



AMERICAN
COLLEGE

Course Descriptions

The weight of each course is stated in terms of European Credit Transfer and Accumulation System Credits (ECTS Credits). The number of ECTS credits each course carries is based on the expected student workload needed to successfully complete the requirements of the particular course. The number of ECTS credits each course carries is indicated in the parenthesis following the course title. 60 ECTS credits represent the normal workload of one academic year. The system of ECTS credits was adopted by our College as from August 2010. Prior to August 2010 the value of each course was stated in American education system credits. Approximately 1 credit used before August 2010 equates to 2 ECTS credits.

Pre-requisite and core-requisite courses are listed under each course title.

COURSE DESCRIPTIONS

ACCOUNTING

ACC101 FINANCIAL ACCOUNTING (6)

The course provides students with an understanding of book-keeping. Students become practically involved with the preparation of Trading and Profit and Loss accounts, Balance Sheets, Cash Flow statements, Books of original entry, Ledger accounts, and Bank Reconciliation statements. This course also deals with partnership accounts and introduces company accounts.

ACC105 BOOK-KEEPING I (6)

This course covers such areas as: The Double Entry System; Definitions and Relative Accounting Treatment of Assets, Liabilities, Capital, Purchases, Sales, Expenses and Incomes; The preparation of Final Accounts for Profit and Non-Profit Organizations, Subsidiary Books; and the Cash Book.

ACC106 BOOK-KEEPING II (6)

Prerequisite(s): ACC105

This course covers the Accruals and Prepayments, the Depreciation of Fixed Assets, Bad Debts and Provision for Bad Debts, Stock Valuation, Capital and Revenue Expenditure, Journal and Club and Society accounts.

ACC107 BOOK-KEEPING III (6)

Prerequisite(s): ACC106

This course deals with the nature of incomplete records, manufacturing accounts and the valuation of stock. It also covers the accounts of Non-Trading Organizations, Branch Accounts, Bills of Exchange and Consignment Accounts. Furthermore it deals with the Sales and Purchases Control account, the errors and the use of Suspense accounts and accounts interpretation.

ACC108 BOOK-KEEPING IV (6)

Prerequisite(s): ACC107

This course covers the nature of a partnership, the preparation of partnership final accounts, admission or retirement of a partner, the dissolution of a partnership, the nature of a limited company, the preparation of the final accounts of a limited company, the purchase of a partnership by a limited company, issue of shares or loan stock and the repayment of loans. Furthermore, it deals with the nature and calculation of accounting ratios.

ACC112 ACCOUNTING I (12)

The course aims to enable students to develop an understanding of the basic principles underlying the recording of business transactions and the ability to maintain the books and prepare financial accounts for sole traders.

ACC201 FINANCIAL ACCOUNTING II (6)

Prerequisite(s): ACC101

The course provides students with an understanding of company accounts. The course deals with issues such as shares and debentures, taxation, accounting standards, group financial statements, and inter-company dealings and accounting ratios. The course also deals with issues in financial reporting such as current cost accounting, and social accounting.

ACC203 ACCOUNTING II (12)

Prerequisite(s): ACC112

The course aims to enable students to develop an understanding of the basic principles underlying the recording of business transactions and the ability to prepare and interpret accounts for partnerships and limited companies.

ACC204 COMPUTERIZED BOOK-KEEPING (12)

Prerequisite(s): ACC112

Στο μάθημα αυτό γίνεται εκμάθηση των δύο εξειδικευμένων λογισμικών λογιστικών πακέτων (γενικής μορφής) Sage 50 Accounts και Payroll Pro. Το Sage 50 Accounts είναι ένα από τα πιο δημοφιλή και ευρείας χρήσεως λογιστικά πακέτα παγκοσμίως. Το πακέτο καλύπτει ότι αφορά την διαχείριση ενός λογιστικού γραφείου (π.χ. χρεώσεις και πιστώσεις πελατών και προμηθευτών, τιμολόγηση, ημερολογιακές εγγραφές). Επίσης, στο μάθημα αυτό γίνεται εκμάθηση του λογιστικού πακέτου μισθοδοσίας Payroll Pro. Το Payroll Pro είναι ένα από τα πιο δημοφιλή λογισμικά μισθοδοσίας που χρησιμοποιούνται στην Κύπρο. Το πακέτο καλύπτει όλους τους τομείς της μισθοδοσίας βασισμένο στα Κυπριακά δεδομένα (π.χ. υποχρεώσεις προς Κοινωνικές Ασφαλίσεις, Τμήμα Εσωτερικών Προσόδων). Επίσης στο μάθημα γίνεται πρακτική εξάσκηση σε ότι αφορά εξαγωγή και εξαγωγή δεδομένων από και προς τα λογισμικά Sage 50 Accounts και Payroll Pro όπως επίσης και τα λογισμικά επεξεργασίας κειμένου και υπολογιστικών φύλλων.

ACC205 BOOK-KEEPING APPLICATIONS (18)

Prerequisite(s): ACC203 & ACC204

Σκοπός του μαθήματος είναι η απόκτηση από τους σπουδαστές των κατάλληλων εφαρμοσμένων γνώσεων, που θα τους δώσουν τη δυνατότητα να τηρούν επαρκώς λογιστικά βιβλία με την μηχανογραφημένη λογιστική. Το μάθημα καλύπτει όλες τις λογιστικές εγγραφές από την ίδρυση μίας επιχείρησης, την λειτουργία της κατά την διάρκεια μιας λογιστικής περιόδου, το κλείσιμο των βιβλίων στο τέλος της λογιστικής περιόδου και το άνοιγμα της επόμενης λογιστικής περιόδου. Τέλος, στο μάθημα αυτό θα χρησιμοποιηθούν οι γνώσεις λογισμικών που αποκτήθηκαν κατά την διάρκεια προηγούμενων μαθημάτων και ειδικότερα η εισαγωγή/εξαγωγή δεδομένων από και προς το Sage 50 Accounts καθώς και από και προς το Payroll Pro. Με αυτό τον τρόπο επιβεβαιώνεται η γνώση όσον αφορά την αλληλεπίδραση των σχετικών λογισμικών (π.χ. Word, Excel) με τα δύο λογισμικά που θα χρησιμοποιηθούν στο μάθημα αυτό.

ACC206 TAXATION (6)

Στο μάθημα αυτό αναλύονται και ερμηνεύονται τα πιο σημαντικά άρθρα του νόμου που πρέπει να γνωρίζει ένας Ειδικός Μηχανογραφημένου Λογιστηρίου μαζί με τις σχετικές κανονιστικές διοικητικές πράξεις, διατάγματα και γνωστοποιήσεις. Επίσης αναλύονται και ερμηνεύονται σημαντικές εγκύκλιοι και οδηγίες του Υπουργείου Οικονομικών. Τέλος, γίνονται πρακτικές ασκήσεις με την συμπλήρωση εντύπων όπως προβλέπονται από τα οικεία άρθρα του νόμου.

