**HOTEL ADMINISTRATION (3 years, plus an optional foundation year,** **Higher Diploma)**

*- This program of study is* ***ACCREDITED BY CYQAA***

The Hotel Administration is a three-year full time program involving two summer periods of industrial placement in leading hotels all over Cyprus. Practical training normally takes place after the completion of the second semester. The program offers the opportunity for an all-round training in hotel administration and opens the gate to supervisory level positions in the hospitality industry. Upon successful completion of the three-year program, students are awarded the Higher Diploma in Hotel Administration.

This program is composed of three years of institutional teaching and two four-month summer periods of work experience.

The first year emphasizes on the Food and Beverage theory and practice combined with other related subjects. The College will try to arrange work placement in a reputable hotel, where students gain a lot of experience. The second year emphasizes on the Rooms Division with reception, housekeeping and related subjects. A second work placement completes the second year. The last year of study concentrates on management theories and practices, which are directly related to the Hotel industry. Foreign languages are taught throughout the first and second year.

Graduates may continue their education further by joining the fourth year of the Hospitality Management program of study and obtain the Bachelors degree. They also have the opportunity to transfer to foreign universities to obtain a Bachelor’s degree.

There are two intakes per year: October and February.

**HIGHER DIPLOMA IN HOTEL ADMINISTRATION**

**TABLE 2-COURSE DISTRIBUTION PER SEMESTER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Α/Α** | **Course Type** | **Course Name** | **Course Code** | **Periods per week** | **Period duration** | **Number of weeks/****Academic semester** | **Total periods/****Academic semester** | **Number of ECTS** |
| **Α’ Semester (30 ECTS)** |
|  | Compulsory | Computer Fundamentals I | COM103 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Food and Beverage Service | HOT116 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | The technique of writing and language studies I | ENG121 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Introduction to the Hospitality Industry  | HOT101 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | Front Office Management | HOT207 | 3 | 55’ | 13 | 39 | 6 |
|  |
| **Β’ Semester (30ECTS)** |
| 1. | Compulsory | Food and Beverage Management | HOT202 | 3 | 55’ | 13 | 39 | 6 |
| 2. | Compulsory | Practical Experience in Food and Beverage Service  | HOT118 | 3 | 55’ | 13 | 39 | 6 |
| 3. | Compulsory | Financial Accounting for the Hospitality Industry | ACC102 | 3 | 55’ | 13 | 39 | 6 |
| 4. | Compulsory | The technique of writing and language studies II | ENG122 | 3 | 55’ | 13 | 39 | 6 |
| 5. | Compulsory | Sales Techniques and Processes | SAL101 | 3 | 55’ | 13 | 39 | 6 |
|  |
| **C’ Semester(30ECTS)** |
|  | Compulsory | Food preparation lab | HOT117 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Housekeeping Management  | HOT206 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Computer Fundamentals II | COM104 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Speech and Language practice | ENG211 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Facilities Management | HOT308 | 3 | 55’ | 13 | 39 | 6 |
|  |
| **D’ Semester(30ECTS)** |
|  1. | Compulsory | Business Law | LAW311 | 3 | 55’ | 13 |  39 | 6 |
|  2. | Compulsory | Effective speaking and Advanced Language Practice | ENG212 | 3 | 55’ | 13 |  39 | 6 |
| 3. | Compulsory | Financial Accounting for the Hospitality Industry | ACC203 | 3 | 55’ | 13 |  39 | 6 |
| 4. | Compulsory | Marketing Principles | MAR101 | 3 | 55’ | 13 | 39 | 6 |
| 5. | Elective | Animation | HOT208 | 3 | 55’ | 13 | 39 | 6 |
| 6. | Elective | Microeconomics | ECO101 | 3 | 55’ | 13 | 39 | 6 |
| Practical Training -Industrial Placement (Optional) | HOT311 | During Summer break | 16 | 40 | 6 |
| \*Student should choose **ONE** Elective course per semester |
| **E’ Semester(30ECTS)** |
| 1. | Compulsory | Human Relations/Supervisory Development | HUM201 | 3 | 55’ | 13 | 39 | 6 |
| 2. | Compulsory | Technology and Innovation in Tourism | HOT407 | 3 | 55’ | 13 | 39 | 6 |
| 3. | Compulsory | International Management |  BUS301 | 3 | 55’ | 13 | 39 | 6 |
| 4. | Compulsory | Financial Management |  ACC308 | 3 | 55’ | 13 | 39 | 6 |
| 5. | Elective | Tourism Planning and Development | TOU221 | 3 | 55’ | 13 | 39 | 6 |
| 6 | Elective | Macroeconomics | ECO201 | 3 | 55’ | 13 | 39 | 6 |
| 7 | Elective | Cyprus History | CYP111 | 3 | 55’ | 13 | 39 | 6 |
| \*Student should choose **ONE** Elective course per semester |
| **F’ Semester(30ECTS)** |
|  1. | Compulsory | Convention Management and Service | HOT301  | 3 | 55’ | 13 |  39 | 6 |
|  2. | Compulsory | Food and Beverage Controls | HOT302  | 3 | 55’ | 13 |  39 | 6 |
|  3. | Compulsory | Final Year Project | HOT307  | 3 | 55’ | 13 |  39 | 6 |
|  4. | Compulsory | International Marketing | MAR201 | 3 | 55’ | 13 | 39 | 6 |
|  5. | Elective | Human Resources Management | HUM203 | 3 | 55’ | 13 | 39 | 6 |
| 6 | Elective | Tourism and Hospitality Industry | TOU314 | 3 | 55’ | 13 | 39 | 6 |

\*Student should choose **ONE** Elective course per semester

**FOUNDATION COURSE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Α/Α** | **Course Type** | **Course Name** | **Course Code** | **Periods per week** | **Period duration** | **Number of weeks/****Academic semester** | **Total periods/****Academic semester** | **Number of ECTS** |
| **Α’ Semester** |
|  | Compulsory | ENGLISH GRAMMAR  | ENG021 | 13 | 55’ | 13 | 169 | 0 (NC) |
|  | Compulsory | READING AND WRITING | ENG022 | 12 | 55’ | 13 |  156 | 0(NC) |
| **B’ Semester** |
|  | Compulsory | ENGLISH GRAMMAR | ENG051 | 10 | 55’ | 13 | 130 | 0(NC) |
|  | Compulsory | VOCABULARY AND COMPREHENSION | ENG052 | 10 | 55’ | 13 | 130 | 0(NC) |
|  | Compulsory | FIVE STAR ENGLISH | ENG053 | 5 | 55’ | 13 | 65 | 0(NC) |

**Upon successful completion of this program, students are awarded the Higher Diploma in Hotel Administration.**