PROSPECTUS

College of Tourism & Hotel Management

Academic Year 2020 – 2021

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College of Tourism and Hotel Management

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Dear Student,

Founded in 1987 and situated in the capital city of Cyprus, the College of Tourism and Hotel Management is now firmly established as one of the leading centres of higher education in Cyprus.

The college campus is in the heart of the city centre and is offering state of the art facilities and services proper to an international college and enhances student academic life.

The College started, by offering courses in travel and tourism in order to satisfy the pressing needs of an expanding local travel industry. It now offers a variety of study programs, each of which stimulates and rewards its participants by providing knowledge and developing the skills necessary in today's rapidly changing society.

The underlying objective of all programs is to prepare students for a successful career in tourism, hospitality and the service industries. The ease with which successful graduates of the College secure employment, demonstrates the confidence shown in the College by the industry and the correctness of its educational policy.

This prospectus details the programs and gives helpful information on the College.
If you require any further help or advice to make up your mind, don't hesitate to write, telephone or visit us and we will do our best to help.

Savvas Adamides,
Director

Statement of objectives

The main objectives of the College are to offer innovative academic programs of high quality, in response to the needs of today's rapidly changing society; to prepare its graduates either to eventually assume positions of responsibility in the local or international tourism, travel or hospitality industries and international business, or to continue their studies for a higher degree. Furthermore, the College strives to help its students become ethical, fair in their relations with other people, honest and sincere.

Special emphasis is also given to continuing education with a view to upgrading the knowledge and skills of international business, tourism, travel and hospitality professionals, as well as helping people who are interested in entering these industries. These programs are designed to meet the specific and ever changing needs of these expanding sectors of the economy.

The College, in order to achieve its mission and attain its goals, attracts and retains a faculty of high quality, enjoying academic freedom, which take an active part in decision-making. The College expects every faculty member to be an effective teacher.

An additional objective of the College is to help its students develop a sense of belonging to an educational institution of quality, which is concerned about their welfare and meets their academic, professional, social and other needs.

The College admits applicants based on criteria, which demonstrate one's ability to pursue higher education and eventually fulfil all graduation requirements. These graduates will be equipped with the knowledge and skills to pursue a successful career in the international business, tourism, travel or hospitality industries.

In addition to the formal program of instruction for its students, the College provides an informal program of educational opportunities to help meet its educational objectives. This Program contributes to the professional, personal and social growth of the students.

Activities such as work placement, lectures and discussions attendance, visits to places of interest, trips abroad, membership to professional and social clubs either form an integral part of a course of study or are encouraged by the College.

LOCATION

The College is situated in Nicosia, capital of Cyprus. It is located in the city centre and the main shopping area.

Nicosia – the capital of the Republic of Cyprus is located in the centre of the island and is an ideal place to live and study. The many offshore companies and embassies give the city a cosmopolitan air. Since Nicosia is home to people of many different nationalities, English is spoken everywhere.

The ubiquitous trees and colourful shrubs, the sunny days and warm evenings provide a natural setting for outdoor cafes, pubs and eating-places.

Reminders of leisurely days of the past are the attractive brownstone bungalows with their colourful verandas and the ongoing restoration of old buildings adds to the city's charm. In contrast to quiet, leafy, residential streets is the bustling downtown centre with shops of an international standard.   There are always concerts, exhibitions and films and there is no shortage of museums and art galleries.

Cyprus is well known for its rich cultural history since it is located in the northeast Mediterranean, where Europe, Asia and Africa meet. Ancient Greeks, Romans, Egyptians and Crusaders are just some of the cultures that have left their traces on the island, and millions of visitors arrive every year to see this archaeological legacy.

In recent years, Cyprus has established itself as a regional centre of Higher Education, attracting an international student body. The island has everything to make a student's life attractive. Students value the sunny climate, friendly people and Mediterranean lifestyle. Cyprus has the reputation of being virtually crime-free, and many students regard this as an important factor in making the island their choice. One more reason for that is the fact that Cyprus is a full member of the European Union as from May 1st, 2004.

The telecommunication system on the island is excellent, as are air links to other countries. This has attracted a large shipping and offshore business community. With almost three million tourists visiting the island annually, Cyprus has a well-developed and sophisticated tourist industry; its hotels are second to none, making it the ideal location for Hotel and Tourism studies.

Studying in Cyprus, one is not confined to a polluted, crowded city. Pleasant accommodation is easy to find, and with their long tradition of hospitality, Cypriots are warm and friendly people long accustomed to living and working with people of various nationalities.

Being close to the mainland and surrounded by countries, which formed the cradle of European civilization, Cyprus offers the opportunity of short trips - to see the Egyptian pyramids or the Holy Land, for example. Additionally, Cyprus offers an almost unlimited supply of archaeological sites, monasteries and Byzantine churches to explore.

At weekends, the mountains with their attractive villages are close at hand. The sea, beaches and fish taverns are not very far away; both quiet spots for those who prefer them, as well as the busy resorts with their sea sports, nightlife and visitors from many countries.

Add to this, safe streets in a city where crime is almost non-existent and it is clear why more and more overseas students are finding Nicosia to be the ideal city to study in.

BACKGROUND

One of the striking features of modern times has been the spectacular growth of international tourism. Cyprus's participation in this development has been unprecedented and the growth in tourist arrivals has by far exceeded that of any other Mediterranean destination. The hotel industry has contributed much to this success. International tourist arrivals went up from 350,000 in 1980 to almost 3 million in 2018. Hotel capacity during the same period increased from 13,000 beds to 95,000 beds. Thus, tourism has become one of the main pillars of the Cyprus economy, a real engine for the economic growth of the country, contributing around 20% of the country's GDP, and offering employment directly and indirectly to around 24% of the gainfully employed population.

The College filled an important gap in the educational system of the island, where there were no government study programs for high school graduates wishing to assume supervisory positions in the hospitality and travel industries.

The College is now looked upon by the industry as a nursery for dedicated, skilled and highly qualified young people who can adapt very quickly to the business environment and eventually assume positions of responsibility.

The College of Tourism and Hotel Management started in 1987 by offering courses in Travel and Tourism in order to satisfy the pressing needs of an expanding local travel industry. In 1989 a three-year full time Hotel Administration program was introduced. Encouraged by the success of its Hotel Administration program, the College introduced in October 1996 a program leading to the Bachelor of Arts degree in Hospitality Management.

The College of Tourism and Hotel Management introduced in September 2000 a new and exciting four year-program in Business Studies, with specializations in Management Information Systems, International Business Studies and Shipping and Logistics.

The two-year Information Technology program and the one year Postgraduate Diploma in Business Administration have been introduced in September 2003.
The four-year Bachelor of Arts Programs in Events Management, Accounting and Finance, Leisure Management and Tourism Management, as well as the one-year Postgraduate Diploma in Management studies have been introduced in September, 2005.

An MBA program that lasts 18 months and a Masters in Leisure and Tourism Management that lasts 12 months have been introduced few years ago.
The two year Diploma in Hotel Administration has been registered in summer 2018 and is offered in English language and the Master in Mediterranean Diet, Nutrition and Tourism is registered and will be offered as from September 2019, in Greek language.

The College is a private establishment of higher education, registered with the Cyprus Ministry of Education, Culture, Sports and Youth as a school of Higher (Tertiary) Education. It is coeducational and non-residential. The language of instruction is English and Greek.

MISSION STATEMENT

The mission of the College of Tourism and Hotel Management is to provide a full educational experience to students, creating an environment in which students will develop intellectually and personally. Such an educational experience includes world-class instruction that will prepare students for the challenges that they will face in the world and open up opportunities for personal and professional growth and development. Our priority is to enable and encourage individuals to achieve their full potential and to accomplish academic excellence through a flexible, innovative curriculum. The College's major academic specialization is in courses of study in Tourism and Hospitality Management, as well as in Business Studies.

Admission Policy Statement

Admission to the College of Tourism and Hotel Management is open to all qualified students. The College adheres to a policy of non-discrimination in admitting students. Candidates for admission are considered without

reference to race, color, religion, gender, special needs or national origin.

PLACEMENT AND TRANSFER

Besides work placement, the College is interested in the placement or transfer of its students and their career development. Applications for transfer to foreign colleges and universities are handled by the College administration, which also helps the students get their first job. Normally tourism companies and hotels inform the school of their vacancies. The school informs the students and arranges interviews with the management of interested companies. In fact, the College plays the role of an employment agency offering its services free of charge to both students and employers.

ACCOMODATION

The College of Tourism and Hotel Management cooperates with Residence Halls/Apartments in the area which are situated within walking distance from the College. It offers comfort and the touch of luxury that you need while you are studying at the College.

More information on accommodation can be found on a separate leaflet or by contacting the admissions officer.

NEW CAMPUS

In its strong desire to offer the best to its students, the College has embarked on a pioneering new project, the creation of a state-of-the-art College campus.

It is made up of a six floors building that has been specifically designed to create and support a contemporary learning environment of the highest standard and to provide its students with memorable experiences during their studies.

The position of the college building makes it attractive for both study and leisure. The fully renovated building offers full facilities to the students including library, training kitchen, restaurant and hotel room, computer lab and cafeteria.

The six floors building is self-contained in the sense that it includes all the facilities and services necessary for the operation of a first class international College.

The new campus offers the following facilities and services:

Nine lecture rooms, fully air conditioned, mechanically ventilated, and connected with the Internet and the College network.

The library, (with over 10,000 items), is specialized with a very good collection of books, periodicals and audio visual aids on tourism, hospitality operations as well as Business, Management and Information Technology. The "Cyprus Tourism Documentation Center" is a specialized section of the library in Cyprus Tourism. Students and researchers can find information on Cyprus Tourism from past to present, as the library has been collecting all the publications. This information includes historical and cultural data, tourism statistics, and annual reports from different organizations, videotapes, and other useful materials. The Cyprus Documentation Center is updated on a regular basis.

Library resources have been vastly expanded thanks to the connection of all the College computers to EBSCO database and eBook. The college library and students have access now to two programs of EBSCO database which provide the following information.

A) Hospitality & tourism complete and

B) eBook Business database.

Together with the above library and students can have access to the following databes.

1. Library information, Science and Technology Abstracts,
2. GreenFILE,
3. European views of the Americans:1493 to 1750,
4) American doctoral Dissertaions:1933-1955

There is a computer lab dedicated to teaching and to be used by students. Besides all software programs necessary for teaching the Information Technology modules, the labs are equipped with several software programs, proper to computer aided teaching of hospitality, tourism and business related courses.

The training kitchen is fully equipped and is used by the first year hospitality students to familiarize themselves with the food preparation and cooking process.

STUDENT LIFE

Besides facilities and services, which support the academic life and the learning process, the city campus offers a wealth of services for the welfare, social life, and the entertainment of students.

The **student affairs officer** is available to help students settle down, find accommodation and solve any problems they may have.

Regular bus service connects the campus with the city outskirts.

Students may have their photocopies made at the Copy Center from which they can also buy books and stationery.

The Student Cafeteria is on campus and is open during normal college hours. The students can consume soft drinks, and various snacks. It is also a pleasant environment for students to meet their fellow students and teachers in between and after classes.
In the evenings, the cafeteria is the venue for all sorts of regular or special leisure activities, such as: film shows, parties, live shows etc.

For sports the possibilities are endless. Outdoor sports can be practiced on the football / handball and basketball grounds which are plenty in the surroundings of the city.

The College has a multicultural student body and one of the most popular events is the International Night, where students present the culture, music and food of their country. A change of scene is always refreshing too and students enjoy day trips to the mountains and to the "sun and sea" coastal areas. Two-day cruises to Egypt and the Holy Land are also popular breaks.

ACADEMIC PROGRAMS – POLICIES

The College of Tourism and Hotel Management is an internationally respected college, offering career-oriented programs of study of superior quality. Each program is specifically designed to enable graduates to become highly sought after achievers, able to function in the international arena, which is today's business environment.

School leavers whose overall academic performance is good and who have a very good knowledge of the English language are eligible to apply for admission. All candidates take the College Entrance Exams before they are officially accepted as full time students.

At present, the College is authorized by the Cyprus Ministry of Education, Culture, Sports an Youth to offer the following full time programs of study:

- **Travel and Tourism Administration** (2 years, Diploma) –This program of study is **ACCREDITED BY CYQAA**
- **Information Technology**, (2 years, Diploma) – This program is registered but not accredited
- **Hotel Administration (**2 years, plus an optional foundation year, Diploma) –This program **is**. **ACCREDITED BY CYQAA**
- **Hotel Administration** (3 years, plus an optional foundation year, Higher Diploma) - This program of study is **ACCREDITED BY CYQAA.**
- **Hospitality Management,** (4 years, plus an optional foundation year, Bachelor of Arts) - This program of study is **ACCREDITED BY CYQAA.**
- **Business Studies,** (4 years, plus an optional foundation year, Bachelor of Arts) – This program is registered but not yet accredited
- **Events Management**, (4 years, plus an optional foundation year, Bachelor of Arts) – This program is registered but not yet accredited
- **Leisure Management,** (4 years, plus an optional foundation year, Bachelor of Arts) – This program is registered but not yet accredited
- **Tourism Management,** (4 years, plus an optional foundation year, Bachelor of Arts) – This program is registered but not yet accredited
- **Accounting and Finance**, (4 years, plus an optional foundation year, Bachelor of Arts) – This program is registered but not yet accredited
- **Management Studies,** (1 year, Postgraduate Diploma) – This program is registered but not accredited.
- **Business Administration**, (1 year, Postgraduate Diploma) – This program is registered but not accredited.
- **Mediterranean Diet, Nutrition and Tourism,** (1 year, Master of Arts) This program **is**. **ACCREDITED BY CYQAA** The program is offered in Greek language only.

- **Leisure and Tourism Management (12 months, Master of Arts) –** This program of study is registered but not accredited.
- **Business Administration** (18 months, Master in Business Administration) - This program of study is registered but not accredited.

Diploma in
- **Travel and Tourism Administration** *(This program of study is ACCREDITED BY CYQAA)*

The Travel and Tourism Administration program lasts **two years** and leads to a Diploma in Travel and Tourism Administration. Students registered on this program also have the possibility to obtain the Diploma of the International Air Transport Association (IATA/UFTAA). The objective of this program is to train students for a successful and exciting career in the tourism industry. It is designed to train students to start at supervisory level positions in travel agencies, airlines and similar tourism related enterprises. Graduates of this program may continue their education by joining the Bachelors degree in Hospitality Management offered by The College of Tourism and Hotel Management.

Diploma in
- **Information Technology** *(This program is registered but not yet accredited)*

The principal aim of this **two–year program** is to produce computing and information systems professionals, who will have the understanding of the technology and the necessary knowledge and skills to be able to work at a high level in the related industry. This program involves one summer period of industrial placement. Graduates of this program wishing to continue their studies may join the Bachelor of Arts degree in Business Studies with concentration in Management Information Systems offered by the College of Tourism and Hotel Management.

Diploma in
Hotel Administration. (This program is ACCREDITED by CYQAA)

This is a **two-year program** involving one summer period of industrial placement in leading hotels all over Cyprus.
Graduates may continue their education by joining the third year of the Bachelor of Arts degree in Hospitality Management offered by the College of Tourism and Hotel Management.

Higher Diploma in
- **Hotel Administration** *(This program of study is ACCREDITED BY CYQAA)*

This is a **three-year program** involving two summer periods of industrial placement in leading hotels all over Cyprus..

Graduates may continue their education by joining the fourth year of the Bachelor of Arts degree in Hospitality Management offered by the College of Tourism and Hotel Management.

Bachelor of Arts in
  ▪ **Hospitality Management** *(This program of study is ACCREDITED BY CYQAA)*

This is a **four-year degree** program involving three optional summer periods of industrial placement in leading hotels all over Cyprus where students gain valuable work experience.
The objective of this program is to produce graduates, who have the ability, knowledge and skills to become competent managers in a rapidly changing hospitality and tourism industry and to foster an analytical and creative approach to problem solving, encourage independent judgment and critical self-esteem.

Bachelor of Arts in
  ▪ **Business Studies** *(This program is registered but not yet accredited)*

The Business Studies Program lasts **four years** and leads to the Bachelor of Arts Degree in Business Studies. After the first year, students may choose one of the three concentrations offered by the College in International Business Studies (IBS), Management Information Systems (MIS) or Shipping & Logistics (SHL).

- *International Business Studies (IBS):* This program offers a solid foundation in the concepts and skills of international business. The primary focus is on global issues, strategic planning, business management as well as international business decision-making.

- *Management Information Systems (MIS):* Students choosing the concentration on MIS, take core business courses as well as specialized courses in information technology. This combination of business studies and computer related courses, makes graduates popular candidates for managerial positions in any kind of business enterprises.

- *Shipping and Logistics (SHL):* The aim of this valuable and innovative program is to offer students a solid foundation in the concepts and skills of international shipping and logistics management, which will enable them to have an international career.

Bachelor of Arts in
  ▪ **Events Management (***This program is registered but not yet accredited***)**

This is a **four-year** degree program that leads to the Bachelor of Arts degree in Events Management.

The *objectives* of the program are:

- To provide students with the necessary knowledge, skills and competencies to manage organisations specializing in the events sector.
- To enable students to apply these concepts, principles and techniques appropriately to a variety of organisational situations.

- To encourage students to think critically and independently about intercultural problems.
- To provide the opportunity, through course related activities, for students to develop the skills and attributes necessary for their career and personal development.

Bachelor of Arts in
  ▪ **Leisure Management (*This program is registered but not yet accredited*)**

This is a **four-year** degree program that leads to the Bachelor of Arts degree in Leisure Management.

The ultimate purpose of this program is to educate and train high school graduates to:
- Develop a thorough understanding of the changing social, cultural, economic and political factors which impact upon Leisure industries.
- Gives them the opportunity to explore Leisure policy and planning issues and the potential impacts of Leisure in a range of international contexts.
- Encourage them to develop knowledge and practical skills in business management as well as the specialist study of leisure management issues.
- Enable them to develop the ability to cope with change and adapt to new systems and technologies within a tourism environment.
- Acquire through learning a global perspective of Leisure management

The *objectives* of the program are:

- To provide students with a solid understanding of the Leisure industry which is a very developed market.
- To encourage students to apply the concepts, techniques and principles of leisure to a variety of organizational concepts.
- To enable students to think critically about leisure management problems.
- To enable students to develop the skills necessary for their career and make them understand the political, economical, social and technological factors that affect leisure.

Bachelor of Arts in
  ▪ **Tourism Management (*This program is registered but not yet accredited*)**

This is a **four-year** degree program that leads to the Bachelor of Arts degree in Tourism Management.

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

- Enable them to develop a thorough understanding of the changing social, cultural, economic and political factors which impact upon tourism industries.
- Gives them the opportunity to explore tourism policy and planning issues and the potential impacts of tourism in a range of international contexts.
- Encourage them to develop knowledge and practical skills in business management as well as the specialist study of tourism management issues.
- Enable them to develop the ability to cope with change and adapt to new systems and technologies within a tourism environment.
- Acquire through learning a global perspective of tourism management

The *objectives* of the program are:

- To provide students with a solid understanding of the tourism industry.
- To enable students to apply a variety of organizational concepts to the tourism industry.
- To encourage students to think critically about tourism management problems.
- To enable students to develop the skills necessary for their career and make them understand the political, economical, social and technological factors that affect tourism.

Bachelor of Arts in
- **Accounting and Finance (*This program is registered but not yet accredited*)**

This is a **four-year** degree program that leads to the Bachelor of Arts degree in Accounting and Finance.

The ultimate purpose of this program is to educate and train high school graduates to:
- Gain a wide-range of accounting based skills, which will be attractive to employees, both inside and outside the accountancy profession
- Develop skills, which will enable students to maximize their personal development both inside and outside employment
- Develop a flexible and enquiring intellectual stance, which will enable the student to adapt to a rapidly changing environment of work and social life
- Be developed into high quality practitioners who can facilitate the effective and efficient use of accounting and finance by organizations in the private, public and voluntary sectors
- Be able to continue if they wish to do so with the accounting professional examinations offered by the Chartered Institute of Management Accountants and Chartered Association of Certified Accountants professional bodies
- Be able to work in an international environment by providing a thorough grounding in key accounting and finance areas together with language skills and intercultural understanding

Postgraduate Diploma in
- **Management Studies *(This program is registered but not yet accredited)***

This is a **one-year** program leading to a Postgraduate Diploma in Management Studies.

The ultimate purpose of this program is to enable participants to:
- Develop the advanced management knowledge and skills required for those who wish to develop a career in general management, in specialist or functional management at a senior level, in management consultancy or who wish to build and run their own business
- Develop knowledge and critical understanding of complex managerial and organizational issues
- Make an operational contribution to the management of an organization
- Build on previous management knowledge and experience with an emphasis on the practical application of theory to the problems of management in both smaller and larger organizations, which may be in the private, public or not-profit sectors

- Benefit from a strong integrationist outlook, reflecting the growing impact of globalisation on organizations, which will enable them to work in an international environment

Postgraduate Diploma in
- **Business Administration** *(This program is registered but not yet accredited)*

The College of Tourism and Hotel Management, offers a Postgraduate Diploma in Business Administration with opportunities for progression to the Master's in Business Administration (MBA) and Master's in International Business (MAIB) of a number of universities in Europe, UK and USA.

The main objectives of the program are to provide students with an education in management for a global market and economy, to enable students to apply these concepts, principles and techniques appropriately to a variety of international organisational situations as well as to encourage students to think critically and independently about intercultural management problems and to provide the opportunity, through course-related activity, for students to develop the skills and attributes necessary for their career and personal development.

Master in
- **Mediterranean Diet, Nutrition and Tourism,** (one year, 90 ECTS Master)- This program **is ACCREDITED BY CYQAA**. **The program is offered in Greek language only.**

. Program'spurposeandobjectives:

The aim of the Master program is to provide advanced knowledge in Nutrition and Dietetics Science in Tourism.

In more details, the aim of the Master Program «Mediterranean Diet, Nutrition and Tourism» is to provide:
- high level scientific training with specialized knowledge , to be implemented in the management and planning of dietary interventions at an individual and/or group level,
- interdisciplinary training to improve collaboration with professionals from different disciplines i.e. from the fields of Health, Sport and Tourism.Graduates will be able to position themselves in key areas of the public and the private sector in Tourism, as well as to work as freelancers, in development and promotion of research in all areas of the Master Program**.**

Master in
Leisure and Tourism Management (This program is registered but not yet accredited)

This is a **twelve-months** program leading to the award of a Master in Leisure and Tourism Management

The ultimate purpose of this program is to educate and train high school graduates to

● Have a thorough understanding of the leisure and tourism industry and its specific characteristics;
● Have acquired the basic managerial skills necessary to pursue a successful career in the leisure and tourism industry;
● Be able to apply theoretical concepts to problems and issues in real life industry situations;
● Have developed considerable personal skills and capabilities, which are necessary for making managerial decisions;
● Be able to study, analyse, and critically evaluate research in professional and academic literature;
● Be well qualified for pursuing further studies in inter-disciplinary areas.

Master in
▪ **Business Administration (This program is registered but not yet accredited)**

This is an **eighteen months** program leading to the award of a Master in Business Administration (MBA)

The objectives of the program are:
• To provide students with an education in business management for a global market and economy;
• To enable students to apply these concepts, principles and techniques appropriately to a variety of international organizational situations;
• To encourage students to think critically and independently about intercultural management problems;
• To provide the opportunity, through course related activity, for students to develop the skills and attributes necessary for their career and personal development.

HIGHLIGHTS IN ACADEMIC REGULATIONS

First year students with deficiencies in English may be asked to take one or more non credit remedial courses, called foundation courses.

Each academic year is composed of two 15-week semesters. At the end of each semester there are final exams for each course.

There are two intakes per year: October for Fall Semester and February for Spring Semester. There is also possibility of attending the intensive summer course in English in July, through September.

Final grades are expressed as percentages. The weight of final exams is 50%, with the remaining 50% representing the student's performance during the semester (coursework may include: participation, quizzes, tests, projects, assignments etc).
The minimum passing grade is 50%. During the semester there are frequent quizzes and tests as well as several projects or assignments in each course.

For laboratory courses there may be only coursework assessment without final written exams.

Attendance of classes is compulsory.

Absence from final or retake exams is marked as "O".

Classes are held in the morning or afternoon Monday through Friday. There are no classes on Saturdays and Sundays.

Teaching periods last for 55 minutes each, with a short break in between.

Class sizes vary with the average number of students per group being around 25.
In this way student interaction and participation during class-time becomes the norm.

ACADEMIC REGULATIONS

CLASS ATTENDANCE
Students are expected to attend every meeting of every class in which they are enrolled. Absences beyond the stated maximum for each course may jeopardize the student's academic standing.
Course requirements, such as examinations, tests, oral presentations, laboratory work, participation in discussion and written assignments are in no sense waived because of absences from class. Instructors are not obliged to cover the missed material twice.
The College has established the following attendance policy:
If a student is absent for any reason he/she must complete and return, within
three working days after his/her return to College, to the academic affairs officer a prescribed form giving reasons for his/her absence(s).
If a student has more than 30% absences in a subject without a valid justification, he/she automatically fails the subject, and the college must report him/her to the Migration department.

CREDIT HOURS
Academic work is measured in credit hours (semester hours of credit). A semester hour is the unit of credit awarded upon satisfactory completion of a course. Courses carry 4-8 ECTS and consist of three or four 55-minute sessions per week. Courses continue over a semester of 15 weeks and grades are given at the end of each semester. Thus, a course meets for approximately forty 55-minute sessions per semester.

MAXIMUM COURSE LOAD

Regular Semester
The normal course load for an undergraduate student is 30-36 ECTS per semester. A student with a grade point average of 3.0 or better on all work completed may be permitted to register for more ECTS credits and may continue to do so as long as the 3.0 average is maintained.
Summer Session
The normal course load during the Summer Session is 6 – 18 ECTS.

CLASSIFICATION OF STUDENTS
Student classification as freshman, sophomore, junior or senior depends upon the number of ECTS credits successfully completed. The credit hours for each classification are:

    Freshman   0-60 ECTS
    Sophomore 61-120 ECTS
    Junior   121-180 ECTS
    Senior   181-or more ECTS

On the basis of semester hour load, a student is classified as part-time or full-time during the academic year.
Full-time
A full-time student is one who is enrolled for at least 15 hours during a Fall or Spring Semester and six hours during the Summer Session.

Part-time
A part-time student is one who is enrolled for less than 15 hours during a Fall or Spring Semester and fewer than six hours during the Summer Session.

A Graduate student is considered full time if he or she is enrolled in 12 hours during a regular semester or 6 hours during the summer session.

TRANSCRIPTS & GRADE REPORTS

At the end of each semester and summer session, final grades are mailed to all students at their mailing addresses and are recorded on their permanent academic record in the Registrar's Office. The grading system used is as follows:

Letter Grade	Grade Meaning	Grade Points	Percentage Grade
A	Excellent	4.0	90 and above
B+	Very Good	3.5	85-89
B	Good	3.0	80-84
C+	Above Average	2.5	75-79
C	Average	2.0	70-74
D+	Below Average	1.5	65-69
D	Poor	1.0	60-64
F	Failure	0	-
I	Incomplete	0	-
W	Withdrawal	0	-
P	Pass	0	-
AU	Audit	0	-

The grade 'I' is awarded to a student who has maintained satisfactory performance in a course but was unable to complete a major portion of course work (e.g. term paper or final exam) and the reasons given were acceptable to the instructor. It is the responsibility of the student to bring pertinent information to the instructor to justify the reasons for the missing work and to reach an agreement on the means by which the remaining course requirements will be satisfied. A student is responsible, after consulting with the instructor, for fulfilling the remaining course requirements within the first weeks of the following semester for which the 'I' was awarded. In very special cases the instructor may extend the existing incomplete grade to the next semester. Failure of the student to complete work within this specific time limit will result in an 'F' which will be recorded as the final grade.

The grade 'W' indicates withdrawal from the course before the specified time as explained in the withdrawal policy.

Grades of 'P' will not be computed into a student's cumulative grade point average but will count towards graduation credits.

Grades of 'F' will be computed into the student's cumulative grade point average.

Students enrolling for an Audit must designate their intent to enrol on an Audit basis at the time of registration. Students registering for a course on an Audit basis receive no credit.

Grades for courses taken at another college or university do not enter into the computation of the cumulative Grade Point Average.