ACC207 ACCOUNTING III (12)

Prerequisite(s): ACC203

This course is suitable for students preparing to work, in an advanced accountancy role with a high degree of autonomy where they will be required to produce and interpret financial statements in compliance with Statements of Standard Accounting Practice (SSAPs) and Financial Reporting Standards (FRS). Students also learn to prepare and interpret accounts for non-trading organizations.

ACC208 MANAGERIAL ACCOUNTING I (6)

Prerequisite(s): ACC112

This course prepares students to work, in an accounting environment at a level that requires a moderate level of cost accounting knowledge and skill, as well as a basic understanding of cost accounting principles and practice. organizations.

ACC209 MANAGERIAL ACCOUNTING II (6)

Prerequisite(s): ACC208

This course is a continuation of ACC208 Managerial Accounting I. The course further prepares students to work, in an accounting environment at a level that requires a moderate level of cost

accounting knowledge and skill, as well as a basic understanding of cost accounting principles and practice.

ACC401 MANAGERIAL AND COST ACCOUNTING (6)

Prerequisite(s): ACC101

The goal of the course is to introduce students to the principles involved in designing and evaluating management and cost accounting information systems that assist employees within an organization in their decision-making, planning, control and performance measurement activities. Topics include: Cost Accumulation for Inventory Valuation; Information for Decision-making; Cost Management and Strategic Management Accounting; and, Application of Quantitative Methods to Management Accounting.

ACC501 ACCOUNTING (0)

This course provides an introduction to the field of accounting and to the use of accounting information as a basis for business decisions. It provides students with a better understanding of the environment in which accounting information is developed and used. This course concentrates on a user-oriented approach, thus enabling students to become life-long information users. More emphasis is placed on interpretation and use as opposed to the preparation of accounting information.

ACC571 ACCOUNTING (0)

This course provides an introduction to the field of accounting and to the use of accounting information as a basis for business decisions. It provides students with a better understanding of the environment in which accounting information is developed and used. This course concentrates on a user-oriented approach, thus enabling students to become life-long information users. More emphasis is placed on interpretation and use as opposed to the preparation of accounting information.

ACC601 FINANCIAL AND MANAGERIAL ACCOUNTING (6)

This MBA course deals with the accounting concepts and principles from the user point of view. Financial accounting is presented in terms of a management decision-making approach. The course explores the principles applied to financial transactions of monetary assets and revenue, cost of sales and inventory, fixed assets, debt and owners equity. In summary, cash flow and sources and uses of funds statement are presented and discussed through cases.

ACC671 FINANCIAL AND MANAGERIAL ACCOUNTING (6)

This MBA course deals with the accounting concepts and principles from the user point of view. Financial accounting is presented in terms of a management decision-making approach. The course explores the principles applied to financial transactions of monetary assets and revenue, cost of sales and inventory, fixed assets, debt and owners equity. In summary, cash flow and sources and uses of funds statement are presented and discussed through cases.

COMPUTER SCIENCE

CSC101 INTRODUCTION TO COMPUTING (6)

This course is an introduction to computers and their environment, along with an overview of applied areas of computer science. Concepts include computer hardware, software, networking, database management systems, programming and languages, the programming process, operating systems, systems analysis and design, artificial intelligence and expert systems. The impact of computers on society, ethical issues in computing and trends in information processing are also visited. Emphasis is given on the use of computers as means to decision making and as productivity tools in business.

CSC102 COMPUTER APPLICATIONS (6)

This course is designed to provide an understanding to the most popular computer applications such as word-processing, spreadsheet, Internet tools, Database Management applications and Web authoring tools. Hands-on experience will be provided on networked computers running popular Operating Systems in order to create, access and modify files and information and appreciate the value of web page authoring software.

CSC103 COMPUTER PROGRAMMING (6)

An introduction to the fundamental concepts of programming in a widely used high-level language such as C++. This course emphasizes on problem solving and stepwise development of algorithms through the application of software engineering principles in order to help students develop a good programming style. The importance of developing programs that are readable, maintainable, portable and efficient is also stressed.

CSC105 DIGITAL LOGIC (6)

This course is an introduction to logic, design, digital systems and computer architecture concepts. It studies the design of digital electronic circuits. Topics include digital computer systems, number systems and arithmetic operations, combinational logic circuits and design, sequential circuits, registers and counters, memory and programmable logic devices, and an introduction to sequencing and control.

CSC106 WORD PROCESSING (6)

The features and use of word-processing are analyzed in this course. Areas of content include creating and editing a document, formatting paragraphs and pages, finding and replacing text, checking spelling and grammar, saving time with wizards and templates, creating reports, newsletters, tables, merged documents, mastering envelopes and form letters.

CSC109 INTERNET AND ELECTRONIC COMMUNICATION (6)

The course explains the scope of internet and electronic communication. The course covers the basic functions of the internet and electronic communication.

CSC112 COMPUTER PROGRAMMING II (6)

Prerequisite(s): CSC103

Continuation of CSC103 with emphasis on the advanced features of C++ language and an introduction to object oriented programming using the C++ language. Topics include pointers and multidimensional arrays, the C++ pre-processor, classes and objects, overloading, data abstraction, information hiding, encapsulation, inheritance, polymorphism, dynamic memory allocation, file processing and templates.

CSC113 SPREADSHEET (6)

An introduction to Excel, one of the most widely used spreadsheet software applications. Coverage includes workbooks and worksheets, getting information into Excel and formatting it, adding graphics, working and printing with Excel charts, working with Excel databases, macros and the web.

CSC114 PRESENTATIONS APPLICATION (6)

PowerPoint as the name indicates is Microsoft's presentations application that enables students to make a point in a powerful way. Students will learn how to use PowerPoint's tools to build a presentation – a series of slides that utilizes text, tables, and charts to express ideas and important information in an entertaining way maintains the attention of the audience.

CSC117 INTRODUCTION TO COMPUTING (6)

Το μάθημα Εισαγωγή στην Πληροφορική είναι μια εισαγωγή στις έννοιες της Πληροφορικής, με έμφαση στις βασικές γνώσεις για τη λειτουργία των Η/Υ και στην σφαιρική εικόνα για τα θέματα που αφορούν την Πληροφορική. Η αναπαράσταση και κωδικοποίηση της πληροφορίας, το Υλικό και το Λογισμικό του Η/Υ, καθώς και η συνεργασία προγραμμάτων του χρήστη με το

λειτουργικό σύστημα, οι περιφερειακές μονάδες, η επεξεργασία δεδομένων, τα πληροφοριακά συστήματα και η χρήση Η/Υ ως μέσο για βελτιωμένη αποδοτικότητα και λήψη αποφάσεων σε ένα οργανισμό, καλύπτονται ενδελεχώς.

