

---

## UNIVERSITY OF WEST ATTICA

### DEPARTMENT OF ACCOUNTING & FINANCE

---

#### 1. UNDERGRADUTE STUDY PROGRAM: GENERAL CHARACTERISTICS

##### 1.1. Degree Awarded

- Undergraduate (Bachelor's) Degree in Accounting and Finance

##### 1.2. Duration of Study

- 4 years / 8 academic semesters

##### 1.3. Number of academic credit units (ECTS)

- 240 ECTS / 30 ECTS per academic semester

##### 1.4. Level of title/degree

- First Cycle of studies (undergraduate studies).
- Level 6 of the European Qualifications Framework (EQF)

##### 1.5. Options

- Students in the 5<sup>th</sup> semester have to choose between: (1) Accounting Option or (2) Finance Option

##### 1.6. Prerequisites for academic title (degree) completion

Students should successfully perform in 44 modules in total (the equivalent of 240 ECTS) or in 42 modules plus a three-month internship, in order complete all prerequisites for receiving the Undergraduate Degree.

The undergraduate curriculum has 26 core courses, plus 12 accounting option courses and 11 finance option courses. The three-month internship is equivalent to 2 elective courses, 12 ECTS in total.

#### 2. PROGRAM STRUCTURE WITH TEACHING HOURS, WORK LOAD AND ACADEMIC CREDITS (ECTS)

			<u>Work Load</u>	<u>Work Load</u>		
		<u>Teaching Hours per Week</u>	<u>per week</u>	<u>per semester</u>	<u>Hours ECTS</u>	<u>ECTS</u>
	SEMESTER 1					
1.1	MICROECONOMIC THEORY	4	12	156	26	6
1.2	FINANCIAL ACCOUNTING I	4	12	156	26	6
1.3	MATHEMATICS FOR ECONOMIC SCIENCES	4	12	156	26	6
1.4	CIVIL LAW	4	12	156	26	6
1.5	BUSINESS INFORMATICS	4	12	156	26	6
	TOTAL	20	60	780		30

	<b>SEMESTER 2</b>	<b>Teaching Hours per Week</b>	<b>per week</b>	<b>per semester</b>	<b>Hours ECTS</b>	<b>ECTS</b>
2.1	MACROECONOMICS	4	10	130	26	5
2.2	FINANCIAL ACCOUNTING II	4	10	130	26	5
2.3	BUSINESS MANAGEMENT	4	10	130	26	5
2.4	INTRODUCTION TO STATISTICS	4	10	130	26	5
2.5	TRADE LAW	4	10	130	26	5
2.6	RESEARCH METHODOLOGY	4	10	130	26	5
	<b>TOTAL</b>	<b>24</b>	<b>60</b>	<b>780</b>		<b>30</b>
	<b>SEMESTER 3</b>	<b>Teaching Hours per Week</b>	<b>per week</b>	<b>per semester</b>	<b>Hours ECTS</b>	<b>ECTS</b>
3.1	MARKETING	4	12	156	26	6
3.2	BUSINESS STATISTICS	4	12	156	26	6
3.3	COST ACCOUNTING	4	12	156	26	6
3.4	BUSINESS FINANCE I	4	12	156	26	6
3.5	INSTITUTIONS & LAW OF THE EUROPEAN UNION	4	12	156	26	6
3.6	ACADEMIC ENGLISH	4				0
	<b>TOTAL</b>	<b>24</b>	<b>60</b>	<b>780</b>		<b>30</b>
	<b>SEMESTER 4</b>	<b>Teaching Hours per Week</b>	<b>per week</b>	<b>per semester</b>	<b>Hours ECTS</b>	<b>ECTS</b>
4.1	MANAGEMENT ACCOUNTING	4	12	156	26	6
4.2	TAX ACCOUNTING	4	12	156	26	6
4.3	BUSINESS FINANCE II	4	12	156	26	6
4.4	FINANCIAL SYSTEM	4	12	156	26	6
4.5	LABOUR LAW	4	12	156	26	6
	<b>TOTAL</b>	<b>20</b>	<b>60</b>	<b>780</b>		<b>30</b>
	<b>SEMESTER 5</b>		-	-		
		<b>Teaching Hours per Week</b>	<b>per week</b>	<b>per semester</b>	<b>Hours ECTS</b>	<b>ECTS</b>
	<b>ACCOUNTING OPTION</b>					
5.1	HUMAN RESOURCES MANAGEMENT	4	10	130	26	5
5.2	BUSINESS STRATEGY AND POLICY	4	10	130	26	5
5.3	INCOME TAXATION	4	10	130	26	5
5.4	INDIRECT TAX ACCOUNTING	4	10	130	26	5

5.5	ACCOUNTING APPLICATIONS WITH COMPUTER	4	10	130	26	5
5.6	<b><u>ELECTIVE COURSES (1)</u></b>	4	10	130	26	5
	FINANCE/BANKING LAW					
	MARITIME ECONOMICS AND FINANCE					
	BUSINESS COMMUNICATION					
	<b>TOTAL</b>	<b>24</b>	<b>60</b>	<b>780</b>		<b>30</b>
		<b>Teaching Hours per Week</b>	<b>per week</b>	<b>per semester</b>	<b>Hours ECTS</b>	<b>ECTS</b>
	<b>FINANCE OPTION</b>					
5.1	HUMAN RESOURCES MANAGEMENT	4	10	130	26	5
5.2	BUSINESS STRATEGY AND POLICY	4	10	130	26	5
5.3	FINANCE/BANKING LAW	4	10	130	26	5
5.4	MARITIME ECONOMICS AND FINANCE	4	10	130	26	5
5.5	<b><u>ELECTIVE COURSES (2)</u></b>	4	10	130	26	5
5.6	BUSINESS COMMUNICATION	4	10	130	26	5
	INCOME TAXATION					
	INDIRECT TAX ACCOUNTING					
	ACCOUNTING APPLICATIONS WITH COMPUTER					
	<b>TOTAL</b>	<b>24</b>	<b>60</b>	<b>780</b>		<b>30</b>
	<b>SEMESTER 6</b>		-	-		
		<b>Teaching Hours per Week</b>	<b>per week</b>	<b>per semester</b>	<b>Hours ECTS</b>	<b>ECTS</b>
	<b>ACCOUNTING OPTION</b>					
6.1	FINANCIAL STATEMENT ANALYSIS	4	12	156	26	6
6.2	BUSINESS ENGLISH	4	8	104	26	4
6.3	CORPORATE ACCOUNTING	4	10	130	26	5
6.4	ACCOUNTING FOR GROUP OF COMPANIES	4	10	130	26	5
6.5	ACCOUNTING INFORMATION SYSTEMS	4	10	130	26	5
6.6	<b><u>ELECTIVE COURSES (1)</u></b>	4	10	130	26	5
	INTERNATIONAL FINANCE					
	QUANTITATIVE METHODS IN FINANCE					
	ENTREPRENEURSHIP AND INNOVATION					
	<b>TOTAL</b>	<b>24</b>	<b>60</b>	<b>780</b>		<b>30</b>

	<b>FINANCE OPTION</b>	<b>Teaching Hours per Week</b>	<b>per week</b>	<b>per semester</b>	<b>Hours ECTS</b>	<b>ECTS</b>
6.1	FINANCIAL STATEMENT ANALYSIS	4	12	156	26	6
6.2	BUSINESS ENGLISH	4	8	104	26	4
6.3	INTERNATIONAL FINANCE	4	10	130	26	5
6.4	QUANTITATIVE METHODS IN FINANCE	4	10	130	26	5
6.5	ENTREPRENEURSHIP AND INNOVATION	4	10	130	26	5
6.6	<b><u>ELECTIVE COURSES (1)</u></b>	4	10	130	26	5
	CORPORATE ACCOUNTING					
	ACCOUNTING FOR GROUP OF COMPANIES					
	ACCOUNTING INFORMATION SYSTEMS					
	<b>TOTAL</b>	<b>24</b>	<b>60</b>	<b>780</b>		<b>30</b>

	<b>SEMESTER 7</b>		-	-		
	<b>ACCOUNTING OPTION</b>	<b>Teaching Hours per Week</b>	<b>per week</b>	<b>per semester</b>	<b>Hours ECTS</b>	<b>ECTS</b>
7.1	INTERNATIONAL ACCOUNTING AND FINANCIAL STANDARDS	4	12	156	26	6
7.2	AUDITING	4	12	156	26	6
7.3	SPECIAL TOPICS IN ACCOUNTING REGULATION	4	12	156	26	6
7.4	<b><u>ELECTIVE COURSES (2)</u></b>	4	12	156	26	6
7.5	ENGLISH FOR BUSINESS COMMUNICATION	4	12	156	26	6
	PORTFOLIO MANAGEMENT					
	BUSINESS ETHICS & CORPORATE GOVERNANCE					
	PUBLIC FINANCE					
	<b>OR INTERNSHIP</b>					12
	<b>TOTAL</b>	<b>20</b>	<b>60</b>	<b>780</b>		<b>30</b>
	<b>FINANCE OPTION</b>	<b>Teaching Hours per Week</b>	<b>per week</b>	<b>per semester</b>	<b>Hours ECTS</b>	<b>ECTS</b>
7.1	INTERNATIONAL ACCOUNTING AND FINANCIAL STANDARDS	4	12	156	26	6
7.2	PORTFOLIO MANAGEMENT	4	12	156	26	6

7.3	BUSINESS ETHICS & CORPORATE GOVERNANCE	4	12	156	26	6
7.4	<b><u>ELECTIVE COURSES (2)</u></b>	4	12	156	26	6
7.5	ENGLISH FOR BUSINESS COMMUNICATION	4	12	156	26	6
	SPECIAL TOPICS IN ACCOUNTING REGULATION					
	PUBLIC FINANCE					
	<b>OR INTERNSHIP</b>					12
	<b>TOTAL</b>	<b>20</b>	<b>60</b>	<b>780</b>		<b>30</b>

SEMESTER 8						
		<b><u>Teaching Hours per Week</u></b>	<b><u>per week</u></b>	<b><u>per semester</u></b>	<b><u>Hours ECTS</u></b>	<b><u>ECTS</u></b>
	<b>ACCOUNTING OPTION</b>					
8.1	ACCOUNTING FOR SERVICE COMPANIES	4	12	156	26	6
8.2	PUBLIC ACCOUNTING	4	12	156	26	6
8.3	BANK ACCOUNTING	4	12	156	26	6
8.4	<b><u>ELECTIVE COURSES (2)</u></b>	4	12	156	26	6
8.5	RISK MANAGEMENT	4	12	156	26	6
	BANK FINANCIAL MANAGEMENT					
	DERIVATIVES					
	<b>OR INTERNSHIP</b>					12
	<b>TOTAL</b>	<b>20</b>	<b>60</b>	<b>780</b>		<b>30</b>