AVERAGING GRADES

A Grade Point Average (G.P.A.) is determined for each student at the end of each semester. The Grade Point Average (G.P.A.) is computed by multiplying the number of credit hours of each course by the grade points equivalent to the letter grade received and then adding them. The sum total is then divided by the total number of credit hours for which the student has received a grade. Grades reported as "I", "W", "P" or "AU" are not computed in the average.

COURSES ON A PASS/FAIL BASIS

Students in good academic standing may choose up to 30 ECTS towards a degree to be graded on a pass/fail basis. A student may be allowed to take a maximum of two courses on a pass/fail basis per academic year. Courses in a student's major and those considered as correlated to his major, cannot be taken as pass/fail. Only a grade of 'F' will be computed into the G.P.A. Students must notify the Registrar's Office of their intention to take a pass/fail course within the first eight weeks of a sixteen-week semester, or the first three weeks of a six-week session.

REPETITION OF WORK

If a student repeats a course the new grade will be included in the student's Cumulative Grade Point Average. The grade previously earned will not be included in the student's overall Grade Point Average, although it will be listed on the student's permanent academic record and transcript.

CHANGE OF GRADE

Once grades have been submitted to the Registrar's Office no changes are allowed, unless an instructor completes a "Grade Change" form, in which he/she explains that a legitimate error has been made in the calculation of a student's grade.

APPEALS PROCEDURE

In the case where a student believes that the grade received is different from what was expected, he/she must exhaust all possibilities of resolving the problem with the pertinent instructor first. If this does not lead to a resolution, the student may appeal against the grade by filing a petition with the Registrar's Office.

The Registrar will inform the Appeals Committee of the petition and the Appeals Committee will exhaust all possibilities to resolve it individually with the student and the faculty member in question, and will reach a decision.

Changes of grades resulting from an appeal require the endorsement of the Course Coordinator and the Academic Director, and a grade petition fee is required.

For a petition to be reviewed, a student must appeal within four (4) weeks from the date the results are announced.

PROMOTION AND ASSESSEMENT OF STUDENTS

A student is considered to have passed a course if the final grade is at least 60%. The College adopted the following grading policy for all courses

Minimum passing grade :   50%
Coursework: 50%
Final written exam: 50%

The assessment of each course is composed of two elements: coursework and final written exams. For laboratory and practical courses there may be only coursework assessment without final written exams.

TRANSCRIPTS OF ACADEMIC RECORD

A student may request an official transcript of his/her record by completing an application at the Registrar's Office or by writing directly to the Registrar's Office. All official transcripts issued by the Registrar's Office bear the signature of the Registrar and the official College seal. Transcripts released directly to a student bear the stamped designation "issued to student". No partial transcript will be issued and no transcripts will be issued to students who have outstanding financial obligations to the College. A fee is charged for every copy of the transcript which must be paid in advance.

GRADE REPORTS

Grade reports are issued at the end of every semester one week after the final exams and are mailed to all students. No grade reports will be issued to students who have outstanding financial obligations to the College.

REFUND POLICY

A student cannot drop or withdraw from a course by merely not attending. When a student wishes to withdraw from any course or courses, he/she has to fill in a 'WITHDRAWAL FORM' and submit it to the Registrar's Office. Cancellation of tuition will be made in accordance with the College regulations.

All fees (Application fee, Registration fee, Insurance fee, Computer fee, Activity fee, etc.) are non-refundable and are not applicable against any other charges.

For new-coming students, for whom an entry visa to Cyprus is required, who pay tuition fees prior to the issue of their entry visa, the School is obliged to return the full amount of tuition fees (subject to bank charges) prepaid by the students in cases where the students' arrival to Cyprus was not made possible.

WITHDRAWAL POLICY

WITHDRAWAL FROM COURSES
Students receive no credit for courses they choose to withdraw from. All withdrawals are subject to the tuition refund policy.

A. Withdrawal initiated by student
A student has the responsibility to officially withdraw from a course, which he or she does not intend to complete. A student must complete the official "Withdrawal Form" and submit it to the Registrar's Office.
Students who withdraw from a course before the dates listed below will receive a grade of 'W', which will not affect the student's G.P.A.
> **Fall and Spring Semesters: End of tenth week of classes**
> **Summer Session: End of third week of classes**
Students who do not file for withdrawal with the Registrar's Office within this time will continue to be registered for the course(s) and if they have not completed the requirements of the course(s), will be assigned an 'F' as a final grade.

B. Withdrawal initiated by the instructor
An instructor may request withdrawal of a student from a course because of non-attendance and/or inappropriate registration (the student not meeting the necessary course prerequisites). The instructor must inform the Registrar's Office for such withdrawals. Withdrawal initiated by the instructor can be done before the tenth week of classes for Fall and Spring Semesters and before the third week of classes for Summer Session.

AWARDS FOR ACADEMIC EXCELLENCE - DEAN'S LIST
DEAN'S LIST
The Dean's List includes students who have achieved a G.P.A. of 3.5 or better within a single semester and who were registered for at least 24 ECTS (excluding grades of 'P').
Students who achieve the above requirements are named on the Dean's List, which is published at the end of each semester. Honours are awarded as follows:

First Honours	3.85 - 4.00
Second Honours	3.65 - 3.84
Third Honours	3.50 - 3.64

Students who receive grades of 'D' or 'F' are ineligible for honours that semester.

GRADUATION REQUIREMENTS
In order to qualify for graduation a student must fulfil the following:
1) Complete the degree requirements in the major program as specified in the Prospectus
2) Complete at least 36 ECTS for the Master Degree, 60 ECTS for the Bachelor Degree or Higher Diploma in residence at the College and at least 30 ECTS for the Diploma in residence at the College.
3) Maintain a cumulative G.P.A. of at least 2.00 for all credits taken at the College.
4) Settle all financial obligations to the College before certification for graduation is granted.

Application for Graduation
Students who meet all graduation requirements listed above must file an application for graduation with the Registrar's Office by March 30th.
Application forms are available at the Registrar's Office. A fee is due on time of application. The college will not be responsible for non-graduation of any student who fails to submit the application for graduation.

Graduation Audits
Evaluation of courses for graduating students is done two weeks after the final exams. After the semester's grades have been processed, the Registrar's Office will check the student's academic records to ensure that the student qualifies for graduation. Students who face problems fulfilling course requirements towards their degree must consult the Registrar's Office.

Procedure for Issuance of a Degree/Higher Diploma/Diploma/Certificate
Degrees, Diplomas and Certificates are granted in January, June and July of each year. The Registrar's Office will proceed to issue a Degree / Higher Diploma / Diploma / Certificate when the student meets all graduation requirements. Degrees / Higher Diplomas / Diplomas / Certificates are issued one month after the end of each semester.

GRADUATION CEREMONY
Students, who wish to attend the ANNUAL Graduation and Awards Ceremony of the College, must file an application with the Student Affairs Officer by March 30th. Students graduating at the end of Fall Semester are allowed to attend the Annual Graduation Ceremony. It is the policy of the College to allow students who are expected to graduate in the Summer Session to take part in the Graduation Ceremony immediately proceeding.
Degrees are not awarded at the Graduation Ceremony. Participation in the Graduation Ceremony does not imply that the student has completed graduation requirements.

GRADUATION HONORS
Bachelor degree students are identified for high academic achievement as follows:
SUMMA CUM LAUDE final G.P.A. of 3.85-4.00
MAGNA CUM LAUDE final G.P.A. of 3.65-3.84
CUM LAUDE final G.P.A. of 3.50-3.64

To be eligible for honours, students must complete at least 30 credits at the College. Only the College credits are considered in determining eligibility for such honours.

STUDENT CONDUCT

a.Disciplinary Committee

The duties of the Disciplinary Committee are to conduct hearings for students alleged to have committed infraction of the academic or non-academic regulations or misconduct that adversely affects the College's pursuit of its educational mission.
Students are expected to conduct themselves as civilized people, both within the College and elsewhere. For student conduct, which tends to discredit or injure the College, the disciplinary committee may impose such penalty, as it may deem appropriate, including expulsion from the College.
When the penalty for bad conduct is expulsion, the student may appeal the decision to the College Council.

b. Use of Alcohol and Drugs
The College does not condone the illegal or otherwise irresponsible use of alcohol and other drugs. It is the responsibility of every member of the College community to know the risks associated with their use and abuse. This responsibility obligates students to be aware of relevant College policies and government laws and to conduct themselves in accordance with these laws and policies.

c. Academic Ethics
Every student is expected to perform all required work without improper or unauthorized help. The Disciplinary Committee takes disciplinary action in cases of proven academic dishonesty, cheating, plagiarism and inappropriate behaviour.

d. Standards of Conduct
The College of Tourism and Hotel Management is a community of mature, serious - minded and scholarly - oriented people, in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained.
It is committed to preserving the exercise of any right guaranteed to individuals by the Constitution of the Republic of Cyprus. It is evident that in a community of learning, wilful disruption of the educational process, destruction of property, and interference with the orderly process of the College or with the rights of other members of the College cannot be tolerated. Students registered at the College are expected to conduct themselves in a manner compatible with the College's
function as an educational institution. To fulfil its function of imparting and gaining knowledge, the College retains power to maintain order within the College and to exclude those who are disruptive of the educational process.

e. Sanctions
One or more of the following sanctions for prohibited conduct may be imposed upon students, depending upon the gravity of the offence.

Admonition: An oral statement to a student that he or she is violating or has violated institution rules.

Warning: Notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more

severe disciplinary action.

Disciplinary probation: Exclusion from participation in privileged or extracurricular activities for a period of time not exceeding two academic semesters.

Restitution: Reimbursement for damage to or misappropriation of property.

Suspension: Exclusion from classes and other privileges or activities or from the College for a definite period of time.

Suspension held in abeyance: Exclusion from classes and other privileges or activities or from the College for a definite period of time to be enforced, should another violation occur.

Expulsion: Termination of student status for any indefinite period. The condition of readmission, if any, shall be stated in the order of expulsion.

WITHDRAWALS – SUSPENSION

WITHDRAWAL FROM COLLEGE

Students wishing to withdraw from the College must file a 'Withdrawal Form' at the Registrar's Office. It is the student's obligation to complete this final procedure. Failure to do so leaves the student liable for all of the current semester's tuition and fees and will result in grades of 'F' being assigned automatically to the student's courses.

WITHDRAWALS - SUSPENSION

a. Probation - Suspension
Students may be placed on academic probation for failure to make satisfactory academic progress. This means that the student has failed three or more subjects at the end of a given semester.

If credit deficiencies are reproduced the following semester, the student concerned may be subject to academic suspension from the College. A suspended student may apply for readmission at the College after a calendar year. Applications for readmission must be made in writing to the Admissions Director.
Students who are readmitted after being suspended are considered to be on probation and must meet specified academic objectives, such as maintaining a C average. Failure to meet these objectives will result in a second academic suspension.
A second academic suspension is considered final.

b. Enforced Withdrawal
Students may be forced to withdraw from the College for habitual delinquency in class, habitual idleness or any other fault, which prevents the student from fulfilling the purpose implied by registration at the College. Grades of F (failure) will be allocated for each of the subjects in which the students were registered.

Students who have been forced to withdraw must apply for readmission in the same manner as a suspended student.

c. Voluntary Withdrawal

Students may withdraw from the College before the conclusion of a semester. Grades of F (failure) will be allocated for each of the subjects in which the students were registered.

Academic Dishonesty –Plagiarism
Principles

In entering higher education, students commit themselves to a process of becoming recognized by society as having achieved a certain level of learning. A student who misleads society as to the authenticity of this achievement is academically dishonest not only to those on whom the deception is practiced, but also to him/herself. The dishonesty relates to the process of education in that the evidence on which society's recognition is based has been obtained in an unethical manner, and to the outcome of education in that the level of achievement is based on a false claim.

The maintenance of fair and honest conduct is therefore an essential requirement of the system for assessing students' learning and it is in their and the university's interests that this should be the guiding principle at all times.
Academic dishonesty is a serious offence and it is important that the duties and rights of all those involved with the assessment process be clearly defined and effectively publicized.

Definitions

Academic dishonesty may be defined as any attempt by a student, or any attempt by an individual to aid a student, to gain an unfair advantage in any assessment (including an assessment of practice or an assessment in practice) by deception or fraudulent means.
Academic dishonesty may be exhibited in a number of ways of which the following are examples.

i. Aiding and abetting a student in any form of dishonest practice.

ii. Bribery: paying or offering inducements to another person to obtain or to attempt to obtain an unfair advantage.

iii. Calculator fraud: the use of unauthorized material stored in the memory of a programmable calculator with storage facilities.

iv. Collusion: the representation of a piece of unauthorized group work as the work of a single student.

v. Commissioning another person to complete an assignment which is then submitted as the student's own work.

vi. Computer fraud: The use of the material which belongs to another person and which is stored on a hard or floppy disk without acknowledgement and or without the written permission of the owner.

vii. Duplication: The inclusion in coursework of any material which is identical or substantially similar to material which has already been submitted for any other assessment within the university or elsewhere (for example, the use of essay banks).

viii. False declarations made in order to receive special consideration by a board of examiners or to obtain extensions to deadlines or exemption from work.

ix. Falsification of data: The presentation of data, e.g. in laboratory reports, projects, clinical profiles, assessment portfolios, based on work purported to have been carried out by the student, but which have been invented by the student or altered, copied or obtained by unfair means.

x. Forgery: The falsification of signature(s) or documents related to certification or assessment.

xi. Misconduct in examinations or tests: Behaviour aimed at gaining an unfair advantage, eg:

xii. Taking unauthorized materials into an examination or test;

xiii. Obtaining an advance copy of an "unseen" written examination or test paper;

xiv. Communicating, or trying to communicate, in any way with another student during an examination or test;

xv. Copying from another student;

xvi. Leaving the examination or test venue to consult pre-hidden cribs/notes;

xvii. Removing any items of stationery or other materials from the examination or test venue without permission or contrary to instructions.

xviii. Impersonation: arranging or attempting to arrange for another person to take one's place in an examination or test; or being a party to an impersonation.

xix. **Plagiarism:** the representation of another person's work as one's own or the use of another person's work without acknowledgement, eg:

The direct importation into one's work of more than a single phrase from another person's work without the use of quotation marks and identification of the source;

Making a copy of all or part of another person's work and presenting it

as one's own by failing to disclose the source;

Making extensive use of another person's work, either by summarizing or paraphrasing it merely by changing a few words or altering the order of presentation, without acknowledgement, the use of the ideas of another person without acknowledgement of the source, or the submission or presentation of work as one's own which is substantially the ideas or intellectual data of another.

Like cheating in an examination, plagiarism is a serious offence. Where there is evidence to suggest plagiarism, a formal process of enquiry may begin. If it is found that plagiarism has taken place a student may fail the piece of work concerned, and will not necessarily be permitted to resubmit it for a pass mark.

Plagiarism in a major piece of work at the final level of your course can result in a decision by the Disciplinary Committee that the Final Assessment Board will not award you an award, and such a decision has been taken in at least one recent case. If evidence of serious plagiarism comes to light after the Final Assessment Board has agreed final results, it is still possible to cancel the award.

All college students are expected to use other people's ideas. You will use books and journals in the library, some assignments involve working collaboratively with others, and in some cases you may have access to other people's work on computer disk or over a computer network. When undertaking a major assignment, you may sometimes legitimately make reference to similar projects undertaken by students on your own or another course in previous years. However, other people's work must be used in a principled way, with due acknowledgement of authorship. Recognized standards of acknowledging the work of others will be discussed during your courses.

Where plagiarism is suspected, decisions on assessed work will be made only when the facts have been established. All serious cases may be considered by the Final Assessment Board, and reported to the Disciplinary Committee of the College.

Responsibilities
It is the responsibility of staff to frame assessment requirements and procedures in a clear and unambiguous manner in the light of the guidelines.
It is the responsibility of students to acquaint themselves with these guidelines and to act in accordance with them.

Disciplinary Procedures:
In the event that a student is suspected of committing a disciplinary violation:
- The instructor or another member of the faculty or a student may forward a report of the incident to the Chair of the Disciplinary Committee.

- The Disciplinary Committee members hear the case.

- Call the student(s) concerned, witnesses and other people who know of the incident, take minutes of the hearing.

- After deliberation they decide whether the allegation is upheld or not.

- If the allegation is upheld the Committee imposes an appropriate sanction depending upon the gravity of the offence.

Disciplinary Procedures for Plagiarism:
If a lecturer suspects that a piece of coursework has been plagiarized, the following procedure must be followed:
- The lecturer needs to inform the Chair of the Disciplinary Committee about the suspected plagiarism and provide all evidence;

- The Disciplinary Committee will examine the evidence and decide with the lecturer if the suspicion is reasonable and if the case needs to be investigated;

- Upon the consensus among the lecturer and the Disciplinary Committee members, a viva will be arranged within a reasonable period of time with the concerned student(s), the lecturer, and the Disciplinary Committee members being present;

- The lecturer will immediately inform the student(s) concerned about the suspicion of plagiarism and request them to attend the viva;

- During the viva, the student(s) concerned will need to prove their knowledge on the claimed piece of work as well as providing necessary references and notes upon request;

- Upon the completion of the viva, the lecturer and the Disciplinary Committee members will decide if the suspected plagiarism can be confirmed as well as the appropriate penalty.

- The suspicion is proven and the student(s) admit the offence;

- The suspicion can not be directly proven and the student(s) admit the offence;

- The suspicion can not be directly proven and the student(s) don't admit the offence;

STUDENT RIGHTS

STUDENT RIGHTS AND RESPONSIBILITIES

This section describes the status of the College's students as members of the academic community. Each enrolling student has the right to expect the College to fulfil its educational responsibilities as effectively as its capacity and resources will permit. Correspondingly, the College must exercise the right to establish and maintain the standards of conduct, which will promote an atmosphere conducive to learning and meaningful individual development.
Since rights carry with them certain responsibilities, the following rights and responsibilities are for the institution as well as for students, and are set forth with accompanying procedures for implementation.

BASIC RIGHTS
The following listing of basic rights is not intended to deny or limit the rights of students in any way. Rather, it is intended to focus special attention on the rights listed because of their importance in the educational process.

a. Non-discrimination Policy
In accordance with its established policy, the College does not discriminate in any of its programs, procedures or practices against any person on the basis of national origin, race, religion, gender or political affiliation.

Free inquiry, expression, and assembly are guaranteed to all students subject to the limitations of this document and other College relations and policies, which are consistent with the provisions of this document and the Constitution of the Republic of Cyprus.
Students are free to pursue their educational goals; appropriate opportunities for learning shall be provided by the College.
The right of students to be secure in their persons, papers, and effects against unreasonable searches and seizures are guaranteed.

b. Student Union
On enrolment every student automatically becomes a member of the Student Union. The Union is governed by its own statutes and regulations.

The students need to pay a small fee every semester to cover the expenses of the Student Union activities.

c. Faculty Committees
Student representatives participate in the College Council and in the Academic, Administrative, Disciplinary, Appeals and Social Events Committees of the College.

In cases involving possible sanctions of suspension, or expulsion or action which may place limitations on the student's right to pursue the student's educational objective, the student shall receive prior notice of the nature and cause of the charges against the student, shall be informed of the nature and source of the evidence presented against the student, shall be entitled to a fair hearing before a regularly constituted board.

BASIC RESPONSIBILITIES

Students, as members of the College community, shall have the following responsibilities, which are inherent in the basic rights described above:

The student shall have the responsibility for maintaining standards of academic performance as established by the student's instructors.

The students shall be responsible for acting in such a manner as to ensure other students their basic rights as declared herein.

The student shall be responsible for any and all personal actions with respect to provisions of Cyprus law.

The student shall be responsible for conduct, which helps to create and maintain an academic atmosphere in which the rights, dignity, and worth of every individual in the College community are respected.

The student shall be responsible for paying all bills owed to the College in a timely fashion as prescribed by the College. Since registration is not complete until payment of all the tuition and all other fees are paid, students who fail to meet their financial obligations may have their registration cancelled; may be denied future registrations; and may have their grades and/or their transcripts withheld.

It is the responsibility of all organizations to encourage an atmosphere of learning, social responsibility, respect for human dignity and to provide positive influence and constructive development for members and aspiring members.

PROBATION

Any student whose cumulative G.P.A. falls bellow "C" or its equivalent (2.0 G.P.A.) is placed on probation. A student who remains on probationary status for two consecutive semesters faces possible dismissal from the College.

ACADEMIC ETHICS

The College maintains a policy on academic ethics as part of its effort to maintain integrity in its academic process. Students must understand what academic integrity is and what most common violations are. Academic honesty should be a concern of the entire College community. Academic dishonesty involves acts, which may affect the integrity of the educational process at the College. Plagiarism and cheating are examples of academic dishonesty and are unacceptable. Plagiarism is presenting the work of somebody else as one's own. Cheating in examinations is giving or receiving unauthorized help before, during, or after examinations.

The Disciplinary Committee, chaired by the Admissions Director, takes disciplinary action in cases of proven academic dishonesty, cheating, plagiarism and unethical behaviour.

Students who fail to comply with the rules and regulations of the College may subject themselves to sanctions ranging from failure in the assigned course in which the offence occurred to suspension or dismissal from the College.

DISMISSAL

The College reserves the right to dismiss a student without making definite changes whenever, in the judgment of the Officers of the College, such action seems advisable. No tuition will be

refunded for absence or dismissal from the College.

CONFIDENTIALITY OF STUDENT RECORDS
The College regards the student's academic record as a matter of confidence between the student and the College. The contents of the academic record may be revealed only after written permission of the student. Faculty and administrative officers of the College and government agencies may be provided with a student's transcript without their consent.

CHANGE OF NAME, ADDRESS OR MAJOR
It is the responsibility of every student to notify the Registrar's Office of any changes in name, address or major. In case of a change of major the student must get approval from his/her advisor.

ADMISSION

ADMISSION POLICY

GENERAL ADMISSION REQUIREMENTS

The criteria for admission have been prepared to enable the Admissions Office to select students who have potential to do college-level work and to place students in courses and programs appropriate to the student's academic preparation, in an effort to help them successfully realize their academic potential.

The students come from many different countries and bring with them a wide range of academic disciplines, experiences, special interests, talents and cultural heritages. The Admissions Office aims to form a student body, which will give the opportunity to each student to share education and grow in experience as a member of an international community.

In general, all applicants must have completed a secondary (high) school education or the equivalent of twelve years of schooling to be considered for admission. The College recognizes a strong academic performance at high school level as the primary determinant for college level success.

Any person who intends to register for a program/course at the College must first be admitted to the College. Application forms and the most current information about admission requirements can be obtained from the Admissions Office.

Minimum Admission requirements for all programs:

- A High School leaving certificate or equivalent qualification is a necessary entry requirement. In the case of overseas applicants their secondary/high school credentials should be sufficient to allow them to apply for admission to post secondary (higher) educational establishments of their home country.
- Very good knowledge of the English Language with a score of 6.0 in IELTS or 550 in TOEFL or 213 TOEFL Computer Based, or evidence of English Proficiency equivalent to the above. C*andidates who do not meet the English language criteria are required to take Foundation Courses in English.*

Minimum Admission requirements for the Postgraduate Programs:

- *A Bachelor's degree, or equivalent, from a recognized institution. Alternatively applicants may possess a professional qualification (or a combination of qualifications) officially recognized as being equivalent to a Bachelor's degree.*

Additional Admissions Requirements for the MBA program:

- *Official Graduate Management Admission Test (GMAT) score: A minimum of 400 on the GMAT examination. Students who have a grade point average of 3.0 and above for US standards, 2.2 for UK standards or the equivalent, or at least 3 years of work experience will be exempted from the GMAT. An applicant who does not fulfil the GMAT requirements may be conditionally accepted and may take remedial courses of at least 15 credits.*

The director of Admissions is responsible for the evaluation of all applications for admission to the College.

The College has accepted among its responsibilities a commitment to international students by providing opportunities to citizens from other countries to study at the College. The College considers the admission of qualified students from other countries a part of its educational program. International students enrich the life of the College and contribute to the education and personal growth of Cypriot students.

ENTRANCE EXAMS

All candidates should take and pass the College Entrance Exam in order for them to be accepted and allowed to register as full time students.
The purpose of this exam is to evaluate the students' level of English before they register for any program of study and to make sure that only candidates who are likely to succeed in their studies are admitted. Any student who passes the exam should be able to attend lectures, communicate and write in English without any difficulty.

There are no set books that candidates should study in advance, nor is there any preparation or training for this exam.
The minimum passing grade is a total of fifty (50) points out of the maximum one hundred (100).
The Entrance exam consists of 4 parts which the students complete in three hours: Listening, Grammar, Reading Comprehension and Writing.

Candidates whose average grade is below fifty (50), will be accepted on the Foundation Course or the Intensive Summer Course. In order for them to be admitted to the full time program, they must take and pass the Entrance Exam again.

PROCEDURE AND CRITERIA FOR ADMISSION

The Admissions Office bases its decision on the following factors:

A completed application form.
The application for admission may be obtained either in person or by writing to the Director of Admissions. A non-refundable fee must accompany every application.

Official or certified diploma and transcript of secondary (high) school records.
The applicant must submit an official transcript of his secondary school record together with the application or its equivalent for students coming from American, British or other secondary schools. Applicants who do not satisfy the above criteria, may be accepted and placed on probation. For candidates applying for admission with advanced standing, an official transcript of their previous college/university record is required.

Evidence of knowledge of English.
English is the language of instruction at the College. English is not a requirement for admission. Applicants whose native language is not English will take the College English Placement Test (EPT). Applicants who have passed either the TOEFL examination with a minimum score of 550 (213 Computer-Based), English G.C.S.E. (or G.C.E) 'O' level with Grade 'C' and above or IELTS with a score of 6.0 and above, are exempted from the EPT. Candidates whose English proficiency is not up to the College standard, will take Foundation English Language Classes.

Payment.
When the applicant receives an acceptance letter from the Admissions Office then he/she must send the application fee.

ADMISSION PROCEDURES

LOCAL STUDENTS

Local applicants should fill out and submit an application for admission to the College. If they have already finished high school they should also attach a photocopy of their high school leaving certificate.
They will then be notified of the exact date and time of the entrance exams.

INTERNATIONAL STUDENTS

International students are most welcome to the College and a student visa will be issued by the Cyprus Government, provided all admission requirements are met.

a. Application for Admission
International students are advised to apply for admission as early as possible and in any case, at least three months before the scheduled commencement of classes. Overseas candidates should submit to the College the following documents together with the Application Form:

1. Application for admission duly completed

2. Attested copy of the passport – validity of at least two years from the date classes commence of the semester applied for

3. Four photos passport size

4. Officially attested photocopies of the Senior/High School leaving Certificate
with its Grades Report, as issued by the school. Attestations must be made
by the Principal of the school, from which the students have graduated, by the Ministry of
Education, by the Ministry of Foreign Affairs and by a notary public.
If these are issued in a language other than English, translation in English must accompany the
School Certificate and the Grades Report. The translation must be attached to the photocopies
of the original certificates, and the documents must be attested. The translator's name and
address must be clearly mentioned on the documents. Additionally, provisional school leaving
certificates are acceptable for maximum period of two years after graduation

5. Original bank certificate and letter stating that the student's sponsor has sufficient funds to
finance the student's stay and studies in Cyprus. The letter must be dated,
signed and stamped by an official bank officer. The student's name, the
sponsor's name and their relationship should appear clearly in this letter. The
sponsor could be the father, mother, the student, the officially appointed
guardian, or any other person. If the original is not in English, then an attested (by notary public)
translation must be attached to the original. Students from China may submit, instead of the
bank letter, an original deposit certificate from their bank showing a minimum available balance
of EURO7500. The owner of the deposit account should be either the student or one of his/her
parents or brothers and sisters. If the owner of the account is not the applicant, a separate
certificate must be issued showing the relationship between the student and the owner of the
account.

 6. Original police character certificate (no criminal record). It must be issued no more than six
(6) months prior to the date classes commence of the semester applied for. The police certificate
must be signed and stamped by an official police officer and must be attested by the Ministry of
Foreign Affairs.

7. **Medical Certificate (properly attested)** showing that the applicant does not suffer from HIV I-II (AIDS test),
HBsAg / Hepatitis B, HCV/ Hepatitis C, V.D.R.L. (Syphilis) and TB (Tuberculosis). It must be issued no more than
four (4) months prior to the semester's commencement date. Attestations must be made by a Notary Public and
the Ministry of Health and Foreign Affairs.
8. Any other certificates required by the Ministry of Interior, Cyprus from time to time.