CSC118 DATA STRUCTURES AND ALGORITHMS (6)

Το μάθημα επικεντρώνεται στις βασικές έννοιες ανάλυσης και σύνθεσης ενός προβλήματος, τους κωδικοποιημένους τρόπους παρουσίασης μια λύσης και τις βασικές αλγοριθμικές δομές. Τα θέματα περιλαμβάνουν βασικές αλγοριθμικές δομές όπως στρώβες, ουρές, λίστες, πίνακες και βασικά στοιχεία προγραμματισμού στην C++. Για το σκοπό αυτού του μαθήματος θα χρησιμοποιηθεί το πρόγραμμα Microsoft Visual Studio.

CSC119 COMPUTER ARCHITECTURE (6)

Το μάθημα στοχεύει στην απόκτηση γνώσεων για την αρχιτεκτονική του υπολογιστή και για την διαδικασία εκτέλεσης ενός προγράμματος. Η αρχιτεκτονική υπολογιστών ασχολείται με τη δομή και την συμπεριφορά των διαφόρων λειτουργικών μονάδων του υπολογιστή καθώς και με την αλληλεπίδρασή τους με χρήστες. Γενικός σκοπός του μαθήματος είναι να παρουσιάσει την αρχιτεκτονική του υπολογιστή καθώς και τις έννοιες του προγραμματισμού σε επίπεδο μηχανής (machine language) και τη σχέση τους με την αρχιτεκτονική της μηχανής. Μελετάται σε βάθος το λειτουργικό σύστημα και εστιάζει στην αναγνώριση, εγκατάσταση, διαμόρφωση και αντιμετώπιση προβλημάτων που παρουσιάζονται σε ένα Η/Υ.

CSC120 OPERATING SYSTEMS I (6)

Μέσα από το μάθημα Λειτουργικά Συστήματα I, θα κατανοηθεί ποιος είναι ο ρόλος ενός λειτουργικού συστήματος σε ένα υπολογιστικό σύστημα. Η σημαντικότητα του λειτουργικού συστήματος τόσο ως κύριο πρόγραμμα ελέγχου του Η/Υ, όσο και ως πρόγραμμα επικοινωνίας ανθρώπου, θα γίνει αντιληπτή. Για το σκοπό αυτού του μαθήματος θα χρησιμοποιηθούν τα προγράμματα Microsoft Windows, Microsoft DOS, UNIX.

CSC121 DATA COMMUNICATION (6)

Στο μάθημα Επικοινωνίες δεδομένων, θα γνωρίσουμε το μοντέλο επικοινωνιών δεδομένων σχηματικά, τα δομικά του στοιχεία (σύστημα εισαγωγής δεδομένων, κωδικοποιητής/DTE πομπού, διασύνδεση, πομπός/DCE πομπού, μέσο μετάδοσης, δέκτης/DCE δέκτη, διασύνδεση, αποκωδικοποιητής, σύστημα λήψης δεδομένων/DTE δέκτη) και το ρόλο του καθενός στην επικοινωνία καθώς και στις βασικές λειτουργίες (προετοιμασία πληροφορίας προς αποστολή, συγχρονισμός συμμετεχόντων στοιχείων μετάδοσης, προσδιορισμός προορισμού πληροφορίας, δρομολόγηση πληροφορίας, έλεγχος ροής, διαδικασία λήψης, αναγνώριση/διόρθωση σφαλμάτων, ασφάλεια κατά τη μετάδοση, τακτοποίηση/παρουσίαση ληφθέντος μηνύματος, διαχείριση συνομιλίας).

CSC122 NETWORK ADMINISTRATION I (6)

Ο σκοπός του μαθήματος είναι η εμβάθυνση σε βασικά θέματα σχετικά με την τεχνολογία δικτύων καθώς και η απόκτηση εμπειρίας με εκτέλεση αντίστοιχων εργαστηριακών-προγραμματιστικών ασκήσεων με εμπορικές συσκευές μεταγωγής και δρομολόγησης και με προσομοιωτές τόσο γενικής όσο και ειδικής χρήσεως. Στο μάθημα, οι φοιτητές θα εργαστούν στα εργαλεία του Windows Server 2008 R2, Windows DNS για εξάσκηση ονοματολογίας, Microsoft Exchange Server για ηλεκτρονικό ταχυδρομείο και Microsoft Internet Information Store για διαμόρφωση και διαχείριση Web Server και ιστοσελίδων.

CSC123 COMPUTER NETWORKS I (6)

Σκοπός του μαθήματος είναι η κατανόηση των βασικών αρχών που διέπουν τα Δίκτυα Υπολογιστών και ειδικότερα τα Δίκτυα πρωτοκόλλου TCP/IP. Η διδακτέα ύλη καλύπτει το γενικό υπόβαθρο που πρέπει να έχει κάποιος καταρτιζόμενος, σχετικά με Δίκτυα Η/Υ (Πρότυπα Αναφοράς OSI & TCP/IP) και τις

βασικές τηλεπικοινωνιακές γνώσεις που πρέπει να έχει ώστε να είναι σε θέση πλήρως τη βασική λειτουργία Δικτύων Η/Υ. Εισάγονται οι βασικές έννοιες και αρχές των επιπέδων Δικτύου και Μεταφοράς, ενώ οι φοιτητές προχωρούν πέρα από τα βασικά στοιχεία των δικτύων επικοινωνιών και τις συνθέσεις δικτύου και στην μελέτη πραγματικών δικτύων και λογισμικού δικτύων.

CSC124 COMPUTER APPLICATIONS (6)

Το μάθημα στοχεύει στο να αποκτήσουν οι καταρτιζόμενοι τις γνώσεις χειρισμού του ηλεκτρονικού υπολογιστή και του λειτουργικού συστήματος Windows όπως διαχείριση αρχείων, εκτυπώσεις και διάφορα εργαλεία που παρέχονται στα πλαίσια του συγκεκριμένου λειτουργικού συστήματος. Επίσης οι καταρτιζόμενοι εκπαιδεύονται στη χρήση του προγράμματος επεξεργασίας κειμένου Word για τη δημιουργία επαγγελματικών εγγράφων. Αναλύονται βασικές αρχές επεξεργασίας και μορφοποίησης εγγράφων, την επεξεργασία πινάκων, την εισαγωγή εικόνων, την αυτόματη δημιουργία μαζικής παραγωγής εγγράφων και επιστολών, τη συγχώνευση αλληλογραφίας και εγγράφων, την εισαγωγή στα έγγραφα δεδομένων και γραφικών από διαφορετικούς τύπους αρχείων. Επίσης θα γίνει εισαγωγή στο Διαδίκτυο, στην ηλεκτρονική αλληλογραφία, στο Adobe Reader PDF και θα αναφερθούν κοινά προβλήματα που μπορεί να προκύψουν κατά την χρήση του υπολογιστή και τους τρόπους αντιμετώπισης τους.

