BA 7051	Total Quality Management	SPE	2		3		9	6
BA 7061	Logistics	SPE	2		3		9	6
BA 7071	International Management	SPE	2		3		9	6
	TOTAL		9	6	9	24	42	30

A2) APPLIED FOREIGN LANGUAGES IN MANAGEMENT AND ECONOMICS

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
AFL 7011	Translation of economic texts II (English)	SPE	2		3		9	6
AFL 7020	New Technologies and Language resources							

		SPE	3	2			11	6
AFL 7032	Graduates' Seminar	GI		4			4	6
	Electives: 2 of the following							
AFL 7041	Translation of economic texts II (French or German or Italian)	SPE	2		3		9	6
AFL 7051	International Management	SPE	2		3			6
AFL 7061	Total Quality Management	SPE	2		3		9	6
AFL 7071	Liaison Interpreting II	SPE	2		3		9	6
	TOTAL		9	6	9	24	42	30

SEMESTER 8

CC	Course	Hours per week			Details		
		L	W	S	TW	WL	ECTS
AFL 801	Graduate project						20
AFL 802	Practical Training						10

B. Study track *Tourism and Hospitality Management*

SEMESTER 1

CC	Course	Hours per week			Details		
		CP	L	W/S	TW	WL	ECTS

BATH 1011	Management and Business Administration	GI	2		1		7	5
BATH 1021	Microeconomics	MELH	2		1		7	5
BATH 1030	Introduction to Computer Science	GI	2	2			8	5
BATH 1041	Principles of Finance Accounting	SI	2		2		8	5
BATH 1051	English for Business I	SI	2	2	1		9	5
BATH 1061	French or German or Italian for Business I	SI	2	2	1		9	5
	Total		12	6	6	24	48	30

CC: Course Code S: Seminar L: Lecture TW: Total per Week W: Workshop WL: Workload ECTS: ECTS Credits

CP: Course Profile, GI: General Infrastructure, SI: Special Infrastructure MELH: Management-Economics-Law-Humanities, SPE: Speciality

SEMESTER 2

CC	Course	Hours per week					Details	
		K.M	L	W	S	TW	WL	ECTS
BATH 2011	Macroeconomics	MELH	2		1		7	5
BATH 2021	Business Statistics	GI	2		2		8	5
BATH 2031	Principles of Civil and Commercial Law	MELH	2		1		7	5
BATH 2040	Management Information Systems (MIS)	GI	2	2			8	5
BATH 2051	English for Business II	SI	2	2	1		9	5
BATH 2061	French or German or Italian for Business II	SI	2	2	1		9	5
	Total		12	6	6	24	48	30

SEMESTER 3

CC	Course	Hours per week	Details

		CP	L	W	S	TW	WL	ECTS
BATH 3010	Marketing	SI	2	2			8	5
BATH 3021	Introduction to Tourism and Hospitality	GI	2		2		8	5
BATH 3030	Human Resource Management	SI	2	2			8	5
BATH 3041	Tourist Geography	GI	2		2		8	5
BATH 3051	English for Tourism and Hospitality	SPE	2	2	1		9	5
BATH 3061	French or German or Italian for Tourism and Hospitality	SPE	2	2	1		9	5
	Total		12	8	6	26	50	30

SEMESTER 4

A/A	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
BATH 4011	Tourist Law	GI	2		2		8	5
BATH 4021	Event Management and Administration	SPE	2		2		8	5
BATH 4031	Hospitality Services Management and Administration I	SPE	2		2		8	5
BATH 4041	Sociology	MELH	2		2		8	5
BATH 4050	English for Economy I	SI	2	2			8	5

BATH 4060	French or German or Italian for Economy I	SI	22		8	5
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SEMESTER 5

CC	Course	Hours per week				Details	
		CP	L	WS	TW	WL	ECTS
BATH 5011	Costing Data	SPE	2		3		9 6
BATH 5021	Information Systems in Hospitality and Tourism Services (booking systems)	SPE	2	2	2		10 6
BATH 5031	Travel Industry I	SPE	2		3		9 6
BATH 5041	English or French or German or Italian for Economy II	SI	2	2	1		9 6
	Electives: one of the following						
BATH 5051	Tourism and Cultural Heritage Management	SPE	2		2		8 6
BATH 5061	Hospitality Services Management and Administration II	SPE	2		2		8 6
	Total 5		10	4	11	25	45 30

