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

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.

Each semester consists of 13 weeks of institutional instruction and final exams. The practical training normally takes place between the second and third semester. The final exams take place at the end of each semester and there are two intakes per year, one in September and one in February.

The program delivers a variety of technical units which are designed to provide a solid foundation upon which successful candidates may build upon should they wish to continue in education and gain a BA, other degree qualification or enter employment directly.

This two-year course will develop a range of skills and techniques, personal qualities and attributes essential for successful performance in working life and thereby enabling you to make an immediate contribution to employment. It will also provide flexibility, knowledge, skills and motivation as a basis for future studies and career progression in hotel industry.

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.

## **COURSE DISTRIBUTION PER SEMESTER**

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| **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 | Theory of Catering | HOT109 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | French language | FRE121 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | Microeconomics | ECO101 | 3 | 55’ | 13 | 39 | 6 |

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| **Β’ Semester (28ECTS)** | | | | | | | | |
| 1. | Compulsory | Sales Techniques and Processes | SAL101 | 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 I | ACC102 | 3 | 55’ | 13 | 39 | 6 |
| 4. | Compulsory | The technique of writing and language studies II | ENG122 | 3 | 55’ | 13 | 39 | 4 |
| 5. | Elective | Sanitation and Nutrition | HOT105 | 3 | 55’ | 13 | 39 | 6 |
| 6. | Elective | Macroeconomics | ECO201 | 3 | 55’ | 13 | 39 | 6 |
| 7. | Elective | French Language | FRE122 | 3 | 55’ | 13 | 39 | 6 |
| 8. |  | Practical Training -Industrial Placement (Summer) | HOT211 |  |  | 16 |  | 6 |

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| **C’ Semester(28ECTS)** | | | | | | | | |
|  | Compulsory | Marketing Principles | MAR101 | 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 | 4 |
|  | Elective | French Language (Intermediate) | FRE211 | 3 | 55’ | 13 | 39 | 6 |
|  | Elective | Tourism and Hospitality Industry | TOU314 | 3 | 55’ | 13 | 39 | 6 |

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| **D’ Semester(34ECTS)** | | | | | | | | |
| 1. | Compulsory | Human Relations/Supervisory Development | HUM201 | 3 | 55’ | 13 | 39 | 6 |
| 2. | Compulsory | Effective speaking and Advanced Language Practice | ENG212 | 3 | 55’ | 13 | 39 | 4 |
| 3. | Compulsory | Business Law | LAW311 | 3 | 55’ | 13 | 39 | 6 |
| 4. | Compulsory | Front Office Management | HOT207 | 3 | 55’ | 13 | 39 | 6 |
| 5. | Compulsory | Animation | HOT208 | 3 | 55’ | 13 | 39 | 6 |
| 6. | Elective | French Language | FRE212 | 3 | 55’ | 13 | 39 | 6 |
| 7. | Elective | Hotel/Motel sales Promotion | MAR306 | 3 | 55’ | 13 | 39 | 6 |
| 8. | Elective | Intercultural Communication | HUM315 | 3 | 55’ | 13 | 39 | 6 |
| 9. | Elective | Financial Accounting for the Hospitality Industry II | ACC203 | 3 | 55’ | 13 | 39 | 6 |

* Elective **ONE** per semester

## **TEACHING STAFF OF THE 2-YEAR HOTEL ADMINISTRATION PROGRAMME OF STUDY**

|  |  |  |  |  |
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| **Α/Α** | **Name and Surname** | **Rank** | **Code** | **Course title** |
|  | Andreas Christoforou | Senior Lecturer | HOT208  HOT116  HOT118 | ANIMATION  FOOD & BEVERAGE SERVICE  PRACTICAL EXPERIENCE IN FOOD &BEVERAGE SERVICE |
|  | Kokhanets Anna | Lecturer | MAR306  HOT105 | HOTEL/MOTEL SALES PROMOTION  SANITATION & NUTRITION |
|  | Erasmia Dede | Lecturer | ENG121  ENG122  ENG211  ENG212 | THE TECHNIQUE OF WRITING & LANGUAGE STUDIES I  THE TECHNIQUE OF WRITING & LANGUAGE STUDIES II  SPEECH AND LANGUAGE PRACTICE  EFFECTIVE SPEAKING & ADVANCE LANGUAGE STUDIES. |
|  | Andreas Papamichael | Lecturer | LAW311 | BUSINESS LAW |
|  | Constantinos Adamides | Lecturer | COM103  COM104 | COMPUTER FUNDAMENTALS I  COMPUTER FUNDAMENTALS II |
|  | Roxana Michaelides | Senior Lecturer | SAL101  HOT101  HOT207  HOT206  HOT211 | SALES TECHNIQUES AND PROCESSES  INTRODUCTION TO HOSPITALITY INDUSTRY  FRONT OFFICE MANAGEMENT  HOUSEKEEPING MANAGEMENT  INDUSTRIAL PLACEMENT |
|  | Sotiris Hadjigeorgiou | Senior Lecturer | HUM201  HOT109  TOU314 | HUMAN RELATIONS/SUPERVISORY DEVELOPMENT  THEORY OF CATERING  TOURISM & HOSPITALITY INDUSTRY |
|  | Lefteris Kolokasides | Senior Lecturer | MAR101 | MARKETING PRINCIPLES |
|  | Pantelis Mitsis | Senior Lecturer | ECO101  ECO201 | MICROECONOMICS  MACROECONOMICS |
|  | Anthi Athanasiadou | Lecturer | FRE121  FRE122  FRE211  FRE212 | FRENCH LANGUAGE  FRENCH LANGUAGE  FRENCH LANGUAGE  FRENCH LANGUAGE |
|  | Antonis Thrassou | Senior Lecturer | ACC102  ACC203 | FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY I  FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY II |
| 12. | Chrysostomos Adamides | Senior Lecturer | HUM315 | INTERCULTURAL COMMUNICATION |