		<b><u>Teaching Hours per Week</u></b>	<b><u>per week</u></b>	<b><u>per semester</u></b>	<b><u>Hours ECTS</u></b>	<b><u>ECTS</u></b>
	<b>FINANCE OPTION</b>					
8.1	BANK FINANCIAL MANAGEMENT	4	12	156	26	6
8.2	DERIVATIVES	4	12	156	26	6
8.3	RISK MANAGEMENT	4	12	156	26	6
8.4	<b><u>ELECTIVE COURSES (2)</u></b>	4	12	156	26	6
8.5	ACCOUNTING FOR SERVICE COMPANIES	4	12	156	26	6
	PUBLIC ACCOUNTING					
	BANK ACCOUNTING					
	<b>OR INTERNSHIP</b>					12
	<b>TOTAL</b>	<b>20</b>	<b>60</b>	<b>780</b>		<b>30</b>

### *3. DESCRIPTION OF THE COURSES*

**COURSE TITLE: MICROECONOMICS**

**COURSE CODE: 12010001**

**SEMESTER: 1<sup>st</sup>**

**ECTS: 6**

**Instructor: Th. Papailias**

**SYLLABUS:**

- Introduction to Economics. Resources Allocation
- Demand – Consumer Behavior
- Supply, Production, Production Cost, Revenues
- Market Price Setting
- Rewards of various Production Factors (land rent, wage, interest, profit)
- Political Economy and Social Changes in Modern Times
- Migration (Internal – External), Surplus transfer
- Basic Demographic Concepts
- Distribution Theory and Personal Income Allocation
- Brief History of Economic Life
- Welfare Economics
- International Organizations

**LEARNING OUTCOMES:**

Upon completion of this course, students will be able to

- comprehend the main theoretical concepts of economics;
- evaluate critically theoretical approaches and make use of the tools used in microeconomic analysis;
- study and suggest solutions to microeconomic issues;
- understand the causes of microeconomic phenomena and analyze them;
- understand and investigate the complexities of the economic reality.

---

**COURSE TITLE: FINANCIAL ACCOUNTING I**

**COURSE CODE: 12010002**

**SEMESTER: 1<sup>st</sup>**

**ECTS: 6**

**Instructor: A. Lekarakou, P. Arsenos**

**SYLLABUS:**

The 13-week syllabus includes the following thematic units:

- Economic and accounting units. Accounting history review and branches of accounting. Introduction to accounting concepts
- Basic financial statements (Balance sheet, The Income statement). Accounting equation (credit and debit)
- Accounting records (Journals, Ledger, and Trial balance).

- Accounting book entries
- Accounting errors
- Inventory and account adjustments. Accounting entries for depreciation
- Gross and transit accounts
- Profit and Loss Account
- The accounting cycle. Series of steps in the process
- Accounting cycle applications
- Assumptions and principles of accounting

#### **LEARNING OUTCOMES:**

This course serves as an introduction to the basic concepts of Accounting and its role in a business enterprise. Upon completion of the course, students will be able:

1. to understand the relationship / difference between accounting and bookkeeping;
2. to interpret the meaning and content of financial statements, and explain the categories of accounts and the term "accounting event";
3. to decide if balance sheet accounts and operating results accounts are to be credited or debited;
4. to analyze transactions based on source documents, make recordings of accounting events (entries to journals, ledger), and prepare the trial balance;
5. to perform efficiently the full range of accounting processes.

**COURSE TITLE: MATHEMATICS FOR ECONOMIC SCIENCES**

**COURSE CODE: 12010003**

**SEMESTER: 1<sup>st</sup>**

**ECTS: 6**

**Instructor: E. Kossieri**

#### **SYLLABUS:**

- Basic mathematical analysis concepts with application to financial problems
- Simple Interest
- Average Rate
- Discounting the simple interest
- Equivalent bills
- Compound interest
- Rows of payments
- Loans

#### **LEARNING OUTCOMES:**

The purpose of the course is to enable students to use applied mathematics in calculating financial ratios for analysis of financial information, when performing accounting and financial services.

More specifically, students will be able to understand concepts such as simple interest and compound interest and to calculate rates, interest and capital. They will be able to combine their knowledge with elementary calculus knowledge to examine and assess financial figures.

---

**COURSE TITLE: CIVIL LAW**

**COURSE CODE: 12010005**

**SEMESTER: 1<sup>st</sup>**

**ECTS: 6**

**Instructor: E. Papapetropoulou - Taliadourou**

**SYLLABUS:**

The core modules of the course include:

- Introductory concepts and functions of the Law – distinction from ethics and etiquette – sources of Law and hierarchy – rules of Law – divisions of Law – historical evolution of Civil Law
- Legal personality: notion of natural person – beginning and ending of natural persons – abilities and conditions of natural persons – protection of personality, intellectual property and personal data – notion, nature and types of legal persons – establishment, function and winding up of legal entities – contracts and liability of legal persons
- Rights: concept – types – acquisition, alteration and loss – enforcement, conflicts and misuse – legal and *de facto* protection
- Legal transactions: concepts and types – prerequisites – capacity to perform legal acts – assertion of will – form of contract – violation of law or *bonos mores* – drafting of contracts – void and voidable transactions – contract interpretation
- Agency: direct and indirect agency – power of attorney – concept, type, revocation and suspension
- The concept of time: deadlines – limitation periods – suspension and interruption of the limitation period – mandatory time limits
- Contract: notion – “principle of relativity of contractual relations” and exceptions – sources – typology – liability in tort/delict
- Contract physiology – performance of contract in good faith – place and time of performance – abnormal evolution of contracts – inability to perform, late and improper performance – lender overdue – unexpected change of circumstances
- Engagement and penalty clauses – Succession of contracts - contractual subrogation – underwriting of contracts – extinction of contracts – fulfillment, offsetting, remission of debts
- “Eponymous” contractual agreements of Greek Civil Code – donation- sale – lease – loan – trust
- General principles of land law – notion and content of right – types of immovable property - proprietary and possessory rights – prototype and secondary property acquisition - de jure or de facto rights of ownership or possession over immovable property – usufruct of property
- Security *in rem* – notion and types of collateral – mortgage – publicity of property rights – transfer of rights – land registry

**LEARNING OUTCOMES:**

The course aims at helping students understand and consolidate the highly abstract introductory legal terms and concepts elaborated upon in the first book of the Greek Civil Code (General Principles), as well as in the other parts of the latter (Contract Law and Land Law). In addition, it aims at familiarizing students with the application of the applicable legislation on the facts of the case at hand, i.e. problem solving. In this vein, the course offers general knowledge and constitutes the grounds upon which legal relation between natural



and/or legal persons are founded. Finally, a core object of the module lies in students' understanding of the role and importance of law in modern business administrative practice and economy, as well as acquiring the necessary skills for their professional life.

Upon successful completion of the course, students will be able to:

- a. Understand the basic elements and concepts of Law, and the latter close link to the wider economic and social environment.
- b. Become familiar with the relevant legal terminology on civil law matters and learn how to interpret the case-law by discussing and commenting on decisions of national courts.
- c. Recognize the underpinning rationale of each regulation.
- d. Become accustomed to legal thinking, basic interpretation techniques and application of relevant legislation, thus being in a position to solve simple practical questions regarding law in general, and civil law in particular.
- e. Learn about persons (both natural and legal) and the legal consequences of their acts in their relevant transactions.
- f. Be aware of the importance and material role of time in legal transactions.
- g. Enhance their scientific knowledge and creative thought and become able to work in an international and interdisciplinary environment.
- h. Further their scientific knowledge, with a view of undertaking postgraduate taught courses both in Greece and abroad.
- i. Acquire the ability to understand the legal prerequisites of the entrepreneurial environment in which - as members of the Accounting and Finance community – shall be called upon to demonstrate their professional skills.

---

**COURSE TITLE: BUSINESS INFORMATICS**

**COURSE CODE: 12010004**

**SEMESTER: 1<sup>st</sup>**

**ECTS: 6**

**Instructor: V. Zakopoulos**

**SYLLABUS:**

- Introduction to Computer Science
- Computer Function
- Data Coding & Presentation
- Algorithm and Program
- Introduction to the Programming Language
- Spreadsheets
- Procedures & Functions
- Tables & Applications
- Introduction to Object Oriented Programming
- Graphical Interface

**LEARNING OUTCOMES:**

The course aims to introduce students to information technology and information management and gain basic knowledge and skills in developing software in modern programming environments.

The ultimate goal is for students to understand the basic principles that govern this particular field of science within the framework of the functioning of an organization.

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

- Explain the structure of a computer system
- Explain the process of creating and executing a program
- Create small-scale programs to solve simple practice problems
- Manage spreadsheets and create small-scale applications
- Use ready-made objects in the programming language and especially graphical user interface

---

**COURSE TITLE: MACROECONOMICS****COURSE CODE: 12020001****SEMESTER: 2nd****ECTS: 5****Instructor: Th. Papailias****SYLLABUS:**

- National Accounts (Income Circuit, Macroeconomic Figures: Definitions, The development of measurement of GDP, Methodology of Symmetrical Input-Output Table Calculation)
- Consumption, Savings, Investment (Consumer Theory, Determinants of Investment)
- The Bank System (Money market, Demand market, Equilibrium in money market – LM curve, equilibrium in money market – IS curve, equilibrium in product market: IS-LM pattern, Addendum: Credit Market)
- The Public Sector and Economic Policy (Revenues, Expenditures, Public Lending, Multipliers, Welfare State and Social Insurance)
- External Trade – International Economic Relations
- Development Economics (Classical economics, Marxian economics, Schumpeterian theory of economic development, Harrod and Domar model, Addendum: The primary view)
- History of Economic Thought
- Economic Disorders (Economic Cycles)

**LEARNING OUTCOMES:**

Upon completion of this course, students will be able to:

- understand the function of the economic system and the macroeconomic tools used for solving specific problems;
- analyze macroeconomic phenomena;
- evaluate critically theoretical approaches and make use of the tools used in macroeconomic analysis;
- study and suggest solutions to macroeconomic problems;
- understand the complexities of the economic reality;

- use analytical skills and demonstrate critical thinking;
- develop personal responsibility and express scientific opinions;
- express ideas effectively both verbally and in writing;
- display team spirit;
- meet the tasks on time.