SEMESTER 6

CC	Course	Hours per week				Details	
		CP	L	WS	TW	WL	ECTS
BATH 6021	Tourist Destination Management and Marketing	SPE	3		2		11 6
BATH 6031	Travel Agency	SI	2		2		8 6
BATH 6041	Business Negotiations English or French or German or Italian	SI	2	2	2		10 6
	Elective: one of the following						
BATH 6011	Sea Tourism	SPE	2		2		8 6
BATH 6012	Communication, Public Relations and Advertising in Tourism	SPE	2		2		8 6
	Electives: one of the following						
BATH 6051	Leisure Management	SPE	3		2		11 6
BATH 6061	Travel Industry II	SPE	3		2		11 6
	Total		12	2	10	24	48 30

SEMESTER 7

CC	Course	Hours per week					Details	
		CP	L	W	S	TW	WL	ECTS
BATH 7011	Management Administration of Catering Units	SPE	3		2		11	6
BATH 7021	Alternative Forms of Tourism and Sustainability	SPE	3		2		11	6
BATH 7031	Entrepreneurship and Innovation in Tourism	SPE	2		3		9	6
BATH 7042	Graduates' Seminar	GI		4			5	6
	Electives: one of the following							
BATH 7051	Online Transactions in Tourism	SI	3	2	1		12	6
BATH 7061	Databases in Tourism	SI	3	2	1		12	6
	TOTAL 5		11	6	8	25	47	30

SEMESTER 8

CC	Course	Hours per week					Details		
			L	W	S	TW	WL	ECTS	
BATH 801	Graduate Project							20	
BATH 802	Practical Training							10	

4. Resources

Teaching, Technical and Administrative Staff

The Business Administration Department has 8 members of tenured teaching staff and 1 member of specialized technical staff:

Name	Position	Email
Vlachopoulos Stefanow	Associate Professor	stefanos@teiep.gr
Gogas Themistokles	Assistant Professor	thegogas@teiep.gr
Dimou Leonidas	Professor	dimou@teiep.gr
Dogiriti Eleftheria	Assistant Professor	edogor@teiep.gr
Karra Anastasia	Professor of Applications	tkarra@teiep.gr
Κιτσαντάς Θωμάς	Professor of Applications	th.kitsantas@teiep.gr
Tangas Periklis	Associate Professor	ptangas@teiep.gr
Tsakiris Dimitrios	Professor	dmtsak@teiep.gr
Dimitriou Amalia	Specialized Technical Staff	adimitriou@teiep.gr

The department also has 5 members of administrative staff

Head of Secretariat	Athanasίου Eleftheria
Secretary	Simas Dimitrios
Secretary	Rega Efrosini
Secretary	Kosmidis Anestis
Practical Training Office	Triantafyllou Minas

Administrative Services and Facilities

The Institution has planned and programmed student accommodation in Igoumenitsa.

At present, the Department of Business Administration has:

seven (7) lecture halls, equipped with laptops / computers, projectors and overhead projectors.

The Department has also four (4) equipped computer labs, one (1) language lab and one (1) library.

On campus there is a restaurant which caters for the needs of beneficiary students.

5. Cooperations/ Programmes and Distinctions

The faculty members, as well as the adjunct faculty of the Department, have published significant research work in international conferences and scholarly journals, as well as monographs.

However, the Department of Business Administration contributes substantially to society and the business world both through its teaching and its research. Recently the program *Multilinglaw* was approved, within the framework of the graduate training programme (GTP), through which legal professionals throughout Greece will be trained in intercultural communication.

Additionally, the following programmes are in progress:

Archimedes III Legal Interpreting in Greece

Practical (market oriented) Training Programme

The international programme “Adriatic Port Community” IPA Programme has been recently completed.

Currently, within the Department a recognized Certification Centre assessing the ICT skills of Primary and Secondary Education teachers.

The Department also publishes the journal “The International Journal of Language, Translation and Intercultural Communication” in cooperation with the National Documentation Centre.

Within the Erasmus scheme the departments is involved in:

1. Student exchange programme: students of the department follow and complete courses in European Universities for one semester. Accordingly, foreign students follow and complete courses in our department.
2. Student Trainship Programme: students of the department are trained in businesses abroad.

6. Contact

DEPARTMENT OF BUSINESS ADMINISTRATION

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