CSC125 SPREADSHEETS (6)

Το μάθημα λογιστικά φύλλα προσφέρει στο να αποκτήσουν οι καταρτιζόμενοι τις γνώσεις χειρισμού του προγράμματος Excel, ένα από τα πιο γνωστά προγράμματα δημιουργίας και επεξεργασίας λογιστικών φύλλων. Οι καταρτιζόμενοι μαθαίνουν πως να δημιουργούν νέα φύλλα και να τα επεξεργάζονται, να αναλύουν δεδομένα με σκοπό την περαιτέρω αξιοποίηση των πορισμάτων, και να δημιουργούν γραφικές παραστάσεις.

CSC126 PRESENTATIONS APPLICATION (6)

Το PowerPoint αποτελεί ένα πολύ ισχυρό πρόγραμμα παρουσίασης, το οποίο βοηθάει τους φοιτητές να δημιουργούν εύκολα εντυπωσιακές παρουσιάσεις διαφανειών. Οι φοιτητές μαθαίνουν να χρησιμοποιούν τα εργαλεία του PowerPoint για την δημιουργία μια παρουσίασης προσθέτοντας κείμενο, εικόνες, ήχους, χρώματα και διάφορα εφέ προκειμένου να δημιουργήσουμε μια παρουσίαση που θα είναι ενδιαφέρουσα για το κοινό.

CSC127 COMPUTER NETWORKS II (6)

Prerequisite(s): CSC123

Σκοπός του μαθήματος είναι η κατανόηση από τους καταρτιζόμενους των βασικών αρχών που διέπουν τα Δίκτυα Υπολογιστών και ειδικότερα τα Δίκτυα πρωτοκόλλου TCP/IP. Επίσης η κατανόηση των Επιπέδων Δικτύου, Μεταφοράς, και Εφαρμογών του πρότυπου αναφοράς Δικτύων TCP/IP είναι σημαντική. Αρχικά γίνεται μία επισκόπηση των βασικών αρχών που διέπουν τα Επίπεδα Δικτύου, Μεταφοράς και Εφαρμογών στο πρότυπο αναφοράς Δικτύων TCP/IP. Μετά εισάγονται οι βασικές έννοιες και αρχές των επιπέδων Δικτύου και Μεταφοράς, ενώ κατά τη διδασκαλία του Επιπέδου Εφαρμογών γίνεται αναφορά στις κύριες υπηρεσίες του Διαδικτύου. Θα χρησιμοποιηθεί λογισμικό network protocol analyzer (Wireshark) με το οποίο μπορούμε να διαβάσουμε τα πεδία της επικεφαλίδας του κάθε πρωτοκόλλου για το κάθε επίπεδο.

CSC202 DATA STRUCTURES AND ALGORITHMS (6)

Prerequisite(s): CSC103 & MTH104

The course focuses on abstract data types, their specification, implementation, and application from a modern object-oriented perspective, using C++ to illustrate design patterns. Topics include algorithm analysis and asymptotic notation, multidimensional arrays, data abstraction, stacks, queues, deques, lists, hash tables, trees, searching and sorting algorithms.

CSC203 MANAGEMENT INFORMATION SYSTEMS (6)

Introduction, importance and concepts of MIS. Management reports, organization of MIS data, decision support, the essence of MIS for corporate planning, control in MIS and the role of MIS in the structure of an organization are evaluated throughout the course.

CSC206 COMPUTER ARCHITECTURE (6)

Prerequisite(s): CSC105

The course focuses on the fundamental techniques for designing real machine architectures. Topics include register transfers, datapaths, sequencing and control; instruction set architecture, CPU designs CISC-RISC, input/output and communication and memory systems.

CSC209 VISUAL PROGRAMMING (6)

Prerequisite(s): CSC103

A study designed to enable students develop applications using a Visual Integrated Development Environment. Introduces event driven programming and windows on-screen objects such as command buttons, text boxes, option buttons, frames, images and ActiveX controls.

CSC210 WEB DESIGNING (6)

Prerequisite(s): CSC103

This course is an introduction to web design and WWW technologies. Topics include an introduction to the Internet, HTML and XML, cascading style sheets (CSS), Java Script, and Java Applets.

CSC215 COMPUTER ORGANIZATION AND ASSEMBLY PROGRAMMING (6)

Prerequisite(s): CSC105 & CSC112

The aim of the course is to give an introduction to the modern computer organization and technology, with emphasis on the programming and interfacing aspects of the popular Intel family of microprocessors. Topics include an introduction to computer organization, the microprocessor and its architecture, addressing modes, registers, data movement instructions, arithmetic and logic instructions, program control instructions, programming the microprocessor, using assembly language with C/C++, 8086/8088 hardware specifications, memory interface, basic I/O interface, interrupts, DMA and bus interface.

CSC216 ELECTRICAL AND DIGITAL MEASUREMENTS (6)

Μέσα από το μάθημα Ηλεκτρονικές και ψηφιακές μετρήσεις οι βασικές αρχές μετρήσεων καθώς επίσης και τις σχετικές διατάξεις και συσκευές θα αναλυθούν. Οι κύριοι διαγνωστικοί έλεγχοι για ανιχνεύσεις βλαβών και δυσλειτουργιών θα αποτελέσουν σημαντικό μέρος της πρακτικής του μαθήματος. Για πρακτικούς σκοπούς, οι φοιτητές θα χρησιμοποιήσουν το Quite Universal Circuit Simulato, και το πρόγραμμα Qlogic για ηλεκτρονικές μετρήσεις.

CSC217 OPERATING SYSTEMS II (6)

Prerequisite(s): CSC120

Σκοπός του μαθήματος είναι η εμβάθυνση στις αρχές λειτουργίας, τα εγγενή προβλήματα και τους τρόπους αντιμετώπισής τους στα σύγχρονα Λειτουργικά Συστήματα. Αποσκοπεί στην εμπέδωση των βασικών αλγορίθμων που εφαρμόζονται για την βέλτιστη λειτουργία των ΛΣ, και εισάγει τον σπουδαστή σε συνθετότερες έννοιες, προβλήματα και λύσεις. Αναλύονται θέματα όπως ο χρονοπρογραμματισμός των διεργασιών, τα αδιέξοδα, οι αλγόριθμοι διαχείρισης μνήμης, προχωρημένα θέματα συστημάτων αρχείων, καθώς και θέματα ασφάλειας υπολογιστικών συστημάτων. Για το σκοπό αυτού του μαθήματος θα χρησιμοποιηθεί το πληροφοριακό σύστημα των Microsoft Windows.