---

**COURSE TITLE: FINANCIAL ACCOUNTING II**

**COURSE CODE: 12020002**

**SEMESTER: 2nd**

**ECTS: 5**

**Instructor: M. Rodosthenous**

**SYLLABUS:**

- Meaning and importance of accounting standardization. Accounting standardization in accordance with the Greek Accounting Standards
- Generally Accepted Accounting Principles (GAAP). Greek Accounting Standards and Measurement
- Measurement and Valuation of assets. Initial measurement (identification-appearance), accounting treatment of expansion, addition, improvement, repair and maintenance of tangible assets
- Subsequent measurement of fixed assets – Depreciation: meaning, causes of depreciation, depreciation calculation methods, accounting entries
- Revaluation of assets. Impairment of assets. Accounting treatment
- Measurement of intangible assets
- Measurement of long-term requirements, investments and financial securities
- Measurement of short-term requirements. Accounting and control. Provisions
- Measurement of Receivable and Payable notes
- Inventory Measurement. Calculation methods of purchase value and historical production cost.
- Entries at the end of the year
- Adjustment entries
- Profit and Loss Account
- Memo accounts

**LEARNING OUTCOMES:**

The course aims to complete students' basic knowledge in Financial Accounting and to familiarize them with the principles of financial reporting and the Greek Accounting Standards (GAAP). The course focuses on the initial and subsequent measurement-valuation of business elements, accounting transactions, and identification and recording of fiscal year-end results.

Upon the successful completion of the course, students will be able to:

- organize the registration of accounting events throughout the year
- classify, categorize and present data in financial statements
- recognize and measure - evaluate the entities data
- evaluate accounting information

- compare and evaluate the accounting information over time

---

**COURSE TITLE: BUSINESS MANAGEMENT**

**COURSE CODE: 12020003**

**SEMESTER: 2nd**

**ECTS: 5**

**Instructor: A. Alexopoulos**

**SYLLABUS:**

The core modules of the course include:

- Introduction to management
- Historical development of management
- The business environment
- Main and secondary functions of the business:
- Programming
- Organization
- Address
- Checking
- Design
- Technical planning and decision making
- Motivation
- Leadership
- Contact
- Computer applications and social networking technologies for businesses
- Total Quality Management
- Measuring business results

**LEARNING OUTCOMES:**

The course aims to guide students to the basic principles and concepts of Business Administration as well as to familiarize them with the basic tools of management. Upon successful completion of the course students will:

- be acquainted with the basic business functions
- understand the administrative structure of a business and its function
- understand the elements of the business environment and how they affect its operation
- understand the importance of planning and control
- be familiar with the basic principles of management and human resources development
- be able to evaluate the performance of a business organization
- develop managerial skills

**COURSE TITLE: INTRODUCTION TO STATISTICS**

**COURSE CODE: 12020004**

**SEMESTER: 2nd**

**ECTS: 5**

**Instructor: E. Kossieri**

**SYLLABUS:**

- Introduction to basic statistical concepts.
- Methods for collecting statistical data
- Methods of presenting statistical data.
- Introduction to descriptive statistics
- Frequency tables
- Interpreting and presenting graphical information
- Measures position and variance
- Probability
- Random variable
- Probability distributions
- Probability calculations
- Variance analysis
- Statistical estimation

**LEARNING OUTCOMES:**

The student will be able to:

- Understand the meaning and use of statistical terms used in business statistics
- Present and/or interpret data in tables and charts.
- Understand and apply descriptive statistical measures to business situations
- Understand and apply probability distributions to model different types of business processes
- Understand and apply statistical inference techniques (including statistical estimation and hypothesis testing) in business situations.
- Understand and apply simple linear regression analysis
- Use computer spreadsheet software to perform statistical analysis on data

---

**COURSE TITLE: TRADE LAW**

**COURSE CODE: 12020005**

**SEMESTER: 2nd**

**ECTS: 5**

**Instructor: A. Dedouli**

**SYLLABUS:**

The syllabus includes:

1. Introduction to Trade law. Relationship between Greek Trade law and Greek Civil law. The notion of 'merchant' under Greek law. Different types of commercial acts
2. Intellectual property: brand, copyright, patent
3. Competition under Greek and EU law.
4. Personal trade companies: Unlimited and Limited Partnership. Consortium. Formulation of the articles of association, establishment, liability of the partner, partnership, management, representation, termination, liquidation, winding up, transformation
5. Capital Companies: Société Anonyme (Company Limited by Shares/ Limited Company) under the Greek Law 4548/2018. Features, establishment, articles of association, the Registrar of Companies, certificate of incorporation, company capital, transfer of shares, special categories of shares, bonds. Shareholder agreements under Greek law; 'golden shares' in the jurisprudence of the ECJ
6. Company Limited by Shares: General Assembly: Exclusive competences - The rights of the shareholders (majority and minority) - Preconditions for taking valid decisions - The concepts of 'quorum' and 'majority' – minimum required percentage of a quorum and majority rules, in compliance to the Greek Company Law
7. Company Limited by Shares: Board of Directors- Representation authority, Member transactions, Compensation and salaries, Decision-making, Liability, Auditors (Internal/ External Auditors/Chartered Accountants). Minority rights
8. Company Limited by Shares: Funding. Increasing the company capital. Actual and nominal increase of capital. Reduction in capital. Transformation, Mergers and Acquisitions (demerger/splitting of, division). Termination and winding up
9. Company Limited by Shares: Information obligation. Protection of investors. Public offer of securities. Insolvency
10. Limited Liability Company: Characteristics, capital, shares. General meeting of the partners, managers. Representation. Transformation, mergers. Termination and winding up.
11. Private Company: Characteristics, capital, shares. General meeting of the partners, management. Representation. Transformation, mergers. Termination and winding up. Single-member company
12. Group of companies and affiliated enterprises
13. Negotiable instruments (bill of exchange, cheque, promissory note) as a method of payment. Greek Insolvency Law

The core modules of the course include:

1. Introduction to Trade Law (Greek and English law)
2. Relationship between Greek Trade law and Greek Civil law. The notion of 'merchant' under Greek law.
3. Some aspects of contract law: the privacy rule
4. Intellectual property: brand, copyright, patent
5. Competition under Greek and EU law
6. Company law: The Greek enterprises, i.e. Société Anonyme, Limited Liability Company, Partnerships, Private Company
7. Negotiable instruments (bill of exchange, check, promissory note) as a method of payment.
8. Greek insolvency law

#### **LEARNING OUTCOMES:**

Upon completion of the course, students will

- have understood the concept of ‘merchant’ under Greek law;
- have become familiar with the main elements of competition law and intellectual property;
- have understood some significant aspects of Greek company law: how enterprises are organized (Société Anonyme, Limited liability Company, Partnerships, Private Company), their significance for economy; the legal forms of companies and their function;
- be aware of the main elements of negotiable instruments;
- have understood the most important elements of Greek insolvency law, thus deal effectively with insolvency policies and procedures.

---

**COURSE TITLE: RESEARCH METHODOLOGY**

**COURSE CODE: 12020006**

**SEMESTER: 2nd**

**ECTS: 5**

**Instructor: V. Zakopoulos**

**SYLLABUS:**

1. Introduction to research (philosophical underpinnings - definitions and terminology- theoretical concepts, variables, hypotheses)
2. Exploration of scientific approaches to social issues and problems
3. Ethical issues in research - validity, reliability and objectivity
4. Pure and applied research
5. The process of social research
6. Primary and secondary sources
7. Research design: choosing and developing a research topic
8. Overview of qualitative and quantitative research methodology across the disciplines, with emphasis on Finance and Accounting
9. Sampling methods – Basic data collection techniques
10. Developing a questionnaire
11. Approaches to data processing, analysis and interpretation
12. Interpreting and presenting research findings

**LEARNING OUTCOMES:**

This course will provide an opportunity for participants to establish or advance their understanding of research, with emphasis on the fields of finance and accounting. Upon completion of the course, students will be able to:

1. Comprehend and use research terminology.
2. Understand the process of choosing and developing a research topic
3. Compare and contrast the characteristics of different research approaches methodologies
4. Describe qualitative and quantitative approaches to research
5. Examine and analyze the strengths and limitations of various data collection techniques
6. Understand how data are to be analyzed
7. Develop a questionnaire
8. Understand the process of conducting literature review
9. Retrieve information in a library or through on-line sources
10. Critically analyze, evaluate, and cite reference material
11. Report research findings
12. Familiar with the ethical principles of research and approval processes

---

**COURSE TITLE: INSTITUTIONS AND LAW OF THE EUROPEAN UNION**

**COURSE CODE: 12030005**

**SEMESTER: 3rd**

**ECTS: 6**

**Instructor: A. Dedouli**

**SYLLABUS:**

The core modules of the course include:

- Introduction: The European Union Law and its relationship with public international law. History of the EU. The first communities (European Coal and Steel Community, European Economic Community, European Atomic Energy Community). Establishment of the European Union. Treaty on the European Union and Treaty on the Functioning of the European Union after Lisbon Treaty.
- Customs Union, Internal market, Economic and Monetary Union, Towards an Integration of the EU. The Single European Act, the Maastricht Treaty, the Treaty of Amsterdam, the Treaty of Lisbon.
- Values, objectives, fundamental principles of the Union. Charter of Fundamental Rights: dignity, freedom, democracy, equality, solidarity, justice. European Convention on Human Rights.
- Nature of the EU law. Rights of member States and citizens under EU law.
- Sources of the EU law: Primary law and secondary law. International Treaties. Division of competencies within the EU, exclusive and shared. The principle of conferral. Principles of subsidiarity and proportionality.
- Institutions of the EU. European Council. European Parliament. Council of the EU. European Commission. Court of Justice of the EU (and the General Court). European Central Bank.
- Rulemaking within the EU. Regulations, Directives, Decisions, Recommendations, Opinions. Ordinary legislative procedure. Special legislative procedure.
- Hierarchy of the EU law: Primary legislation, International Agreements, General Principles, Secondary legislation.
- Precedence of the EU law. The direct effect and the Immediate effect.
- Internal market: free movement of goods, free movement of capital, free movement of persons, freedom of establishment and freedom to provide services.



- EU integration process: Economic and Monetary Union. Coordination of economic and fiscal policies, common monetary policy, common currency (euro).
- Common Commercial Policy. EU agricultural policy.
- EU competition law. Cartels, abuse of dominant position of a firm. State aid. Granting exclusive rights.

#### **LEARNING OUTCOMES:**

The module commences with a discussion of the main historical elements of the creation and evolution of the supranational organisation that is the European Union. It considers what the purpose of the EU is, its values, objectives and fundamental principles. The module, also, examines the nature of EU law, its sources, its relation to national legal systems and the hierarchy of EU rules and its supremacy over national legal systems. The module also includes discussions on the case-law produced by the European Court of Justice and the General Court. An important part of the module is the Economic and Monetary Union and its significance to the economic integration which is believed to lead EU to a political union.

Upon completion of this course, the students will be able to:

- Familiarise themselves with the European Union Law.
- Understand the function of EU law and its critical role in the implementation of harmonised (to the extent that this is possible) policies within the 28 member states.
- Be aware of the institutions of the EU,
- Comprehend the structure of EU, and the law-making process in the EU.
- Realise that the European courts contribute to the EU law system by interpreting the rules, applying them and sometimes forming principles out of them.
- Answer questions, such as why is it so difficult to achieve the political union between 28 (so far) member states.

