

**SCHOOL OF EDUCATIONAL SCIENCES AND SOCIAL SCIENCES**  
**DEPARTMENT OF PSYCHOLOGY AND SOCIAL WORK**  
(CIP file- Classification of instructional programmes)

Course unit title:	<b>ADMINISTRATION OF SOCIAL SERVICES</b>		
Course unit code:	EPSY304		
Type of course unit:	BSc Psychology (Non Required Course)		
Level of course unit:	BA		
Year of study:	3		
Semester when the unit is delivered:	Fall		
Number of ECTS credits allocated :	5 Ects		
Name of lecturer(s):	Demetris Hadjicharalambous		
Learning outcomes of the course unit:	<p>By the end of the course, the students should be able to:</p> <p>Recognize and analyze the basic principles and functions of administration in relation to social services.</p> <p>Develop skills for application of this knowledge to social services.</p> <p>Integrate to the role and functions of social worker issues related to organizing and administering social services.</p> <p>Acquire skills in applying methods and techniques of leadership, models of management in social services.</p> <p>Identify needs of human resources, manage resources, modes of communication and process of decision making.</p> <p>Differentiate the philosophy and way of administration between public and private sector and voluntary/non-profit organizations.</p>		
Mode of delivery:	Face to Face		
Prerequisites:	None	Co-requisites:	None
Course contents:	Administration and its significance Models of administration and their structure Modes of leadership, hierarchy, roles, functions and responsibilities of personnel Communication, problems and difficulties related to communication, modes of intervention for effective communication Process of decision making, factors to be considered		

	Organization of office and use of technology
Recommended and/or required reading:	<p>Zavlanos, M. (2002) Organization and Administration: Human Processes in the functioning of an organization, (2nd vol), Athens: Ellin (in Greek)</p> <p>DuBrin, A., (2004), General Principles of Management, Athens: Ellin (in Greek)</p> <p>Ithakisios, D. (1993) Principles of Organizing and Administering Companies, Athens: Synchroni Ekdotiki (in Greek)</p> <p>Kondi, Th., Manda, N. (1993), Applied Organization and Administration: A systematic approach to planning the organization and to the methods for programming, controlling, to administration of personnel and to use of electronic means, Athens: Synchroni Ekdotiki (in Greek)</p> <p>Tzortzakis, K. &amp; Tzortzaki, A. (1992) Organization and Administration, Management: The Greek approach, Athens. (in Greek)</p> <p>Papalexandri, N. &amp; Bourandas, D., (2003), Administration of Human Resources, Athens: Ellin (in Greek)</p> <p>Cholevas, G. (1995), Organization and Administration (Management), 1st edition, Athens: Interbooks. (in Greek)</p>
Textbooks:	Supplementary material from Social Services and Publications in Cyprus
References:	
Planned learning activities and teaching methods:	<p>Lectures, explanations</p> <p>Discussion, examples</p> <p>Electronic projections</p> <p>Lecture and presentation summaries made available on the e-learning platform</p> <p>Preparation for exams through individual and group exercises</p>
Assessment methods and criteria:	<p>Midterm exams 40%</p> <p>Participation and project in class 10%</p> <p>Final Exam 50%</p>
Language of instruction:	Greek
Work placement(s):	No