**TRAVEL AND TOURISM ADMINISTRATION** **(2 years, Diploma)** –

*This program of study is registered and accredited by CyQAA*

This is a two-year full time program leading to the Diploma in Travel and Tourism Administration. Each academic year is divided into two semesters each of which is fifteen weeks in duration.

The objective of this program is to train students for a successful and exciting career in tourism, which is one of the sectors in the economy that is constantly expanding. It is designed to train students to start at supervisory level positions in travel agencies, airlines and similar tourism related enterprises.

During the first year, students acquire solid technical knowledge related to international air travel. At the same time they are introduced to all the different sectors of the travel and tourism industry, and study one foreign language. Furthermore, they have the opportunity to acquaint themselves with the basic concepts of accounting and the structure of the hospitality industry.

The second year course is a true travel and tourism management program, and its aim is to prepare young executives for the tourism industry. The courses taught cover a wide spectrum of management subjects, ranging from marketing and financial management to computer applications and tour operations.

Diploma holders may continue their studies with a view to acquire the Bachelors degree offered by the College or by foreign Universities.

There are two intakes per year: October and February

\*\*The Travel and Tourism Administration students have the possibility to obtain an internationally recognized diploma from the International Air and Transport Association - Universal Federation of Travel Agent’s Association (IATA-UFTAA). Holders of the IATA-UFTAA diploma can become travel consultants, air tariff specialists or work for a hotel, cruise company, car Rental Company, Airline Company and tour Operator Company.

**DIPLOMA IN TRAVEL AND TOURISM 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 | Introduction to Tourism | TOU111 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Fares and Ticketing I | TOU105 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Computer Fundamentals I | COM103 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | The technique of writing and language studies I | ENG121 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | Financial Accounting I | ACC102 | **3** | 55’ | 13 | 39 | 6 |
|  | Elective | Cyprus History | CYP111 | **3** | 55’ | 13 | 39 | 6 |
| \*Student should choose **ONE** Elective course per semester | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Β’ Semester (34 ECTS)** | | | | | | | | |
|  | Compulsory | Fares and Ticketing II | TOU106 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | General Travel Knowledge I | TOU117 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | The technique of writing and language studies II | ENG122 | 3 | 55’ | 13 | 39 | 4 |
|  | Compulsory | Technology and Innovation in Tourism | HOT 407 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Sales Techniques and Processes | SAL101 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | Principles of Management | BUS201 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | Microeconomics | ECO101 | 3 | 55’ | 13 | 39 | 6 |
| \*Student should choose **ONE** Elective course per semester | | | | | | | | |

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| **C’ Semester(30ECTS)** | | | | | | | | |
|  | Compulsory | Introduction to Business | BUS102 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Travel and Tourism Management I | TOU 215 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Fares and Ticketing (Advanced I) | TOU 216 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Financial Accounting | ACC 201 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | Tourism Planning and Development | TOU221 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | Business Psychology | HUM202 | 3 | 55’ | 13 | 39 | 6 |
| \*Student should choose **ONE** Elective course per semester | | | | | | | | |

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| **D’ Semester(30ECTS)** | | | | | | | | |
|  | Compulsory | Marketing Principles | MAR101 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Convention Management | HOT301 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Business Law | LAW311 | 3 | 55’ | 13 | 39 | 6 |
|  | Compulsory | Human Resources Management | HUM 203 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | Front Office Management | HOT207 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | Macroeconomics | ECO201 | 3 | 55’ | 13 | 39 | 6 |
| \*Student should choose **ONE** Elective course per semester | | | | | | | | |

Upon successful completion of this program, students are awarded a Diploma in Travel and Tourism Administration

**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) |

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