---

#### **COURSE TITLE: COST ACCOUNTING**

**COURSE CODE: 12030003**

**SEMESTER: 3rd**

**ECTS: 6**

**Instructor: S. Goumas**

#### **SYLLABUS:**

- Function and purpose of cost accounting. Definition of cost, expenses, loss and income
- Cost classification and cost behavior analysis
- Functional structure of manufacturing companies
- Cost-sharing and grouping of costs according to function
- Cost of production – major components
- Costing of raw materials, direct labor and overheads
- Production and sales cost reports. The income statement
- Intergraded accounts- costing independent of financial accounts
- Methods of production and costing
- Costing of services and processes

- Costing of mass or continuous production
- Accounting treatment for by-products, defective units and scrap
- Costing of customized or personalized products
- Overhead allocation.
- Activity-based costing

#### **LEARNING OUTCOMES:**

The course aims to introduce students to the meaning and purpose of cost accounting. Through the course content, students will understand the basic meaning of cost, expense, irregular losses, income, cost centers, costing independent of financial accounts, intergraded financial and cost accounts, costing as a tool of administration.

---

#### **TITLE: MARKETING**

**COURSE CODE: 12030001**

**SEMESTER: 3rd**

**ECTS: 6**

**Instructor: A. Alexopoulos, P. Artikis**

#### **SYLLABUS:**

The core modules of the course include:

- Introduction to Marketing
- The Strategic Role of Marketing
- Environmental Analysis
- Consumer Behavior
- Marketing Research
- Marketing Mix
- Market Segmentation
- Target Market Judgment
- Pricing Decisions
- Distribution Decisions
- Promotion Decisions
- Product Life Cycle
- Marketing Strategies Based on Product Life Cycle
- Business and Marketing Implementation Strategies

- Use of new technologies in marketing - social media marketing
- Identification of Marketing Financial Services

#### **LEARNING OUTCOMES:**

The aim of this course is to help students understand the basic concepts and general principles of marketing and its importance in the operation and development of an enterprise, and familiarize them with all the processes and functions of marketing. In particular, the course focuses on the peculiarities of business marketing for the financial services industry.

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

- know the basic marketing concepts
- understand the marketing mix
- apply marketing strategies
- understand the opportunities and threats for products and services
- understand consumer behavior
- cope with the peculiarities of financial services marketing

---

#### **COURSE TITLE: FINANCIAL MANAGEMENT I**

**COURSE CODE: 12030004**

**SEMESTER: 3rd**

**ECTS: 6**

**Instructor: V. Panagou**

#### **SYLLABUS:**

1. Statistical tools used in financial management
2. Time value of money
3. Basic concepts of financial management and financial environment
4. Analysis of financial ratios
6. Analysis of cash flows
7. Different types of funding costs (calculation of the weighted average cost of capital, WACC)
8. Capital investment analysis methods
9. Capital investment and risk
10. Break-even analysis and operating leverage
11. Financial leverage
12. Capital structure
13. Dividend Policy

#### **LEARNING OUTCOMES:**

Upon successful completion of this course students will be able to:

- 1) Measure risk and return and explain the trade-off between risk and return
- 2) Calculate the value of various financial assets
- 3) List the primary sources of capital and incorporate their cost when making investment decisions
- 4) Estimate project cash flows to distinguish between value-creating and value destroying investments
- 5) Estimate cash flows from a project, including operating, net working capital, and capital spending
- 6) Estimate the required return on projects of differing risk and how to use the required return in evaluating investment decisions
- 7) Apply the concepts of financial management to contemporary financial events
- 8) Estimate the cash flows from an investment project, calculate the appropriate discount rate, determine the value added from the project, and make a recommendation to accept or reject the project. Students will be able to communicate their decision using written and oral communications skills

---

**COURSE TITLE: ACADEMIC ENGLISH**

**COURSE CODE: 12030006**

**SEMESTER: 3rd**

**ECTS: 0**

**INSTRUCTOR: E. Koutsogianni**

**SYLLABUS**

The syllabus includes the following:

*Grammar in EAP:* Verbs (tenses, mood, passive voice, gerund/infinitive, modals); nouns; adjectives & adverbs; types of sentences; sentence connection; conditionals; indirect speech.

*Reading:* Strategies for reading academic texts (scanning, survey, skimming); vocabulary building; text structure and reference; note-taking.

*Listening:* Structure of spoken texts; taking notes; understanding reference.

*Speaking:* Spoken English features; spoken functions (describing, explaining, reporting, expressing opinion, agreeing and disagreeing, degrees of certainty, arguing); pronunciation of mathematical symbols and numbers.

*Writing:* The writing process; Paragraph unity and structure; methods of paragraph development; writing assignments (reports, essays, case studies) across the curriculum.

*The balance of the components, and the weighting accorded to each one of them will be based on the specific needs of the students.*

**LEARNING OUTCOMES:**

This course is designed to enable students to use English effectively in the academic contexts they will encounter in their studies. The course reviews and builds upon students' grammatical command of English

structures in order to enhance their written and oral performance in academic settings, and prepares them to proceed with more advanced and specialised writing /terminology issues. Emphasis is placed on key grammatical structures and opportunities for practice which incorporate grammatical knowledge into various skills areas. Strategies for developing their reading skills are also included.

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

- understand the main ideas of listening excerpts and reading texts;
- develop a strong understanding of the grammatical structures that are common in Academic English and demonstrate correct usage of specified grammatical concepts;
- interact with a degree of fluency and participate in discussions on familiar academic topics;
- compose texts of academic content - write a research report or other assignments across the curriculum.

Students also develop the skills required for self-directed study and learning, and the use of technology to improve their English competence.

---

**COURSE TITLE: BUSINESS STATISTICS**

**COURSE CODE: 12030002**

**SEMESTER: 3rd**

**ECTS: 6**

**Instructor: M. Chalikias**

**SYLLABUS:**

Inductive statistics. Excellent estimators, Sampling distributions, Variation, Central Limit Theorem, Distribution of proportional sampling, Distribution of sampling, Difference of two means and difference of two proportions.

Confidence intervals. Applications for dispersion, percentages, average price difference, percentage difference, etc.

Case control, Zero Case, Alternative Case, Criterion Test. Type I and II Errors. Level of statistical significance,  $\alpha$  and p-values. Medium Assumption Test for large z-test samples. Medium Case Test for small test samples. Case Control- Unilateral and Bilateral Cases. Testing the Case of the medium when s is unknown. Testing the Case of the medium when s is known.

Correlation. Co-variation, Pearson / Spearman / Non-parametric Kendall correlation coefficients, Statistical significance test of the correlation coefficient, Variable correlation, Partial correlation, Comparison of correlations of independent and dependent coefficients.

Simple linear regression. Simple linear model, Simple linear regression hypotheses, Good adaptation evaluation,  $R^2$  determination factor, Statistical significance check of parameters.

**LEARNING OUTCOMES:**

Upon successful completion of the course, student will be able to:

- Understand the meaning and usage of business statistics terminology

- Present and/or interpret data in tables and charts
  - Understand and apply descriptive statistical measures to business situations
  - Understand and apply probability distributions to model different types of business processes
  - Understand and apply statistical inference techniques (including statistical estimation and hypothesis testing) in business situations
  - Understand and apply simple linear regression analysis
  - Use computer spreadsheet software to perform statistical analysis on data
- 

**COURSE TITLE: MANAGERIAL ACCOUNTING**

**COURSE CODE: 12040001**

**SEMESTER: 4th**

**ECTS: 6**

**Instructor: S. Goumas, P. Arsenos**

**SYLLABUS:**

- Meaning and Purpose of Managerial Accounting.
- The role of managerial accounting in decision making
- Full and direct costing. Contribution margin
- Cost-Volume -Profit analysis. Breakeven point.
- Master budget (explanation, usage, budgeting process)
- Techniques for implementing a static or flexible budget
- Budgetary control
- Standard costing (explanation and usage)
- Conditions for implementing a cost accounting system. Different types of standard costing
- Standard cost per product unit and the calculation process (standard cost of raw materials, direct labor and overheads)
- Analysis and calculation of variance from standard costs
- Monitoring of variances and their use in decision making processes
- Costing and Pricing
- Table of balanced scorecards

**LEARNING OUTCOMES:**

The course aims to familiarize students with the principles and purpose of managerial accounting in the operation of a business. More specifically, upon completion of the course, students will be able to explain and apply a variety of cost and control techniques and tools used by management in planning and controlling the activities of a business. To that end, a targeted approach is applied so that students are able to understand:

- direct and full costing
- the relationship between the cause and effect of a cost system
- budgeting

- standard Cost
- costing and pricing methods
- balanced scorecards

---

**COURSE TITLE: TAX ACCOUNTING**

**COURSE CODE: 12040002**

**SEMESTER: 4th**

**ECTS: 6**

**Instructor: E. Impiksi**

**SYLLABUS:**

The syllabus includes the following thematic units:

1. Hellenic accounting and tax standards (Chart of accounts- Corporate Law- L. 2190/1920, Tax Law- Direct and Indirect Taxation)
2. Accounting records (accounting books and data)
3. Classification of business entities. Sets of accounting books
4. Single-entry accounting books (of revenues and expenses) – VAT procedures (three-month period VAT returns)
5. Double-entry accounting books (journal, ledger etc.) – VAT procedures (one-month period VAT returns)
6. Accounting for branches
7. Consignment note. Applications
8. Invoices (simple and consolidated)
9. Receipt of goods and services.
10. Tax mechanisms, cash registers, special security tax provisions
11. Electronic invoicing, the authenticity and integrity of electronic invoices
12. Assurance credentials, preservation of accounting records

**LEARNING OUTCOMES:**

The aim of this course is to familiarize students with the provisions of the Hellenic Accounting Standards that are related to accounting recording procedures.

Upon completion of the course students will be able to:

1. apply the Hellenic accounting standards when recording a company's financial transactions;
2. use effectively single- entry or double-entry bookkeeping systems;
3. make appropriate use of source documents;
4. clarify electronic invoicing, invoice authenticity, and ensure reliability of the accounting system.