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b. Letter of Admission

As soon as the application for admission and all supporting documents are
received, the Admissions Director will inform the candidate whether he/she
qualifies for admission. Eligible candidates will receive a letter of eligibility
confirming the terms and conditions on which the candidate is admitted to the
College. Applicants, whose previous academic performance is poor or is judged unsatisfactory
by the Director of Admissions will not be eligible for admission.

c. Deposits and Prepayments
Eligible candidates should send to the College a certain sum of money
representing deposits and prepayments. The exact amount to be paid in

advance and all other details such as payment deadlines and refund policy are stated in the section of the Prospectus on Financial Information.

d. Application for Visa
As soon as the College receives the advance payment, it will send the student a receipt and apply for the student's visa.

e. Arrival in Cyprus
Students should not leave their country before receiving confirmation from the
College that their visa has been granted. They should also let the College know in advance the date and time of their arrival in Cyprus so that they are welcomed at the airport and driven to Nicosia.

f. Entrance Exams
Immediately after their arrival, all overseas students should take the College
Entrance Exams.

g. Pre-registration Arrangements
Before registration students should:
• Take the College Entrance Exams.
• Comply with all visa requirements of the immigration department.
• Possess evidence of negative results of communicable disease tests
• Pay all semester tuition fees and other charges
• Have a chest X-ray taken
• Subscribe to a medical insurance

REGISTRATION INSTRUCTIONS

GENERAL INFORMATION

Registration for any semester is contingent upon being eligible for registration. Thus, advance registration, including the payment of tuition and fees is considered to be invalid if students are later declared to be ineligible due to scholastic, financial or disciplinary reasons.
Students should also be familiar with the following general points about registration:
Registration for a semester is conducted under a Registration Calendar (please refer to the Academic Calendar). Students who do not register according to the specified schedule will be charged with the late registration fee.
The "Student Personal Data" form and "Registration" form must be processed through the Admissions Office.
Enrolment changes to classes can only be made through the processing of an official "ADD/DROP" form. The "ADD/DROP" form must be signed by the student's Advisor.
Students may not drop a course merely by stopping attendance.
The last day to Add or Drop a course is the last day of the second week of classes.
The last day to withdraw from a course is the last day of the 8th week of classes. Students wishing to withdraw from a course(s) must file a "Withdrawal" form at the Registrar's Office. Students receive no credits for courses they choose to withdraw from. All withdrawals are subject to the tuition refund policy of the college. Students who do not file for withdrawal with the Registrar's Office within the specified period will continue to be registered for the course(s) and if

they have not completed the requirements of the course(s), will be assigned an "F" as a final grade.

No student will be allowed to register for a course if the prerequisites for that course are not completed.

Students may take 30 to 36 ECTS per semester. To qualify for this a student must have either a 2.0 cumulative grade point average, or a 2.0 grade point average in the previous semester or Summer Session. A student with a G.P.A. of 3.0 or better on all work completed may be permitted to register for more ECTS and may continue to do so as long as the 3.0 average is maintained.

CANCELLATION OF COURSES

Courses may be cancelled by the College before the first day of classes due to insufficient enrolment.

STUDENT ID CARDS

All students are provided with an ID Card, valid for one semester, which gives them access to various common areas of the College such as the Library and the Computer Labs. Students can renew their ID Cards every semester during registration.

TRANSFER ADMISSION

TRANSFER STUDENTS

Students who have started their college education elsewhere and wish to apply for admission to the College as transfer students must submit the following items to the Admissions Office:

A completed application form together with a non-refundable fee.

Official transcripts of all academic records from each institution previously attended, including high school, college/university.

Official course descriptions or syllabi in English for all work completed at the college/university previously attended.

An official transfer credit evaluation will be made only if all of the above items have been submitted to the Admissions Office.

No objection certificate (No pending financial obligations)

TRANSFER CREDIT EVALUATION POLICY

After having completed all procedures required for transfer admission, applicants for admission with advanced standing will be given a statement of credits accepted on transfer by the Admissions Office before they enrol. Credits for courses which have an equivalency at the College are accepted when earned with a grade 'C' or above from a college level institution or program with admission standards acceptable to the College. For courses earned with a passing grade but lower than 'C' the college may administer a qualifying/waiver exam. Transfer credit is evaluated and applied in one of the following ways:

As parallel credit
The course must have involved at least the same amount of class time and have had approximately the same content; or

As an elective
The course must be related in some manner to the student's academic program and career goal. Also, in some cases credit which is deemed as liberal arts is normally accepted if such credit was earned in courses not specifically offered at the College.

Candidates who have successfully completed subjects from the GCE AS Level and GCE A Level may be awarded 6 and 12 ECTS transfer credits respectively depending on their field of study. Students applying for transfer credit must file a 'Transfer Credit Evaluation form' at the Admissions Office together with a non-refundable fee.

FINANCIAL INFORMATION

TUITION FEES

The following are the College tuition, fees and charges, which will be in effect for the 2020- 2021 academic year. All Tuition fees and charges are approved by the Ministry of Education, Culture, Sports and Youth Ref. No. 7.14.10.4/17

A/A	ΚΛΑΔΟΣ ΣΠΟΥΔΩΝ	2020-2021 €
1.	"TRAVEL AND TOURISM ADMINISTRATION (2 Years, Diploma)"	6100
2.	"INFORMATION TECHNOLOGY (2 Years, Diploma)"	6100
3.	HOTEL ADMINISTRATION (2 Years, Plus an optional foundation year, Diploma)	5500
4.	"HOTEL ADMINISTRATION (3 Years, Plus an Optional Foundation Year, Higher Diploma)"	6100
5.	"HOSPITALITY MANAGEMENT (4 Years, Plus an Optional Foundation Year, Bachelor of Arts)"	6100
6.	"BUSINESS STUDIES (4 Years, Plus an Optional Foundation Year, Bachelor of Arts)"	6100
7.	"ACCOUNTING AND FINANCE (4 Years, Plus an Optional Foundation Year, Bachelor of Arts)"	6100
8.	"EVENTS MANAGEMENT (4 Years, plus an Optional Foundation Year, Bachelor of Arts)"	6100
9.	"LEISURE MANAGEMENT (4 Years, Plus an Optional Foundation Year, Bachelor of Arts)"	7000
10.	"TOURISM MANAGEMENT (4 Years, Plus an Optional Foundation Year, Bachelor of Arts)"	7000
11.	"BUSINESS ADMINISTRATION (1 Year, Postgraduate Diploma)" (Fees apply for the whole duration of this program)	6750
12.	"MANAGEMENT STUDIES (1 Year, Postgraduate Diploma)" (Fees apply for the whole duration of this program)	6750
13.	MEDITERRANEAN DIET,NUTRITION ANDTOURISM (1year Master of Arts)	5500
14.	"LEISURE AND TOURISM MANAGEMENT (12 Months, Master of Arts) (Fees apply for the whole duration of this program)	10550
15.	"BUSINESS ADMINISTRATION (18 Months, Master in Business Administration)" (Fees apply for the whole duration of this program)	10550
16.	"INTENSIVE ENGLISH SUMMER COURSE" – (Three months, as part of Full Time Programs of Study)	2350

Other charges

	Native Undergraduate Students Euro	International Undergraduate Students Euro	Native Graduate Students Euro	International Graduate Students Euro
Application fee	€155	€155	€155	€155
Admission Exp.	------	€360	-----	€360
Registration fee	€75	€75	€75	€75
Late Registration fee	€50	€50	€50	€50
Food Prep. Lab	€125	€125	€125	€125

Technology fee (per semester)	€45	€45	€45	€45
* Annual Insurance fee	-----	€190	----	€190
*Medical Test	-----	€50	-----	€50
*Chest X-ray	-----	€50	-----	€50
Transcript fee (per copy)	€20	€20	€20	€20
Incomplete make-up exam	€50	€50	€50	€50
Graduation Application fee	€45	€45	€45	€45
Waiver exam fee	€30	€30	€30	€30
Transfer Credit Evaluation fee	€50	€50	€50	€50
Grade Petition fee	€20	€20	€20	€20
Student Activity fee (per sem.)	€40	€40	€40	€40
Withdrawal Notice Fee	€100	€100	€100	€100
External Exams AHLA (optional)	€90	€90	----	------
External Exams IATA (optional)	€650	€650	-----	------

* Optional

PAYMENT
Tuition and fees are due and payable before the beginning of each semester. The College may permit native students to pay on an instalment basis, provided that one fourth of tuition is paid at registration.

Students who have outstanding financial obligations or delinquent accounts with the College will not receive grades, transcripts, diplomas or other documents until their accounts are settled. Please note that a late payment fee will be imposed for all overdue instalments.

PAYMENT SCHEDULE
All financial information and the payment schedule are communicated to students in the Letter of Acceptance and before any payment is made by them.

Payment to the College can be made through Bank Transfer to the following account:

COLLEGE OF TOURISM AND HOTEL MANAGEMENT
HELENIK BANK, NICOSIA
A/C NO: EUR: 119-01-571247-01
IBAN: CY60 0050 0119 0001 1901 5712 4701

BIC: HEBACY2N

WITHDRAWAL – REFUND OF FEES

In case of withdrawal for any reason, any fees paid to the College are not refundable.
For new-coming students, for whom an entry visa to Cyprus is required, who pay tuition fees prior to the issue of their entry visa, the School is obliged to return the full amount of tuition fees (subject to bank charges) prepaid by the students in cases where the students' arrival to Cyprus was not made possible.

WITHDRAWAL NOTICE

When a local or international student officially withdraws from the College, it is his responsibility to file a withdrawal notice at the office of Admissions.
If a student has filed a withdrawal notice at the end of the first semester of his studies, the College reserves the right to charge an administration fee for processing the withdrawal notice.

PERSONAL PROPERTY
The College is not responsible for loss or damage of students' personal property by any means.

LIVING EXPENSES
Living expenses are difficult to determine with precision as they vary depending on the lifestyle of each student.

Generally speaking, they range between €350 and €700 per month for: food, accommodation, transport and other incidentals.

It is, however, interesting to note that hotel/hospitality students are paid during their four-month work placement. Students, who do not pass their courses or are not approved by the Ministry of Labour, are not allowed to register on the four-month Summer Internship.

OUTSTANDING FINANCIAL OBLIGATIONS

Students who have outstanding financial obligations or delinquent accounts with the College will not receive either their diploma/degree or transcript until their accounts have been settled.

FINANCIAL ASSISTANCE

The College's financial aid program exists in order to make the education it offers affordable to all students, who qualify for admission and to act as recognition of performance or special talent.

a. Easy Payment

This scheme applies to all local students, who are offered the possibility of paying only 25% of annual tuition fees in advance and the balance on an instalment basis. Easy payment schemes are also offered to international students upon request.

b. Full Scholarships

These scholarships cover 100% of annual tuition fees and are available to local students through local high schools. One full scholarship is offered to each local Lyceum for students with an average grade of over 18 out of 20 (18/20) on their High School Leaving Certificate.

c. Partial Scholarships

Need – based partial scholarships are available to local and international students. Candidates should first pass the College entrance exams before applying for partial scholarship.

(i)   **Local** students who come from large families (4 children or more) receive 10% discount on their tuition fees throughout their studies.

(ii)   **Local** or **international** students who belong to the same family (brothers and sisters) each receive 10% discount each on their tuition fees.

(iii)   **Local** or **international** married couples also each receive 10% discount on their tuition fees.

(iv)   **Local** students may obtain a discount on their tuition fees for the first semester, depending on the average grade of their high school leaving certificate.
        19 out of 20 = 50%
        18 out of 20 = 20%
        17 out of 20 = 10%

(v)   **International** students with a GPA over 80% are granted a discount of 10% on their tuition fees for the first semester.

d. ACE Scholarships

The Achieving Curricular Excellence Scholarships are no-need-based forms of financial aid made available in recognition of performance or special talent. They are available to all students (local and international) after their first semester at the College and consist of tuition fee reduction for the following semester. To be eligible, students must not have an F (fail) grade in any of their subjects. The percentage reduction will be a function of their academic performance as follows:

Cumulative percentage grade average	Fees reduction
96%-100%	100%
92%- 95,99%	50%
89%- 91,99	20%
85%- 88,99%	10%

PROGRAMS OF STUDY

FULL TIME PROGRAMS

The College is authorized by the Cyprus Ministry of Education and Culture to offer the following full time programs of study:

- **Travel and Tourism Administration (2 Years, Diploma)**
  This program of study is **ACCREDITED BY CyQAA**

- **Information Technology**, **(2 Years, Diploma)**
  This program is registered but not accredited

- **Hotel Administration, (2 years, Plus an optional foundation year, Diploma)**
  This program **is ACCREDITED BY CyQAA**

- **Hotel Administration (3 years, plus an optional foundation year, Higher Diploma)**
  This program of study **is ACCREDITED BY CyQAA**.

- **Hospitality Management, (4 Years, plus an Optional Foundation Year, Bachelor of Arts)**

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

- **Business Studies, (4 Years, plus an Optional Foundation Year, Bachelor of Arts)**
  This program is registered but not accredited

- **Events Management**, **(4 Years, plus an Optional Foundation Year, Bachelor of Arts)**
  This program is registered but not accredited

- **Leisure Management, (4 Years, plus an Optional Foundation Year, Bachelor of Arts)**
  This program is registered but not accredited

- **Tourism Management, (4 Years, plus an Optional Foundation Year, Bachelor of Arts)**
  This program is registered but not accredited

- **Accounting and Finance**, **(4 Years, plus an Optional Foundation Year, Bachelor of Arts)**
  This program is registered but not accredited

- **Management Studies, (1 Year, Postgraduate Diploma)**
  This program is registered but not accredited

- **Business Administration**, **(1 Year, Postgraduate Diploma)**
  This program is registered but not accredited.

- **Mediterranean Diet, Nutrition and Tourism, (1 year, Master of Arts)**
  This program **is ACCREDITED by CYQAA AND ITS OFFERED IN GRREK.**

  o **Leisure and Tourism Management (12 Months, Master of Arts)**

This program is registered but not accredited

- **Business Administration**, **(18 Months, Masters in Business Administration)**
  This program is registered but not yet accredited.

TRAVEL AND TOURISM ADMINISTRATION (2 years, Diploma) –
*This program of study is **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

A/A	Course Type	Course Name	Course Code	Periods per week	Period duration	Number of weeks/ Academic semester	Total periods/ Academic semester
A' Semester (30 ECTS)							
1.	compulsory	Introduction to Tourism	TOU111	3	55'	13	39
2.	Compulsory	Fares and Ticketing I	TOU105	3	55	**13**	39
3.	Compulsory	Computer Fundamentals I	COM103	3	55'	13	39
4.	Compulsory	The technique of writing and language studies I	ENG121	3	55'	13	39
5.	Elective	Financial Accounting I	ACC102	**3**	55'	13	39
6.	Elective	Cyprus History	CYP111	**3**	55'	13	39
*Student should choose **ONE** Elective course per semester							

B' Semester (34 ECTS)								
1. 1	Compulsory	Fares and Ticketing II	TOU106	3	55'	13	39	6
2.	Compulsory	General Travel Knowledge I	TOU117	3	55'	13	39	6
3.	Compulsory	The technique of writing and language studies II	ENG122	3	55'	13	39	4
4.	Compulsory	Technology and Innovation in Tourism	HOT 407	3	55'	13	39	6

No.	Type	Course	Code					
5.	Compulsory	Sales Techniques and Processes	SAL101	3	55'	13	39	6
6.	Elective	Principles of Management	BUS201	3	55'	13	39	6
7.	Elective	Microeconomics	ECO101	3	55'	13	39	6
*Student should choose **ONE** Elective course per semester								

C' Semester(30ECTS)								
1. 1	Compulsory	Introduction to Business	BUS102	3	55'	13	39	6
2.	Compulsory	Travel and Tourism Management I	TOU 215	3	55'	13	39	6
3.	Compulsory	Fares and Ticketing (Advanced I)	TOU 216	3	55'	13	39	6
4.	Compulsory	Financial Accounting	ACC 201	3	55'	13	39	6
5.	Elective	Tourism Planning and Development	TOU221	3	55'	13	39	6
6.	Elective	Business Psychology	HUM202	3	55'	13	39	6
*Student should choose **ONE** Elective course per semester								

D' Semester(30ECTS)								
1. 1	Compulsory	Marketing Principles	MAR101	3	55'	13	39	6

2.	Compulsory	Convention Management	HOT301	3	55'	13	39	6
3.	Compulsory	Business Law	LAW311	3	55'	13	39	6
4.	Compulsory	Human Resources Management	HUM 203	3	55'	13	39	6
5.	Elective	Front Office Management	HOT207	3	55'	13	39	6
6.	Elective	Macroeconomics	ECO201	3	55'	13	39	6
*Student should choose **ONE** Elective course per semester								

FOUNDATION COURSE

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

Upon successful completion of this program, the student is awarded with the Diploma in Travel and Tourism Administration.

INFORMATION TECHNOLOGY   (2 years, Diploma)
– This program is registered but not yet accredited

The Information Technology program lasts for two years and it includes one summer period of industrial placement. Upon successful completion of this program, students are awarded the Diploma in Information Technology.

The principal aim of this program is to produce computing and information systems professionals, who will have the understanding of the technology and the necessary knowledge and skills to be able to work at a high level in the related industry. The main concern is with the utilization of technology and support in a modern enterprise.

Upon successful completion of this program students will be able to demonstrate an understanding of the fundamental characteristics of information systems and their role within organizations as well as to acquire the know how to evaluate and select appropriate methods and technologies for representing, managing, and disseminating information. Moreover, the Information Technology graduates will be able to contribute to information system implementation, using sound principles of analysis and design, and demonstrate practical competence in a range of current software systems as well as adapt and learn new evolving technologies as to be able to implement them afterwards in the workplace.

Excellent prospects are offered to graduates who will work for a small to medium-sized firms whose line of business is not necessarily technical. Our graduates will be able to apply themselves in a variety of tasks and contribute to the overall IT section of the firm. They will design, build and/or maintain the firm's local area network and gateways to the Internet; specify, procure, deploy and maintain computer hardware and software; build and maintain Web sites for both Internet and intranet solutions; develop database applications and Web front-ends to those databases. In nutshell, they will identify and take care of the computing and information needs of their users.

Graduates of this program wishing to continue their studies may join the Bachelors degree in Business Studies with concentration in Management Information Systems offered by the College, or join programs of foreign Universities.

There are two intakes per year: October and February

**INFORMATION TECHNOLOGY
PROGRAM STRUCTURE**

No.	Course Name and Number	Contact hours per week	Number of ECTS per semester
	SEMESTER ONE **Compulsory subjects:**		
1	COM103 – Computer Fundamentals	3	6
2	MAT101 - College Algebra and Trigonometry	3	6
3	COM104 - Introduction to Multimedia: the Internet and the Web	4	8
4	COM105 - Programming for Information Technology I	4	8
5	ENG121 - The Technique of Writing and English Language Studies	3	6
	Electives: One of the following two		
6	CYP101 - Cyprus History	3	6
7	BUS102 - Introduction to Business		
	TOTAL	**20hrs**	**40 ECTS**
	SEMESTER TWO **Compulsory:**		
8	MAT102 - Discrete Mathematics for Technologists I	4	8
9	COM201 - Programming for Information Technology II	4	8
10	COM202 - Systems Analysis and Design	4	8
11	ENG122 - The Technique of Writing and Advanced English Language Studies	3	6
	Electives: One of the following two		
12	ACC205 Financial Accounting	3	6
13	HUM202 Business Psychology		
	TOTAL	**18 hrs**	**36 ECTS**
14	COM211 Industrial Placement	NA	6

	SEMESTER THREE **Compulsory subjects:**		
15	MAT201 - Discrete Mathematics for Technologists II	4	8
16	COM203 - Programming for Information Technology III	4	8
17	COM204 - Introduction to Database and Data Modeling	4	8
18	COM205 - Computer Architecture	4	8
	Electives: One of the following two		
19	ACC206 Financial Management		
20	MAR101 Marketing Principles	2	4
	TOTAL	**18hrs**	**36 ECTS**
	SEMESTER FOUR **Compulsory subjects:**		
21	MAT202 - Data Analysis	3	6
22	COM208 - Data Communications and Computer Networks	4	8
23	COM209 - Human Computer Interaction	4	8
24	COM210 - Data Structures	4	8
	Electives: One of the following two		
25	LAW301 Business Law		
26	MAR201 International Marketing	3	6
	TOTAL	**18hrs**	**36 ECTS**

Upon successful completion of this program, students are awarded the Diploma in Information Technology.

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

A/A	Course Type	Course Name	Course Code	Contact hours per week	Number of credit units per semester
		A' Semester (30ECTS)			
1.	Compulsory	Computer Fundamentals I	COM103	3	6
2.	Compulsory	Food and Beverage Service	HOT116	3	6
3.	Compulsory	The technique of writing and language studies I	ENG121	3	6
4.	Compulsory	Introduction to the Hospitality Industry	HOT101	3	6
5.	Elective	Theory of Catering	HOT109	3	6
6.	Elective	French language	FRE121	3	6
7.	Elective	German language	GER121	3	6
8.	Elective	Microeconomics	ECO101	3	6
			TOTAL	15hrs	30ECTS

A/A	Course Type	Course Name	Course Code	Contact hours per week	Number of credit units per semester
		B' 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	HOT211	3	6

		(Summer)			
			TOTAL	15hrs	28ECTS

C' Semester(28ECTS)					
1.	Compulsory	Front Office Management	HOT207	3	6
2.	Compulsory	Housekeeping Management	HOT206	3	6
3.	Compulsory	Computer Fundamentals II	COM104	3	6
4.	Compulsory	Speech and Language practice	ENG211	3	4
5.	Elective	French Language (Intermediate)	FRE211	3	6
6.	Elective	German Language (Intermediate)	GER211	3	6
7.	Elective	Tourism and Hospitality Industry	TOU314	3	6
8.			TOTAL	15hrs	28ECTS

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.

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

A/A	Course Type	Course Name	Course Code	Periods per week	Period duration	Number of weeks/ Academic semester	Total periods/ Academic semester	Number of ECTS
A' Semester (30 ECTS)								
9.	Compulsory	Computer Fundamentals I	COM103	3	55'	13	39	6
10.	Compulsory	Food and Beverage Service	HOT116	3	55'	13	39	6
11.	Compulsory	The technique of writing and language studies I	ENG121	3	55'	13	39	6
12.	Compulsory	Introduction to the Hospitality Industry	HOT101	3	55'	13	39	6
13.	Elective	Front Office Management	HOT207	3	55'	13	39	6
B' 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	ENG122	3	55'	13	39	6

		studies II						
5.	Compulsory	Sales Techniques and Processes	SAL101	3	55'	13	39	6

C' Semester(30ECTS)								
9.	Compulsory	Food preparation lab	HOT117	3	55'	13	39	6
10.	Compulsory	Housekeeping Management	HOT206	3	55'	13	39	6
11.	Compulsory	Computer Fundamentals II	COM104	3	55'	13	39	6
12.	Compulsory	Speech and Language practice	ENG211	3	55'	13	39	6
13.	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

A/A	Course Type	Course Name	Course Code	Periods per week	Period duration	Number of weeks / Academic semester	Total periods/ Academic semester	Number of ECTS
				A' Semester				
3.	Compulsory	ENGLISH GRAMMAR	ENG021	13	55'	13	169	0 (NC)
4.	Compulsory	READING AND WRITING	ENG022	12	55'	13	156	0(NC)
				B' Semester				
4.	Compulsory	ENGLISH GRAMMAR	ENG051	10	55'	13	130	0(NC)
5.	Compulsory	VOCABULARY AND COMPREHENSION	ENG052	10	55'	13	130	0(NC)
6.	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.

HOSPITALITY MANAGEMENT (4 years, plus an optional foundation year, Bachelor of Arts)

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

The Bachelor of Arts degree in Hospitality Management is a four-year program and is re-accredited by the Council of Educational Evaluation Accreditation.
This program of study involves three four-month optional summer periods of industrial placement in leading hotels all over Cyprus.

The overall aims and objectives of this program are to produce graduates, who have the ability, knowledge and skills to become competent managers in a rapidly changing hospitality and tourism industry and to foster an analytical and creative approach to problem solving.

This program will also encourage independent judgment and critical self-esteem. To achieve this, the students will be encouraged to develop:
  i.   The ability to express and communicate ideas clearly and to demonstrate and extend their own capacity for logical thinking
  ii.   The ability to analyze, evaluate and demonstrate innovative approaches either working independently or as part of an effective team
  iii. The capacity for diagnostic thinking and effective decision making

To be effective apart from knowledge, managers must acquire a range of abilities and skills. The BA Hospitality Management program is designed to contribute towards the acquisition of these abilities, through the emphasis it places on specific knowledge, key skills and specific managerial competences. In order to produce competent managers, the courses are delivered in a way that the student participation and activity through a wide range of teaching and learning strategies, such as case studies, projects, group assignments, role plays and lectures, are strongly encouraged.

The three four-month periods of industrial placement take place after the end of semesters two, four and six. During the three periods of industrial placement students work and develop their skills in real hospitality environment, learning from more experienced professionals and adapting to industry working conditions. At the first two industrial placements, students are expected to work in lower level positions (kitchen, restaurant and housekeeping), whereas at the last placement they are expected to train in more responsible positions such as front office, marketing, accounting and general management.

There are a number of exciting national and international career opportunities open to our graduates in this fast growing industry: Careers in hotels, commercial catering, and careers involved with tourism in general. Thanks to the three four-month periods of industrial placement our graduates can

develop skills in the real hospitality environment, learning from more experienced professionals and adapting to industry working conditions that will enable them to be ready to work and succeed in the hospitality or other business sector. There are two intakes per year: October and February.

TABLE 2: COURSE DISTRIBUTION PER SEMESTER

A/A	Course Type	Course Name	Course Code	Periods per week	Period duration	Number of weeks / Academic semester	Total periods/ Academic semester	Number of ECTS
A' Semester (30 ECTS)								
14.	Compulsory	Computer Fundamentals I	COM103	3	55'	13	39	6
15.	Compulsory	Food and Beverage Service	HOT116	3	55'	13	39	6
16.	Compulsory	The technique of writing and language studies I	ENG121	3	55'	13	39	6
17.	Compulsory	Introduction to the Hospitality Industry	HOT101	3	55'	13	39	6
18.	Compulsory	Front Office Management	HOT207	3	55'	13	39	6
B' Semester (28ECTS)								
1.	Compulsory	Practical Experience in Food and Beverage Service	HOT118	3	55'	13	39	6
2.	Compulsory	Financial Accounting for the Hospitality Industry	ACC102	3	55'	13	39	6

3.	Compulsory	The technique of writing and language studies II	ENG122	3	55'	13	39	4
4.	Compulsory	Sales Techniques and Processes	SAL101	3	55'	13	39	6
5.	Compulsory	Marketing Principles	MAR101	3	55'	13	39	6
C' Semester(28ECTS)								
14.	Compulsory	Facilities Management	HOT308	3	55'	13	39	6
15.	Compulsory	Housekeeping Management	HOT206	3	55'	13	39	6
16.	Compulsory	Computer Fundamentals II	COM104	3	55'	13	39	6
17.	Compulsory	Speech and Language practice	ENG211	3	55'	13	39	4
18.	Compulsory	Food preparation lab	HOT117	3	55'	13	39	6
D' Semester(28ECTS)								
1.	Compulsory	Effective speaking and Advanced Language Practice	ENG212	3	55'	13	39	4
2.	Compulsory	Financial Accounting for the Hospitality Industry	ACC203	3	55'	13	39	6
3.	Compulsory	Food and Beverage Management	HOT202	3	55'	13	39	6
4.	Compulsory	Animation	HOT208	3	55'	13	39	6
5.	Compulsory	Business Law	LAW311	3	55	13	39	6
Practical Training -Industrial Placement (Optional)			HOT311	During Summer break		16	40	6

		E' Semester(30ECTS)						
1.	Compulsory	Human Relations/Supervisory Development	HUM201	3	55'	13	39	6
2.	Compulsory	Food and Beverage Controls	HOT302	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	French language	FRE121	3	55'	13	39	6
6	Elective	Cyprus History	CYP111	3	55	13	39	6
		Students should choose one of the two electives						
		F' Semester(30ECTS)						
1.	Compulsory	Convention Management and Service	HOT301	3	55'	13	39	6
2.	Compulsory	Managing Organizations	HUM406	3	55'	13	39	6
3	Compulsory	International Marketing	MAR201	3	55'	13	39	6
4	Compulsory	Human Resources Management	HUM203	3	55'	13	39	6
5	Elective	French Language	FRE122	3	55	13	39	6
6	Elective	Tourism and Hospitality Industry	TOU314	3	55	13	39	6

Students should choose one of the two electives

		G' Semester(36ECTS)						
1.	Compulsory	Hospitality Technologies and Innovation	HOT404	3	55'	13	39	6
2.	Compulsory	Tourism and Leisure	TOU411	3	55'	13	39	6

		Management						
3.	Compulsory	Current Issues in Hospitality Industry	HOT405	3	55'	13	39	6
4.	Compulsory	Strategic Management	HUM408	3	55'	13	39	6
5.	Compulsory	Research Methods	BUS453	3	55	13	39	6
6	Elective	Microeconomics	ECO101	3	55	13	39	6
7	Elective	French Language (Intermediate)	FRE211	3	55	13	39	6
Students should choose one of the two electives								
H' Semester(30ECTS)								
1.	Compulsory	Small Business Management	HUM413	3	55'	13	39	6
2.	Compulsory	Senior Research Project	BUS409	3	55'	13	39	6
3	Compulsory	Tourism Planning and Development	TOU221	3	55'	13	39	6
4.	Compulsory	Intercultural Communication	HUM315	3	55'	13	39	6
5.	Elective	Macroeconomics	ECO201	3	55	13	39	6
6	Elective	French Language	FRE212	3	55	13	39	6

Students should choose one of the two electives

Upon successful completion of the program students are awarded the Bachelor of Arts degree in Hospitality Management.