CSC218 NETWORK SECURITY (6)

Το μάθημα εστιάζει σε εισαγωγικά θέματα Ασφάλειας Δικτύων Υπολογιστών. Αναλυτικότερα, οι βασικοί εκπαιδευτικοί στόχοι του μαθήματος είναι: Η απόκτηση και ανάπτυξη κουλτούρας ασφάλειας σε δικτυακό περιβάλλον. Η παρουσίαση και ανάλυση των διάφορων κατηγοριών απειλών, των σημείων ευπάθειας, των αντιμέτρων, και των μεθόδων διασφάλισης. Η γνωριμία με τις τεχνολογίες και υπηρεσίες Υποδομής Δημόσιων Κλειδιών. Η προσέγγιση βασίζεται στην αρχιτεκτονική ασφάλειας δικτύων OSI/ISO και συγκεκριμένα στην αρχιτεκτονική ασφάλειας στο μοντέλο του Internet. Για το σκοπό αυτό, αποσαφηνίζονται αρχικά τα τρία βασικά χαρακτηριστικά που συνθέτουν την ασφάλεια των Πληροφορικών Συστημάτων, δηλαδή εμπιστευτικότητα, ακεραιότητα και διαθεσιμότητα της πληροφορίας. Στη συνέχεια γίνεται εκτενής αναφορά στην πολιτική ασφαλείας, στις μεθόδους και τα μέτρα προστασίας, έτσι ώστε ο καταρτιζόμενος να αποκτήσει την ικανότητα και την ευχέρεια να συντελεί στη διαχείριση ασφαλείας ενός Πληροφοριακού Συστήματος. Ο στόχος των εργαστηριακών εφαρμογών και μελετών περίπτωσης είναι να βοηθήσουν τους φοιτητές να μάθουν να χρησιμοποιούν με βέλτιστο τρόπο τις παραπάνω τεχνολογίες ασφάλειας και διαφύλαξης της Ιδιωτικότητας σε δικτυακό περιβάλλον. Το λογισμικό που θα χρησιμοποιηθεί είναι το Cisco Packet Tracer, ένα πρόγραμμα προσομοίωσης δικτύου που επιτρέπει στους μαθητές να πειραματιστούν με τη συμπεριφορά του δικτύου.

CSC219 NETWORK ADMINISTRATION II (6)

Prerequisite(s): CSC122

Το μάθημα Διαχείριση Δικτύων II αποσκοπεί στο να διδάξει σύγχρονες μεθοδολογίες και τεχνολογίες διαχείρισης και σχεδιασμού δικτύων υπολογιστών. Στο πλαίσιο αυτό, το μάθημα καλύπτει σύγχρονα δίκτυα υπολογιστών ασύρματης/ενσύρματης πρόσβασης και δίκτυα κορμού. Επίσης καλύπτονται θέματα σχεδιασμού δικτύων, ως προς την τοπολογία, τη διευθυνσιοδότηση, την δρομολόγηση και την παρακολούθηση της επίδοσης. Επιπλέον, στο μάθημα παρουσιάζονται διεξοδικά οι βασικές αρχές της διαχείρισης δικτύων υπολογιστών, καλύπτοντας τις αρχιτεκτονικές, τα λειτουργικά και πληροφοριακά μοντέλα, άλλα και τα μοντέλα επικοινωνίας που χρησιμοποιούνται από τα σημερινά συστήματα διαχείρισης. Το μάθημα αποτελείται από θεωρητικές διαλέξεις και εξειδικευμένες εργαστηριακές ασκήσεις, προγραμματιστικές ασκήσεις, αλλά και επιδείξεις σχετικού λογισμικού και σύγχρονων πλατφορμών διαχείρισης, όπως Nagios XI και για διαχείριση Windows Server, Microsoft Active directory. Για δρομολογείς, επίδειξη θα γίνει σε συστήματα βασισμένα σε πλατφόρμες Sophos Security και Linux εφαρμογές.

CSC220 NETWORK INSTALLATION (STRUCTURED CABLING) (6)

Στο μάθημα Εγκατάσταση Δικτύων (Δομημένη Καλωδίωση) θα εξερευνηθούν οι βασικές αρχές και τις έννοιες της δομημένης καλωδίωσης που αφορά στο σχεδιασμό και στην υλοποίηση δομημένης δικτυακής υποδομής και θα δοθεί ιδιαίτερη έμφαση στο σωστό σχεδιασμό, χρησιμοποιώντας τις κατάλληλες μεθοδολογίες. Η ικανότητα σχεδίασης αλλά και αποτύπωσης της δικτυακής υποδομής είναι ένας από τους βασικούς σκοπούς του μαθήματος, παράλληλα με την ενίσχυση της ικανότητας εγκατάστασης, υποστήριξης και συντήρησης ενός δικτύου. Οι φοιτητές, θα κληθούν να σχεδιάσουν τοπολογίες σε Microsoft Visio, για καλύτερη κατανόηση.

CSC221 COMPUTER NETWORKS III (6)

Prerequisite(s): CSC127

Σκοπός του μαθήματος είναι, μέσα από εργαστηριακές ασκήσεις, η κατανόηση της δομής και λειτουργίας Δικτύων TCP/IP, τόσο σε επίπεδο LAN, όσο και σε επίπεδο WAN. Μετά από μια εισαγωγή στις βασικές αρχές της θεωρίας των επικοινωνιών, πρωτοκόλλων πρόσβασης και δρομολόγησης και αλγόριθμους μετάδοσης δεδομένων, το μάθημα αυτό δίνει έμφαση σε θέματα ελέγχου δικτύων, αξιολόγηση

αποδοτικότητα, σχεδιασμό δικτύων και ποιότητα υπηρεσιών. Το λογισμικό που θα χρησιμοποιηθεί είναι το Cisco Packet Tracer, ένα πρόγραμμα προσομοίωσης δικτύου που επιτρέπει στους μαθητές να πειραματιστούν με τη συμπεριφορά του δικτύου.

CSC302 DATABASES (6)

Prerequisite(s): CSC103

The aim is to introduce the fundamental concepts of database design and management, database languages and system implementation and an introduction to database research areas will also be given. Topics include: features of database systems, data models, the relational model, E-R model and design issues, relational algebra, SQL and query languages, integrity constraints, normalization, object-oriented databases, indexing and hashing, and an introduction to current database research areas. A project will be assigned during the course which will involve the design and implementation of a real world database system application using the methods taught throughout the course and the implementation using Microsoft Access.

CSC307 SOFTWARE ENGINEERING (6)

Prerequisite(s): CSC103

The aim is to provide a broad coverage of the principles of Software Engineering using the classical and object-oriented paradigm. Topics include the scope of Software Engineering, the software process and life-cycle models, team approach and organization, stepwise refinement, cost and benefit analysis, CASE tools, testing and quality assurance, an introduction to objects, and a detailed coverage of the phases of the software life cycle.