**COURSE TITLE: LABOUR LAW****COURSE CODE: 12040005****SEMESTER: 4th****ECTS: 6****Instructor: E. Papapetropoulou - Taliadourou****SYLLABUS:**

The core modules of the course include:

- Origins – historical evolution – protective function – Labour Law sources – sources' hierarchy – International Labour Organization – EU Labour Law – general principles of Labour Law
- Individual employment contracts – the dependence aspect – distinction from other legal relationships – prerequisites regarding validity of the contract – void contract
- Forms of dependent employment relationships – fixed-duration and permanent employment relationships – apprentice contracts – stand-by duties – labour lending – special employment contracts – minors – disabled – managing directors – foreign workers
- Personal autonomy and labour relations – limitations regarding employment contracts – limitations regarding the content of the contract – limitations regarding termination of contract – flexible forms of work – temporary agency work, telecommuting, organization of working time – part-time arrangements
- Obligations of the employee – obligation to work – place of work – working time – working hours – leave – liability of employee – fiduciary duty
- Obligations of the employer – notion and distinctions of salary – salary content – offsetting – salary protection
- Legal structure of enterprises – notion of enterprise – managerial rights of employer – duty of care and welfare – unilateral harmful change of working terms – principle of equality – internal working rules – change of employer – collective redundancies
- Suspension and termination – suspension pursuant to law and pursuant to term of contract – termination of fixed-duration and permanent contracts – prerequisites regarding validity of termination – consequences of void termination – termination on the employer's part
- Scope of collective Labour Law – trade union freedoms – constitutional guarantees – trade unions – categories, operation and dissolution of unions – protection of trade unions
- Regulation of collective labour agreements – collective autonomy – notion of collective labour agreements – statutory and contractual terms – conclusion of agreements – typology – binding force – dispute resolution
- Strike and lock-out – notion of strike – prerequisites regarding lawfulness of strike – forms and types – exercise of the right – consequences of lawful strike – consequences of unlawful strike – consequences of lock-out

**LEARNING OUTCOMES:**

The inclusion within the Programme of Studies of "Labour Law" constitutes a natural consequence of the development of the production relations in Greece and of the understanding that the active involvement of the modern-day citizen in the productive and administrative mechanisms requires basic knowledge of labour relations.



Moreover, the changes brought about by European legislation regarding the method of regulation between labour relations and capital constitute a major sociopolitical problem and touch upon substantial issues pertaining to the survival and security of the labour world as a whole. In this context, the close monitoring of said alterations is deemed as a necessary component and element of the teaching procedure.

Thus, the main goal of the module is the identification of the main institutions and principles of Labour Law, both individual and collective, with a view of a holistic assessment of the subject matter in general, and the working relations in Greece in particular.

Students upon successful completion of the module will be able to:

- a. Understand the core principles and structures of Labour Law.
- b. Apply labour legislation in practical subjects pertaining to their professional life, indicatively; drafting from an accountant or tax-consultant payroll charts, insurance contributions and work schedules.
- c. Understand the legal framework regarding relations within the entrepreneurial environment in which - as members of the Accounting and Finance community – shall be called upon to demonstrate their professional skills.
- d. Deal with basic subjects pertaining to the structure and application of collective labour relations, and in particular, to process collective labour agreements.
- e. Respect difference and multiculturalism.
- f. Show professional and ethical responsibility and sensitivity to gender issues.
- g. Adapt to new situations.
- h. Make effective decisions in labour matters.

---

**COURSE TITLE: FINANCIAL MANAGEMENT II**

**COURSE CODE: 12040003**

**SEMESTER: 4th**

**ECTS: 6**

**Instructor: V. Panagou**

**SYLLABUS:**

1. Cash planning
2. Future Financial Statements
3. Financial Equilibrium
4. Working capital management
5. Cash management
6. Short term investments
7. Inventory policy
8. Accounts receivable policy and management
9. Leasing
10. Venture Capital
11. Factoring & Forfeiting
12. Mergers & Acquisitions
13. Corporate failure prediction

**LEARNING OUTCOMES:**

The course develops further on Business Finance theory and applications, covering topics such as cash planning & management, working capital accounts management, and alternative financing instruments.

Upon successful completion of the course, the student is expected to:

- Define company cash requirements and design a cash plan
- Perform techniques for working capital management
- Distinguish, evaluate and select appropriate financing policies and instruments
- Assess capital structure and predict corporate failure

---

**COURSE TITLE: FINANCIAL SYSTEM**

**COURSE CODE: 12040004**

**SEMESTER: 4th**

**ECTS: 6**

**Instructor: A. Hyz**

**SYLLABUS:**

- Money - Introduction to the basic concepts
- Monetary aggregates
- Money Supply
- Financial System
  - Direct financing
  - Indirect funding
- Interest rate theory
- Supply and demand for borrowed funds
- Primary financial instruments in the money market
- Primary financial instruments in the capital market
- Derivatives
- Valuation methodologies
- Supervision of the financial system

**LEARNING OUTCOMES:**

Upon successful completion of the course, students will be able to:

1. Describe the structure and operation of major financial institutions and markets in the context of the international financial system.
2. Determine the nature of the financial services.
3. Explain key financial theories and practices.
4. Evaluate short and medium to longer term financial instruments.

5. Analyze financial issues in corporate and investment settings.
6. Synthesize information and formulate an appropriate problem solving strategy.
7. Solve problems using analytical tools.

Finally, students will be able to calculate and analyze return rates of various financial products and explain the factors that determine it.

---

**COURSE TITLE: ACCOUNTING APPLICATIONS WITH COMPUTER**

**COURSE CODE: 12050005**

**SEMESTER: 5th**

**ECTS: 5**

**Instructor: M. Rodosthenous**

**SYLLABUS:**

- Differences between Commercial Management and General Accounting
- Accounting Systems
- Specialized applications of classical accounting processes and practices
- Explanation of management periods
- Customization of commercial and accounting management programs, detailed coding of stored Goods, Customers and Suppliers.
- Inventory (volume and value)
- Keeping accounting records in accordance with the accounting standards (GAAP, Tax/ Trade/ Labor and Insurance Law)
- Analysis and use of supporting documents
- Document creation
- Entries of accounting events (purchases, sales, collections, payments, securities)
- Returns, discounts, cancellations of purchases and sales
- Specialized applications using PC for payroll
- Electronic submission of salary certificates and business fees

**LEARNING OUTCOMES:**

The course aims to introduce students to the techniques, methods and practices of financial accounting and commercial business management.

Upon successful completion of this course, students will be able to:

- Understand the accounting information
  - Register the accounting events of the enterprise
  - Customize accounting events
  - Develop skills for the use of business and accounting management programs
  - Organize the accounting work in digital and non-digital environments
- 

**COURSE TITLE: HUMAN RESOURCE MANAGEMENT (HRM)**

**COURSE CODE: 12050001**

**SEMESTER: 5th**

**ECTS: 5**

**Instructor: D. Stavroulakis**

**SYLLABUS:**

The core modules of the course include:

1. Meaning and content of HRM. Personnel management and HRM. Relation of HRM to other business functions.
2. Theoretical approaches to HRM, trends and developments. HR planning.
3. Job analysis, job description, job specification.
4. The function of recruitment. External and internal recruitment. Sources of recruitment. Evaluation of recruitment sources.
5. Personnel selection: processes & steps. Curriculum Vitae. Selection tests.
6. The selection interview. Types of interviews, practices & techniques.
7. Personnel education & training. Models of learning. General education & vocational training. Training needs analysis.
8. On the job training & off the job training. Evaluation of training. Management development.
9. HR appraisal. Philosophy and criteria of appraisal. Appraisal planning.
10. Appraisal systems, tools and forms. Appraisal problems. Appraisal errors.
11. Reward systems. Theoretical approaches, aims & content of rewards. Connection of performance to rewards.
12. Typology of standard and variable reward systems. Individual, group, and collective rewards. Problems of reward systems.
13. Labor relations. Relations with the trade unions. Work regulations. Disciplinary process. Administration of complaints. Health & safety at work.

**LEARNING OUTCOMES:**

Upon completion of the course, students will be able to:

- Comprehend in depth the theoretical framework and the basic principles of HRM
  - Comprehend in depth the functions of HRM (job analysis, planning, recruitment, selection, training, appraisal, compensation)
  - Understand the role of HRM strategy within the broader company strategy
  - Describe and identify methods of personnel selection, evaluation systems, compensation systems
  - Develop appropriate methods of human resource management according to the business context
- 

**COURSE TITLE: BUSINESS COMMUNICATION**

**COURSE CODE: 12050008**

**SEMESTER: 5th**

**ECTS: 5**

**Instructor: D. Stavroulakis**

**SYLLABUS:**

The core modules of the course include:

1. Concepts, content, approaches.
2. History of communication. Communication as a social phenomenon.
3. The interactive model of communication. Communication media. Interpersonal communication.
4. Oral communication. Rhythm of speech, pauses, intensity, and voice tone. Influence techniques.
5. Written communication. Usage of words.
6. Body language. Intercultural communication.
7. Communication ethics, public opinion and mass media.
8. Business communication. Selection and use of communication media.
9. Formation of business messages. Business mission and vision.
10. Public relations.
11. Interactive business communication. Business meetings.
12. Crisis handling. Risk evaluation. Business communication planning.
13. Future challenges. New technology and novel communication media. Changes in public relations.

**LEARNING OUTCOMES:**

Upon completion of the course students will be able to:

- Acquire in-depth knowledge of the principles of oral and written communication
  - Acquire in-depth knowledge of the principles of business communication
  - Comprehend the function of public relations and mass communication
  - Comprehend the importance of communication when confronted by crisis
  - Describe and distinguish the particularities of the various communication media
  - Implement effective business messages by applying the appropriate media
  - Establish effective communication with entrepreneurs and executives of different cultural backgrounds
  - Design a strategic communication plan within the business context
- 

**COURSE TITLE: INDIRECT TAX ACCOUNTING**

**COURSE CODE: 12050004**

**SEMESTER: 5th**

**ECTS: 5**

**Instructor: E. Impiksi**

**SYLLABUS:**

The 13 week syllabus includes the following thematic units:

- Scope of indirect taxation
- Inflows and outflows related to VAT. Imposition of tax and tax base. Distribution of goods and services Tax rates. Periodic tax returns. Distribution of goods and services and its impact on VAT.
- The method of tax credit. Inflows and outflows. Outflows: tax imposition, tax exemption, tax deduction.
- Inflows: VAT on disbursements and expenses. Tax exemptions.
- VAT and accounting. Analysis of transactions and recording of accounts using single or double –entry bookkeeping systems.
- VAT issues within EU and with non- EU countries. Intrastat. Listing.
- Chart of Accounts and VAT. Accounting entries for VAT transactions.
- Pro-rata (in proportion) VAT taxes.
- VAT on fixed assets and five-year period arrangements. Accounting treatment.
- Categories of special VAT.
- Calculating VAT due for private use and self-supply of goods and services.
- Reclaiming VAT. The case of agricultural workers.
- Tax liability and taxable entities. Accounting treatment (simple and trilateral transactions).

**LEARNING OUTCOMES:**

This course provides an overview of the basic structure of indirect taxes and covers key concepts in the field. At the end of this course, students will be able to analyze indirect taxes; more specifically, the Value Added Tax (VAT).