BUSINESS STUDIES, (4 years, plus an optional foundation year, Bachelor of Arts)
– This program is registered but not yet accredited

The Business Studies Program lasts for four years and leads to the Bachelor of Arts Degree in Business Studies with concentration in International Business Studies (IBS), Management Information Systems (MIS) or Shipping & Logistics (SHL).

Each academic year is divided into two semesters. The first year of study is common for all students on this program of study. After the first year, the students must choose one of the three concentrations offered by the College in International Business Studies (IBS), Management Information Systems (MIS) or Shipping & Logistics (SHL).

The graduates of this program with concentration in *Shipping and Logistics* have a solid foundation in the concepts and skills of international shipping and logistics management, which will enable them to have an international career. The ones graduating with concentration in *Management Information Systems* are popular candidates for managerial positions in any kind of business enterprises since their concentration combines business studies and computer related courses. The *International Business Studies* program offers a solid foundation in the concepts and skills of international business. The primary focus is on global issues, strategic planning, business management disciplines and competition as well as providing expertise in international business decision-making.

There are two intakes per year: October and February.

BUSINESS STUDIES
PROGRAM STRUCTURE

No.	Course name and number	Contact hours per week	Number of ECTS per semester
	SEMESTER ONE **Major:**		
1	COM103 – Computer Fundamentals I	3	6
2	CYP111 – Cyprus History	3	6
3	BUS103 – Business Statistics	3	6
4	BUS102 – Introduction to Business	3	6
5	ENG121 – The Technique of Writing and Language Studies	3	6
6	COM108 – Computer Packages	3	6
	Concentration: No concentration		
	TOTAL	**18hrs**	**36 ECTS**
	SEMESTER TWO **Major:**		
7	COM104 – Computer Fundamentals II	3	6
8	ACC201 – Financial Accounting	3	6
9	BUS201 – Principles of Management	3	6
10	ECO101 – Microeconomics	3	6
11	ENG122 – The Technique of Writing and Advanced Language Studies	3	6
12	MAR101 – Marketing Principles	3	6
	Concentration: No concentration		
	TOTAL	**18hrs**	**36 ECTS**
	SEMESTER THREE **Major:**		
13	COM210 – Management Information Systems	3	6
14	ACC214 – Managerial Accounting	3	6
15	ECO201 – Macroeconomics	3	6
16	STA111 – Quantitative Methods I	3	6
	Concentration **in IBS / SHL:**		
17	HUM303 – Cultural Anthropology	3	6
18	FRE121 – French Language (Beginners I) or	3	6
19	GER121 – German Language (Beginners I)		
	Concentration **in MIS:**		
20	COM152 – Introduction to Multimedia: The Internet and the Web	3	6
21	COM109 – Programming Principles I	3	6
	TOTAL	**18hrs**	**36 ECTS**

	SEMESTER FOUR		
	Major:		
22	HUM202 – Business Psychology	3	6
23	HUM203 – Human Resources Management	3	6
24	BUS202 – International Business	3	6
25	MAR201 – International Marketing	3	6
	Concentration in IBS / SHL:		
26	STA112 – Quantitative Methods II	3	6
27	FRE122 – French Language (Beginners II) or	3	6
28	GER122 – German Language (Beginners II)		
	Concentration **in MIS:**		
29	COM222 – Systems Analysis and Design	3	6
30	COM216 – Programming Principles II	3	6
	TOTAL	**18hrs**	**36 ECTS**
	SEMESTER FIVE		
	Major:		
31	ECO301 – Economic Policy	3	6
32	ACC311 – Financial Management & Control	3	6
33	LAW311 – Business Law	3	6
	Concentration **in IBS**:		
34	BUS301 – International Management	3	6
35	GEO201 – World Geography	3	6
36	FRE211 – French Language (Intermediate I) or	3	6
37	GER211 – German Language (Intermediate I)		
	Concentration **in MIS:**		
38	COM234 – Introduction to Database & Data Modeling	3	6
39	COM209 – Human Computer Interaction	4	8
40	COM253 – Business Application Development	3	6
	Concentration **in SHL:**		
41	SHL301 – Maritime Practice	3	6
42	SHL302 – Introduction to Logistics	3	6
43	FRE211 – French Language (Intermediate I) or	3	6
44	GER211 – German Language (Intermediate I)		
	TOTAL	**18hrs**	**36 ECTS**

	SEMESTER SIX **Major:**		
45	MAR402 – International Marketing Communication	3	6
46	ACC301 – International Finance	3	6
47	EUR201 – European Union	3	6
	Concentration **in IBS: Two of the following three**		
48	HUM413 – Small Business Management	3	6
49	CYP301 – Cyprus Economic and Business Environment	3	6
50	FRE212 – French Language (Intermediate II) or		
51	GER212 – German Language (Intermediate II)		
	Concentration **in MIS: Two of the following three**		
52	MAT202 – Data Analysis	3	6
53	COM317 – Software Engineering	3	6
54	COM318 – Web Design and Implementation		
	Concentration **in SHL: Two of the following three**		
55	SHL303 – Carriage of Goods by Land-Sea-Air	3	6
56	SHL304 – Transport and Shipping Economics	3	6
57	FRE212 – French Language (Intermediate II) or		
58	GER212 – German Language (Intermediate II)		
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER SEVEN **Major:**		
59	HUM408 – Strategic Management	3	6
60	BUS405 – International Trade Policy	3	6
61	COM354 – E-Commerce	3	6
	Concentration **in IBS: Two of the following three**		
62	GEO401 – Environmental Management	3	6
63	BUS406 – Issues in Developing Countries	3	6
64	POL401 – International Relations		
	Concentration **in MIS:**		
65	COM107 – Computer Architecture	3	6
66	COM413 – Multimedia for WWW	3	6
	Concentration **in SHL: Two of the following three**		
67	GEO401 – Environmental Management	3	6
68	SHL401 – International Logistics Management	3	6

69	SHL402 – Ship broking and Chartering		
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER EIGHT **Major:**		
70	BUS409 – Senior Research Project	3	6
71	LAW401 – International Business Law	3	6
	Concentration **in IBS:**		
72	HUM315 – Intercultural Communication	3	6
73	BUS408 – Business Ethics	3	6
74	ECO401 – Economics of Sea Transport	3	6
	Concentration **in MIS: (Three of the following four)**		
75	COM218 – Data Communications and Computer Networks	3	6
76	COM412 – Operating Systems	3	6
77	COM416 – Advanced applications Programming	3	6
78	COM418 – Programming for the WWW	3	6
	Concentration **in SHL:**		
79	SHL404 – Logistics & Supply Chain Management	3	6
80	SHL405 – Maritime Policy and Management	3	6
81	SHL406 – Finance for Shipping and Transport Logistics	3	6
	TOTAL	**15hrs**	**30 ECTS**
	FOUNDATION COURSE **SEMESTER ONE**		
82	ENG021 – English Grammar	13	0
83	ENG022 – Reading and Writing	12	0
	TOTAL	**25hrs**	**0 ECTS**
	FOUNDATION COURSE **SEMESTER TWO**		
84	ENG051 – English Grammar	10	0
85	ENG052 – Vocabulary and Comprehension	10	0
86	ENG053 – Five Star English	5	0
	TOTAL	**25hrs**	**0 ECTS**
	INTENSIVE SUMMER COURSE		
87	ENG041 – English Grammar	10	0
88	ENG042 – Vocabulary and Comprehension	10	0
89	ENG043 – Five Star English	5	0
	TOTAL	**25hrs**	**0 ECTS**

Upon successful completion of the four-year program, students are awarded the Bachelor of Arts Degree in Business Studies.

EVENTS MANAGEMENT (4 years, plus an optional foundation year, Bachelor of Arts)
– This program is registered but not yet accredited

The Events Management Program lasts for four years and leads to the Bachelor of Arts degree in Events Management. Each academic year is divided into two semesters and there are two intakes per year: October and February.

The program has been designed to provide students with a rigorous academic and wide ranging educational and cultural experience, which will:
- Provide a foundation for a management career in the events industry;
- Encourage the development of those intellectual abilities and analytical skills necessary for career development, personal development;
- Enable students to develop the ability to cope with change and adapt to new systems and technologies within a multicultural environment;
- Learn to draw upon the knowledge and experience of others through interacting with their peer group;
- Acquire, through learning, a global perspective of management;

The Course Objectives of the program are:
- To provide students with the necessary knowledge, skills and competencies to manage organizations specializing in the events sector;
- To enable students to apply these concepts, principles and techniques appropriately to a variety of organizational situations;
- To encourage students to think critically and independently about intercultural problems;
- To provide the opportunity, through course related activity, for students to develop the skills and attributes necessary for their career and personal development.

EVENTS MANAGEMENT
PROGRAM STRUCTURE

No.	Course name and number	Contact hours per week	Number of **ECTS** per semester
	SEMESTER ONE **Compulsory:**		
1	ENG121 - The technique of writing and language studies I	3	6
2	EVE111 - The events Industry	3	6
3	EVE112 - Introduction to the Entertainment Industry	3	6
4	CYP111 - Cyprus History	3	6
5	COM103 - Computer Fundamentals I	3	6
	Electives: One of the following two		
6	FRE121- French (Beginners I)	3	6
7	GER121 - German (Beginners I)		
	TOTAL	**18hrs**	**36 ECTS**
	SEMESTER TWO **Compulsory:**		
8	ENG122 - The technique of writing and Language studies II	3	6
9	EVE122 - Introduction to Event Management	3	6
10	MAR101 - Marketing Principles	3	6
11	ACC201 - Financial Accounting	3	6
12	COM104 - Computer Fundamentals II	3	6
	Electives: One of the following two		
13	FRE122 - French (Beginners II)	3	6
14	GER122 - German (Beginners II)		
	TOTAL	**18hrs**	**36 ECTS**
	SEMESTER THREE **Compulsory:**		
15	ENG211 - Speech and Language Practice	3	6
16	EVE211 - Introduction to Sport Management	3	6
17	EVE212 – Meeting and Event Management	3	6
18	ACC214 - Managerial Accounting	3	6
19	HOT211 - Industrial Placement	N/A	6
	Electives: One of the following two		
20	FRE211-French (Intermediate I)	3	6

No.	Course	Hrs	ECTS
21	GER211 - German (Intermediate I)		
	TOTAL	**15hrs**	**36 ECTS**
	SEMESTER FOUR		
	Compulsory:		
22	ENG212 –Effective Speaking and Advanced Language Practice	3	6
23	EVE221 - Festival and Event Management	3	6
24	HUM203 – Human Resource Management	3	6
25	HUM202 - Business Psychology	3	6
	Electives: One of the following two		
26	FRE212 - French (Intermediate II)	3	6
27	GER212 – German (Intermediate II)		
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER FIVE		
	Compulsory:		
28	EVE311 –Planning and Management of Events	3	6
29	HOT308 - Facilities Management	3	6
30	LAW311 - Business Law	3	6
31	ACC308 - Financial Management	3	6
32	HOT311 - Industrial Placement	N/A	6
	Electives (One of two):		
33	GEO201 Word Geography	3	6
34	BUS301 International Management		
	TOTAL	**15hrs**	**36 ECTS**
	SEMESTER SIX		
	Compulsory		
35	EVE321 - Events Strategy	3	6
36	EVE322 - Venue Management	3	6
37	HOT301 - Convention Management	3	6
38	EVE323 - Special Event Planning-Project	3	6
	Electives (One of two):		
39	EUR201 European Union	3	6
40	TOU221 Tourism Planning and Development		
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER SEVEN		
	Compulsory:		
41	HUM406 - Managing Organizations	3	6
42	TOU411 - Tourism & Leisure Management	3	6
43	MAR411 - Consumer Marketing	3	6
44	HUM408 - Strategic Management	3	6

45	BUS453 - Research Methods	3	6
	HOT411 - Industrial Placement	N/A	6
46	**Electives:** There are no electives		
	TOTAL	**15hrs**	**36 ECTS**

	SEMESTER EIGHT		
	Compulsory:		
47	HUM413 - Small Business Management	3	6
48	ACC311 - Financial Management & Control	3	6
49	HUM315 - Intercultural Communication	3	6
50	BUS409 - Senior Research Project	3	6
51	EVE411 - Contemporary Issues in Events Management	3	6
	Electives: There are no electives		
	TOTAL	**15hrs**	**30 ECTS**

	FOUNDATION COURSE		
	FIRST SEMESTER		
52	ENG021 - English Grammar	13	0
53	ENG022 - Reading and Writing	12	0
	TOTAL	**25hrs**	**0 ECTS**
	SECOND SEMESTER		
54	ENG051 - English Grammar	10	0
55	ENG052 - Vocabulary and Comprehension	10	0
56	ENG053 - Five Star English	5	0
	TOTAL	**25hrs**	**0 ECTS**

	INTENSIVE SUMMER COURSE		
57	ENG041 - English Grammar	10	0
58	ENG042 - Vocabulary and Comprehension	10	0
59	ENG043 - Five Star English	5	0
	TOTAL	**25hrs**	**0 ECTS**

Upon successful Completion of the Program, students are awarded the Bachelor of Arts Degree in Events Management.

LEISURE MANAGEMENT (4 years, plus an optional foundation year, Bachelor of Arts)
– This program is registered but not yet accredited

The Leisure Management Program lasts for four years and leads to the Bachelor of Arts degree in Leisure Management. Each academic year is divided into two semesters and there are two intakes per year: October and February.

The program has been designed to provide students with a rigorous academic and wide ranging educational and cultural experience, which will:

- Enable students to develop a thorough understanding of the changing social, cultural, economic and political factors, which impact upon Leisure industries.
- Gives students the opportunity to explore Leisure policy and planning issues and the potential impacts of Leisure in a range of international contexts.
- Encourage students to develop knowledge and practical skills in business management as well as the specialist study of leisure management issues.
- Enable students to develop the ability to cope with change and adapt to new systems and technologies within a tourism environment.
- Acquire through learning a global perspective of Leisure management

The Course Objectives of the program are:

- To provide students with a solid understanding of the Leisure industry which is a very developed market.
- To encourage students to apply the concepts, techniques and principles of leisure to a variety of organizational concepts.
- To enable students to think critically about leisure management problems.
- To enable students to develop the skills necessary for their career and make them understand the political, economical, social and technological factors that affect leisure.

LEISURE MANAGEMENT
PROGRAM STRUCTURE

N	Course name and number	Contact hours per week	Number of **ECTS** per semester
	SEMESTER ONE		
	Compulsory:		
1	ENG121-The Technique of Writing and Language Studies	3	6
2	LEI112 - Introduction to Leisure, Tourism and Hospitality industry	3	6
3	LEI111 - The Leisure Environment	3	6
4	CYP111-Cyprus History	3	6
5	COM103-Computer Fundamentals I	3	6
	Electives: (One of Two)	3	6
6	FRE121-French Language (Beginners)		
7	GER121-German Language (Beginners)		
	TOTAL	**18hrs**	**36 ECTS**
	SEMESTER TWO		
	Compulsory:		
8	ENG122 – The Technique of Writing and Advanced Language Studies	3	6
9	LEI122 - Leisure in Society	3	6
10	MAR101-Marketing Principles	3	6
11	ACC201-Financial Accounting	3	6
12	COM104-Computer Fundamentals II	3	6
	Electives: (One of Two)		
13	FRE122-French Language (Beginners)	3	6
14	GER122-German Language (Beginners)		
	TOTAL	**18hrs**	**36 ECTS**
	SEMESTER THREE		
	Compulsory:		
15	ENG211 – Speech and Language Practice	3	6
16	LEI211 - Leisure Operations Management	3	6
17	LEI212 - Leisure Policy	3	6
18	ACC214 – Managerial Accounting	3	6
19	HOT211-Industrial Placement (optional)	N/A	6
	Electives: (One of Two)		
20	FRE211 – French Language (Intermediate)	3	6
21	GER211 – German Language (Intermediate)		
	TOTAL	**15hrs**	**36 ECTS**

	SEMESTER FOUR **Compulsory:**		
22	ENG212-Effective Speaking and Advanced Language Practice	3	6
23	LEI221-Leisure and Tourism Planning and Development	3	6
24	HUM203-Human Resource Management	3	6
25	HUM202-Business Psychology	3	6
	Electives: (One of Two)		
26	FRE212 – French Language (Intermediate)	3	6
27	GER212 – German Language (Intermediate)		
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER FIVE **Compulsory:**		
28	LEI311 - Leisure Subcultures	3	6
29	HOT308-Facilities Management	3	6
30	LAW311-Business Law	3	6
31	ACC308-Financial Management	3	6
32	HOT311-Industrial Placement (optional)	N/A	N/A
	Electives (One of Two):		
33	GEO201-World Geography	3	6
34	BUS301-International Management		
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER SIX **Compulsory:**		
35	LEI321 - Theoretical Perspectives on Leisure	3	6
36	LEI322 - Leisure and Technology	3	6
37	HOT301-Convention Management	3	6
38	LEI323 - Political Economy of Leisure	3	6
	Electives (One of two):		
39	EUR201-European Union	3	6
40	TOU314- Tourism and the Hospitality Industry		
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER SEVEN **Compulsory:**		
41	HUM406-Managing Organizations	3	6
42	TOU411-Tourism & Leisure Management	3	6
43	MAR411-Consumer Marketing	3	6
44	HUM408-Strategic Management	3	6
45	BUS407-Senior Research Project I	3	6
46	HOT411-Industrial Placement (optional)	N/A	6

	Electives: No electives		
	TOTAL	**15hrs**	**36 ECTS**
	SEMESTER EIGHT		
	Compulsory:		
47	HUM413-Small Business Management	3	6
48	ACC311-Financial Management & Control	3	6
49	HUM315-Intercultural Communication	3	6
50	BUS419-Senior Research Project II	3	6
51	LEI411 - Landscapes of Leisure and Tourism	3	6
	Electives: No Electives		
	TOTAL	**15hrs**	**30 ECTS**
	FOUNDATION COURSE		
	FIRST SEMESTER		
52	ENG021 English Grammar	13	0
53	ENG022 Reading and Writing	12	0
	TOTAL	**25hrs**	**0 ECTS**
	SECOND SEMESTER		
54	ENG051 English Grammar	10	0
55	ENG052 Vocabulary and Comprehension	10	0
56	ENG053 Five Star English	5	0
	TOTAL	**25hrs**	**0 ECTS**
	INTENSIVE SUMMER COURSE		
57	ENG041 English Grammar	10	0
58	ENG042 Vocabulary and Comprehension	10	0
59	ENG043 Five Star English	5	0
	TOTAL	**25hrs**	**0 ECTS**

Upon successful Completion of the Program, students are awarded the Bachelor of Arts Degree in Leisure Management.

TOURISM MANAGEMENT (4 years, plus an optional foundation year, Bachelor of Arts)
– This program is registered but not yet accredited

The Tourism Management Program lasts for four years and leads to the Bachelor of Arts degree in Tourism Management. Each academic year is divided into two semesters and there are two intakes per year: October and February.

The program has been designed to provide students with a rigorous academic and wide ranging educational and cultural experience, which will:
- Enable students to develop a thorough understanding of the changing social, cultural, economic and political factors which impact upon tourism industries.
- Gives students the opportunity to explore tourism policy and planning issues and the potential impacts of tourism in a range of international contexts.
- Encourage students to develop knowledge and practical skills in business management as well as the specialist study of tourism management issues.
- Enable students to develop the ability to cope with change and adapt to new systems and technologies within a tourism environment.
- Acquire through learning a global perspective of tourism management

The Course Objectives of the program are:
- To provide students with a solid understanding of the tourism industry.
- To enable students to apply a variety of organizational concepts to the tourism industry.
- To encourage students to think critically about tourism management problems.
- To enable students to develop the skills necessary for their career and make them understand the political, economical, social and technological factors that affect tourism.

TOURISM MANAGEMENT
PROGRAM STRUCTURE

N	Course name and number	Contact hours per week	Number of credit units per semester
	SEMESTER ONE **Compulsory:**		
1	ENG121-The Technique of Writing and Language Studies	3	6
2	TOU111-Introduction to Tourism	3	6
3	TOU121-The Tourism Industry	3	6
4	CYP111-Cyprus History	3	6
5	COM103-Computer Fundamentals I	3	6
6	**Electives: (One of Two)**		
7	FRE121-French Language (Beginners) GER121-German Language (Beginners)	3	6
	TOTAL	**18hrs**	**36 ECTS**
	SEMESTER TWO **Compulsory:**		
8	ENG122 – The Technique of Writing and Advanced Language Studies	3	6
9	TOU122 –The Tourist Experience	3	6
10	MAR101-Marketing Principles	3	6
11	ACC201-Financial Accounting	3	6
12	COM104-Computer Fundamentals II	3	6
13	**Electives: (One of Two)**		
14	FRE122-French Language (Beginners) GER122-German Language (Beginners)	3	6
	TOTAL	**18hrs**	**36 ECTS**
	SEMESTER THREE **Compulsory:**		
15	ENG211 - Speech and Language Practice	3	6
16	TOU222 -Tourism Destinations	3	6
17	GEO201-World Geography	3	6
18	ACC214-Managerial Accounting	3	6
19	HOT211-Industrial Placement (optional)	N/A	6
	Electives: (One of Two)		
20	FRE211 – French Language (Intermediate)	3	6
21	GER211 – German Language (Intermediate)		
	TOTAL	**15hrs**	**36 ECTS**

	SEMESTER FOUR **Compulsory:**		
22	ENG212-Effective Speaking and Advanced Language Practice	3	6
23	TOU314-Tourism and the Hospitality Industry	3	6
24	HUM203-Human Resource Management	3	6
25	HUM202-Business Psychology	3	6
	Electives: (One of Two)		
26	FRE212 – French Language (Intermediate)	3	6
27	GER212 – German Language (Intermediate)		
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER FIVE **Compulsory:**		
28	TOU321-E-tourism	3	6
29	TOU223-Tourism Economics	3	6
30	LAW311-Business Law	3	6
31	ACC308-Financial Management	3	6
32	HOT311-Industrial Placement (optional)	N/A	6
	Electives (One of Two):		
33	TOU224-Alternative Forms of Tourism	3	6
34	BUS301-International Management		
	TOTAL	**15hrs**	**36 ECTS**
	SEMESTER SIX **Compulsory:**		
35	TOU322-Tourism Impacts	3	6
36	TOU323-Tour Operations Management	3	6
37	HOT301-Convention Management	3	6
38	TOU221-Tourism Planning and Development	3	6
	Electives (One of two):		
39	EUR201-European Union	3	6
40	TOU324-Sustainable Tourism Development		
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER SEVEN **Compulsory:**		
41	HUM406-Managing Organizations	3	6
42	TOU411-Tourism & Leisure Management	3	6
43	MAR411-Consumer Marketing	3	6
44	HUM408-Strategic Management	3	6
45	BUS453-Research Methods	3	6
46	HOT411-Industrial Placement (optional)	N/A	6
	Electives: No electives		
	TOTAL	**15hrs**	**36 ECTS**
	SEMESTER EIGHT		

	Compulsory:		
47	HUM413-Small Business Management	3	6
48	ACC311-Financial Management & Control	3	6
49	HUM315-Intercultural Communication	3	6
50	BUS409-Senior Research Project	3	6
51	TOU421-International Tourism Management	3	6
	Electives: No Electives		
	TOTAL	**15hrs**	**30 ECTS**
	FOUNDATION COURSE		
	FIRST SEMESTER		
52	ENG021 English Grammar	13	0
53	ENG022 Reading and Writing	12	0
	TOTAL	**25hrs**	**0 ECTS**
	SECOND SEMESTER		
54	ENG051 English Grammar	10	0
55	ENG052 Vocabulary and Comprehension	10	0
56	ENG053 Five Star English	5	0
	TOTAL	**25hrs**	**0 ECTS**
	INTENSIVE SUMMER COURSE		
57	ENG041 English Grammar	10	0
58	ENG042 Vocabulary and Comprehension	10	0
59	ENG043 Five Star English	5	0
	TOTAL	**25hrs**	**0 ECTS**

Upon successful Completion of the Program, students are awarded the Bachelor of Arts Degree in Tourism Management.

ACCOUNTING AND FINANCE (4 years, plus an optional foundation year, Bachelor of Arts)
– This program is registered but not yet accredited

This is a four-year program that leads to the Bachelor of Arts degree in Accounting and Finance. Each Academic year is divided into two semesters and there are two intakes per year: October and February.

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

- Gain a wide-range of accounting based skills, which will be attractive to employees, both inside and outside the accountancy profession.
- Develop skills, which will enable students to maximize their personal development both inside and outside employment.
- Develop a flexible and enquiring intellectual stance, which will enable the student to adapt to a rapidly changing environment of work and social life.
- Be developed into high quality practitioners who can facilitate the effective and efficient use of accounting and finance by organizations in the private, public and voluntary sectors.
- Be able to continue if they wish to do so with the accounting professional examinations offered by the Chartered Institute of Management Accountants and Chartered Association of Certified Accountants professional bodies.
- Be able to work in an international environment by providing a thorough grounding in key accounting and finance areas together with language skills and intercultural understanding.

