**HOTEL ADMINISTRATION (TWO YEAR/120ECTS DIPLOMA)**

**This program of study is registered and ACCREDITED by the Cyprus Quality Assurance Agency.**

This program aims to prepare students for immediate employment and development in Hotel Administration and service settings. At the same time, it aims to facilitate and foster life-long learning and career development. The program is aimed at individual’s passion for Hotel Industry who want to pursue a mid-level supervisory career in small, medium and larger scale hotels. It enables graduates to become skilled leaders in the increasingly complex and ever-changing hotel industry. At the end of the second year, the student is awarded a Diploma in Hotel Administration that represents 120 ECTS.

This is a two-year full time program consisting of four semesters of formal instruction and a 4-month period of practical training.

The first year emphasizes on the Food and Beverage theory and practice combined with other related subjects. The second year emphasizes on the rooms division with Reception, Housekeeping and related subjects. Practical training takes place between the first and the second year.

The ultimate purpose of this program is to train young high school graduates to:

a) Eventually assume supervisory level positions in the local or international hospitality industry.

b) Continue, if they wish to do so, their studies in order to obtain a degree in hospitality management.

There are two intakes per year: October and February.

**COURSE DISTRIBUTION PER SEMESTER**

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| --- | --- | --- | --- | --- | --- |
| **Α/Α** | **Course Type** | **Course Name** | **Course Code** | **Contact hours per week** | **Number of credit units per semester** |
|  |
| **A’ Semester (30ECTS)** |
|  | Compulsory | Computer Fundamentals I | COM103 | 3 | 6 |
|  | Compulsory | Food and Beverage Service | HOT116 | 3 | 6 |
|  | Compulsory | The technique of writing and language studies I | ENG121 | 3 | 6 |
|  | Compulsory | Introduction to the Hospitality Industry  | HOT101 | 3 | 6 |
|  | Elective | Theory of Catering | HOT109 | 3 | 6 |
|  | Elective | French language | FRE121 | 3 | 6 |
|  | Elective | German language | GER121 | 3 | 6 |
|  | Elective | Microeconomics | ECO101 | 3 | 6 |
|  |  |  | TOTAL | 15hrs | 30ECTS |
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| **Β’ Semester (28ECTS)** |
| 1. | Compulsory | Sales Techniques and Processes |  SAL101 | 3 | 6 |
| 2. | Compulsory | Practical Experience in Food and Beverage Service | HOT118 | 3 | 6 |
| 3. | Compulsory | Financial Accounting for the Hospitality Industry | ACC102 | 3 | 6 |
| 4. | Compulsory | The technique of writing and language studies II | ENG122 | 3 | 4 |
| 5. | Elective | Sanitation and Nutrition | HOT105 | 3 | 6 |
| 6. | Elective | Macroeconomics | ECO201 | 3 | 6 |
| 7. | Elective | French Language | FRE122 | 3 | 6 |
| 8. | Elective | German language | GER122 | 3 | 6 |
| 9. |  | Practical Training - Industrial Placement (Summer) | HOT211 | 3 | 6 |
|  |  |  | TOTAL | 15hrs | 28ECTS |
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| **C’ Semester(28ECTS)** |
|  | Compulsory | Front Office Management | HOT207 | 3 | 6 |
|  | Compulsory | Housekeeping Management | HOT206 | 3 | 6 |
|  | Compulsory | Computer Fundamentals II | COM104 | 3 | 6 |
|  | Compulsory | Speech and Language practice | ENG211 | 3 | 4 |
|  | Elective | French Language (Intermediate) | FRE211 | 3 | 6 |
|  | Elective | German Language (Intermediate) | GER211 | 3 | 6 |
|  | Elective | Tourism and Hospitality Industry | TOU314 | 3 | 6 |
|  |  |  | TOTAL | 15hrs | 28ECTS |
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| **D’ Semester(34ECTS)** |
| 1. | Compulsory | Human Relations/Supervisory Development | HUM201 | 3 | 6 |
| 2. | Compulsory | Effective speaking and Advanced Language Practice | ENG212 | 3 | 4 |
| 3. | Compulsory | Business Law | LAW311 | 3 | 6 |
| 4. | Compulsory | Marketing Principles | MAR101 | 3 | 6 |
| 5. | Compulsory | Animation | HOT208 | 3 | 6 |
| 6. | Elective | French Language | FRE212 | 3 | 6 |
| 7. | Elective | German Language | GER212 | 3 | 6 |
| 8. | Elective | Hotel/Motel sales Promotion | MAR306 | 3 | 6 |
| 9. | Elective | Cultural Anthropology | HUM303 | 3 | 6 |
| 10. | Elective | Financial Accounting for the Hospitality Industry | ACC203 | 3 | 6 |
|  |  |  | TOTAL | 18hrs | 34ECTS |

* Elective **ONE** per semester.
* Upon successful completion of this program, students are awarded the Diploma in Hotel Administration.