Upon completion of the course students will be able to:

1. describe transaction types related to VAT;
2. recognize the transactions subject to VAT;
3. indicate VAT application, differentiation of application, and VAT compliance and attendance;
4. relate transaction amounts to VAT liability.

---

**COURSE TITLE: FINANCE & BANKING LAW****COURSE CODE: 12050006****SEMESTER: 5th****ECTS: 5****Instructor: A. Dedouli****SYLLABUS:**

The core modules of the course include:

- Bank of Greece and monetary policy
- Aims and competences
- Bank Administration and Decision-Making Bodies
- Credit Institutions: granting of credit, payment systems
- Bank guarantees
- Bill of exchange, check.
- Documentary credits
- Factory, forfeiting, leasing
- Private equity funds

**LEARNING OUTCOMES:**

Upon completion of the course, students will be able to:

1. Understand the organisation and function of credit institutions and their activities
2. Comprehend the role of the Bank of Greece and the role of European Central Bank of the Eurozone in implementing monetary policy
3. Understand banking supervision
4. Understand bank deposits
4. Understand the granting of credits and payment systems
5. Define documentary credits
6. Distinguish between factoring, forfeiting, leasing

---

**COURSE TITLE: INCOME TAXATION****COURSE CODE: 12050003****SEMESTER: 5th****ECTS: 5****Instructor: A. Kexagias****SYLLABUS:**

1. Introduction, concepts, objectives of taxation, permanent residency, taxable income
2. Employment income and pension income, tax deductions for general expenses, medical expenses, donations
3. Business activity income, benefits in kind, tax in advance, tax withholding, tax-equivalent yield, tax deductible and non deductible business expenses
4. Tax depreciation, provision for doubtful debt, tax reform results, completing and submitting tax returns
5. Capital income (dividends, interest, entitlements to be collected), real estate, tax rates, surplus income tax (real property and securities transfer tax)
6. Indirect control techniques
7. Tax liability. Tax exemptions for legal entities, profits from corporate activity
8. Deductible and non deductible business expenses
9. Intercompany dividends, intercompany transactions
10. Tax rates, taxation of sole proprietorships and general partners
11. Corporate taxation (capital companies, Société Anonyme etc.) Taxation of cooperative corporations
12. Withholding tax, retention tax, tax in advance, tax reform results. Tax return completion and submission

**LEARNING OUTCOMES:**

The course aims to develop the issues related to income taxation (personal and corporate) in accordance with the legislative provisions. It also aims to introduce students to the methodology of estimating and calculating accounting information and tax liability.

Upon successful completion of the course, students will be able to

- distinguish sources of income;
- distinguish between deductible and non deductible expenses;
- apply tax code provisions;
- calculate tax for natural and legal persons;
- complete printed matter tax forms.



**COURSE TITLE: BUSINESS STRATEGY AND POLICY**

**COURSE CODE: 12050002**

**SEMESTER: 5th**

**ECTS: 5**

**Instructor: A. Hyz**

**SYLLABUS:**

- Environmental analysis
- Internal analysis
- Corporate mission and vision
- Competitive strategies
- Directions of strategic development
- Internationalization
- Evaluation and implementation of Alternative Strategies

**LEARNING OUTCOMES:**

The main aim of the course is the consolidation of the knowledge acquired by students during their studies of the business environment. Specifically, during the course students will understand the necessity of business strategy and the role it plays in the complex and rapidly changing business environment. They acquire knowledge of the basic concepts and methods used in strategy formulation and implementation tools to ensure competitive positioning in the market (development of competitive advantage). Upon successful completion of the course, student will be able to:

1. describe the factors of the macro- and micro-environment of a business,
2. explain and analyze basic forces that determine the competitiveness of industry,
3. distinguish basic types of strategies and analyze their characteristics,
4. generate effective solutions to problems of organizational performance,
5. independently assess and/or predict business performance based on the detailed analysis, of a specific problem, case, or company,
6. use methodologies to assess a company's strategic choices,
7. evaluate organizational strategies, structures and strategy implementation.

---

**COURSE TITLE: MARITIME ECONOMICS AND FINANCE**

**COURSE CODE: 12050007**

**SEMESTER: 5th**

**ECTS: 5**

**Instructor: Th. Stamatopoulos**

**SYLLABUS:**

- Maritime transport and the global economy
- The organization of the shipping market
- Shipping market cycles
- Offer, demand and fare prices
- The four shipping markets
- Costs, revenues and cash flows
- The financing of ships and shipping companies
- Risk, performance and finances of the shipping company
- Maritime trade and transportation systems
- Shipping services
- The finances of shipbuilding
- The regulatory framework of the shipping industry
- Shipping and market research

**LEARNING OUTCOMES:**

Upon successful completion of the course, student will be able to:

- Understand the organization and operation of shipping companies,
- Understand the structure of the charter and ship market,
- Distinguish between different shipping financing tools.

---

**COURSE TITLE: FINANCIAL STATEMENT ANALYSIS**

**COURSE CODE: 12060001**

**SEMESTER: 6th**

**ECTS: 6**

**Instructor: N. Sykianakis**

**SYLLABUS:**

1. Introduction to Financial Statement Analysis
2. Fundamental Financial Statements & financial reporting
3. Technical Analysis, Cross sectional analysis & trend analysis
4. Working capital reporting & management
5. Profitability Analysis
6. Activity ratios
7. Short-term Liquidity analysis
8. Cash Flow Statement reporting
9. Cash Flow Statement analysis
10. Capital Structure ratios
11. Investor ratios
12. Business Valuation and Dividend policy
13. Case studies

**LEARNING OUTCOMES:**

The course focuses on the use, analysis and interpretation of accounting information disclosed in the financial statements in order to assist company evaluation and decision making related to resource allocation. Also, it deals with estimates on the value of the firm and its prospects for long-term survival.

Upon successful completion of the course, students are expected to:

- Comprehend the structure of financial statements
- Interpret financial information disclosed in the financial statements
- Perform financial analysis with the use of various analytical techniques
- Compute and assess financial ratios
- Evaluate managerial performance and predict corporate solvency or failure
- Compare financial information among similar firms and sectors of the economy
- Assist resource allocation and decision - making

---

**COURSE TITLE: BUSINESS ENGLISH****COURSE CODE: 12060002****SEMESTER: 6<sup>st</sup>****ECTS: 4****Instructor: E. Koutsogianni****SYLLABUS:**

*Academic Readings on the following specialized topics (accompanied by text comprehension and interpretation exercises and terminology practice exercises)*

- Economics and the Business Environment
- Types and Legal Forms of Business Organizations
- Accounting Defined/Employment Opportunities in Accounting
- Accounting Principles
- The Accounting Cycle/ Depreciation
- Financial Statements
- Analysis of Financial Information (Financial Ratios/ Working Capital/ Cost Classification/CVP Analysis)
- Budgeting
- Sources of Capital-Capital Structure
- Money and Banking
- Fiscal Policy and Taxation
- Business in the Global Environment
- Management Functions and Roles
- Marketing Processes

**Writing Skills**

- Structuring and organizing expository texts

- Structuring an argument
- Methods of paragraph development (example, cause and effect, process analysis, comparison and contrast, classification)
- Describing factual information presented in graphical form
- Writing abstracts and summaries

### **LEARNING OUTCOMES:**

The aim of this course is to provide students with essential reading and writing skills in Business English that will enable them to function effectively in a variety of academic and professional settings.

More specifically, upon completion of the course students will have acquired:

- reading efficiency for using textbooks, reference material and other sources written in English;
- knowledge of key terms and expressions in their subject area;
- competence to decode and reproduce academic texts from English to Greek and Greek to English;
- essential writing skills in English that will enable them to write academic essays, that contain a clear thesis, unified coherent paragraphs and relevant supporting details, supported by assigned readings with proper citation;
- oral presentation skills;
- oral communicative competence.

The course also aims to engage students in collaborative learning through group work.

### **COURSE TITLE: CORPORATE ACCOUNTING**

**COURSE CODE: 12060003**

**SEMESTER: 6th**

**ECTS: 5**

**Instructor: A. Lekarakou**

#### **SYLLABUS:**

Explanation of company types and forms. Corporate business legal forms according to Trade Law.

Personal, Capital and Mixed Companies. Advantages and disadvantages.

General partnership (basic characteristics and procedure of registration, capital and corporate contributions). Accounting practices for general partnerships.

Taxation and distribution of result. Dissolution and Liquidation.

Limited partnership (characteristics and particularities of limited partnerships. Accounting recordings, taxation and distribution of results).

Société Anonyme (characteristics, legal and capital requirements, management structure). Accounting recordings for SA, increase and reduction of share capital.

Taxation and profit distribution

Private Capital Company (IKE)(characteristics, management structure, capital-funding requirements, taxation).

Limited Partnership (characteristics, registration requirements, administration, taxation and distribution of results).

Dissolution and Liquidation procedures of a Société Anonyme and a Limited Partnerships.  
Mergers and corporate conversions.

**LEARNING OUTCOMES:**

The course aims to introduce students to the characteristics and peculiarities of Corporate business. Specifically, it aims to provide students with knowledge and skills that will enable them to manage accounting procedures for registering a firm, and implement taxation practices in accordance with the legislation.

---

**COURSE TITLE: ACCOUNTING FOR GROUP OF COMPANIES**

**COURSE CODE: 12060004**

**SEMESTER: 6th**

**ECTS: 5**

**Instructor: A. Filiou**

**SYLLABUS:**

- Week 1: Business Collaboration
- Week 2: Accounting for Investments
- Week 3: Acquisitions & Mergers
- Week 4: Accounting for acquisitions
- Week 5: Accounting for mergers.
- Week 6: Consolidation of Financial Statements: The Balance Sheet
- Week 7: Minority Rights and Unification Differences
- Week 8: Consolidation of Profit and Loss Accounts
- Week 9: Corporate Action and Consolidation
- Week 10: Indirect entries
- Week 11: Mutual participation
- Week 12: Capital transactions between group companies
- Week 13: Intra-group transactions

**LEARNING OUTCOMES:**

Upon successful completion of this course, students will be able to:

- Evaluate entries and securities
- Understand the concepts and actions related to Acquisitions and Mergers as well as their accounting treatment.
- Understand the integration framework according to Greek and international accounting standards.
- Distinguish and compile consolidated financial statements.
- Understand and monitor the accounting transactions and transactions between group companies.
- Understand the nature and accounting monitoring of other types of business collaborations and mergers.