ACCOUNTING AND FINANCE
PROGRAM STRUCTURE

No.	Course name and number	Contact hours per week	Number of credit units per semester
	SEMESTER ONE **Compulsory:**		
1	ACC121 – Management Accounting Fundamentals I	3	6
2	ACC111 – Financial Accounting Fundamentals I	3	6
3	ECO101 – Microeconomics	3	6
4	BUS102 – Introduction to Business	3	6
5	COM103 – Computer Fundamentals	3	6
6	ENG121 – The Technique of Writing and Language Studies	3	6
	Electives: There are no electives		
	TOTAL	**18**	**36**
	SEMESTER TWO **Compulsory:**		
7	ACC221 – Management Accounting Fundamentals II	3	6
8	ACC211 – Financial Accounting - Fundamentals II	3	6
9	MAT103 – Business Calculus	3	6
10	ECO201 – Macroeconomics	3	6
11	COM104 – Computer Fundamentals II	3	6
12	ENG122 – The Technique of Writing and Advanced Language Studies	3	6
	Electives: There are no electives		
	TOTAL	**18**	**36**
	SEMESTER THREE **Compulsory:**		
13	STA211 – Data Analysis for Business	3	6
14	ACC321 – Personal Tax	3	6
15	ACC331 – Principles of Corporate Finance I	3	6
16	BUS201 – Principles of Management	3	6
	Electives (One of two):		
17	CYP111 – Cyprus History	3	6

18	HUM303 – Cultural Anthropology		
	TOTAL	**15**	**30**

	SEMESTER FOUR **Compulsory:**		
19	ACC332 –Principles of Corporate Finance II	3	6
20	ACC421 –Corporate Tax	3	6
21	HUM203 – Human Resources Management	3	6
22	MAR101 – Marketing Principles	3	6
	Electives (One of two):		
23	BUS202- International Business	3	6
24	BUS301- International Management	3	6
	TOTAL	**15**	**30**

	SEMESTER FIVE		
	Compulsory:		
25	ACC432 – Derivatives Securities and Risk Management	3	6
26	ACC431 –Investments	3	6
27	ACC451- Auditing-theory	3	6
28	LAW311- Business Law	3	6
	Electives (One of two):		
29	EUR201- European Union	3	6
30	HUM202- Business Psychology		
	TOTAL	**15**	**30**

	SEMESTER SIX		
	Compulsory:		
31	BUS421- Business Analysis	3	6
32	LAW321 – Principles of Company Law	3	6
33	ACC452 – Auditing – practice	3	6
34	ACC301 – International Finance	3	6
	Electives (One of two):		
35	ACC453 – Banking and Financial Institutions	3	6
36	HUM413- Small Business Management		
	TOTAL	**15**	**30**

	SEMESTER SEVEN **Compulsory:**		
37	ACC511 – Financial Reporting I	3	6
38	HUM406- Managing Organization	3	6
39	GEO401 –Environmental Management	3	6
40	BUS452 – Research Methods	3	6
	Electives (One of two):		
41	HUM408 – Strategic Management	3	6

42	BUS408 – Business Ethics		
	TOTAL	**15**	**30**

	SEMESTER EIGHT **Compulsory:**		
43	ACC521 – Financial Reporting II	3	6
44	ACC532 – Strategic Management Accounting	3	6
45	LAW401 – International Business Law	3	6
	Electives: (One of two):		
46	BUS409- Senior Research Project	3	6
47	ACC541-Advanced Taxation-Cyprus		
	Electives: (One of two):		
48	HUM315 –Intercultural Communication	3	6
49	POL401 – International Relations		
	TOTAL	**15**	**30**
	FOUNDATION COURSE SEMESTER ONE		
50	ENG021 – English Grammar	13	0
51	ENG022 – Reading and Writing	12	0
	FOUNDATION COURSE SEMESTER TWO		
52	ENG051 – English Grammar	10	0
53	ENG052 – Vocabulary and Comprehension	10	0
54	ENG053 – Five Star English	5	0
	INTENSIVE SUMMER COURSE		
55	ENG041 – English Grammar	10	0
56	ENG042 – Vocabulary and Comprehension	10	0
57	ENG043 – Five Star English	5	0

Upon successful completion of the program, students are awarded the Bachelor of Arts degree in Accounting and finance

MANAGEMENT STUDIES (1 year, Postgraduate Diploma)
– This program is registered but not yet accredited

This is a one-year program that leads to the Postgraduate Diploma in Management Studies. Each academic year is divided into two semesters and there are two intakes per year: October and February.

The ultimate purpose of this program is to enable participants to:

- Develop the advance management knowledge and skills required from those who wish to develop a career in general management, in specialist or functional management at a senior level, in management consultancy or who wish to build and run their own business.
- Develop knowledge and critical understanding of complex managerial and organizational issues.
- Make on operational contribution to the management of an organization.
- Build on previous management knowledge and experience with an emphasis on the practical application of theory to the problems of management in both smaller and larger organizations, which may be in the private, public or not-for-profit sectors.
- Benefit from a strong internationalist outlook, reflecting the growing impact of globalization on organizations, which will enable them to work in an international environment.

MANAGEMENT STUDIES

PROGRAM STRUCTURE

No.	Course name and number	Contact hours per week	Number of **ECTS** units per semester
1	BUS051 – Induction to Postgraduate	15	0
	SEMESTER ONE **Compulsory**		
2	MAR502 – Marketing and the Business Environment	3	6
3	HUM505 – HR Issues in Management	3	6
4	ACC503 – Financial Management	3	6
5	HUM506 – Leadership and Teamwork in Management	3	6
6	BUS509 – Research in Management Studies	3	6
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER TWO **Compulsory**		
7	HUM507 – Operations Management	3	6
8	HUM508 – Strategic Management	3	6
9	ECO501 – Economics for Managers	3	6
	Electives (two out of five)		
10	BUS507 – Entrepreneurial Studies	3	6
11	BUS508 – International Management	3	6
12	HUM503 – Organizational Leadership		
13	HUM504 – Organizational Communication		
14	BUS506 – Business Analysis Project		
	TOTAL	**15hrs**	**30 ECTS**

Upon successful completion of this program, students are awarded the Postgraduate Diploma in Management Studies.

BUSINESS ADMINISTRATION (1 year, Postgraduate Diploma)
– This program is registered but not yet accredited

The College of Tourism and Hotel Management, Cyprus, offers a one-year Postgraduate Diploma in Business Administration with opportunities for progression to the Masters in Business Administration (MBA) and Masters in International Business (MAIB) in a number of universities in Europe, UK and USA.

The program has been designed to provide students with a rigorous academic and wide ranging educational and cultural experience, which will:

- Provide a foundation for a management career in various organizations;

- Encourage the development of those intellectual abilities and analytical skills necessary for career development, personal development;

- Enable students to develop the skills and facility to investigate innovations and challenge ideas;

- Enable students to develop the ability to cope with change and adapt to new systems and technologies within a global environment.

- Learn to draw upon the knowledge and experience of others through interacting with their peer group;

- Acquire, through learning, a global perspective of management;

The objectives of the program are:

- To provide students with an education in management for a global market and economy;

- To enable students to apply these concepts, principles and techniques appropriately to a variety of organizational situations;

- To encourage students to think critically and independently about intercultural management problems;

- To provide the opportunity, through course related activity, for students to develop the skills and attributes necessary for their career and personal development.The program consists of two semesters, which lead to the Postgraduate Diploma in Business Administration. The first

semester consists of six compulsory modules whereas the second semester consists of three compulsory and three elective modules.

POST GRADUATE IN
BUSINESS ADMINISTRATION
PROGRAM STRUCTURE

No.	Course name and number	Contact hours per week	Number **ECTS** units per semester
1	BUS051 Induction to PGD	15	0
	SEMESTER ONE **Compulsory**		
2	STA501 Statistics and Quantitative Methods	3	6
3	HUM501 Organizational Behavior	3	6
4	MAR503 Marketing Management	3	6
5	ACC501 Financial Reporting	3	6
6	ECO501 Economics for Managers	3	6
	TOTAL	**15 hrs**	**30 ECTS**
	SEMESTER TWO		
	(a) Compulsory		
	BUS503 Strategy and Policy	3	6
	ACC502 Financial Management and Control	3	6
8	BUS504 Management Decision Making	3	6
9	**(b) Electives (two out of eleven)**		
10	HUM502 Management of Human Resources	3	6
11	MAR501 Marketing in an International Environment	3	6
12	BUS502 Total Quality Management	3	6
13	BUS505 Research Methodology	3	6
14	COM522 Systems Analysis and Design	3	6
15	BUS506 Business Analysis Project	3	6
16	BUS507 Entrepreneurial Studies	3	6
17	BUS508 International Management	3	6
18	HUM503 Organizational Leadership	3	6
19	HUM504 Organizational Communication	3	6
20	COM532 Business Information Systems	3	6
	TOTAL	**15 hrs**	**30 ECTS**

Upon successful completion of this program, students are awarded the Postgraduate Diploma in Business Administration.

Master in

▪ **Mediterranean Diet, Nutrition and Tourism,** (one year, 90 ECTS Master)
- This program **is accredited by CYQAA**.
The program is offered in Greek language only.
Μεσογειακή Διατροφή και Τουρισμός, (ένα έτος 90 ECTS, Μεταπτυχιακό)

. Program's purpose and objectives:

The aim of the Master program is to provide advanced knowledge in Nutrition and Dietetics Science in Tourism.

In more details, the aim of the Master Program «Mediterranean Diet, Nutrition and Tourism» is to provide:

- high level scientific training with specialized knowledge , to be implemented in the management and planning of dietary interventions at an individual and/or group level,
- interdisciplinary training to improve collaboration with professionals from different disciplines i.e. from the fields of Health, Sport and Tourism. Graduates will be able to position themselves in key areas of the public and the private sector in Tourism, as well as to work as freelancers, in development and promotion of research in all areas of the Master Program**.**

COURSE DISTRIBUTION PER SEMESTER

A/A	Course Type	Course Name	Periods per week	Number of ECTS
	COMPULSORY (C)	**A' Semester**- 36 ECTS		
1.	NUTR1	RESEARCH METHODS	3	8
2.	NUTR2	NUTRITION INFORMATICS	2	6
3.	NUTR3	ADVANCED TOPICS IN NUTRITION AND MEDITERRANEAN DIET I	3	8
4.	NUTR7	MEDICAL NUTRITION THERAPY IN TOURISM	3	8
5.	NUTR9	MEDITERRANEAN DIET AND PUBLIC HEALTH	2	6
	COMPULSORY (C)	**B' Semester**- 54 ECTS		
6	NUTR4	ADVANCED TOPICS IN NUTRITION AND MEDITERRANEAN DIET II	3	8
7	NUTR6	MEDITERRANEAN DIET AND FUNCTIONAL FOODS	3	8
8	NUTR5	QUALITY ASSURANCE AND FOOD SAFETY IN FOOD CATERING	2	6
9	NUTR8	ADMINISTRATION AND MANAGEMENT OF TOURIST FACILITIES	3	8
10	NUTR10	THESIS	6	24

No elective courses exist.

Upon successful completion of the one-year program, students are awarded the Master in Mediterranean Diet, Nutrition and Tourism.

MASTER IN LEISURE AND TOURISM MANAGEMENT (12 months, Master of Arts)

- This program is registered but not yet accredited

This is a twelve-month program leading to the award of a Master in Leisure and Tourism Management.
The Master in Leisure and Tourism Management program addresses key recent concerns regarding tourism and leisure and provides graduates with skills that will enable them to undertake advanced research in the academic community.

The program focuses on the complex connections between leisure and tourism. The aim of this master program is to provide students with a thorough grounding in relevant theoretical and policy analyses, to develop their proficiency in the framing and analysis of research questions and to provide them with an understanding of interdisciplinary approaches to tourism and leisure.

This program should be of interest to people from a wide variety of disciplines who wish to pursue this area for further study and to professionals in the industry who are seeking a wider understanding of tourism-related activities.

By the end of the program, student should:

- Have a thorough understanding of the leisure and tourism industry and its specific characteristics;
- Have acquired the basic managerial skills necessary to pursue a successful career in the leisure and tourism industry;
- Be able to apply theoretical concepts to problems and issues in real life industry situations;
- Have developed considerable person al skills and capabilities, which are necessary for making managerial decisions;
- Be able to study, analyze, and critically evaluate research in professional and academic literature;
- Be well qualified for pursuing further studies in inter-disciplinary areas.

MASTER IN LEISURE AND TOURISM MANAGEMENT
PROGRAM STRUCTURE

No.	Course name and number	Contact hours per week	Number of ECTS units per semester
1	BUS053 – Induction to Masters	15	0
	SEMESTER ONE **Compulsory**		
2	MAR522–Leisure and Tourism Marketing	3	6
3	HUM502-Human Resources Management	3	6
4	ACC503-Financial Management	3	6
5	HUM516-Leadership and Teamwork	3	6
6	HUM508-Strategic Management	3	6
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER TWO **Compulsory**		
7	LET501-Policy and Planning in Leisure and Tourism	3	6
8	BUS525-Research methods for Leisure and Tourism	3	6
9	LET502-E-Business in Leisure and Tourism	3	6
10	LET503-Theoretical Perspectives in Leisure and Tourism	3	6
11	TOU501-Sustainable Tourism	3	6
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER THREE **Compulsory**		
12	BUS519-Dissertation	6	12
	TOTAL	**6hrs**	**12 ECTS**

Upon successful completion of this program, students are awarded the Master in Leisure and Tourism Management.

BUSINESS ADMINISTRATION (18 months, Master in Business Administration)

This program of study is registered but not yet accredited.

This is an eighteen-month program leading to the award of a Masters in Business Administration (MBA).
Program aims.

The program has been designed to provide participants with a rigorous academic and wide ranging educational and cultural experience, which will:

- Encourage the development of those intellectual abilities and analytical skills necessary for career and personal development;
- Enable students to develop the skills and facility to investigate innovations and challenge ideas;
- Enable students to develop the ability to cope with change and adapt to new systems and technologies within a multicultural environment.
- Learn to draw upon the knowledge and experience of others through interacting with their peer group;
- Acquire, through learning, a global perspective of management;
- Develop knowledge and critical understanding of complex organizational issues;
- Build on previous professional knowledge and experience with an emphasis on the practical application of theory to the problems of management in both smaller and larger organizations;

Program objectives

The objectives of the program are:
- To provide students with an education in business management for a global market and economy;
- To enable students to apply these concepts, principles and techniques appropriately to a variety of international organizational situations;
- To encourage students to think critically and independently about intercultural management problems;
- To provide the opportunity, through course related activity, for students to develop the skills and attributes necessary for their career and personal

MASTER IN BUSINESS ADMINISTRATION
PROGRAM STRUCTURE

No.	Course name and number	Contact hours per week	Number of **ECTS** units per semester
1	BUS052 Induction to MBA	15	0
	SEMESTER ONE		
	(a) Compulsory		
2	STA501 Statistics and Quantitative Methods	3	6
3	HUM501 Organisational Behaviour	3	6
4	MAR503 Marketing Management	3	6
5	ACC501 Financial Reporting	3	6
6	ECO501 Economics for Managers	3	6
7	COM501 Management Information Systems	3	6
	(b) Electives:		
	There are no Electives.		
	TOTAL	**18 hrs**	**36 ECTS**
	SEMESTER TWO		
	(a) Compulsory		
8	HUM508 Strategic Management	3	6
9	ACC502 Financial Management and Control	3	6
10	BUS507 Entrepreneurial Studies	3	6
	(b) Electives (two out of nine)		
11	HUM502 Management of Human Resources	3	6
12	BUS502 Total Quality Management	3	6
13	BUS511 Project Management	3	6
14	BUS508 International Management	3	6
15	HUM503 Organizational Leadership	3	6
16	HUM504 Organizational Communication	3	6
17	HUM507 Operations Management	3	6
18	ACC551 Investments	3	6
19	MAR511 Marketing Research	3	6
	TOTAL	**15hrs**	**30 ECTS**
	SEMESTER THREE		
	(a) Compulsory		
20	BUS519 Thesis	6	12
	(b) Electives (one out of the nine courses offered in semester two excluding these two courses previous selected)	3	6
	TOTAL	**9hrs**	**18 ECTS**

Upon successful completion of this program, students are awarded the Master in Business Administration.

Course Content

ACCOUNTING AND FINANCE

ACC102: FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY I
(6 ECTS)
This course presents elementary financial accounting concepts and explains
how they apply to the hospitality industry.

ACC121: MANAGING ACCOUNTING FUNDAMENTALS I (6 ECTS)
This module focuses on one of the two main themes of accounting–managing
accounting and concentrates on the technical aspects of management
accounting, the use of accounting information to support and clarify business
decision-making.

ACC111: FINANCIAL ACCOUNTING FUNDAMENTALS I (6 ECTS)
This module focuses on one of the two main themes of accounting, financial
accounting. This module focuses on both the conceptual and practical
aspects of financial accounting. In this module you will be exposed to the
underpinning accounting theory, basic rules of financial accounting as well as
practical methods of bookkeeping.

ACC201: FINANCIAL ACCOUNTING (6 ECTS)
This course is an introduction to the basic accounting principles and to the
fundamentals of financial accounting systems.

ACC203: FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY II
(6 ECTS)
This course presents intermediate-level concepts relating to financial
accounting for the hospitality industry.
Prerequisite: ACC102

ACC211: FINANCIAL ACCOUNTING FUNDAMENTALS II (6 ECTS)
This module follows on from Financial Accounting at level one, in its focus on
financial accounts. The module continues to develop the themes of
conceptual and practical aspects of financial accounting, focusing in more
detail upon specific, significant accounting rules and regulations.
Prerequisite: ACC 111

ACC214: MANAGERIAL ACCOUNTING (6 ECTS)
This course presents to students the full range of accounting theory and
practice that is of relevance to the general manager, avoiding technical
aspects that are only of interest to accountants. The course will focus on
relating accounting to practical management problems and decisions drawn
from the business world.

ACC221: MANAGEMENT ACCOUNTING FUNDAMENTALS II (6 ECTS)
This module focuses on one of the two main themes of accounting-
management accounting. As the second part of management accounting, it

uses the technical aspect of management account taught in the first part (management accounting II) in order to develop knowledge and understanding of financial management methods for analyzing the benefits of various sources of finance and capital investment opportunities and to demonstrate the usefulness of management accounting techniques for business planning and control.
Prerequisite: ACC 121

ACC301: INTERNATIONAL FINANCE (6 ECTS)
This course studies the ways and means to reduce financial risk involved in international financial management, the interrelationship between international monetary environment and financial planning and factors such as exchange rate fluctuations, currency restrictions, tax regulations, foreign investment trade, and transfer of funds.

ACC308: FINANCIAL MANAGEMENT (6 ECTS)
This course introduces students to various concepts of Financial Management and enables them to use its techniques in the management of a hotel business.
Prerequisite: ACC 102 and ACC 203

ACC311: FINANCIAL MANAGEMENT AND CONTROL (6 ECTS)
The unit provides an opportunity for students to develop further the area of financial management, building on their earlier studies of financial and management accounting and offers the opportunity to enhance their understanding of financial planning and control techniques in respect of operating units and projects within the tourist industry.

ACC321: PERSONAL TAX (6 ECTS)
A sound knowledge of the main UK taxes affecting both companies and individuals is important for decision-making and strategic planning. This module provides a sound, detailed, working knowledge of the principles of income tax, corporations tax and VAT. Students will also develop basic tax planning abilities.

ACC331: PRINCIPLES OF CORPORATE FINANCE I (6 ECTS)
This module provides you with a thorough introduction to the principles of corporate finance. It will look at the financial roles and techniques used by management in their decision-making, focusing particularly on the role financial manager. It will emphasize that every decision that a business makes has financial implications.

ACC332: PRINCIPLES OF CORPORATE FINANCE II (6 ECTS)
This module develops the tools and techniques of analysis first provided at level one. The module will include dividend policies, debt policies methods of valuation of option, warrants, convertibles, debt and financial leases. Will also include methods for measuring and managing risks and methods of financial planning and short-term financial management. Finally, it will give emphasis on mergers and acquisitions and ways of benefit from possible synergies.
Prerequisite: ACC 331

ACC401: FINANCIAL MANAGEMENT AND CONTROL (8 ECTS)
The unit provides an opportunity for students to develop further the area of financial management, building on their earlier studies of financial and management accounting and offers the opportunity to enhance their understanding of financial planning and control techniques in respect of operating units and projects within the tourism-hospitality industry.
Prerequisite: ACC 308, or ACC 204

ACC421: CORPORATE TAX (6 ECTS)
A sound knowledge of the main taxes affecting both companies and individuals is important for decision-making and strategic planning. This module provides a sound, detailed, working knowledge of the principles of income tax, corporation tax and VAT. Students will also develop basic tax planning abilities.

ACC431: INVESTMENTS (6 ECTS)
The objective of this module is to give a sound knowledge of the management of investment portfolios based of the idea that since security markets are nearly efficient, most securities are usually priced appropriately given their risk and return attributes.

ACC432: DERIVATIVE SECURITIES AND RISK MANAGENT (6 ECTS)
The objective of the module is to give students the knowledge and understanding of financial markets and instruments by defining the concept of "derivative securities" and investigating the mechanics of the market on which such securities are traded. It covers the analysis of market in futures, options, swaps and other derivatives and their significance for portfolio management.

ACC451: AUDITING-THEORY (6 ECTS)
Auditing has s particularly high profile in both public and media eyes in the past few years. Difficulties arising from the changing perceptions of what auditors do, and can do, is the basis of this debate. This module provides student with the knowledge and understanding of the regulatory and operational environment with which internal and external auditing operates. Outlines and explains the ethical and statutory considerations within which auditors work and assess the main internal financial controls of organizations. It will also provide the tools and techniques used by auditors in their professional activities in the second part of the module, Auditing – practice, whereas the module will focus in case study investigation and analysis.

ACC452: AUDITING-PRACTICE (6 ECTS)
Auditing has a particularly high profile in both public and media eyes in the past few years. Difficulties arising from the changing perceptions of what auditors do, and can do, is the basis of this debate. This module provides student with the knowledge and understanding of the regulatory and operational environment with which internal and external auditing operates, in its first part. It also provides the tool and techniques used by auditors in their professional activities, whereas the module will focus in case study investigation and analysis.

ACC453: BANKING AND FINANCIAL INSTITUTIONS (6 ECTS)
This module examines the operation of monetary and financial institutions and markets, and their influence on the overall behavior of the economy. The reasons for the recent rapid changes in the financial system are considered, as well as the role of regulation. The primary focus is on the UK financial system, though some comparison is made with systems in Europe and the USA.

ACC501: FINANCIAL REPORTING (6 ECTS)
Whatever the implicit or explicit objectives of an organization, performance is increasingly measured in financial terms. Hidden behind financial information however is a whole array of beliefs, assumptions and judgments. This module is concerned with exploring those beliefs and assumptions and questioning their relevance to the information needs of managers. Initially the focus will be on external financial reporting as this allows accounting concepts to be developed in a wider context. In addition, it offers participants access to an extensive range of data in the form of published annual reports. Having developed the accounting framework, the focus then changes to internal financial reporting. Management accounting is introduced as part of the overall management information system, enabling participants to relate areas of study to their own organizations.

ACC502: FINANCIAL MANAGEMENT AND CONTROL (6 ECTS)
Financial management is essential to the survival and development of the organization. Responsibility for cost, profit and investment centers is typically given to managers at all levels in organizations. The need to acquire and develop the appropriate skills is increasingly acknowledged. The majority of managers are involved in the process of planning and controlling activities and the emphasis in the module is on the development of management skills appropriate to investment, financing and dividend decisions. It is assumed that student have an understanding of basic financial accounting principles.

ACC503: FINANCIAL MANAGEMENT (6 ECTS)
This module covers the main principles of financial management, focusing on the practical application of these principles to the management of an organization .It places the role of financial information in the context of management decision-making and in the context of wider management information needs. The main areas of finance covered are Financial Planning and Control, Financial Reporting, Strategic Investment Appraisal, Strategic Financing, and Financial decision-making.

ACC511: FINANCIAL REPORTING I (6 ECTS)
This module continues the development in Financial Accounting I&II. This module focuses on more advanced concepts and principles of financial accounting and also introduces students to the techniques for accounting for groups of companies and acquisitions and mergers. It will offer the knowledge and understanding needed for preparing and presenting financial reports based on International Accounting Standards. Prerequisite: ACC 111 & ACC211

ACC521: FINANCIAL REPORTING II (6 ECTS)
This module continues the development in Financial Reporting at level one. This module will focus on the techniques for accounting for groups of companies and acquisitions and mergers. The module will continue to investigate the theories and principles underpinning modern accounting. The module will also investigate and evaluate possible alternative techniques and practices, which are proposed as solutions to current accounting problems. Prerequisite: ACC 511

ACC532: STRATEGIC MANAGEMENT ACCOUNTING (6 ECTS)
This module draws upon prior studies of financial and cost accounting. The module develops the techniques used in strategic managerial decision-making. The module also evaluates these techniques in terms of the underlying concepts and assumptions underpinning them and assesses the new strategic management accounting methods such as Balanced Scorecards, Quality Costing and Back flush Costing.

ACC541: ADVANCED TAXATION-CYPRUS (6 ECTS)
The objective of this module is to built on the previous modules of taxation and ensures that students can apply judgment and techniques learned in the provision of a range of taxation services. The module is structured in such a way that is based on the Cyprus taxation system.

ACC551: INVESTMENTS (6 ECTS)
The objectives of this module is to give a sound knowledge of the management of investment portfolios based on the idea that since security markets are nearly efficient, most securities are usually prices appropriately given their risk and return attributes.

BUSINESS – MANAGEMENT

BUS051: INDUCTION TO PGD (no ECTS)
The induction is designed to bring program participants together as a team, and to prepare them for the remainder of the program, to promote self-confidence and the ability to continue self-learning.

BUS052: INTRODUCTION TO MBA (no ECTS)
The induction is designed to bring course participants together as a team, and to prepare them for the remainder of the program to promote self-confidence and the ability to continue self-learning. The induction part will precede the commencement of the course.

BUS053: INDUCTION TO MASTERS (no ECTS)
The induction is designed to bring course participants together as a team, and to prepare them for the remainder of the program, to promote self-confidence and the ability to continue self-learning. The induction part will precede the commencement of the course.

BUS102: INTRODUCTION TO BUSINESS (6 ECTS)
This course provides a survey of the business world and an understanding of business concepts.

BUS103: BUSINESS STATISTICS (6 ECTS)
Today's good decisions are driven by data. In all aspects of our lives, and importantly in the business context, an amazing diversity of data is available for inspection and analytical insight. Business managers and professionals are increasingly required to justify decisions on the basis of data. They need statistical model –based decision support systems. Therefore, this course builds up the basic ideas of business statistics systematically and correctly. It introduces techniques for summarizing and presenting data, estimation, confidence interval and hypothesis testing.

BUS 201: PRINCIPLES OF MANAGEMENT (6 ECTS)
This course provides instruction in principles of management that have general applicability to all types of enterprises, basic management, philosophy and decision making, principles involved in planning, organizing, leading and controlling and recent concepts in management.

BUS202: INTERNATIONAL BUSINESS (6 ECTS)
This course aims in developing student's knowledge and awareness of international business operations, practices and environment.

BUS301: INTERNATIONAL MANAGEMENT (6 ECTS)
The course focuses on the management of international business or multinational companies and emphasizes the importance of cross-cultural differences and working challenges.

BUS302: BUSINESS DECISION MAKING (4 ECTS)
This course is designed to introduce students to the business decision concepts in general and as applied to the hospitality industry in particular.

BUS303: INTERNATIONAL MANAGEMENT (4 ECTS)
The focus of this course is on the management of international business or multinational companies. Managerial functions are discussed in a cross-cultural setting. Emphasis is placed on the importance of cross-cultural differences and the challenges of working in a diverse work environment where people may not share the same basic values and assumptions.

BUS405: INTERNATIONAL TRADE POLICY (6 ECTS)
This course introduces students to the basic concepts of international trade and trade policy issues.

BUS406: ISSUES IN DEVELOPING COUNTRIES (6 ECTS)
The course provides the student with professional capabilities in the concepts, theory and analytical methods of assessing inequality and poverty in the context of contemporary economic growth and change.

BUS407 OR BUS409: SENIOR RESEARCH PROJECT (6 ECTS)
The course intends to develop the students' ability to manage a major project using their analytical and creative skills to study and present a significant topic of personal interest to them but guided by a tutor allocated for the purpose

BUS408: BUSINESS ETHICS (6 ECTS)
This course broadens and deepens students' understanding of business, business life, and its role in life and promotes effective, intelligent and realistic moral reasoning.

BUS409 SENIOR RESEARCH PROJECT (6 ECTS)
The Senior Research Project implies the design and development of a major research paper, and it should be of the highest quality. By undertaking the Senior Research Project students will be able to learn more about the hospitality, tourism and other industries. In all assignments they had to complete so far, the problem to be solved and the question to be address was set by the tutor. This time, however, with guidance, students will test their ability to set their own objectives and methods to investigate a topic in depth and develop, more than any other type of assessment, research skills, systematic approaches to problem solving, the logical structure of a report and advanced writing skills. It allows students to read widely, to look critically at previous work in the chosen area and to use that reading as the basis for addressing important "research" questions in your industrial sector. (Prerequisite(s) BUS453 Research Methods.

BUS419: SENIOR RESEARCH PROJECT II (6 ECTS)
This course allows the drawing together of the subject taught during the program of study into an original piece of research, which adds to the existing knowledge and demonstrates the student's analytical skills. The project should be regarded as an exercise in the collection, presentation, analysis and interpretation of the leisure industry findings. Prerequisite: BUS407

BUS421: BUSINESS ANALYSIS (6 ECTS)
The module introduces students to the concepts, tools and issues of information systems management. The module acknowledges that finance specialists are sometimes required to work alongside IS personnel in design of systems. The module develops knowledge and understanding of IS developments as required to take an informed and active role in IS solutions.

BUS452: RESEARCH METHODS (4 ECTS)
This course is designed to provide students with an understanding of research methods and the tools necessary to do their own research.