CSC308 OPERATING SYSTEMS (6)

Prerequisite(s): CSC202

The aim of the course is to provide the fundamental concepts that underlie operating systems and their design. Topics include multiprogramming, time-sharing, real-time systems, computer system structures operation and architecture, system services, system calls, virtual machines, process management, interprocess communication, CPU scheduling, scheduling algorithms, algorithm evaluation, process synchronization, deadlocks, memory management, virtual memory, file system, I/O systems, security and protection.

CSC309 THEORY OF COMPUTATION (6)

Prerequisite(s): MTH104 & CSC202

The aim is to introduce the concepts of the theory of computation, and provide the students in computer science a way of thinking that leads to the understanding of the structure, behavior, and fundamental limitations and capabilities of computers. Topics include sets, relations and languages, finite automata, context-free languages, Turing machines, undecidability and the Church-Turing thesis, and an introduction to complexity and NP completeness.

CSC310 PROGRAMMING IN JAVA (6)

Prerequisite(s): CSC103

Programming techniques using the platform-independent, object-oriented JAVA language for conventional, Internet, Intranet, and multimedia-intensive based applications and applets. The course emphasizes the principles of good software engineering, stresses program clarity and challenges the students to solve interesting real-world problems.

CSC401 OBJECT ORIENTED PROGRAMMING (6)

Prerequisite(s): CSC103

The aim of this course is to introduce the principles and concepts of Object-Oriented programming and the efficient usage of Object-Oriented methodology for solving problems with OO programs. The concepts and techniques will be presented in a language independent fashion, but practical programming examples demonstrating how these concepts can be practically

implemented using the OO features of C++ and JAVA will be given.

CSC407 COMMUNICATIONS AND NETWORKS (6)

Prerequisite(s): MTH102 & CSC206

The goal is to give skills needed to understand networks for companies, local area networks (LAN), metropolitan and wide area networks (WAN). Coverage includes the OSI model, TCP/IP reference models and relevant layers. Emphasis is placed on high-speed local and wide area networks with multimedia and multi service connections such as 100 Mbit/sec Ethernet, Gigabit Ethernet, FDDI-II, ATM and ISDN, as well as on satellite networks (FDM, TDM and CDMA).

CSC409 SOFTWARE ENGINEERING II (6)

Prerequisite(s): CSC307

A continuation of CSC307 Software Engineering. The aim is to provide practical experience in the design and implementation of large scale programming projects using all the techniques and methods taught in CSC307. The development of the projects will be under the supervision of the instructor and the class will meet at normal hours for evaluating the work of each team member.

CSC410 INTRODUCTION TO ARTIFICIAL INTELLIGENCE (6)

Prerequisite(s): CSC202

Introduction to the core concepts and techniques of artificial intelligence including search, inference and knowledge representation, heuristic and AI algorithmic methods and data structures, production systems, symbolic logic, machine learning and neural networks, rule-based reasoners, inheritance systems and expert systems. The PROLOG language will also be introduced early in the course for implementing data structures and techniques as they are encountered.

CSC411 THEORY AND PRACTICE OF COMPILERS (6)

Prerequisite(s): CSC309

The aim is to introduce the fundamental principles of compiler design and architecture and the relationship between formal languages, automata theory and translators. Topics include lexical analysis, syntax analysis, syntax-directed translation, type checking, run-time environments, intermediate code generation, code generation and optimization.

CSC412 NUMERICAL ANALYSIS (6)

Prerequisite(s): MTH202 & CSC202

The aim of the course is to give a broad coverage of the field of numerical analysis emphasizing its practical applications. Throughout the course, students will be using numerical procedures for solving problems. The students will be also required to develop computer programs in a high level programming language for implementing numerical procedures and algorithms. Topics include error analysis, iterative methods for solving equations such as Newton's and secant methods, interpolation, approximation of functions, numerical integration and differentiation, solution of systems of linear equations.

CSC413 INTRODUCTION TO COMPUTER GRAPHICS (6)

Prerequisite(s): MTH203 & CSC112

An introduction to computer graphics algorithms and applications. This course focuses on the fundamentals of two- and three-dimensional raster graphics, such as clipping and transformations, and introduces concepts in computer animation.

CSC501 BUSINESS COMPUTING (0)

This foundation course is designed to provide fundamental skills in the use of common software tools for data analysis, presentations, scripting and access to information resources especially to academic bibliographic databases. Focus will be given on the use of word processing tool and electronic spreadsheets for data analysis.

CSC571 BUSINESS COMPUTING (0)

This foundation course is designed to provide fundamental skills in the use of common software tools for data analysis, presentations, scripting and access to information resources especially to academic bibliographic databases. Focus will be given on the use of word processing tool and electronic spreadsheets for data analysis.

CULINARY ARTS

CUL110 FUNDAMENTALS OF CULINARY ARTS (6)

Students learn about tools, equipment, basic cooking procedures, recipe structure, recipe use and basic kitchen sanitation and safety procedures. Emphasis is given to the structure and history of each group food, in order to prepare students to understand the different methods of cooking. Practical experience is also included, which enables students to understand how a modern kitchen is organized and operated. In addition to that the course aims to provide students with the fundamental principles of stocks, soups, sauces, gravies and thickening agents.

CUL131 GARDE MANGER & BUTCHERY (6)

This course exposes students, through theory and demonstration, to cold food preparation and cold food display techniques. It also provides students with the fundamental principles of fish and poultry fabrication. Course content includes the study of the art of Garde Manger, The concept and study of salads, salad dressings, pickling, smoking, sandwiches, hors d' oeuvres; finger food, canapés and other related subjects. In addition, it covers the processing of fish and poultry items.

CUL132 GARDE MANGER & BUTCHERY II (6)

Prerequisite(s): CUL131

Students will be able to explain the significance of the use of garnishes, fruit and vegetable carvings, forcemeats, aspic, pâtés, terrines and galantines, the elements of charcuterie, sausage making and the curing of meats in production areas of food service operations. They will also demonstrate their abilities to apply such uses. In addition this course provides students with the fundamental principles of meat and game fabrication.

CUL133 PASTRY ARTS & BAKING (12)

The courses aim is to expose the student, through theory and demonstration, to pastry and baking preparations. Course content will include the study of the pastry and baking art like: hot sweets, cold sweets, ice creams and sorbets, gateaux, breads, puff pastries, croissants, Danish pastries, flans and pies. Furthermore, students will enrich and expand in depth the theory and practical experience to the advancement arts of pastry and baking methods in the modernized catering world.

CUL134 HOT FOOD PREPARATIONS (12)

Prerequisite(s): CUL110

As a basis for learning more advanced hot food preparation techniques, the student learns the science of scratch cookery through small batch assignments. Areas of study include meats, poultry, game, shellfish, and fish. The student also practices preparation, presentation and garnishing as well as purchasing methods and specifications in a modern foodservice operation. Students gain realistic experience by writing foodservice specifications, based on general purchasing techniques, requirements, procedures, and ethics.