**COURSE TITLE: ACCOUNTING INFORMATION SYSTEMS****COURSE CODE: 12060005****SEMESTER: 6th****ECTS: 5****Instructor: S. Goumas, G. Karakousi****SYLLABUS:**

- Meaning and advantages of Accounting Information Systems. Integrated Accounting Information Systems. Computerized support for single- entry accounting. Customizing for creation of businesses and years. Comparative presentation and evaluation of accounting information in single-entry and double-entry systems.
- Creation, modification and deletion of columns in accounting books, daily operating procedures of an accounting department.  
Customizing for business creation and years that keeps double-entry accounting books.  
Creation, modification and deletion of accounts according to Greek GAAP.  
Computerized support of double-entry bookkeeping using accounting packages E.R.P.  
Computer aided specialized applications recording fixed assets in Fixed Asset Register.  
Cash and bank accounts auditing.
- Control of accounting transactions. Trial Balances. Monitoring and analytic tools.  
Posting entries to ledgers. Preparing statements for ΚΕΠΥΟ.  
Preparation of financial statements in accordance with GAAP.  
VAT monthly clearing accounts. Periodical statements for VAT.  
Closing the Books.  
Financial Analysis softwares. Techniques for financial ratio analysis.

**LEARNING OUTCOMES:**

The course aims to introduce students to Accounting Information Systems, and provide them with the skills needed to manage working tasks effectively in the competitive business environment. This practical course gives students the opportunity to apply theoretical knowledge acquired in their studies to practical matters, in particular to develop skills in using Accounting Information Systems(ERP) in planning and control activities.

---

**COURSE TITLE: INTERNATIONAL FINANCE****COURSE CODE: 12060006****SEMESTER: 6th****ECTS: 5****Instructor: Ch. Axioglou****SYLLABUS:**

- International economy
- Evolution of the theories of international trade
- Contemporary theories and applications of international trade
- Tariff and non-tariff protection
- Macroeconomics of exchange rates and open economy: the market of exchange and fixing rates
- Futures market exchange

- Mechanisms of adjusting the balance of payments
- International flows of commodities and capital
- The tendency for globalization and its consequences

#### **LEARNING OUTCOMES:**

Upon the completion of this course, students will be able to

- build the theoretical background for a sufficient understanding of international economics;
- comprehend the reasons for the economic changes that happen globally as the result of the interaction of individual policies, and the differences between countries, through studying the traditional and contemporary theories of international trade, special issues of macroeconomics and international finance.

---

#### **COURSE TITLE: ENTREPRENEURSHIP AND INNOVATION**

**COURSE CODE: 12060008**

**SEMESTER: 6th**

**ECTS: 5**

**Instructor: D. Stavroulakis**

#### **SYLLABUS:**

The core modules of the course include:

1. Entrepreneurship: Content, definitions, theoretical approaches
2. Personality traits of the entrepreneur, motivation, and demographics. Similarities and differences between entrepreneurs and managers. Intrapreneurship
3. Entrepreneurial Intention. Global Entrepreneurship Monitor (GEM). Early- stage entrepreneurial activity and established entrepreneurship. Opportunity and necessity entrepreneurship. Economic crisis & business activity
4. Implementation of a business idea. Business Plan
5. Startups strategy. Analysis of market and competition
6. Finance & accounting software for startups. Marketing plan for a startup.
7. Small business
8. Family business
9. Alternative forms of small business. Self-employment. Teleworking. Homepreneurship.
10. Youth entrepreneurship. Female entrepreneurship
11. Entrepreneurship & innovation. Economic exploitation of inventions. Patents license. Excellence Centers. Spin-offs.

12. Financing & support of startups. Institutional framework. Investment incentives & developmental programs. Training & development of new entrepreneurs.

13. Networking of startups. The model of Silicon Valley. The model of Third Italy. Technopoles, technological districts, business clusters, networks, incubators.

#### **LEARNING OUTCOMES:**

Upon the completion of the course students will be able to:

- Understand the importance of entrepreneurship as a tool for development, the basic principles of entrepreneurship, the concept and basic principles of innovation
- Describe and distinguish the typologies of entrepreneurship, the financial sources for startups, the modes of business networking
- Design business plans
- Develop capabilities and skills necessary to assume entrepreneurial activity
- Implement theoretical knowledge acquired by designing a small virtual enterprise.

---

#### **COURSE TITLE: QUANTITATIVE METHODS IN FINANCE**

#### **COURSE CODE:**

**SEMESTER: 6th**

**ECTS: 6**

**Instructor: M. Chalikias**

#### **SYLLABUS:**

- Multiple regression. Introduction of independent variables, Model comparison, Pseudo-variables, Model control, Multilinearity, Humor, Self-correlation - Durbin-Watson factor
- Chronological series. Four key components of a chronological order (long-term trend, cyclical fluctuation, seasonal fluctuations, random movements), chronological order analysis, Study - measurement of long-term trend, measurement of seasonal variation.

#### **LEARNING OUTCOMES:**

The aim of this course is to acquaint students with the appropriate quantitative methods for presenting and estimating accounting information presented in the financial statements of companies. Upon completion of the course, students should be able to collect, quantify and use appropriate statistical methods of business data; draw useful conclusions and calculate probabilities of achieving business goals, use, in addition to case controls and confidence intervals, chronological series and multivariate analysis of large volume of data.

---

#### **COURSE TITLE: INTERNATIONAL ACCOUNTING and FINANCIAL STANDARDS**



**COURSE CODE: 12070001**

**SEMESTER: 7th**

**ECTS: 6**

**Instructor: M. Rodosthenous**

**SYLLABUS:**

- Introduction to international accounting standards (I.A.S / I.F.R.S. & US G.A.A.P)
- Accounting Standard – setting bodies. Framework for the Preparation and Presentation of Financial Statements
- The Financial Statements under IAS. Presentation of Financial Statements and Cash Flows
- Interim Financial Reporting
- Identification, measurement and accounting manipulation of Assets. Tangible Assets and Non – Current Assets held for sale
- Investment Property
- Intangible Assets. Leases
- Impairment of Assets
- Inventories. Fair value
- Accounting for Government Grants. Borrowing Costs
- Provisions. Income
- Employee benefits. Income taxes
- Business Combinations and Consolidated Financial Statements

**LEARNING OUTCOMES:**

The course aims to provide students with specialized knowledge in international accounting standardization. More specifically, to comprehend the International Accounting Standards and the International Financial Reporting Standards (IAS & IFRS) so that they apply them to all form of business entity accounting recordings, in the process of preparation and presentation of financial statements of companies, in compliance with legislation and standard rules and regulations.

Upon the successful completion of this course student will be able to:

- prepare and present financial statements, both interim and annual, in accordance with the requirements of IAS and IFRS;
- identify and evaluate financial information of business entities in accordance with IAS and IFRS;
- identify revenues, expenses and the comprehensive income of business entities under IAS and IFRS;
- control and determine the impairment of business assets;
- evaluate and control current and non-current assets.

---

**COURSE TITLE: Auditing**

**COURSE CODE: 12070002**

**SEMESTER: 7th**

**ECTS: 6**

**Instructor: D. Charamis**

**SYLLABUS:**

- Introduction to auditing
- History of auditing
- Code of ethics
- The audit profession
- Internal audit
- Audit acceptance process
- Audit planning
- Audit sampling
- Audit standards
- Audit documentation
- Substantive tests (Sales & purchases cycle)
- Substantive tests (year-end)
- The audit report

**LEARNING OUTCOMES:**

The course focuses on the role of auditing in the modern economy as well as on various external/internal auditing techniques. Also, topics discussed concern the audit profession, auditing standards and practices in Greece, auditing services provided and finally, auditors' code of ethics.

Upon successful completion of the course, students are expected to:

- Define the nature and importance of auditing
- Comprehend the institutional framework concerning the auditing profession both internationally and in Greece
- Distinguish the various auditing services and related practices
- Design and apply an audit plan

---

**COURSE TITLE: SPECIAL TOPICS IN ACCOUNTING**

**COURSE CODE: 12070003**

**SEMESTER: 7th**

**ECTS: 6**

**Instructor: A. Lekarakou**

**SYLLABUS:**

1. Subsidized assets
2. Sales of fixed assets -use of different methods of accounting and tax depreciation
3. Donation of assets
4. Returnable and non-returnable packaging processes
5. Export orders, advance payments
6. Property revaluation, surplus capitalization, surplus calculation, surplus taxation
7. Inventory deviation, devaluation of goods

8. Destruction and donation of goods
9. Transactions in foreign currency. Cash valuation. Receipts, disbursements and valuation of short – term liabilities in foreign currency.
10. Credit liabilities or loans in foreign currency for fixed asset acquisition
11. Other long-term liabilities in foreign currency
12. Government subsidies. Financial assets
13. Branches. Financing and operating leasing

### **LEARNING OUTCOMES:**

The course aims to introduce students to the financial accounting principles in accordance with the Greek Accounting Standards, and to apply theoretical financial knowledge to practical applications.

Students will also realize the role of uniformity in accounting practices and the consequent facilitation of procedures.

Upon the successful completion of the course students will be able to

- organize accounting recordings for asset acquisition and sale
- deal with grants and donations
- record transactions in foreign currency
- estimate accounting information
- evaluate accounting information and longitudinal data

---

### **COURSE TITLE: ENGLISH FOR BUSINESS COMMUNICATION**

**COURSE CODE: 12070004**

**SEMESTER: 7th**

**ECTS: 6**

**Instructor: E. Koutsogianni**

### **SYLLABUS:**

#### *Business Communication Skills*

- Introduction to Business Communication course: The functions of business communication / Written and Oral communication in business /Style and Register
- Basic Sentence Grammar/Cohesion/Punctuation
- English for Socializing: introducing yourself, welcoming a visitor, offering/accepting hospitality, talking about your work, ending a conversation
- Letters of Inquiry, Responses to Inquiries, Quotations
- Orders, Order Acknowledgement, Advice of Dispatch, Incoterms
- Collection letters
- Letters of Complaint and Letters of Adjustment

- Conducting Meetings: expressing opinions, making suggestions, agreeing/disagreeing, negotiating
- Writing minutes
- Banking and Credit Letters
- Telephone Communication: taking/leaving messages, making arrangements
- Writing memos and e-mails
- Writing a Business Report; Incorporating Graphics in writing: describing trends, expressing proportions, dealing with numbers
- Making an oral business presentation

#### *Career skills*

- Participating in job interviews
- Writing the Application or Cover letter; Resume and CV writing

#### **LEARNING OUTCOMES:**

The aim of this course is to develop students' communication skills in the English language that will enable them to function effectively in a business environment. The course offers a practical approach to corporate communication that includes training in the principles and key elements of business writing and the effective delivery of oral presentations. The course content focuses on selected written and oral forms of communication related to topics and issues critical to students of Business Studies.

Upon successful completion of this course, students should be able to:

- write effective and concise letters, memos and emails employing appropriate business format;
- prepare informal and formal reports that include analysis and offer recommendations;
- participate in meetings and conduct proper techniques in telephone usage;
- summarise personal achievements and skills in appropriate formats for future employers or academic institutions;
- summarise personal achievements and skills in appropriate formats for future employers or academic institutions;
- perform effectively interviews;
- prepare and deliver an oral presentation utilizing electronic software;
- realize the impact of language usage on applying business etiquette to a variety of professional situations;
- recognize the importance of cultural differences and how they affect communication in a business environment.