BUS453 OR BUS462: RESEARCH METHODS (6 ECTS)
The Research Methods is a core module for most programs of study. The students are required to attend classes and participate on this theoretical part of research studies, where they will learn important tools for carrying a research by themselves needed for the research project offered on the eighth semester as well as for any assignment that will be based on research.

BUS501: BUSINESS ENVIRONMENT ANALYSIS (6 ECTS)
To function effectively at the strategic level, managers should possess the ability to critically reflect on environmental factors that may provide opportunities, or constraints, for decision makers. To this end, the module may be regarded as a facilitating one, which develops the conceptual ability and techniques to analyze the environment. The module provides a contextual framework within which other modules are pursued. A multidimensional approach is taken in order to emphasize the cultural, economic, legal, political, social and technological dimensions of business in the 2000s.

BUS502: TOTAL QUALITY MANAGEMENT (6 ECTS)
In recent years the pursuit of Total Quality has become a major objective of many organizations. The aim of this module is to define the concept of Total Quality Management and to stress its importance to organizations wishing to satisfy their customer needs, reduce costs, increase profitability or become more competitive.

BUS503: STRATEGY AND POLICY (6 ECTS)
The aim of this module is to provide knowledge of concepts and models that support managerial thinking in the area of Strategy and Policy formulation and to explore some of the behavioral implications. Whilst the ultimate responsibility in this area remains at the top of the organization, complexity is involving other levels. This is true both in the implementation and the formulation of strategies and policies. There is, therefore, an increasing need for managers to understand this process and their parts in it.

BUS504: MANAGEMENT DECISION MAKING (6 ECTS)
The aim of this module is to examine the nature of management decision-making and the Multi-disciplinary perspectives of the process. Decision-making is often a highly political process in which fact, perception and judgment

precede negotiation or inspiration. The module will examine, therefore, the theoretical, behavioral and quantitative aspects of decision making.

BUS505: RESEARCH METHODOLOGY (6 ECTS)

Managers have to commission and subsequently interpret institutionally relevant investigations. Their ability to recognize the conceptual, technical and behavioral aspects of such undertakings will determine the appropriateness and potential ability of these responsibilities. Institutionally complex issues, which require this attention, would benefit from a managerial oversight, which itself displays personal experience of having engaged in institutionally based research. Thus, the Research Methodology Module will equip course members to fulfill those managerial responsibilities, which contain a research bias, not as professional researchers but rather as sponsors and recipients of that activity.

BUS506: BUSINESS ANALYSIS PROJECT (6 ECTS)

The Business Analysis Project (BAP) is a largely self-managed project focusing on the performance of a group of companies. Data for the performance analysis is the published accounts of the chosen companies. The selection of companies is the participant's own choice. They should establish a rationale for their choice such as, their own company and competitors; their principal suppliers; or a particular section in which they have an interest. The data is computer-modeled the output from the modeling -ratios and sensitivity analysis, form the basis for a review of the chosen companies' performance. This review gives participants the opportunity to apply and evaluate both financial reporting and strategy and policy modules.

BUS507: ENTREPRENEURIAL STUDIES (6 ECTS)

This module uses the general approach adopted by the previous modules to develop a more intensive and practical examination of small firms and small business units, which can achieve growth through planned business development. This is facilitated by developing an understanding of the environment in which these businesses operate, seeking to combine the academic underpinning of the previous modules practical examples of development of small business units, whether small firms or independent elements of larger organizations.

BUS508: INTERNATIONAL MANAGEMENT (6 ECTS)

With the move towards the completion of the single European market, plus the rapid developments in Central and Northern Europe, there is an increasing need for private and public sector managers to be able to function in a European, rather than in a single nation context. This module has been designed to meet this need. Some stress will be given to European Community policies and programs, as they have an increasing impact on the business environment of the member countries. The opportunities and threats that policy changes create for business will be given particular emphasis.

BUS509: RESEARCH IN MANAGEMENT STUDIES (6 ECTS)

This module provides an introduction to research and knowledge generation in the business and management subject areas. The expectation of business students at Postgraduate level is that they should enhance and develop their capability and skills in evidence based argument and decision making, demonstrating these at all stages during their award through the medium of

written assignments, presentations, reports and examinations. In most cases, a culmination of this process will be embodied within the final dissertation or project report. This module aims to provide both an introduction to a postgraduate mode of study together with valuable experience and knowledge about research and research processes that will carry the postgraduate student through to the successful conclusion of their award.

BUS511: PROJECT MANAGEMENT (6 ECTS)
Project management is growing exponentially. It's now used in virtually all industries, such as: health care, government, education and banking. Projects are how these organizations streamline to improve productivity. As mid-level management positions are reduced, project managers fill the void. Expertise in project management is a source of security, prosperity and power to these survivors.

BUS519: THESIS/DISSERTATION (12 ECTS)
For the award of a Masters degree, candidates must present a dissertation demonstrating a range of intellectual and practical skills, using and synthesizing information, carrying out an application-oriented research project within a business and management context, and identifying the implications of the findings. Professional managers need to be capable of basing their decision-making on information and knowledge derived from research, and so the skills acquired in the course of producing the Dissertation will contribute to the candidate's effectiveness throughout his or her career.

BUS525: RESEARCH METHODS FOR LEISURE AND TOURISM (6 ECTS)
This module aims to acquire academic and practical skills necessary to undertake successful dissertation research at Masters level. It fosters a critical awareness and interest in management and social science research and assesses the usefulness of different research methods in leisure related studies, especially with respect to projects relating to international tourism management and development, sport and leisure management and arts and heritage management. Finally, it aims to understand the contextual appropriateness of a range of research philosophies, epistemologies and methodologies and to formulate coherent research proposals with appropriate aims and relevant set of objectives.

COMPUTER SCIENCE

COM102: COMPUTER FUNDAMENTALS (4 ECTS)
This course is designed to provide the necessary basic knowledge and skills to use a personal computer, Windows, and Microsoft Office and the Internet.

COM103: COMPUTER FUNDAMENTALS I (6 ECTS)
The purpose of this course is to help students understand the basics of computers: hardware, software, computer networks, the Internet, systems analysis, operating systems, and programming languages.

COM104: COMPUTER FUNDAMENTALS II (6 ECTS)

This course is a continuation of Computer Fundamentals I. It prepares students for the constantly changing demands of using information systems as managers in today's fast-paced organizations first by relating MIS to management, the organization and technology, focusing on the importance of integrating these elements; second by tracking emerging technologies and organizational trends; and third by consistently using examples taken from real businesses, both domestic and foreign.

COM107: COMPUTER ARCHITECTURE (6 ECTS)
A study of the concepts of computer hardware design and organization needed for effective system implementation. Topics include computer peripherals and interfacing techniques, Boolean algebra, digital logic design, integrated circuit families, central processing unit design, buses and addressing, interrupts and direct memory access, hierarchical memories, system performance evaluation and a survey of commercially available computers.

COM108: COMPUTER PACKAGES (6 ECTS)
The course is designed to provide the necessary basic knowledge and skills to use a personal computer, Windows 2000, Microsoft Office 2000 and the Internet. By the end of the course, students will be expected to recognize and understand the various components of a computer system and work with Office 2000 and manage their files and various programs. They are also expected to create, edit and format documents using Microsoft Office 2000 and use efficiently the Internet.

COM109: PROGRAMMING PRINCIPLES I (6 ECTS)
The major objective of the course is to give the student experience of using these more formal approaches. It is expected at the end of the course that students should be able to appreciate the common factors among and differences between a variety of programming languages and appreciate the important concepts underlying current programming languages. At the end of the course, students are expected understand the need for formal approaches and appreciate the role of formal specification and verification in system modeling. Moreover, they are expected to write programs in Visual Basic, for common systems and appreciate the applications of results and complexity to computing examples. These objectives reinforce skills in programming, modeling, abstraction, as well as increasing general mathematical skills.

COM111: COMPUTER RESERVATION SYSTEMS (6 ECTS)
This course is designed to familiarize students with the Galileo Computerized Airline Reservation System.

COM115: PROGRAMMING FOR INFORMATION TECHNOLOGY I (6 ECTS)
This unit aims to give an understanding of formal or mathematical approaches to computing. These include rigorous descriptions of the behavior of programming languages and formal logic, which is used to reason about the behavior of programs, and the mathematical theory of computability, which shows both the universality of most computing systems and their limitations. The major objective of the course is to give the student experience of using these more formal approaches.

COM152: INTRODUCTION TO MULTIMEDIA: THE INTERNET AND THE WEB   (6 ECTS)
This class is an introduction to key Internet, Web, and multimedia technologies. Basic Internet technologies such as UNIX, Telnet, Group Communication tools, FTP, and the WWW will be discussed and used in this class. Designing and building web pages, incorporating basic HTML, digital

image creation and manipulation, and multimedia types such as animation, audio, and video will be some of the areas covered in this class.

COM207: BUSINESS DATA PROCESSING (6 ECTS)
The course is designed to enable the student to use effectively the Microsoft Office (word-processing, spreadsheet, electronic presentations and data processing)
Prerequisite: COM 102 or COM103

COM209: HUMAN COMPUTER INTERACTION (8 ECTS)
This course provides an overview and introduction to the field of human-computer interaction. It introduces students to tools, techniques, and sources of information about HCI. The course increases awareness of good and bad design through observation of existing technology. Using a systematic approach to design, the course introduces students to the basic skills of task analysis, and analytic and empirical evaluation methods.

COM210: MANAGEMENT INFORMATION SYSTEMS (6 ECTS)
Information is now recognized as one of the key assets of an organization. Information processing is now a major organizational activity, the focus of which is not simply routine data processing, but the use of information for management control at all levels. We are in the "Information Age". While the requirements for routine transaction processing are reasonably stable and relatively easy to identify, information requirements for management decision-making are less stable and more difficult to define. Consequently, course members need to become acquainted with some of the management issues and concerns relative to the development and implementation of information systems, especially those that are computer based and to develop competencies in analyzing and defining organizational information requirements.

COM211: INDUSTRIAL PLACEMENT I (6 ECTS)
The purpose of the internship is to give students exposure to the work environment in the Information Technology industry and to provide them with some basic skills and understanding of the industry. The exposure will help students decide what sort of position they might want to pursue in their professional career.

COM214: DATA STRUCTURES (8 ECTS)
This unit aims to give an understanding of formal or mathematical approaches to computing. These include rigorous descriptions of the behavior of programming languages and formal logic, which is used to reason about the behavior of programs, and the mathematical theory of computability, which shows both the universality of most computing systems and their limitations. The major objective of the course is to give the student experience of using these more formal approaches.

COM216: PROGRAMMING PRINCIPLES II (6 ECTS)
This unit aims to give an understanding of formal or mathematical approaches to computing. These include rigorous descriptions of the behavior of programming languages and formal logic, which is used to reason about the behavior of programs, and the mathematical theory of computability, which

shows both the universality of most computing systems and their limitations. The major objective of the course is to give the student experience of using these more formal approaches. It is expected at the end of the course that students should be able to appreciate the common factors among and differences between a varieties of programming languages and appreciate the important concepts underlying current programming languages. At the end of the course, students are expected to understand the need for formal approaches and appreciate the role of formal specification and verification in system modeling. Moreover, they are expected to write programs in Visual Basic, for common systems and appreciate the applications of results and complexity to computing examples. These objectives reinforce skills in programming, modeling, abstraction, as well as increasing general mathematical skills. Prerequisite: COM109

COM218: DATA COMMUNICATIONS AND COMPUTER NETWORKS (8 ECTS)
This course provides an introduction to data communications hardware and software, and use of these components in computer networks. Topics include but are not limited to communication system components, communications software, packet switching, common carrier issues, wide area networks vs. local area networks, and performance considerations.
Prerequisite: COM205

COM221: PROGRAMMING FOR INFORMATION TECHNOLOGY II (8 ECTS)
This unit aims to give an understanding of formal or mathematical approaches to computing. These include rigorous descriptions of the behavior of programming languages and formal logic, which is used to reason about the behavior of programs, and the mathematical theory of computability, which shows both the universality of most computing systems and their limitations. The major objective of the course is to give the student experience of using these more formal approaches.
Prerequisite: COM115

COM222: SYSTEMS ANALYSIS AND DESIGN (8 ECTS)
This subject introduces the fundamental processes of identifying requirements, specifying, analyzing and designing information systems. Students will gain experience in the tools and techniques for all stages of the analysis and design cycle. Topics include analysis techniques, data modeling, feasibility assessment, process modeling, automated support tools including Computer Aided Software Engineering (CASE), database design and specification, prototyping, and systems development methodologies.

COM233: PROGRAMMING FOR INFORMATION TECHNOLOGY III (8 ECTS)
An introduction to an object oriented programming language, such as Java, for the World Wide Web. This course will cover the creation of applet and application programs. Topics include Internet concepts, basic language concepts (declaring and evaluating data, statements, expressions control flow and input), the development environment, essentials of applet programming (URL, audio, image, test, animation), classes and objects, error handling,

debugging, threads, and the client/server environment. Programming projects will be required.
Prerequisite: COM221

COM234: INTRODUCTION TO DATABASE AND DATA MODELING (8 ECTS)
A presentation of the data modeling process and database implementation fundamentals. Data modeling, fundamental relational concepts, the process of normalization, relational algebra, and guidelines for mapping a data model into a relational database will be covered. Students will model a multimedia or text only information problem and implement it with a commercially available database package on a single machine.

COM235: COMPUTER ARCHITECTURE (8 ECTS)
A study of the concepts of computer hardware design and organization needed for effective system implementation. Topics include computer peripherals and interfacing techniques, Boolean algebra, digital logic design, integrated circuit families, central processing unit design, buses and addressing, interrupts and direct memory access, hierarchical memories, system performance evaluation and a survey of commercially available computers.
Prerequisite: COM222, COM103

COM253: BUSINESS APPLICATION DEVELOPMENT (6 ECTS)
This course is designed to handle the every-day problems faced in any office. It aims to the computer professional who is working in an MIS department, supporting the operations been carried out in all the other departments of a company. It emphasizes on a decentralized office/company model, where every department, may have its own MIS team, to immediate support them in the event of a computer problem. Under this philosophy the MIS professional must have working knowledge of what is carried out by the employees of the office, and be able to support and guide them in how to automate/computerize their every-day tasks. For this reason the course is designed to demonstrate how to use information systems techniques to solve managerial and organizational problems of limited complexity. Includes solving formal analytic problems and implementing solutions using information systems development techniques focusing on developing solutions for small systems using end-user computing and macros. This course is a practical course and takes place in a computer laboratory. Although not a necessity, it makes use of Microsoft Office tools (EXCEL, ACCESS). It combines the use of Access, Excel and Visual basic programming, in developing small-scale applications that might be found useful in any modern office.

COM317: SOFTWARE ENGINEERING (6 ECTS)
The focus of this module is the theory and practice of software development in the context of rapidly evolving technologies. The design and development of software-based systems places heavy demands on successful practitioners. They need a wide knowledge of the software from which systems can be constructed, as well as a lesser but significant knowledge of the supporting hardware. They must have knowledge of a range of techniques, models and tools appropriate for analysis, design and implementation, be competent in their use and be able to select those suitable for the tasks they face. They must be aware of the wider context in which the systems they develop are being introduced and be able to communicate well in a variety of modes.

COM318: WEB DESIGN AND IMPLEMENTATION (6 ECTS)
This course builds on the basic aspects of HTML, web design, and multimedia programming. This course provides an overview of web design concepts, including usability, accessibility, information design, and graphic design in the context of the web. It also provides an introduction to important and emerging web site technologies.

COM354: E-COMMERCE (6 ECTS)
E-commerce is one of the major concerns taxing the minds of business people everywhere, but such is the nature of the web that any organization, large or small can participate in this new business paradigm. This course aims in showing how a fully functioning e-commerce site may be built. It describes how the database of such a site may be built, shows the Visual Basic code needed to enforce business rules and control transactional processing, and the ASP pages that will present the site to the visitor. It also outlines the new marketing strategies needed to implement in order to move a business from a retailer to an e-tailer.

COM412: OPERATING SYSTEMS (6 ECTS)
On completion of the class, a student should be able to have an appreciation of the historical development of operating systems, to display knowledge of the fundamental concepts, structures and techniques used in operating systems and to understand the process model, process scheduling and inter-process communication. Moreover, a student should be able to appreciate the need for memory management and to display knowledge of concepts and techniques involved in virtual memory management as well as to have achieved an understanding of file systems and security and to display knowledge of input/output, deadlock and resource scheduling.

COM413: MULTIMEDIA FOR WWW (6 ECTS)
This course presents fundamental topics of designing and implementing multimedia on the Internet. Each topic is presented along with the underlying computer technology that supports it and hands-on projects incorporating the concepts. As the technology of interactive multi- media on the Internet changes, this course will present the current practice in preparing multimedia for cross-platform delivery to the growing audience of Internet users. Using the capabilities of current web browser client and http server technology, students will implement interactive multimedia for a variety of applications.

COM416: ADVANCED APPLICATIONS PROGRAMMING (6 ECTS)
This course covers advanced programming using Visual Basic, with a focus on more complex data structures, database applications and the integration of applications code into an operating system environment such as Windows 98/NT. A secondary but nevertheless critical goal is developing the skills and attitudes needed to develop well-crafted code.

COM418: PROGRAMMING FOR THE WWW (6 ECTS)
This course covers designing Internet pages and applications for personal and business use, writing required program code in languages such as HTML, JAVA, and VRML, testing and debugging programs, uploading and maintaining Internet pages and applications. Programming assignments are completed using JAVA. This course surveys the many technologies that are used to program multi-tiered, client/server, database-intensive, Web-based applications. Topics include: HTML, Dynamic HTML, client-side and server-side scripting (with JavaScript, VBScript, and Perl), graphics, e-commerce,

security, web servers, databases, Active Server Pages (ASP), Common Gateway Interface (CGI), XML (extensible Markup Language), and servlets.

COM501: MANAGEMENT OF INFORMATION SYSTEMS (6 ECTS)
Information is now recognized as one of the key assets of an organization. Information processing is now a major organizational activity, the focus of which is not simply routine data processing, but the use of information for management control at all levels. We are in the "information Age". While the requirements for routine transaction processing are reasonably stable and relatively easy to identify, information requirements for management decision-making are less stable and more difficult to define. Consequently, course members need to become acquainted with some of the management issues and concerns relative to the development and implementation of information systems, especially those that are computer based and to develop competencies in analyzing and defining organizational information requirements.

COM502: CORPORATE INFORMATIONS SYSTEMS MANAGEMENT (6 ECTS)
The rate of increase in the amount of information, the ways in which organizations adapt to the increase, and the search for competitive advantage using Information Technology (IT) resources effectively. This module is intended to address these issues, and others. No assumption is made about course members' IT skills; however, it is expected that they will have completed the Management of Information Systems module, as a preparation for the strategic evaluation and analysis of organizational systems which this module covers.

ECONOMICS

ECO101: MICROECONOMICS (6 ECTS)
The course familiarizes the student with the foundation of microeconomics. Mainly, it focuses on imparting to students specific tools that they can use to analyze consumer behavior, firm strategy, and public policy.

ECO201: MACROECONOMICS (6 ECTS)
The course focuses on imparting to students' specific tools that they can use to analyze macroeconomic data, the real economy in the long run, money and prices in the long run, the macroeconomics of open economies, and short-run economic fluctuations.

ECO301: ECONOMIC POLICY (6 ECTS)
This course considers issues such as why government might intervene in the economy at the micro- level, its effect on efficiency and allocation and its intervention based on political and economic considerations, government intervention in the economy and its stimulation of certain kinds of economic activity.

ECO302: MODERN ECONOMICS (6 ECTS)

This course creates awareness and understanding of the economic environment within which organizations operate, of the interactions between that environment and the organization and introduces the methodology and concepts of economics that may be pertinent for problem-solving and decision-making in hospitality organizations.

ECO401: ECONOMICS OF SEA TRANSPORT (6 ECTS)
The course ensures that students have a broad understanding of the economic and commercial environment in which shipping operates, appreciate the factors that influence the supply, operation and demand for ships and shipping services, and finally develop the essential professional transferable skills of critical assessment and analysis.

ECO501: ECONOMICS FOR MANAGERS (6 ECTS)
The role of the manager involves the ability to use all available resources and information but based on theoretical and on real data as well, managers must be able to plan, compete and use all the business resources in the best and the most efficient way in order to help an organization prosper and compete successfully. Therefore, this course through managerial economics will help the students make sound managerial decisions based on theory linked to real situations.

ENGLISH

ENG021: ENGLISH GRAMMAR (no ECTS)
The aims of this course are to enable students to build on structures and functions of grammar in order to be able to use different types of English grammar correctly.

ENG022: READING AND WRITING (no ECTS)
The course aims at helping students develop mastery of the most fundamental grammatical structures and basic vocabulary so as to prepare students to follow further courses.

ENG041: ENGLISH GRAMMAR (no ECTS)
The aim of this course is to develop mastery of the most important grammatical structures and be able to use them in written and spoken communication.

ENG042: VOCABULARY AND COMPREHENSION (no ECTS)
The aim of this course is to teach students various reading strategies to deal with various intermediate texts and to develop students' vocabularies.

ENG043: FIVE STAR ENGLISH (no ECTS)
The course focuses on developing students' vocabulary, comprehension and speaking skills and enabling them understanding the vocabulary used in catering services, hotel management, and other sectors of the tourist industry.

ENG051: ENGLISH GRAMMAR (no ECTS)

The purpose of this course is to enable students to build on structures and functions of grammar in order to be able to use different types of English grammar correctly.

ENG052: VOCABULARY AND COMPREHENSION (no ECTS)
The purpose of this course is to teach students how to develop their reading skills and expand their knowledge of vocabulary.

ENG053: FIVE STAR ENGLISH (no ECTS)
This course focuses on the vocabulary, comprehension and grammar. It aims at developing speaking and comprehension skills of students. Students have the chance to orientate towards a more general knowledge of the language appropriate to the needs of the tourist industry.

ENG121: THE TECHNIQUE OF WRITING AND LANGUAGE STUDIES (6 ECTS)
The emphasis of the course is on writing. Students are given ample opportunity to practice writing in different styles, i.e., business letter writing, report writing, description, summaries, argumentative writing etc. In addition students are given the opportunity to practice and improve their ability in reading, discussing as well as to enrich their vocabulary and review the basic grammatical structures.

ENG122: THE TECHNIQUE OF WRITING AND LANGUAGE STUDIES II
(6 ECTS)
The emphasis of the course still remains on writing. Students are given the opportunity to practice writing of different types. Furthermore students continue to practice and improve the other language skills (reading, speaking, and listening), to build up their vocabulary and revise the grammatical structures.
Prerequisite: ENG 121

ENG211: SPEECH AND LANGUAGE PRACTICE (6 ECTS)
Students are given many opportunities to practice their communication skills. There is also a revision of writing skills and the opportunity to improve their vocabulary when dealing with passages of a more advanced structure.
Prerequisite: ENG 122 & ENG121

ENG212: EFFECTIVE SPEAKING AND ADVANCED LANGUAGE PRACTICE (6 ECTS)
The emphasis of this course is on speaking. The student will have much opportunity to practice different types of speeches and use of visual aids in class. The students will also analyze speeches accordingly. There will be some instruction dealing with project writing and presentation. Prerequisite: ENG 211.

EVENTS

EVE111: THE EVENTS INDUSTRY (6 ECTS)

The module provides an introduction to events industry. It considers the nature of events as a type of product within the business, leisure and tourism sectors and the market for deferent types of event.

EVE112: INTRODUCTION TO THE ENTERTAINMENT INDUSTRY (6 ECTS)
This module provides an introduction to the entertainment industry. In consists of an overview of the history current state and trends of the entertainment industry. It identifies the key segments within the entertainment industry and contacts a basic situation analysis for each segment. It emphasizes how the media and technology influences consumer interests and buying habits in the entertainment economy and the importance of understanding the nature and characteristics of consumer of entertainment.

EVE122: INTRODUCTION TO EVENTS MANAGEMENT (6 ECTS)
This module will offer an introduction to the many facets of managing an event-from marketing and ticketing, to operation and evaluation. Through instruction, observation, and analysis the students will probe, dissect and draw conclusion about "what works" in event management.

EVE211: INTRODUCTION TO SPORT MANAGEMENT (6 ECTS)
This course is as analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to sport management career opportunities in the sport industry and to sport principles as they apply to management, leadership style, communication, and motivation.

EVE212: MEETING AND EVENT MANAGEMENT (6 ECTS)
This course is designed to meet the needs of people who wish to expand their job skills within the growing event-management industry.

EVE221: FESTIVAL AND EVENT MANAGEMENT (6 ECTS)
This module consists of a variety of concepts and practices that contribute to successfully planning, marketing, and managing special events. It emphasizes the importance of facing the production of annual festivals or events series as a year-round job, and post-event evaluation and off-season planning as critical for the success of the event during its run. It will introduce key strategies for maintaining lasting sponsorships for making creative changes that can bring life to festivals and event, for maintaining successful strategic alliances and the overall approach to building a revenue plan.

EVE311: PLANNING AND MANAGEMENT OF EVENTS (6 ECTS)
The course is to build on and apply the knowledge, skills and core competencies acquired in the pre-requisite module, the events industry. Also to equip the student with the theoretical and practical skills necessary to research plan and implement a wide range of types of event. Finally, to apply event planning knowledge and skills in a diversity of business, leisure, cultural and tourism settings.

EVE321: EVENTS STRATEGY (6 ECTS)

The focus of this module is the diverse nature of the events market and the various strategies that events providers might employ in seeking to exploit this market. Some providers may use a major hallmark event as the focus for a range of subsidiary and follow-up events. Conversely, other providers may seek to focus on a wider range of smaller community events through out the year. The implications of these strategies for the provision and management of events are examined.

EVE322: VENUE MANAGEMENT (6 ECTS)
This module provides an overview of the history, current state, and trends of public facility development and management. It identifies the unique relationships between a venue and its stakeholders and underlines the major problems and opportunities in venue management.

EVE323: SPECIAL EVENT PLANNING-PROJECT (6 ECTS)
This course introduces students to special event planning processes and techniques. Emphasis is on creating; organizing, identifying sponsors, marketing and implementing large scale community events. Each student will be a member of a "project team" and each team will be responsible for developing one special event.

EVE411: CONTEMPORARY ISSUES IN EVENTS MANAGEMENT (6 ECTS)
This course is designed to engage in an analysis of the major contemporary issues involved in staging events in order to obtain a better understanding of the role of events in society. Also, situate these issues in socio-cultural, economic, environmental and political context. Further, examine these issues within appropriate theoretical and conceptual frameworks. Finally, apply these analyses to event planning and management to achieve more successful outcomes.

FRENCH

FRE121: FRENCH (Beginners I) (6 ECTS)
The course is designed to familiarize students with the basic grammatical structures of the French language and to develop the student's ability to read, write and understand the language. It aims at the acquisition of practical vocabulary and knowledge of grammatical structure at an elementary level.

FRE122: FRENCH (Beginners II) (6 ECTS)
The course is designed to continue to build on the knowledge of FRE 121. It aims at the acquisition of practical vocabulary and knowledge of structure through oral usage in the classroom still at an elementary stage. Prerequisite: FRE 121

FRE211: FRENCH (Intermediate I) (6 ECTS)
The purpose of this course is to teach the students the skills of the French language at an intermediate level. The course also emphasizes the acquisition of hotel and tourism vocabulary.

FRE212: FRENCH (Intermediate II) (6 ECTS)
The purpose of this course is to teach the students the skills of the French language at an intermediate level. The course also emphasizes the acquisition of hotel and tourism vocabulary. Prerequisite: FRE211

GEOGRAPHY

GEO201: WORLD GEOGRAPHY (6 ECTS)
The course analyses the existing and emerging geographic patterns in the world and the processes and trends producing such patterns. It also examines the global scale of human activities and interaction with the environment and the linkages tying the various regions of the world into a single global community.

GEO401: ENVIRONMENTAL MANAGEMENT (6 ECTS)
This module is an introduction to environment management and it has a particular focus on the use of management systems and approaches in a business context.

GERMAN

GER121: GERMAN (Beginners I) (6 ECTS)
The course is designed to familiarize students with the basic grammatical structures of the German language and to develop the students' ability to read, write and understand the language. It aims at the acquisition of practical vocabulary and knowledge of grammatical structure at an elementary level.

