

Course unit title:	CREW MANAGEMENT		
Course unit code:	ATCR 301		
Type of course unit:	Elective		
Level of course unit:	Bachelor (1 st Cycle)		
Year of study:	3 rd		
Semester when the unit is delivered:	5 th		
Number of ECTS credits allocated :	6		
Name of lecturer(s):	Captain Eugen Adami, Dr Angelos Menelaou		
Learning outcomes of the course unit:	<p>By the end of the course, the students should be able to:</p> <ul style="list-style-type: none"> • Understand the role and functions of the major players of crew management; • Know the scope, major functions and conventional practices of the HR department within ship management organizations; • Understand the relationship between vessel's manning costs and profit and have an overview of cash flow management and budget control processes; • Understand the importance of IT systems and computerized accounting on quality and productivity; • Be aware of the alternatives for a crew manning policy; • Know the reasons behind the trends of seafarers global supply and demand; • Have an overview of the main duties and responsibilities of Master, officers and crew; • Understand the ethical implications in respect to seafarers' employment and ship board life • Appreciate the importance of a structured seafarers' training and development programs; • Be aware of the key regulators and other international bodies affecting crew management operation as well as of the major conventions that apply to the maritime industry 		
Mode of delivery:	Lectures and class discussions		
Prerequisites:	None: ABSO204	Co-requisites:	None
Recommended optional program components:	None		
Course contents:	<ul style="list-style-type: none"> • Introduction to Crew Management: <ul style="list-style-type: none"> ○ The main commercial players ○ Ship's Organizational Structure – Duties and Responsibilities of Master, Officers and Crew: <ul style="list-style-type: none"> ➤ Deck Department ➤ Engine Department ➤ Catering Department • Relevant Regulatory Framework and Bodies <ul style="list-style-type: none"> ➤ The Regulators ➤ The Declaring Parties ➤ The Enforcers ➤ The Interesting Parties ➤ The Most Important Crewing Regulations 		

	<ul style="list-style-type: none"> • Crew Management Operations <ul style="list-style-type: none"> ➤ Crew Planning and Recruitment ➤ Crew Travelling ➤ Crew Insurance ➤ Crew Wages ➤ Crew Training and Development • Accounting and Business Planning <ul style="list-style-type: none"> ➤ Accounts Payable – Creditors Control ➤ Accounts Receivable ➤ Credit Management Overview ➤ Crewing Budgeting • IT impact on Administrative Productivity and Quality <ul style="list-style-type: none"> ➤ Computerized & Integrated Accounting System ➤ Cost Effectiveness ➤ Innovation Benefits and Productivity Measurement (KPI's) • Crew Welfare <ul style="list-style-type: none"> ➤ Cultural Diversity ➤ Multinational Crew ➤ Quality Assured Maritime Health Services, Rehabilitation and Counselling ➤ Onboard Catering ➤ Psychological Aspects ➤ Training and Education • Customers Relations <ul style="list-style-type: none"> ➤ Identifying Customers and their needs ➤ Meeting Customer Needs ➤ Training And Motivation of Staff ➤ Performance Standards ➤ Customer Management ➤ Effective Communication
Recommended and/or required reading:	Dickie J.W. (2014). Reeds 21st Century Ship Management. Bloomsbury Publishing. Alan E. Branch, Elements of Shipping, 2007, 8th Edition, Sterling/Routledge.
Textbooks:	Brief Notes: Notes concerning fundamental concepts will be given to the students during class sessions. Dessler, G. (2016). Fundamentals of Human resource Management. 4th ed. Uk: Prehall Publishing.
References:	Angelos A. Menelaou (2011), "Enhancement of Productivity Through IT Tools and Process Management", LAP Lambert Academic Publishing.

	<p>ILO, <i>The Global Seafarer, Living and Working Conditions in a Globalized Industry</i>, Geneva, 2004, ISBN 92-2-112713-3.</p> <p>Lane, T. (1996), 'The social order of the ship in globalised labour market for seafarers' in Compton, R., Gallie, D. and Purcell, K., (ed.) <i>Changing forms of employment</i>, London: Routledge.</p> <p>Effron, M., R. Gandossy, and M Goldsmith (2003), <i>Human Resources in the 21st Century</i>, 1st Edition, Wiley.</p> <p>Price, A. (2007) <i>Human Resource Management in a Business Context</i>, 3rd Edition, Cengage Learning Business Press.</p> <p>Harris, M.M. (1999) <i>Human Resource Management: A Practical Approach</i>, 2nd Edition, South-Western College Publishing Company.</p> <p>Evans R. J. (2005), 'Total Quality – Management, Organization and Strategy', 4th edition.</p> <p>Boisson P. (1999), 'Safety at Sea: Policies, Regulations & International Law' Edition Bureau Veritas.</p>
Planned learning activities and teaching methods:	Lectures, discussions, presentations and assignments
Assessment methods and criteria:	Mid term and final examination
Language of instruction:	English
Work placement(s):	Not applicable