---

**COURSE TITLE: Portfolio Management**

**COURSE CODE: 12070005**

**SEMESTER: 7th**

**ECTS: 6**

**Instructor: A. Hyz**

**SYLLABUS:**

1. Introduction
2. Bonds valuation
3. Stock valuation
4. Portfolio and capital market theory
5. Investor profile
6. Resource allocation
7. Market efficiency
8. Portfolio formulation and management
9. Mutual funds
10. Risk management
11. Derivatives
12. Risk and return assessment
13. Case studies

**LEARNING OUTCOMES:**

The course focuses on issues and techniques of portfolio management and risk management, in order to assist investors formulating an optimum portfolio according to their risk profile.

Upon successful completion of the course, students are expected to:

- Comprehend the nature and function of capital market and the world economy
- Apply modern financial instruments
- Manage financial risk
- Value bonds and stocks
- Suggest investment strategies
- Appraise financial information concerning alternative financial products
- Assist resource allocation decision - making

---

**COURSE TITLE: BUSINESS ETHICS AND CORPORATE GOVERNANCE**

**COURSE CODE: 12070006**

**SEMESTER: 7th**

**ECTS: 6**

**Instructor: N. Sykianakis**

**SYLLABUS:**

The core modules of the course include:

- Main philosophical elements in ethics
- Corporate governance (as a system of principles that safeguards legitimate interests of stakeholders)

- Aims of corporate governance: transparency in shareholder communication; disclosure of information; fraud prevention.
- Corporate social responsibility (toward employees, natural environment, culture, and society)
- Significance of the Code of Ethics and Deontology in corporations
- Reputation management (enhancing a company's recognition and reputation)

#### **LEARNING OUTCOMES:**

Upon completion of the course, students will be able to:

1. explore the way business ethics and culture are defined and the way social responsibility is formulated within a company;
2. understand that companies, under the social responsibility duty, have to protect the legitimate interests of shareholders, employees, customers, and the community and show respect to the environment, especially when it is affected by the company's activities;
3. familiarize themselves with the reasoning of business ethics and deontology;
4. apply the principles and the rules of corporate governance.

**COURSE TITLE: Public Finance**

**COURSE CODE: 12070007**

**SEMESTER: 7th**

**ECTS: 6**

**Instructor: Ch. Axioglou**

#### **SYLLABUS:**

- The causes of state intervention in economy
- Social welfare, Public goods and external economies
- Policy instruments of decision making, Public goods choice theory
- Public enterprises
- Revenues, expenditure, public lending, public debt
- Multipliers
- Government budget
- Interest theory
- Interest effect
- Public expenditure
- Monetary and fiscal policy
- Social crisis and political opposition
- State crisis and social politics

#### **LEARNING OUTCOMES:**

Upon completion of the course, students will be able to:

- understand the role of public sector,
- comprehend the intervention politics in economy,
- analyze the challenges and issues facing the public sector during the financial crises of the twentieth century

---

**COURSE TITLE: ACCOUNTING FOR SERVICE COMPANIES**

**COURSE CODE: 12080001**

**SEMESTER: 8th**

**ECTS: 6**

**Instructor: A. Lekarakou**

**SYLLABUS:**

1. Explanation of concepts (allotment, guarantee commitment, overbooking, under booking, tour operator, etc.). Time sharing contract, legislation and accounting recordings
2. Capacity ratio; cost, income and earnings ratios. Local authority taxes, VAT on all-inclusive or full board services, reduced VAT rate, prorata
3. Main Courante and application examples
4. Purchase, construction, loans, subsidy, valuation of fixed assets
5. Supplies, packaging materials. Raw materials. Inventory management, valuation, destruction
6. Customers and customer advance payments, account management, orders
7. Labor issues (seasonal employment, payroll calculation, special contacts)
8. Concepts in shipping: categories of ships, legal provisions, units of measurement (net tonnage, gross tonnage, deadweight), shipping documents, ship classification society, freight agent, agent, insurer, charterers, P & I clubs, demurrage, dispatch, claims, average, towing, pilot.
9. Ship flag, registration procedures, legislation, taxation under the Greek flag
10. Legal forms of shipping companies in the Greek jurisdiction (L 959/79, 849/78, 2687/53, 89/67, 27/75, 3182/03)
11. Methods of ship acquisition, accounting recordings during the construction period (MOA, Bill of Sale)
12. Charter contracts, special terms of contracts and accounting treatment (voyage charter, time charter, bare boat charter), agents accounts and exchange rate variances, ship insurance, Clubs, surveys, classification societies
13. Master's General Account

**LEARNING OUTCOMES:**

The course aims to discuss accounting issues related to service companies. It provides students with essential skills and accounting practices applied to service companies. The course focuses on tourist enterprises and shipping companies.

Upon the successful completion of the course students will be able to

- explain the concepts and terms related to tourism and shipping enterprises;

- implement ship acquisition procedures;
- estimate legal discrepancies as of the various forms of shipping companies;
- analyze and make recordings from Master's account;
- keep the main courante;
- treat special VAT topics of service companies;
- keep books of service companies.

---

**COURSE TITLE: PUBLIC ACCOUNTING**

**COURSE CODE: 12080002**

**SEMESTER: 8th**

**ECTS: 6**

**Instructor: S. Goumas**

**SYLLABUS:**

1. Meaning and purpose of Public Accounting. Financial statements for public accounting (budget, reports, balance sheet)
2. State budget, principles of budget preparation. Public revenues and expenses. Registry of commitments, budget execution of income and expenditures
3. Public accountability. Public procurement
4. Annual report and government balance sheet
5. Control of public management, Auditors, General Accounting Office
6. Accounting Standardization for the Public Sector
7. Required adjustments to Public Accounting for the adaptation in Accounting Standardization. Accounting Bases (Cash, Accrued, Adjusted Cash Bases)
8. Transition processes for Public Accounting in the double-entry accounting system. Opening inventory. Content and function of general accounts in the Public Sector.
9. Memo Accounts for Public Accounting
10. Material handling principles, current transaction monitoring, fixed asset register maintenance for legal entities under public law (ΝΠΔΔ). Collaboration of General and Public Accounting
11. Determination of financial results for legal entities under public law (ΝΠΔΔ)

**LEARNING OUTCOMES:**

The course aims to introduce students to the particularities presented in Public sector accounting with reference to double-entry bookkeeping. It also aims to provide students with the skills and techniques (e.g. application of sector-specific charts of accounts) that aid to effective implementation of public accounting practices.



**COURSE TITLE: BANK ACCOUNTING****COURSE CODE: 12080003****SEMESTER: 8th****ECTS: 6****Instructor: P. Arsenos****SYLLABUS:**

The 13 week syllabus includes the following thematic units:

1. Introduction to banking terms. The Chart of Accounts for the Banking Sector in the framework of the Hellenic General Chart of Accounts
2. Loans. Bill of exchange discounting. Loans in arrears
3. Loan granting secured by bill of lading
4. Loan granting secured by inventory
5. Loan granting secured by bills of exchange. Factoring
6. Leasing. Financial operation and accounting depiction
7. Sight deposits, savings deposits, and fixed-time deposits
8. Other types of deposit accounts, Bonds, Promissory notes
9. Exchange: Granting, deposits, and exchange rate difference
10. Profit calculation and income taxation of banks
11. Bank financial statements and ratio analysis
12. Categories of derivative accounts (Futures & Options in FTSE/XAA-20-40-Hedging)
13. Financial tools

**LEARNING OUTCOMES:**

The aim of this course is to provide students with skills that will enable them to apply Financial Accounting knowledge to banking sector activities, in accordance with the chart of accounts for banks. Upon completion of the course students will be able to:

1. distinguish between active, passive and transfer banking activities;
2. make recordings of accounting events in accordance with the chart of accounts for the banking sector;
3. understand the banking operations of derivatives;
4. analyze bank financial statements and compute financial ratios.

---

**COURSE TITLE: RISK MANAGEMENT****COURSE CODE: 12080004****SEMESTER: 8th****ECTS: 6****Instructor: P. Artikis****SYLLABUS:**

- Introduction to risk management
- The objectives of risk management

- Enterprise Risk Management (ERM)
- Individual and corporate risks
- The impact of risk management in business valuation
- Damage control
- Insurance
- Risk retention, ART tools
- Use of derivatives for hedging risk
- Risk analysis tools
- Mathematical models in assessment of risk-applications
- ERM in insurance companies

#### **LEARNING OUTCOMES:**

Upon completion of this course, students will have gained an in-depth understanding of risk management in the corporate environment, so they will be able to quantify the risks involved in business and avoid potential pitfalls.

**COURSE TITLE: BANK FINANCIAL MANAGEMENT**

**COURSE CODE: 12080005**

**SEMESTER: 8th**

**ECTS: 6**

**Instructor: Ch. Axioglou**

#### **SYLLABUS:**

- Basic concepts- terms of banking financial management
- Analysis of bank effectiveness
- Bank risk management
- Liabilities and Liquidity Management
- Explanation of liquidity and solvency
- Interest rate risk management (GAP analysis, duration analysis, Interest Rate Risk Management)
- Liquidity risk management (internal and external sources of capital, calculation of bank liquidity, relationship analysis between liquidity and profitability)

#### **LEARNING OUTCOMES:**

The main purpose of the course is to introduce students to some basic elements of bank financial management. The course structure includes: bank accounts (bank balance sheet, bank income statement), the risks facing bank financial managers, performance analysis using financial ratios, interest rate risk management.

Upon successful completion of the course, student will be able to:

1. Identify the functions performed by credit institutions in the financial system;

2. Analyze the main mechanisms of credit risk transfer developed by banks;
  3. Describe the nature of financial management in "a basic retail bank";
  4. Identify the risks facing bank financial managers;
  5. Explain the need to adapt risk management procedures to an increasingly international financial system;
  6. Analyze the relationship between bank performance and capital adequacy;
  7. Synthesize information and formulate an appropriate problem solving strategy.
- 

**COURSE TITLE: FINANCIAL DERIVATIVES**

**COURSE CODE: 12080006**

**SEMESTER: 8th**

**ECTS: 6**

**Instructor:**

**SYLLABUS:**

1. Derivatives and financial markets
2. Share options on shares
3. Optional rights strategies
4. Rights of choice on foreign currencies
5. Rights of choice over other underlying titles
6. Future fulfillment contracts
7. Term contracts
8. Exchanges
9. Specialized derivatives
10. Credit risk derivatives

**LEARNING OUTCOMES:**

To explore and understand the different type of derivatives as tools for hedging financial risk in the various financial markets