GER122: GERMAN (Beginners II) (6 ECTS)

The course is designed to continue to build on the knowledge of GER121. It aims at the acquisition of practical vocabulary and knowledge of structure through-oral usage in the classroom still at an elementary level.
Prerequisite: GER 121

GER211 GERMAN (Intermediate I) (6 ECTS)
This course introduces students to the four basic skills of the German language at an intermediate level and is designed to enable them through practice to use it effectively.

GER212 GERMAN (Intermediate II) (6 ECTS)
This course introduces students to the basic skills of the German language at an intermediate level and is designed to enable them through practice to use it effectively.
Prerequisite: GER211

HOTEL ADMINISTRATION

HOT101: INTRODUCTION TO THE HOSPITALITY INDUSTRY (6 ECTS)
This course provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends.

HOT105: SANITATION AND NUTRITION (6 ECTS)
This course is designed to provide basic knowledge of human nutrition as well as of food and personal hygiene.

HOT106: FOOD AND BEVERAGE SERVICE (6 ECTS)
The course provides the knowledge and skills necessary for those working at different levels in the food and beverage service hierarchy.

HOT107: FOOD PREPARATION LAB (2 ECTS)
A practical course providing a sound foundation in professional practical cookery.

HOT108: PRACTICE IN FOOD AND BEVERAGE SERVICE (2 ECTS)
A practical course providing a sound foundation on professional practice in food service through a hotel training experience.

HOT109: THEORY OF CATERING (6 ECTS)
The course emphasizes the close link between theoretical knowledge and actual practices in the catering industry relating to food production. This course focuses on the theory of catering.

HOT116: FOOD AND BEVERAGE SERVICE (6 ECTS)
This course provides the knowledge and skills for those involved at different levels of the food and beverage service hierarchy. At the completion of this course, students should be able to identify the markets served by the various sectors of the industry and their needs, to identify the range of policies and business objectives of the various sectors and discuss how these affect the methods adopted as well as to interpret the demand of the sectors for food and drink to be provided as well as other services and understand how to plan and design facilities that are required for food and beverage operations and the

plant and equipment required. Moreover, at the end of this course students should be able to acquaint operational knowledge of technical methods and processes as well as the ability in the production and service processes and methods available to the caterer, understand the varying resources required for their operation, as well as decision making on the appropriateness of the various processes and methods to meet sectoral requirements and explain how the cost of materials as well as the cost associated with the operation and service can be controlled.

HOT117: FOOD PREPARATION LAB (6 ECTS)
The fundamental aims of this course are: to provide students with the basic skills and cooking techniques of food production, to enable students to produce basic recipes and distinguish the factors that influence production of quality products, and to encourage the students to practice good sanitary practice in the kitchen.

HOT118: PRACTICAL EXPERIENCE IN FOOD & BEVERAGE SERVICE (6 ECTS). The fundamental aims of this course are to provide students with the basic skills and service techniques of Food and Beverage Service. This will enable students to train in an actual facility and distinguish the factors that influence different levels of quality and service styles, and to encourage the students to practice professional personal conduct.

HOT202: FOOD AND BEVERAGE MANAGEMENT (6 ECTS)
The course provides a basis for understanding the various challenges and responsibilities involved in managing a food and beverage operation.

HOT206: HOUSEKEEPING MANAGEMENT (6 ECTS)
This course presents a systematic approach to managing housekeeping operations in the hospitality industry.

HOT207: FRONT OFFICE MANAGEMENT (6 ECTS)
This course examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management.

HOT211: INDUSTRIAL PLACEMENT (6 ECTS)
Minimum four months industrial placement with leading hotels.   Trainees spend most of their time in the food and beverage department

HOT301: CONVENTION MANAGEMENT AND SERVICE (6 ECTS)
The course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service.

HOT302: FOOD AND BEVERAGE CONTROLS (6 ECTS)
The course covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating

budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications.

HOT307: FINAL YEAR PROJECT II (6 ECTS)
This course allows the drawing together of the subjects taught during the Hotel Administration program of study into an original piece of research, which adds to the existing knowledge and demonstrates the student's analytical skills.

HOT308: FACILITIES MANAGEMENT (6 ECTS)
This course designed to provide students with the basic understanding of the design of all major facilities in a hotel.

HOT311: INDUSTRIAL PLACEMENT (6 ECTS)
Minimum four months industrial placement with leading hotels. Trainees spend most of their time in the rooms division.

HOT403: SENIOR RESEARCH PROJECT (12 ECTS)
This part of the course is intended to develop the students' ability to manage a major project using their analytical and creative skills to study and present a significant topic of personal interest to them but guided by a tutor allocated for the purpose.

HOT405: CURRENT ISSUE IN HOSPITALITY INDUSTRY (6 ECTS)
On completion of this course students should be able to describe current issues and trends in the hospitality industry, resolve issues and problems of the hospitality industry, cope with common customer service issued and evaluate solutions to various issues and challenges in the hospitality industry. The content of this course is Lodging Trends; Globalization: Emerging Lifestyles and Social Values; Technology; Diversity of the hospitality industry; Social Networking; Law and ethics; Marketing; Human Resources Issues; Green movement in the hospitality industry; Travel Leisure and Entertainment Experiences. (No Prerequisite(s)

HOT411: INDUSTRIAL PLACEMENT (6 ECTS)
Minimum four months industrial placement with leading hotels. Trainees spend most of their time in supervisory positions.

HUMAN RELATIONS - MANAGEMENT

HUM201: HUMAN RELATIONS/SUPERVISORY DEVELOPMENT (6 ECTS)
This course is designed to provide students with the principles of supervision as they apply specifically to the hospitality industry.

HUM202: BUSINESS PSYCHOLOGY (6 ECTS)
Investigates the impact that individuals, groups, and structure have on behavior within organizations, for the purpose of applying such knowledge toward improving an organization's effectiveness.

HUM203: HUMAN RESOURCES MANAGEMENT (6 ECTS)
This course is designed to provide the student with understanding of the function of Human Resources Management as it applies to modern organizations. It covers personal motivation, modern management theories, job analysis and job evaluation, recruitment, training and assessment.

HUM303: CULTURAL ANTHROPOLOGY (6 ECTS)
There are two objectives of this course: First, to acquaint you with the concept of culture, emphasizing the diversity of human experience and variation in human formations – from language to kinship, and social order to global capitalism. Second is to challenge you to reflect critically on your own culture and society. In this course, I hope we cultivate a fundamental capacity for understanding unfamiliar and familiar human cultures, and an ability to interpret "difference" in cultural context.

HUM315: INTERCULTURAL COMMUNICATION (6 ECTS)
Communication, particularly intercultural communication, is a vital means for accomplishing organizational tasks as organizations, have to operate within a multi-racial and multi-cultural environment. This course is designed to introduce students to the basic principles of intercultural communication within an organizational context, to help students recognize key communication processes that are essential to organizational success, and to help students understand the impact of cultural diversity on the process of organizational communication.

HUM403: SMALL BUSINESS MANAGEMENT (8 ECTS)
The course is intended to develop in students' knowledge of the small firms sector and its contribution and importance both to the economy in general but also to the Hospitality Industry in particular. It will also develop the ability to plan and manage a small firm and to encourage students to develop successful, enterprising and entrepreneurial ideas and abilities. It is also intended to act as a mediating subject, which will provide the student with the opportunity to draw on a variety of relevant disciplines.

HUM405: INTERCULTURAL COMMUNICATION (8 ECTS)
This course is designed to introduce students to the basic principles of intercultural communication within an organizational context, to help students recognize key communication processes that are essential to organizational success and to help students understand the impact of cultural diversity on the process of organizational communication.

HUM406: MANAGING ORGANISATIONS (6 ECTS)
The overall aim of the course is that students should acquire the knowledge, understanding and skills necessary for the effective practice of management. This course is intended to develop students' ability to exploit business and other opportunities within the hospitality and tourism industry by maximizing the effectiveness of their organization.
Prerequisite: HUM 201 or HUM 203

HUM408: STRATEGIC MANAGEMENT (6 ECTS)
A significant issue facing businesses is that of accomplishing the change in thinking necessary to develop operations-oriented unit level managers into strategic thinking managers.   While the increasing competitiveness of businesses in Europe and elsewhere is well recognized and the rationalization of corporate headquarters has occurred in response to recession, many firms are enlarging the scope of unit management work. It is therefore necessary to address the interface between the strategies necessary to face competition and the internal structures essential to implement these strategies. The unit aims to develop the students' ability to formulate and implement strategic plans and to critically analyze the effectiveness of strategies employed at operational, organizational and corporate level in businesses.

HUM413: SMALL BUSINESS MANAGEMENT (6 ECTS)
This module uses the general approach adopted by the previous modules to develop a more intensive and practical examination of small firms and small business units, which can achieve growth through planned business development. This is facilitated by developing an understanding of the environment in which these businesses operate, seeking to combine the academic underpinning of the previous modules practical examples of development of small business units, whether small firms or independent elements of larger organizations.

HUM501: ORGANISATIONAL BEHAVIOR (6 ECTS)
The role of the middle management involves asking, providing and motivating people to do things. In addition the role itself has a number of in-built conflicts and ambiguities. This module explores the diagnostic skills and frameworks that the manager needs in order to be able to analyze the situation as an issue that is likely to face in carrying out the role. Course members are introduced to theories, drawn from the behavioral sciences that contribute particular perspectives on the behavior of people at work.

HUM502: MANAGEMENT OF HUMAN RESOURCES (6 ECTS)
The aim of this module is to help managers improve their skills in the employment and assessment of their staff in order to improve the effectiveness of the organizations' human resources. Course members draw on the theoretical basis introduced in the module 'Organizational Behavior' and on new theory, in examining problem situations, which are similar to those that they are likely to encounter in their work place.

HUM503: ORGANISATIONAL LEADERSHIP (6 ECTS)
The course studies three levels of leadership: the individual, the team, and the organization. It is designed to expose students to a variety of leadership perspectives and practices in order to enhance individual development and effectiveness as a leader. The course will focus on a repertoire of practical and theoretical leadership principles. Historic and contemporary organizational leaders will be examined as well as their complex roles in managing organizational issues.

HUM504: ORGANISATIONAL COMMUNICATION (6 ECTS)
The course in Organizational Communication is designed to provide the student with a background and experience in the various communicative contexts found in the organizational setting. This course aims to raise student's awareness and develop their understanding of theories, patterns and issues related to organizational communication in a variety of contexts, and to help them to apply the necessary skills to conceptualize and deal with problems arising from interpersonal interactions so as to improve their communicative competence in their personal, social and professional lives. The course studies various organizational structures found in business in order to analyze and improve the communication in the overall organizational situation. By analyzing the organization's communication it becomes possible then to improve the overall climate of an organization.

HUM 505: HR ISSUES IN MANAGEMENT (6 ECTS)
This module is about the effective formulation and implementation of innovative HR strategies and practices, the effective management of HR issues, including HR related information management issues, and the role of the HR function within organizations. It provides an international comparative perspective on strategic HRM/HRD, forms a bridge between theory and practice, and enables students to conduct a critical analysis of an organization in respect of its structure and integration of functions, and the efficacy of its HR strategies and practices.

HUM506: LEADERSHIP AND TEAMWORK IN MANAGEMENT (6 ECTS)
This module provides students with a sound knowledge and understanding of leadership, and of individual, group team and organizational behavior, that will enable them to critically evaluate managerial/leadership behavior and effectiveness within their own professional context. Additionally it encourages students to reflect upon their own leadership and team working strengths and capabilities, and to identify their individual skill development needs.

HUM507: OPERATIONS MANAGEMENT (6 ECTS)
Operations management is a core function in all organizations public or private sector, social or financially orientated, manufacturing or service. The module includes planning and control, operations design, quality improvement and operations strategy as its main themes. Students will examine the relationship between management at the strategic and operational levels, and the importance of treating work systems as processes, which require the coordination of the other business functions (marketing, finance, personnel etc).

HUM508: STRATEGIC MANAGEMENT (6 ECTS)
This integrative module builds on skills and knowledge developed elsewhere in order to provide a sound foundation of strategic management thinking. Strategic management concerns itself with the analysis of the organization's environment and managing the response of the organization accordingly. As such, the module is of crucial relevance because every student with ultimately is involved in some stage of this process. This module provides a framework for exploring strategic concepts, approaches and paradigms. The application of

models, devises and techniques are introduces as part of the processes of strategic analysis and strategic choice. The module also introduces the issue of strategy implementation. Throughout the module is grounded in real life cases and examples, and students are required to conduct research into contemporary issues and subjects.

HUM516: LEADERSHIP AND TEAMWORK (6 ECTS)
This module provides students with a sound knowledge and understanding of leadership, and of individual, group, team and organizational behavior,that will enable them to critically evaluate managerial/leadership behavior and effectiveness within their own professional context.
Additionally it encourages students to reflect upon their own leadership and team working strengths and capabilities, and to identify their individual skill development needs.

LAW

LAW301: BUSINESS LAW (4 ECTS)
This course focuses on the basic principles governing the Law of Contracts, Law of Agency and the Law of Civil Wrongs with special reference to the tort of Negligence.

LAW311: BUSINESS LAW (6 ECTS)
The objective of this course is to introduce the students to the concepts of contract, agency and negligence. By the end of the course the students will be expected to know how to make valid contracts, understand their rights and duties under a contract, understand the principles of agency and be able to identify and understand negligent acts and their consequences. LAW321: PRINCIPLES OF COMPANY LAW (6 ECTS)
The module will introduce students of business to the principles of company law, in particular the formation of a company, the management of shares and capital, and the general management of a company.

LAW401: INTERNATIONAL BUSINESS LAW (6 ECTS)
The course develops students' understanding of the legal problems and considerations associated with global business activities.

LEISURE

LEI111: THE LEISURE ENVIRONMENT (6 ECTS)
This modules aims to introduce students to the elements of leisure-related development across a wide range of provider sectors, including mainstream leisure, arts and heritage, sport, tourism travel and events provision. It

considers and evaluates appropriate elements of policy and practice within each of these areas.

LEI112: INTRODUCTION TO LEISURE, TOURISM AND HOSPITALITY INDUSTRY   (6 ECTS)

This course aims to provide an introduction to the nature of tourism, leisure and hospitality businesses and the industry in which they operate. Through a series of lectures and tutorials, students will be provided with an introductory overview of the hospitality, tourism and leisure industry.

LEI122: LEISURE IN SOCIETY (6 ECTS)

The primary aim of the module is to introduce students to sociological and cultural ideas relating to leisure and consumer society. This module draws on the social sciences to undertake a critical analysis of contemporary leisure and tourism including sport.

LEI211: LEISURE OPERATIONS MANAGEMENT (6 ECTS)

The aim of this module is to develop an understanding of the key principles of service operations management and of the inter-relationship of operations management, marketing and HRM within the multifunctional subject of services management.

LEI212: LEISURE POLICY (6 ECTS)

The aim of this module is to introduce students to the various perspectives on social policy and facilitate an understanding of contemporary debates on the development of public policy. It also aims to enable students to recognize that management decision-making takes place within the context of competing ideologies, relationships and power bases, and is not simply a matter of the application of technical expertise.

LEI221: LEISURE AND TOURISM PLANNING DEVELOPMENT (6 ECTS)

This course will assist participants to better plan, promote, and manage tourism to their destination, and at the same time, meet quality of life objectives of community residents. The course does not assume that leisure and tourism is good for all communities.

LEI311: LEISURE SUBCULTURES (6 ECTS)

This modules aims to evaluate critically sub cultural theories and their relevance to contemporary leisure activities and to examine and analyze the contribution of social sciences and the competing theories of sociology which attempt to provide a critical understanding of co modification, taste, youth and "pop" cultural.

LEI321: THEORETICAL PERSPECTIVES ON LEISURE (6 ECTS)

The role of this module is to provide students with an introduction to a range of theoretical perspectives that might be used to understand and analyze leisure. In this context leisure is understood broadly as encompassing arts, heritage and culture.

LEI322: LEISURE AND TECHNOLOGY (6 ECTS)
Technology impacts our lives on a daily basis creating a foundation for work and play. By its very nature technology brings about change in almost every facet of human endeavor. This is especially true for leisure travel, as information about almost any destination is easily available and family and friends can almost instantly share their experiences.

LEI323: POLITICAL ECONOMY OF LEISURE (6 ECTS)
The module enables the student to appreciate, understand and apply the basic theories, analytical tools and methodologies of the discipline of economics within the context of the leisure, tourism and associated industries. It continues by examining theories of power and interest group representation and their relevance to understanding decision-making and planning leisure.

LEI411: LANDSCAPES OF LEISURE AND TOURISM (6 ECTS)
This module evaluates constructions, images and perceptions of 'landscape' in contemporary society and analyses leisure and tourism participation and provision in relation to both urban and rural landscapes. This module questions many of our taken-for granted notions of environment, space and place and scrutinizes these notions within a more critical framework and theoretical concepts drawn from both the social sciences and the humanities.

LET501: POLICY AND PLANNING IN LEISURE AND TOURISM (6 ECTS)
This module provides an introduction to generic policy and planning theories and concepts and their application to the leisure and tourism sector. The module focuses on social policy, political ideologies and planning theory and is based on the premise that a proper understanding of the dynamics of leisure and tourism and the nature of decision-making in this sector can only be gained by studying the role of government and political ideas. By considering planning models in conjunction with policy frameworks the relationship between the two can be examined and their practical relevance demonstrated.

LET502-E-BUSINESS IN LEISURE AND TOURISM (6 ECTS)
This module is concerned with understanding consumer behavior in relation to leisure and tourism and exploring the implications of development in information and communications technology for the choice and purchase of leisure and tourism choice and experience from the perspective of the consumers and to use the consumer perspective to explore the impact of the development of e-channels and e-business.

LEI503: THEORETICAL PERSPECTIVES IN LEISURE AND TOURISM (6 ECTS)
The overall aim of the module is to provide students with an introduction to the major social science disciplines which contribute to, and underpin, the study of leisure and tourism. Theoretical perspectives which have shaped academic discourse within leisure and tourism studies are compared and contrasted. The module draws upon sociology, anthropology, geography and the related fields of development studies and heritage studies. Specifically, it aims to develop an understanding of the origins, development and paradigmatic shifts within leisure and tourism studies and appreciate the influence underpinning

academic disciplines and other multi-disciplinary fields on the development of leisure, heritage and tourism studies. Finally it analyses explanations of tourism leisure behavior and participation from a range of academic perspectives.

MARKETING

MAR101: MARKETING PRINCIPLES (4 ECTS)
The course introduces students to the vital role of marketing in the domestic and international marketplace and promotes the consideration of a career in marketing.

MAR201: INTERNATIONAL MARKETING (6 ECTS)
This course is designed to enhance student's understanding and appreciation of the importance and relevance of international marketing in today's global economy.

MAR206: TOURISM MARKETING (6 ECTS)
This course is designed to introduce the students to the marketing concepts in general, and as applied to the tourism and hospitality industry in particular.

MAR306: HOTEL/ MOTEL SALES PROMOTION (6 ECTS)
This course is designed to provide students with a solid background in hospitality sales and advertising. Although marketing concepts are also discussed, the course focuses on practical sales techniques, proven approaches to selling to targeted markets, and advertising's role in sales.

MAR401: CONSUMER MARKETING (8 ECTS)
The unit aims to develop students' ability to formulate and implement consumer research programs, marketing segmentation and communication strategies and to evaluate the effectiveness of internal marketing and service quality initiatives in food and hospitality firms.
Prerequisite: MAR 206 or MAR 306

MAR402: INTERNATIONAL MARKETING COMMUNICATION (6 ECTS)
This course gives you a broad introduction to both theory and practice in diverse aspects of international marketing communications such as: advertising, sales promotion, public relations, personal selling and direct response.

MAR411: CONSUMER MARKETING (6 ECTS)
The subject will provide an understanding of the significance of consumer behavior in developing marketing strategies and events management. The relevance of psychographics-travel needs, motivation, learning, expectations perceptions, tastes, preferences and attitudes to promotional aspects will have particular importance. Other services marketing concepts relating to market segmentation, target marketing, marketing research, service quality and internal marketing will be critically examined and analyzed using practical examples.

MAR501: MARKETING IN AN INTERNATIONAL ENVIRONMENT (6 ECTS)
This module focuses on essential marketing concepts. The key processes of external and internal marketing appraisals, the consideration of alternative marketing strategies, their selection and implementation are considered in full.

MAR502: MARKETING AND THE BUSINESS ENVIRONMENT (6 ECTS)
Marketing decisions necessarily take place within the context of the business environment within which organizations operate: in consequence, this module seeks to enhance the participant's appreciation and understanding of such decisions by using marketing tools and techniques in conjunction with underlying economic analysis.

MAR503: MARKETING MANAGEMENT (6 ECTS)
This course is geared toward providing an understanding of the rationale for marketing decisions from a managerial perspective. It also seeks to provide a framework for decision-making that is logical but does not stifle creativity.

MAR511: MARKETING RESEARCH (6 ECTS)
The aim of this module is to introduce students to the most important tools in the field of Market Research. Students will be introduced to the basic theoretical foundations of market research and be introduced to the role that market research plays in the role of market planning.

MAR522: LEISURE AND TOURISM MARKETING (6 ECTS)
The overall aim of the module is to equip students with an understanding of the principles of marketing as they apply to leisure and tourism. It also aims to introduce and develop marketing theories from tourist and leisure motivation to product development and to examine the special nature of segmentation as applied to leisure and tourism markets. It explores the roles and requirement of the different player groups in leisure and tourism marketing and the ways in which these affect destination image. Finally it offers a framework for a more effective marketing strategy approach for destinations and identify and explain the implication from leisure and tourism marketing of electronic technology developments.

MATHEMATICS

MAT101: COLLEGE ALGEBRA AND TRIGONOMETRY (6 ECTS)
Students will study the applications of algebra and trigonometry, with heavy emphasis on application problems.

MAT102: DISCRETE MATHEMATICS FOR TECHNOLOGISTS I (8 ECTS)
This course is designed to present the beauty, scope, practical applications, and relevance of mathematics. It will focus on applications of general interest drawn primarily from the social and biological sciences and business. Topics

will be placed in a historical context, and mathematical reasoning will be stressed. Many of the applications will be computer-oriented.
Prerequisite: MAT101

MAT103: BUSINESS CALCULUS (6 ECTS)
The objective of the module is to extend students competence in arithmetic, algebra and graphical techniques. It also develops basic skill in both differential and integral Calculus all needed for the business, finance, accounting and management fields.

MAT201: DISCRETE MATHEMATICS FOR TECHNOLOGISTS II (8 ECTS)
Differential Equations have been central to mathematics since Newton and Leibnitz invented the calculus more than three centuries ago. As well as having a rich intrinsic interest, they appear naturally in the modeling of many physical systems. This course will cover the most standard techniques that exist for solving linear differential equations with variable coefficients.
Prerequisite: MAT102

MAT202: DATA ANALYSIS (6 ECTS)
This course explores the fundamental concepts of research design and empirical analysis, with a heavy emphasis on economics.
This course is designed to help students
   - Understand the concepts that form the foundation of statistics.
   - Become an excellent consumer of quantitative arguments (particularly statistical arguments).
   - Become a competent regression analyst, able to utilize statistical techniques and quantitative data to support one's own arguments.
   - Explain quantitative and analytical results to a regular person.
   Prerequisite: MAT201

POLITICAL SCIENCE

POL401: INTERNATIONAL RELATIONS (6 ECTS)
The primary purpose of this course is to acquaint students with the core concepts, issues and processes of international relations.

REGIONAL STUDIES

CYP101: CYPRUS HISTORY (4 ECTS) OR CYP111: CYPRUS HISTORY (6 ECTS)
The purpose of this course is to familiarize students with the main features of Cyprus history and culture. Upon successful completion of this course students will become familiar with the division of Cyprus history in different periods, the main characteristics of each period, the contribution of Cyprus to the cultural history of Greece and the Middle East as well as the importance of Greek influences in shaping the identity of Cyprus and the role of Christian religion and the Orthodox church. The students will also become familiar with the main monuments and works of art of Cyprus and the Cyprus problem

CYP301: CYPRUS ECONOMIC AND BUSINESS ENVIRONMENT (6 ECTS)

The course provides a solid understanding of Cyprus economy and business through the examination of issues like Cyprus role as a trading and business services centre, Cyprus agriculture and industry, Cyprus as an established offshore business centre, and the potential utilization of high technology and human resources.

EUR201: EUROPEAN UNION (6 ECTS)
The course provides an introduction to European politics by examining the historical development of the European Union and its present political, economic and legal structure.

SHIPPING AND LOGISTICS

SHL301: MARITIME PRACTICE (6 ECTS)
The aim of this module is to provide students with an introduction and basic understanding of the fundamental principles of ships and shipping practice.

SHL302: INTRODUCTION TO LOGISTICS (6 ECTS)
This module aims at introducing the basic concepts of transportation and logistics. The module will focus upon presenting the broad picture of transportation by land, sea and air and the principles and major actors involved in the accomplishment of efficient physical distribution in a business context.

SHL303: CARRIAGE OF GOODS BY LAND-SEA-AIR (6 ECTS)
The aim of this module is to introduce the legislation relating to the carriage of goods with particular emphasis on the carriage of goods by sea.

SHL304: TRANSPORT AND SHIPPING ECONOMICS (6 ECTS)
The aim of this unit is to introduce the application of the fundamental economic concepts to the transport and shipping industries. In addition, the aim is to develop the ability to analyze and build economic models of a diverse range of shipping markets and to instill an understanding of the operating economic principles prevailing in the different shipping markets.

SHL401: INTERNATIONAL LOGISTICS MANAGEMENT (6 ECTS)
The purpose of this course is to provide students with a comprehensive understanding of international logistics and further their knowledge on the concepts of logistics management by applying a global managerial approach.

SHL402: SHIPBROKING AND CHARTERING (6 ECTS)
This module aims at furthering the exposure of students to the practice and legislation related to the chartering of ships, with particular reference to the practical procedures and the law relating to time and voyage charters.

SHL404: LOGISTICS AND SUPPLY CHAIN MANAGEMENT (6 ECTS)
This module aims at facilitating the understanding of global logistics systems and the management of the supply chain.

SHL405: MARITIME POLICY AND MANAGEMENT (6 ECTS)
Students already possessing the knowledge of the fundamental principles of policy, business and shipping will have the opportunity through this unit to proceed to a more in-depth examination of these issues. Lectures will provide the platform for introducing more advanced level issues relating to maritime policy and management whereas tutorials will provide an excellent forum for gauging progress primarily through the active participation of the students and in-class work.

SHL406: FINANCE FOR SHIPPING AND TRANSPORT LOGISTICS (6 ECTS)
The purpose of this unit is to provide students with an insight of the functional areas of finance with particular applications to the business of shipping and logistics and the effects on shipping investment and finance specifically.

STATISTICS

STA111: QUANTITATIVE METHODS I (6 ECTS)
The course focuses on introducing mathematical and statistical tools, which students can use to analyze critically numerical data presented in presentations, reports and articles.

STA112: QUANTITATIVE METHODS II (6 ECTS)
The course presents the effective use of advanced statistical and forecasting techniques, such as regression analysis, time series analysis and exponential smoothing.
Prerequisite: STA 101

STA211: DATA ANALYSIS FOR BUSINESS (6 ECTS)
Knowledge and understanding of statistical concepts form important tools for business, accounting and finance. This module will introduce the key techniques and concepts of statistics useful for further study in the field of accountancy and finance.

STA501: STATISTICS AND QUANTITATIVE METHODS (6 ECTS)
This course is designed to provide an introduction to statistical methods useful for analyzing data, with specific application to problems of business and economics. The methods examined, however, have general application to a wide range of data analysis. At the end of the class, students will have an understanding of many of the statistical tools used in business.

TRAVEL AND TOURISM

TOU106: FARES AND TICKETING II (6 ECTS)
The course covers procedures for completing international airline traffic documents, such as tickets and Miscellaneous Charges Orders for every itinerary and fare. It also includes precautions to be taken for safeguarding airline documents against loss and theft, in accordance with the IATA fraud prevention recommendations.
Prerequisite: TOU 115

TOU108: GENERAL TRAVEL KNOWLEDGE II (6 ECTS)
This course is designed to equip students with the knowledge and skills necessary for working in the airline industry.
Prerequisite: TOU 117

TOU111: INTRODUCTION TO TOURISM (6 ECTS)
This course covers the definition of tourism and its importance to the economies of countries and identifies the variety of establishments in the different sectors of the tourism industry.

