

10.

Course title	Sustainability and Logistics in Office Administration				
Course code	OFMA202				
Course type	Elective, Theoretical				
Level	Diploma				
Year / Semester	2 <sup>nd</sup> Year/ 4 <sup>th</sup> Semester				
Teacher's name	Panayiota Ioannidou				
ECTS	10	Lectures/ week	5	Laboratories / week	
Course purpose and objectives	The aim of the course is for students to be introduced to the <b>basic concepts of logistics</b> and to be taught the application of logistics to <b>sustainable office management</b> . The course focuses on purchasing processes, supplier selection and office inventory management practices.				
Learning outcomes	<p>Upon the completion of the course, students will be able to:</p> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• <b>Acquire</b> basic knowledge of supplier management</li> <li>• <b>Understand</b> the basic concepts of logistics and purchasing</li> <li>• <b>Know</b> the basic principles of negotiation</li> <li>• <b>Understand</b> basic office inventory management and the importance of keeping stock</li> <li>• <b>Know</b> sustainability procedures in relation to office management</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Be able to manage office supplies and stock effectively, taking into consideration the principles of sustainability.</li> </ul> <p><b>Competences:</b></p> <ul style="list-style-type: none"> <li>• Implement sustainability procedures in relation to office administration</li> <li>• Select the best suited supplier</li> <li>• Apply basic principles as it relates to office supplies management</li> </ul>				
Prerequisites		Required			
Course content	<ul style="list-style-type: none"> <li>• Basic logistics concepts</li> <li>• Basic concepts of Markets</li> <li>• Online purchases</li> <li>• Basic supplier management processes</li> <li>• Tender procedures for a new supplier</li> </ul>				

	<ul style="list-style-type: none"> <li>• Selection of a new supplier</li> <li>• Basic principles of negotiation</li> <li>• Determining and using the stock</li> <li>• Office supplies</li> <li>• Basic office inventory management</li> <li>• Stock storage</li> <li>• Lack of inventory and how it affects office operations</li> <li>• Sustainability procedures in relation to office management</li> <li>• Recycling and green office policies</li> <li>• Corporate social responsibility</li> </ul>
<p><b>Teaching methodology</b></p>	<p>The modes of delivery include lectures, study of related material, video presentation, case studies and classroom discussions.</p>
<p><b>Bibliography</b></p>	<p><b>Greek Bibliography</b></p> <ul style="list-style-type: none"> <li>• Logistics and Management (2018). "Πράσινη" εφοδιαστική για μείωση του κόστους. [<i>Green logistics for cost minimisation</i>]. Volume 181 (179). ISSN: 1108-5169</li> <li>• Μαλινδρέτος, Γ. (2015). Εφοδιαστική Αλυσίδα, Logistics &amp; Εξυπηρέτηση Πελατών. [<i>Supply chain, logistics and customer service</i>] <a href="https://hdl.handle.net/11419/5391">https://hdl.handle.net/11419/5391</a>. <b>Kallipos, Open Academic Editions.</b></li> <li>• Μαλινδρέτος, Γ. (2015). Βιωσιμότητα και εφοδιαστική αλυσίδα [<i>Sustainability in supply chain</i>]. Στο Γ. Μαλινδρέτος, <i>Εφοδιαστική αλυσίδα, logistics και εξυπηρέτηση πελατών</i>. <b>Kallipos, Open Academic Editions.</b> <a href="https://hdl.handle.net/11419/5400">https://hdl.handle.net/11419/5400</a></li> <li>• Μαλινδρέτος, Γ. (2015). Διαχείριση αποθεμάτων και προμηθειών [<i>Managing stock and supplies</i>]. Στο Γ. Μαλινδρέτος, <i>Εφοδιαστική αλυσίδα, logistics και εξυπηρέτηση πελατών</i>. <b>Kallipos, Open Academic Editions.</b> <a href="https://hdl.handle.net/11419/5397">https://hdl.handle.net/11419/5397</a></li> <li>• Christopher, M. (2017). Logistics και Διαχείριση Εφοδιαστικής Αλυσίδας. [<i>Logistics and supply chain management</i>]. 2<sup>η</sup> έκδοση. Κριτική ISBN: 9789605861872</li> </ul> <p><b>English Bibliography</b></p> <ul style="list-style-type: none"> <li>• Chopra, S. (2019). <i>Supply Chain Management: Strategy, Planning and Operation</i>. 7<sup>th</sup> Edition. Pearson Education Limited. ISBN: 978-1-292-25789-1</li> <li>• Fernie, J., and Sparks, L. (2019). <i>Logistics and Retail Management: Emerging Issues and new challenges in the retail supply chain</i>. 5<sup>th</sup> Edition. Kogan Page. ISBN: 978-0-7494-8160-5</li> <li>• Muller, M. (2019). <i>Essentials of Inventory Management</i>. 3<sup>rd</sup> Edition. HarperCollins Leadership. ISBN: 978-1-4002-1237-8</li> </ul>

	<ul style="list-style-type: none"> <li>• Grant D., Trautrim A., Wong C. (2017) <i>Sustainable Logistics and Supply Chain Management: Principles and practices for sustainable operations and management</i>. 2<sup>nd</sup> Edition. Kogan Page Ltd. EBSCO Host. ISBN: 9780749478278</li> <li>• Rushton A., Croucher P., Baker, P. (2022). <i>The handbook of Logistics and Distribution Management: Understanding the supply chain</i>. 6<sup>th</sup> Edition. Kogan Page. EBSCO Host. ISBN: 9780749476786.</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Attendance and participation: 10%</li> <li>• Assignment: 20%</li> <li>• Intermediary examination: 20%</li> <li>• Final written examination: 50%</li> </ul>
<b>Language</b>	Greek or English