CUL300 FOOD SCIENCE (6)

Prerequisite(s): HOT103

This course serves as an introduction to the realm of food science, food technology and food processing. It provides an overview of the greater industry with emphasis on the science of food and the technology of food preservation from harvest through processing and packaging to distribution and consumer utilization. Current controversies in food science are also discussed.

CUL301 INTERNATIONAL AND CYPRUS CUISINE (6)

Prerequisite(s): CUL132, CUL133 & CUL134

This course covers international cuisine, and exposes the student to culture, history, diversity in foods, and flavor profiles from around the world with special reference to the Cyprus Cuisine.

CUL401 DIETARY CUISINE (6)

Prerequisite(s): CUL132, CUL133, CUL134 & HOT103

Basic nutritional concepts that lead to healthy living and the eating habits of customers, patrons and clients are identified and studied. The basic nutritional requirements of various age, social groups and at-risk health groups are evaluated and those needs are analyzed in relation to recipe and menu development. Study is directed to the use of low-calorie, low-fat, healthy food choices and the proper cooking techniques used in raising the nutritional benefits of special diets while maintaining taste, texture and appeal.

CUL402 PROJECT (6)

Prerequisite(s): Junior Standing

Students will enrich and in depth their research skills in Culinary Arts by choosing a topic relevant to their studies and prepare a research project. For the award of the Higher Diploma in Culinary Arts, a student is required to undertake a study on a specific topic and submit a project report of at least 6000 words (excluding Tables and Appendices).

ECONOMICS

ECO101 PRINCIPLES OF MICROECONOMICS (6)

The course introduces students to those principles essential to an understanding of the fundamental economic challenges and problems consumers, firms and governments face. Topics covered include: General Introduction to Economics; Tools of Economic Analysis; Supply, Demand and the Market; Behaviour of the Consumer; Behaviour of the Producer; Market Structures and Business Organisation; Factor Markets; Public Sector and the Economy.

ECO201 PRINCIPLES OF MACROECONOMICS (6)

Prerequisite(s): ECO101

The course is an introduction to the principles of macroeconomics. It exposes students to the theory of national income accounting, aggregate supply and demand, income and spending, money and banking, economic growth and economic fluctuations, inflation and unemployment, fiscal and monetary policy and International Linkages.

ECO301 INTERNATIONAL ECONOMICS (6)

Prerequisite(s): Junior Standing

This course is designed to provide students with an up-to-date analytical framework for discussing concepts, theories and current events relevant to International Economics. The course covers topics in the areas of International Trade and International Finance. Includes Ricardian and Heckscher-Ohlin theories of comparative advantage, analysis of tariffs and other trade barriers, international factor mobility, balance of payments adjustments, exchange rate determination, fiscal and monetary policies in an open economy, optimum currency areas and the European experience.

ECO601 MANAGERIAL ECONOMICS (6)

Managerial Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings such as a firm or a government agency. Topics covered include economic optimization, demand analysis and optimal pricing, production and cost analysis under different market conditions, decision making under uncertainty and network economics.

ECO671 MANAGERIAL ECONOMICS (6)

Managerial Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings such as a firm or a government agency. Topics covered include economic optimization, demand analysis and optimal pricing, production and cost analysis under different market conditions, decision making under uncertainty and network economics.

ENGLISH

ENG101 ENGLISH COMMUNICATION (6)

This course follows Elementary English language and aims to widen the students' understanding of English and to extend their abilities to use the language for communicative purposes.

ENG102 ENGLISH WRITING (6)

This course provides material and exercises to develop writing, speaking and listening skills needed to efficiently communicate in everyday life.

ENG108 ENGLISH I (6)

This course is especially designed to motivate and involve students in effective learning. The course provides systematic preparation for all the skills required for successful communication in both written and spoken form. It introduces new features to the adult learner ensuring that learning English is interesting and motivating. The course combines the best traditional methods with more recent approaches, to help learners use English both accurately and fluently.

ENG109 ENGLISH II (6)

Prerequisite(s): ENG108

This course follows English I (ENG108) and it aims to widen the students' understanding of English and to extend their abilities to use the language for communicative purposes. The course provides systematic preparation for all the skills required for successful communication in both written and spoken form. It introduces new features to the adult learner ensuring that learning English is interesting and motivating. It combines the best traditional methods with more recent approaches so that it will help learners use English both accurately and fluently.

ENG110 ENGLISH III (6)

Prerequisite(s): ENG109

This course follows English II (ENG109), and with the extensive practice of listening, reading, speaking and writing skills, it aims to widen the students' understanding of English. The course consists of reading sections based on cross-cultural topics so as to stimulate the students' interest. There are vocabulary practice sections, which help students, understand and use the vocabulary in the reading text. Further, the grammar development sections build up students' knowledge of the topics under discussion through a variety of tasks. The grammar is thoroughly revised while each writing section presents useful writing skills and gives students step-by-step guidance.

ENG111 ENGLISH IV (6)

Prerequisite(s): ENG110

This course follows English III (ENG110), and with the extensive practice of listening, reading, speaking and writing skills it aims to widen the students' understanding of English. The course consists of reading sections based on cross-cultural topics so as to stimulate the students' interest. There are vocabulary practice sections, which help students, understand and use the vocabulary in the reading text. Further, the grammar development sections build up students' knowledge of the topics under discussion through a variety of tasks. The grammar is thoroughly revised while each writing section presents useful writing skills and gives students step-by step guidance.

ENG201 ADVANCED ENGLISH (6)

Prerequisite(s): ENG101 & ENG102

This course provides material and exercises to develop the advanced language skills and competence required in everyday life. It helps students to develop their vocabulary and practice the reading, writing, listening and speaking skills needed to efficiently communicate.

FINANCE

FIN101 PRINCIPLES OF FINANCIAL MANAGEMENT (6)

Prerequisite(s): MTH101, MTH102, ECO101 and ACC101

An introductory comprehensive analysis of the main concepts prevailing in the area of Finance. The course begins with the basic concepts of Finance focusing on the Economic Environment (including Financial Markets and Financial Instruments), the "Time Value of Money" and the "Risk and Valuation Process". It then shows how specific techniques and decision rules can be used to help maximize the value of a firm.

FIN201 MULTINATIONAL BUSINESS FINANCE (6)

Prerequisite(s): FIN101

An introductory comprehensive overview of the Global Financial Marketplace. Topics discussed include the scope of multinational business finance, foreign exchange risk management and how companies react to such risk. Emphasis is also given on the financing of foreign operations and foreign investment analysis. It then discusses long-run investments and their financing, foreign investment decisions, capital budgeting, international capital markets, the cost of capital and financial structure of international companies. The course will finally cover multinational working capital management.