TOU115: FARES AND TICKETING I (6 ECTS)
The course covers the basic elements of IATA fares regulations and familiarizes the students with the Air Tariff and/or the Airline Passenger Tariff. These include normal, one way, round trip fares in local currency, the mileage system, and fares in different classes of service, infant, children, youth, student and special fares.

TOU117: GENERAL TRAVEL KNOWLEDGE I (6 ECTS)
This course is designed to equip students with the knowledge and skills necessary for working in the airline industry.

TOU121: THE TOURISM INDUSTRY (6 ECTS)
Tourism is a dynamic, multi-faceted industry; it encompasses a wide spectrum of disciplines, vocations and professions. A study of the components of the tourism industry and their interrelationships is the focus of this course. The eight sectors of the tourism industry are examined and factors that have affected the industry over time are analyzed.

TOU122: THE TOURIST EXPERIENCE (6 ECTS)
This module looks at the 'demand' side of tourism activity. It examines the factors that influence consumer behavior, the different market segments that this has given rise to and the changing patterns of expectation and choice within the sector. It also examinees the way tourism industry satisfy the demand of its consumer by producing the appropriate products and services.

TOU215: TRAVEL AND TOURISM MANAGEMENT (6 ECTS)
This course is designed to offer the knowledge required for operating a travel agency at a managerial level. It includes industry regulations, organizing and costing package tours, office procedures, and the use of automated systems in travel agencies.

TOU221: TOURISM PLANNING & DEVELOPMENT (6 ECTS)
This course will assist participants to better plan, promote, and manage tourism to their destination, and at the same time, meet quality of life objectives of community residents. The course does not assume that tourism is good for all communities. Rather, it will help assess the effects of increased tourism on the

local economy, environmental resources, and socio-cultural fabric of the community. It provides the tools and strategies to better estimate and evaluate both the costs associated with increased visitation including any necessary expansion of the region's infrastructure, receptive visitor facilities, and environmental protection measures and the benefits, including tourist spending, job growth and an increased tax base.

TOU222: TOURISM DESTINATIONS (6 ECTS)
The aim of this module is to explore the theories of destination development and the role of tourism in destinations. This will allow students to analyze and evaluate tourism as a destination. Students will also be asked to provide solutions to issues and problems in way that will allow time to develop their creative thinking.

TOU223: TOURISM ECONOMICS (6 ECTS)
The aims of the module are to provide a solid groundwork in the basic principles of economic theory and their application to tourism and the tourist industry. A familiarity with microeconomic theory and practice is a valuable asset for those who, essentially, deal with travel and tourism. Similarly knowledge of the major macroeconomic aggregates and their determination facilitates an understanding of the economic environment in which tourist entities operate.

TOU224: ALTERNATIVES FORMS OF TOURISM (6 ECTS)
Over the latter half of this century there has been dramatic growth in tourism as a social phenomena and an economic enterprise. The expansion of tourism activities has coincided with significant cultural, political, and economic changes brought about by technological advancement.

TOU226: FARES AND TICKETING III (6 ECTS)
Expand the knowledge and abilities of the students in order to calculate traveling fares, determine charges involved in traveling and issue any traveling document according to IATA rules. It covers advanced fare construction methods, containing example and exercises designed to familiarize students with the different rules, exceptions and currencies used in international ticketing.
Prerequisite: TOU106

TOU304: FINAL YEAR PROJECT (6 ECTS)
This course allows the drawing together of the subjects taught during the Travel and Tourism Administration program of study into an original piece of research, which adds to the existing knowledge and demonstrates the student's analytical skills.

TOU314: TOURISM AND THE HOSPITALITY INDUSTRY (6 ECTS)
This course takes a cross-disciplinary approach to examine the many facets of tourism. The social science perspective provides students with the kind of practical knowledge that can be effectively applied to the hospitality industry. The course also provides advanced information that can serve as a bridge to further analysis of study.

TOU321: E-TOURISM (6 ECTS)
Information Technology is increasingly used strategically to enhance profitability and competitiveness for tourism organizations and to facilitate the planning, managing and marketing of destinations.

TOU322: TOURISM IMPACTS (6 ECTS)
This course examines the positive impacts and negative impacts which tourism activities have no host environments, economies, and societies. With a strong emphasis on interdisciplinary, this modules introduces a number of methods useful for the identification and assessment of this impacts.

TOU323: TOUR OPERATIONS MANAGEMENT (6 ECTS)
Tour operations management facilitates analysis of management strategies in the design, development, distribution and delivery of inclusive travel programs for the leisure travel market in receptive and generating environments worldwide.

TOU324: SUSTAINABLE TOURISM DEVELOPMENT (6 ECTS)
This course provides students with the opportunity to begin to understand why and how achieving sustainable development of tourism is such a challenge to communities around the world.

TOU401: TOURISM AND LEISURE MANAGEMENT (8 ECTS)
This course will help to provide the potential manager of hospitality with the knowledge and skills necessary to interact with the tourism and leisure environment. The first part of the course covers such topics as the development and management of tourism resources, the changing business environment, planning strategy and tactics, marketing and finance and organization. The second part will focus on the dimensions, concept and definition of Leisure, leisure provision in the Public Sector, arts, sports and countryside, heritage management and private sector leisure products.

TOU411: TOURISM AND LEISURE MANAGEMENT (6 ECTS)
The course is taught through the means of lectures, seminars and case studies. Lectures will provide the theory and concepts on the particular themes of the subject. Seminars will require active participation of students either individually voicing their opinions or views on the subject, or presenting their views to the rest of the group.

TOU421: INTERNATIONAL TOURISM MANAGEMENT (6 ECTS)
This module analyses the characteristics of the international tourism market. It provides an understanding of the definition, theory and concepts of tourism, the role of multinational organizations and multinational institutions in international tourism and the level and scale of tourism development.

TOU501: SUSTAINABLE TOURISM (6 ECTS)
The overall aim of the module is to equip students with an understanding of the principles for sustainable tourism development and planning, based on a comprehensive, coordinated and managed approach. More specifically, it aims to understand the development debates in which sustainable tourism

development is situated and to explore the roles of different stakeholders in tourism development and the paradoxes that arise as they try to achieve their objectives. It appreciates destination management techniques and applications to the natural environment especially in the wider context of planning and explores the ramifications of principles of sustainability for social and cultural aspects of tourism. Finally it discusses how principles of sustainability can be applied to tourism in the context of wider social participation and consultation.

NUTRITION

NUTR3,
ADVANCED TOPICS IN NUTRITION AND MEDITERRANEAN DIET I

l Educational Objectives
-Acquiring knowledge on the principle and the Nutritional Value of the Mediterranean diet.

-The perception of the role of macro and micronutrients in the Mediterranean diet in the body functions.

Knowledge on Nutrition in and the human life cycle (pregnancy, breastfeeding, infancy, and childhood, and adolescence, adult and elderly life).

- Knowledge of the Nutritional needs of the elderly and the role of the Mediterranean diet.

- -Acquiring knowledge on specific subjects concerning. Culinary treatments and their effects on the macro and micronutrients content of the menus.

The ability to conduct research in the above subjects.

NUTR4
ADVANCED TOPICS IN NUTRITION AND

MEDITERRANEAN DIET II

Program Objectives
To study:
-

   Meditteranean diet compared to other healthy diets

Personalised nutrition

Nutritional assesment

 Nutrition Mediterranean diet and physical activity

Mediterranean lifestyle and its protective effects

Diet and gastronomy

Menu design based on the Mediterranean diet

Diets of different caloric and Nutritional value based on the Mediterranean diet

NUTR5

QUALITY ASSURANCE AND FOOD SAFETY IN FOOD CATERING

The course emphasizes the systematic approach of quality assurance and food safety systems across the range of mass food production and the study of the critical points of the entire production process (from field to table).

Curriculum:

1. Food production and distribution systems in large catering companies.

2. The food production chain (Traceability and Product Recall, Food Labeling, Food Legislation, State and European Control Bodies)

3. Introduction to HACCP

4. Critical points, control and risk management on receipt, storage and export of raw materials to be processed.

5. Critical points, control and risk management during pre-treatment and processing of raw materials.

6. Critical points, control and risk management in the serving of food or during storage, handling and distribution of prepared meals.

7. Critical points, control and management of risks during maintenance, cleaning and disinfection of the equipment and waste disposal.

8. Evaluation and management of food safety risks and the ISO 22000 quality standard.

9. Pollution and Food Contamination - deterioration.

10. Food-borne diseases and their causes..

CULINARY PRACTICES IN FOOD INTOLERANCES

NUTR6

MEDITERRANEAN DIET AND FUNCTIONAL FOODS

The course emphasizesthe evolving field of functional foods associated with positive effects on human health and well-being and is characteristic of the traditional Mediterranean diet, which is considered as an element of enriching tourism services as it characterizes a lifestyle that promotes better health and quality of life. The aim is to enable students to deepen their role in health promotion, identifying and defining the current trends in nutrition for the implementation of the appropriate nutritional guidelines of the Mediterranean diet in food production in food processing establishments.

Curriculum:

1. Introduction to Functional Foods. Definitions, Guidelines of the European Food Safety Authority (EFSA), Applicable legislation at European level. Food for specific groups, nutritionally enhanced foods, genetically modified foods. Research methodology, documentation.
2. Health Claims and Labeling Regulations: How consumers will be informed about Functional Foods.
3. Basic Functional Foods and Ingredients of the Mediterranean Diet: Unprocessed nuts, fruits and vegetables, olive oil, fish, whole grains, legumes, low fat dairy, red wine, herbs and spices
4. Food components with functionality for optimal heart health
5. Functional food to promote gut health /Intestinal function – the gut microflora
6. Functional food for Defence against oxidative stress
7. Functional foods to promote optimal mental performance
8. Functional foods for optimising metabolism
9. Traditional and alternative ways of using the Mediterranean food in the catering establishments.The economic importance of functional food in tourism.How do consumers understand the functional foods and benefits of the Mediterranean diet?.
10. Protected Designation of Origin (PDO) - Protected Geographical Indication (PGI) - Specialties Traditional Products (STPs) in the Mediterranean Basin

Design and development of novel foods with functional properties. Functional foods as novel foods. Case studies on functional food ingredients during processing.

NUTR9

MEDITERRANEAN DIET AND PUBLIC HEALTH

- Toacquire knowledge on role Public Health Nutrition
- To acquire knowledge to address and prevent issues/diseases related to Public Health based on Mediterranean diet

To acquire knowledge and to monitor the evolution of the topics related to Global Public Health o acquire knowledge about the national projects from the Ministry of Health, Semi-Governmental Organizations and Private Organizations .based on the Mediterranean diet

To enrich understanding of the development of public health strategies mainly in touristic establishments to preserve and enhance the strength of these dietary patterns

ADMINISTRATION – FACULTY

College Council

Membership:
The present composition of the College Council is as follows:
-Savvas Adamides, President of the College

Members of the College Council:
-Constantinos Adamides,
-Christos Kashourides
-Chrysostomos Adamides
-Students Union

Appointment of members:

The Faculty, Administration and Student members are appointed by the Faculty Council, Administrative Committee and the Student Union respectively. The three independent members are appointed by the owner of the School. The Director is ex officio member.

Functions:

The College Council is the governing body of the School
- Appoints the Director of the School
- Assumes responsibility before the Law of the Republic of Cyprus in accordance with the relevant legislation.
- Governs the School and represents the interests of its founders
- Formulates the policy of the School
- Secures adequate financial resources for the operation and development of the School and its educational programs
- Reviews and approves major financial decisions and performance
- Advises the Director on the Internal Rules and Regulations of the College
- Advises the director on the educational programs offered by the School
- Advises on the criteria for admission, promotion and graduation of the students
- Suggests and evaluates academic and non-academic regulations and any other matters submitted by the owner of the College.

Operations:

The President of the College Council is Mr. Savvas Adamides.

The College Council meets at least once a year. It may meet at any other time if the Director of the School or any two of its members, wish to convene it. There is quorum provided there are at least four members present. Decisions are taken by majority vote of those present. Decisions taken by the

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College Council are in accordance with Laws 67(I)/96 to 2013 and with the approved documents of the Ministry of Education and Culture.

OWNER
The School is owned by the company "CHRYSAKO EDUCATIONAL CENTRE LIMITED."

DIRECTOR
The Director of the College is Mr. Savvas Adamides, FCCA. He combines teaching experience with a long involvement in the promotion of the college in various countries. He is the person responsible before the Law.

FACULTY COUNCIL

Its members are the:
Director – Savvas Adamides,
Academic Director– Andria Hadjistylli,
Director of International Office- Chrysostomos Adamides,
Director of Administration and Finance – Koulla Millidoni,
Director of Admissions – Constantinos Adamides,
Registrar – Elena Stavrou.

and the

Course Coordinators.

Andreas Christoforou,
(**Hospitality Management**)

Andria Hadjistylli,
(**Hotel Administration**)

Andreas Christoforou
(**Post Graduate Diploma in Business Administration, and MBA**)

Sotiroulla Christodoulou,
(**Travel and Tourism Administration**)

The Faculty Council is the governing body of the academic side of the College.

>   **Function**:
>   The Faculty Council among other responsibilities to be decided,
>   • Considers and recommends action on requests for addition, deletion, or changes in courses or programs of the College
>   • Provides continuing evaluation of programs of study, educational policies, admission standards and assessment procedures
>   • Assures that effective and continuous academic student assessment is taking place

- Conducts analysis and makes recommendations as to how the assessment process may be improved
- Advises the Librarian on matters of general library policy, the development of library resources and the means by which the institution may best integrate the library program with other academic activities of the College
- Reviews and decides on applications for sabbatical leave

FACULTY COMMITTEES

a. Academic committee

Composition:

Registrar – Elena Stavrou - Chair
Academic Director – Andria Hadjistylli,
Administrative staff – Koulla MIllidoni
Faculty – Andreas Christoforou, Roxana Michaelides,

Student Union –

Function:
This committee
- Assures that effective and continuous academic student assessment is taking place. Conducts analysis and makes recommendations as to how the assessment process may be improved.
- Takes action on student petitions for exemptions, substitutions or exceptions to core requirements.
- Advises the Librarian on matters of general library policies, the development of library resources and the means by which the institution may best integrate the library program with other academic activities of the College.
- Decides on the action to be taken on students with unsatisfactory academic performance.

Procedures
Members of the Academic Committee, faculty members and students can forward to the Chair of the Academic Committee a letter in which they describe the issue(s) they wish to be discussed. After deliberation the Committee makes recommendations to the Director.

b. Administrative committee
Composition:
Director of Administration and Finance – Koulla Millidoni - Chair
Administrative staff – Elena Stavrou,
Faculty – Andria Hadjistylli,
Student Union –

Function:

The duties of this Committee are:

• To deal with problems and difficulties encountered in the administration of the College, and assure its effective and qualitative educational mission.

• To consider policies and problems affecting student life and student - faculty relationships, including extra curricular activities, and make recommendations to the Director.

• To consider policy matters pertaining to salaries and other aspects of the personal welfare of the staff members.

• To evaluate and make recommendations to the Director of Administration and Finance concerning the operation of auxiliary services on the campus, including telephone, food service, bookstore, mail delivery, library facilities and computer services.

• To set the direction for the cosmopolitan and cross-cultural enrichment of the campus.

• To co-ordinate extra-curricular events, student and faculty exchanges and public information.

Procedures:

Members of the Administrative Committee, faculty members and students can forward to the Chair of the Administrative committee a letter in which they describe the problem or problem(s) they believe exist with regard to the College's administrative functions. The Committee at a meeting discusses the problem(s), calls the people concerned and decides as to what recommendations to make to the Director of the College.

c. Disciplinary committee

Composition:
Director of Admissions – Constantinos Adamides (Chair)
Academic Director – Andria Hadjistylli,
Administrative staff – Elena Stavrou
Faculty – Roxana Michaelide, Andreas Christoforou,
Student Union –

Function:
The duties of this committee are to conduct hearings for students alleged to have committed infraction of the academic or non-academic regulations or misconduct that adversely affects the College's pursuit of its educational mission.

d. Research and Staff Development Committee

Composition:
Director of Research – Roxana Michaelides
Academic Director – Andria Hadjistylli,
Director of Administration & Finance – Koulla Millidoni,
Faculty – Andreas Christoforou.

Function:
The Research and Staff Development Committee assesses, approves and monitors research projects by members of faculty. The committee decides on the allocation of resources and reduction of contact hours for any form of staff development.

e. Appeals Committee

Composition:
Academic Director – Andria Hadjistylli,- Chair
Director of Admissions – Constantinos Adamides,
Course Coordinators – Sotiroulla Christodoulou, Andreas Christoforou.
Student –

Function:
The Appeals Committee hears and decides on grievances of faculty or staff members and students against decisions taken by the College and measures taken against faculty, staff or students.

Procedures:
The Appeals Committee convenes upon request and at least once a year.

f. Social Events Committee

Composition:
Student Affairs Officer – Christina Loi - Chair
Administration – Koulla Millidoni, Elena Stavrou
Faculty – Andria Hadjistylli, Constantinos Adamides
Students –

Function:
The Social Events Committee provides leadership in cultural and / or social activities organized at the College.

Procedures:
The Social Events Committee prepares an annual Events Calendar at the beginning of each academic year stating the purpose of each event and a preliminary estimate of the cost.
The Social Events Committee meets at least once a month to organize, supervise and execute all the Social Events, with the support and assistance of all staff members and students of the College.

INTERNAL QUALITY COMMITTEE

Functions.
The internal Quality Committee is responsible to ensure that the standards mentioned in article 12 of the Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Law of 2015, are implemented.
The committee co-ordinates the preparation of the self-evaluation reports of the college.
The committee prepares the general evaluation reports to be submitted to the Agency.

Composition.

Academic Director.- Andria Hadjistylli-(Chair)
Course Coordinators.- , Andreas Christoforou,
Lecturer- Roxana Michaelide, Lefteris Kolokasides,
Student Representative.-
Administration-Koulla Millidoni.
Director- Savvas Adamides.

ADMINISTRATION

President:
Savvas Adamides, FCCA,

Director:
Savvas Adamides, FCCA.

Director of Business Development Agent
Abu Hena Moustofa Kamal

Director of Administration and Finance
Koulla Millidoni, LCCI higher.

Network Administrator:
Constantinos Adamides, BSc

Registrar:
Elena Stavrou

Librarian:
Charalambos Konstantinou,

Student Affairs Officer:
Christina Loi

Psychological Services:
Panagiotis Savvas, BSC.

FACULTY

Academic Director
Andria Hadjistylli,

PROGRAM COORDINATORS

Hospitality Management
Andreas Christoforou,

Post Graduate Diploma in Business Administration and
MBA
Andreas Christoforou

Travel and Tourism Administration,
Sotiroulla Christodoulou.

Hotel Administration,
Andria Hadjistylli

FACULTY QUALIFICATIONS AND SUBJECTS TAUGHT

Senior Lecturers

Chrysostomos Adamides: (FT) Business Law and Accounting
BA (Hons.) Business Law with Accounting, North London University
MSc Finance, Durham University.

Andreas Christoforou: (FT)F&B Management and Control
BSc. In Hotel Management, ICHA Switzerland,
M.B.A , HPU USA.

Christos Ioannou: (PT) BA in Accounting, University of Northampton,
MBA University of Leicester, DBA Cand. University of Nicosia.

Anna Kokhanets(FT) Food and beverage Service and Controls.
BA in Hospitality Management,
Master in International Relations.

Roxana Michaelides:(FT)

MA Hospitality Revenue Management,

BA (Hon.) in International Hospitality Management, Diploma in Tourism Studie

Pandelis Mitsis: (FT) PhD in Economics ,,MSc in Economics & Finance, BSc in Economics.

ASSOCIATE PROFESSOR.

Siamarou Andreas: (PT) PhD Electronics,BEng, MBA,

Lecturers

Constantinos Adamides: (FT) Computer Fundamentals.
Computer Science, Diploma London Metropolitan, UK
BSc. Computer Science, Frederick Institute of Technology, Cyprus.

Antonis Thrasou: (FT) Accounting, Financial Management, Catering and Housekeeping.
BA in Hospitality Management, College of Tourism and Hotel Management.
MA in Management, Wolverhampton University.

Dr Stanislav Ivanov: (PT) Economic, Tourism
BA in Finance, BA in International Tourism, MSc in Tourism, PhD in Economics and organization of tourism

Andreas Papamichael: (PT) Business Law,
LLB LAW, UK

Philippos Drousiotis: (PT) Marketing,
BA in Mathematics, Business
Administration and Economics, COE College, IOWA.
MBA, University of IOWA.

Maria Zachariadou(FT) Human Resources,
BSC Business Economics, Kingston University,
MSC Management, Cass Business Scholl, City University.

Xanthi Michael: (PT) Business Psychology,
MSc in Clinical Psychology, P.G.C. in Business Management,
B.Sc.In Psychology.

Sofronia Panayiotou: (PT) History.
BA in History, University of Cyprus,
MA in Modern Greek Studies, King's College.

SOTIRIS HADJIGEORGIOU: (FT) DBA in HRM, MSc. In Tourism Management, MSc. In Hospitality Management

BA In Hospitality Management, Diploma of Higher Education in Cookery

Andria Hadjistylli: (FT) Front Office Management,
MBA, BA in Hospitality Management, HD in Hotel and Catering Management.

Sotiroulla Christodoulou(FT) Fares and ticketing.
Diploma in Travel and Tourism, Diploma IATA, Advance Diploma IATA.

Anastasios Stylianou,(PT) English language,

MA in English Studies,

PGEC in TEFL,

BA in English Language and Literature.

DEDE ERASMIA(FT) MA Teaching Greek as Foreign/Second Language (Currently attending)

BA in English and Greek Language and Literature.

Georgia Georgiou, (PT) German Language,

Master in German Philology.

Anastasios Nikolakeas, (PT) Psychology,
BA AND MA in clinical psychology.

GEORGINA MICHAEL: (FT) Bachelor of Arts in English Language and Literature

Master of Arts in Education Leadership

Kyriakou Maria: (FT) Msc in Teaching French as a foreign language

Bsc in French language and literature

LEFTERIS KOLOKASIDES: (FT) DBA,MBA,MSC in Human Resource Management

BA in Communications

PT = Part Time

ACADEMIC COLLEGE CALENDAR
2020-2021

FALL SEMESTER 2020

MON 14 SEP	through FRI 18 SEP
	Induction week: New students
	Payment of fees, registration
MON 21 SEP	Classes begin
THU 01 OCT	Public Holiday
FRI 02 OCT	Last day to register
FRI 02 OCT	Last day to ADD/DROP courses
MON 02 NOV	through FRI 06 NOV: Study week
FRI 20 NOV	Last day to WITHDRAW from courses
FRI 20NOV	Last day for PASS/FAIL courses
MON 23 NOV	through WED 02DEC Midterm exams
WED 23DEC	through WED 06 JAN: Christmas holidays
2020	
THU 07 JAN	Classes resumed
MON 11 JAN	through WED 20 JAN: Fall Semester Final Exams
THU 21 JAN	through FRI 22 JAN: Semester break and
	Registration for Spring Semester

SPRING SEMESTER 2021

MON 25 JAN	Spring Semester begins
FRI O5 FEB	Last day to register
FRI05 FEB	Last day to ADD/DROP courses
MON 15 MAR	Public Holiday
TUE16MAR	through FRI 19 MAR: Study week
WED24 MAR	Last day to WITHDRAW from courses
WED24MAR	Last day for PASS/FAIL courses
THU 25 MAR	Public holiday
MON29MAR	Through FRI 02 APRIL Midterm Exams
THU 01 APR	Public holiday
MON26 APR	through FRI 07 MAY: Easter holidays
SAT 01MAY	Public holiday
MON 10 MAY	Classes resumed
MON17 MAY	through WED 26 MAY: Spring Semester Final Exams
FRI 25 JUN	Graduation Ceremony

INTENSIVE ENGLISH SUMMER COURSE 2021

TUE08JUN	through FRI 11 JUN: Registration, payment of tuition fees.
TUE15 JUN	Classes begin
MON 09 AUG	through FRI 20AUG: Summer Holidays
SUN 15 AUG	Public Holiday
MON 23 AUG	Classes resumed
MON 06 SEPT	through FRI 10 SEP: Exams

SUMMER SESSION I

MON 17 MAY	through FRI21 MAY: Registration,
	Payment of tuition fees
MON 24 MAY	Classes begin
FRI 04 JUN	Last day to register
Holidays	
MON 12 JUL	through FRI 16 JUL Exams

SUMMER SESSION

MON 05 JUL	through FRI 09JUL REG
	payment of tuition fees
MON 12 JUL	Classes begin
FRI 23 JUL	Last day to register
MON 09 AUG	through FRI 13AUG:
SUN 15 AUG	Public Holiday
MON 06 SEPT	through FRI 10 SEP Exam

<u>READY TO DECIDE</u>

Now that you have had a chance to take a closer look at the College of Tourism and Hotel Management, just stop for a moment and add up all the factors that contribute to making the College of Tourism experience the right one for you:

- Good choice of tourism/hospitality/business/information technology courses with a vocational emphasis to make your career progression much easier
- Added advantage of gaining "real world" experience through placement and working with people recruited from the industry to guide and teach you
- Excellent location, as Cyprus is a safe Mediterranean island, part of the European Union with a highly sophisticated tourism industry
- Welcoming atmosphere and good level of support for you through advising and counseling
- Specialist facilities using the latest technology
- Much lower cost of studies compared to similar studies in Europe or the USA.
- Accredited Diplomas / Degree
- Modern facilities and amenities proper to an international College.
- Unlimited transfer possibilities enable you to continue your studies in European and North American Universities.

We look forward to welcoming you to the College of Tourism and Hotel Management

The College of Tourism and Hotel Management
is registered with the Cyprus Ministry of Education,
Culture, Sport and Youth,
as an establishment of Higher (tertiary) education.
The present Prospectus was submitted to the
Ministry of Education, Culture, Sport and Youth on March 2020
Approval was given by the Director of Higher and
Tertiary Education ref: 7.14.10.4/31 dated 17 MARCH 2020

ΠΑΡΑΡΤΗΜΑ

Ανταπόκριση Οδηγού Σπουδών 2019-2020 προς το Νόμο
(Άρθρο 25, Νόμος περί ΙΣΤΕ 1996 έως (Αρ. 2) του 1997)

Πιο κάτω αναφέρονται λεπτομερώς οι πρόνοιες του Νόμου και οι σελίδες του Οδηγού Σπουδών στις οποίες περιέχονται οι σχετικές πληροφορίες.

(α)   Οι κλάδοι σπουδών που προσφέρονται και κατά πόσο αυτοί είναι εκπαιδευτικοί αξιολογημένοι-πιστοποιημένοι ή όχι Σελ. 46-47

(β)   Επαρκείς πληροφορίες αναφορικά με κάθε προσφερόμενο κλάδο σπουδών:

Όροι εισδοχής	Σελ. 34-38
Όροι αποφοίτησης	Σελ. 23-24
Στόχοι και διάρκεια σπουδων	Σελ. 48, 52, 55, 58, 63, 68, 73, 77, 81, 85, 87, 89, 91,93,95

Διδασκόμενα μαθήματα και
Περίοδοι διδασκαλιας

,   49-51,53-54, 57-59, 59-62, 64-67, 69-72,
         74-76, 78-80, 82-84,, 86-88, 90, 92, 94, 96,98.

Περιεχόμενο κάθε μαθήματος   Σελ. 99-146

.

Διάρκεια διδακτικής περιόδου   Σελ. 18
Γλώσσα διδασκαλίας   Σελ. 7

Τίτλος σπουδών που απονέμεται
 ύστερα από επιτυχή συμπλήρωση
 των σπουδών.
 Σελ. 51,55,59,63, 68,,73,77,81.85,89,91,93,95,97,99.

(γ)   Αναλυτικές πληροφορίες για υποτροφίες
        (αριθμός, ποσό, διάρκεια, κριτήρια
        επιλογής)   Σελ. 44-45

(δ)   Ημερολόγιο ακαδημαϊκού έτους   Σελ. 159

(ε)   Το ονοματεπώνυμο και τα ακαδημαϊκά
        προσόντα του διευθυντή και των μελών του
        διδακτικού προσωπικού, η βαθμίδα,
        η ειδικότητα ή ειδικότητες στην οποία ή στις