FIN601 FINANCIAL MANAGEMENT (6)

The course focuses on the generation and acquisition of financial resources from internal operations as well as from external capital markets, and their efficient utilization and control within the organization. The main topics covered are Capital Budgeting, Long Term Investment Decisions, Working Capital Management, Inventory, Cash and Debtors Management, Financial Decision Making, Long Term Financial Structure Decisions, Cost of Capital and Dividend Decisions. Computer applications are also used as part of the study process.

FIN602 MULTINATIONAL BUSINESS FINANCE (6)

This course examines major aspects of multinational business finance, foreign exchange risk, political risk and how companies react to such risks in order to hedge. Emphasis is also given to long-run investment and financing and in particular the foreign investment decision, capital budgeting, international capital markets, the cost of capital and the financial structure of international companies. The course will finally cover working capital management and control and performance evaluation of international firms.

FIN603 INVESTMENTS (6)

Prerequisite(s): FIN601

The course is intended to give emphasis in investment analysis and how one can be professional in finance or simply a sophisticated individual investor. The central theme is the efficiency of well-developed security markets and the general awareness that competitive markets do not offer free lunches to participants. Also, it gives emphasis in the investment risk and competitive security markets, focuses on the modern portfolio theory, techniques, diversification on portfolio risk analysis. It examines also stocks, bonds, real estates, asset allocation in order to improve the overall investment performance and to reduce the investment risk by using options loan and the investment texts.

FIN671 FINANCIAL MANAGEMENT (6)

The course focuses on the generation and acquisition of financial resources from internal operations as well as from external capital markets, and their efficient utilization and control within the organization. The main topics covered are Capital Budgeting, Long Term Investment Decisions, Working Capital Management, Inventory, Cash and Debtors Management, Financial Decision Making, Long Term Financial Structure Decisions, Cost of Capital and Dividend Decisions. Computer applications are also used as part of the study process.

FIN672 MULTINATIONAL BUSINESS FINANCE (6)

This course examines major aspects of multinational business finance, foreign exchange risk, political risk and how companies react to such risks in order to hedge. Emphasis is also given to long-run investment and financing and in particular the foreign investment decision, capital budgeting, international capital markets, the cost of capital and the financial structure of international companies. The course will finally cover working capital management and control and performance evaluation of international firms.

FIN673 INVESTMENTS (6)

Prerequisite(s): FIN601

The course is intended to give emphasis in investment analysis and how one can be professional in finance or simply a sophisticated individual investor. The central theme is the efficiency of well-developed security markets and the general awareness that competitive markets do not offer free lunches to participants. Also, it gives emphasis in the investment risk and competitive security markets, focuses on the modern portfolio theory, techniques, diversification on portfolio risk analysis. It examines also stocks, bonds, real estates, asset allocation in order to improve the overall investment performance and to reduce the investment risk by using options loan and the investment texts.

FRENCH

FRE101 FRENCH LANGUAGE (6)

This course offers beginners in French Language a basic introduction to the language. Grammar is studied but emphasis is given on vocabulary, oral and reading comprehension.

FRE201 FRENCH LANGUAGE II (6)

Prerequisite(s): FRE101

The aim of this course is to offer to students the ability to use the French Language. Articles, verbs and pronouns are studied, but more emphasis is given on vocabulary, oral and reading comprehension.

GERMAN

GER101 GERMAN LANGUAGE (6)

This course offers beginners in German Language a basic introduction to the language. Tenses are studied but emphasis is given on vocabulary, oral and reading comprehension.

GER201 GERMAN LANGUAGE II (6)

Prerequisite(s): GER101

This course builds up students' knowledge of German to Intermediate stage. Articles are studied and emphasis is given on vocabulary, oral and written communication, reading and grammar of German language.

GREEK

GRE101 MODERN GREEK (6)

The aim of this course is to offer beginners of Modern Greek a basic introduction to the Greek language. This consists of familiarising students with the Greek alphabet and the Greek

sound system, introducing the Greek noun and adjective conjugation (case system: nominative, genitive, accusative), presenting the present tense of all verb categories as well as the present, past and future tense of the verbs Be and Have, and equipping students with the basic vocabulary for the everyday listening, speaking, reading and writing activities.

GRE201 MODERN GREEK II (6)

Prerequisite(s): GRE101

The aim of this course is to offer beginners of Modern Greek a broader introduction to the Greek language. This consists of practising the Greek noun and adjective conjugation (case system: nominative, genitive, accusative) in communicative situations, presenting the basic verb tenses (Present, Past, Future, the Subjunctive and the Imperative), and focusing on the everyday communication by equipping students with the appropriate vocabulary in context.

HOTEL MANAGEMENT

HOT101 INTRODUCTION TO THE HOSPITALITY INDUSTRY (6)

Surveys the opportunities, careers, responsibilities and trends in the hospitality industry, as well as the evolution of this sector and its relation with the travel and tourism industry. The different elements and types of establishments that make up the hospitality industry and the profile of the work and the activities done in each department of a hotel are also reviewed.

HOT102 FRONT OFFICE OPERATIONS (6)

The course is designed to expose students to front office operation in a hospitality enterprise. It presents a systematic approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with checkout and settlement. The course also examines the social skill of selling and covers a number of management aspects.

HOT103 SANITATION, HYGIENE AND NUTRITION (6)

This course Studies the nutrients found in food products, such as proteins, vitamins and carbohydrates as well as food and personal hygiene, food poisoning, hygiene control and legislation concerning the food handler and food premises.

HOT104 FOOD AND BEVERAGE SERVICE (6)

This course studies the food and beverage service methods, areas and equipment as well as the types and knowledge of menu and accompaniments. Beverages and the food and beverage service sequence. Supervisory aspects of the food and beverage service, performance measures and customer relations. Practical skills regarding the above are provided throughout the course.

HOT105 FOOD PRODUCTION (6)

This course gives a general introduction to food systems and production, safety issues (hazards), and the supply chain known as 'farm to fork'. Emphasis is given to the structure and history of each group food in order students to be ready to understand the different methods of cooking. Practical experience is also included, which enables students to understand how a modern kitchen is organized and operated.

HOT106 HOSPITALITY SAFETY AND FIRST AID (6)

Health and Safety at work is a multi-disciplinary area of knowledge. It covers subjects as diverse as the law, human factors, engineering, ergonomics and fire prevention. Particular emphasis is placed upon the application of first aid techniques, such as the treatment of fractures, burns and poisoning, and fire prevention.

HOT202 CONFERENCE AND BANQUETING OPERATIONS (6)

Prerequisite(s): HOT104

A continuation of HOT104 with increased emphasis upon the Banquet Business and Management of functions. This course covers the proper techniques of dining room and banquet service, sanitation requirements, important merchandising concepts, reservation of tables and dining room and banquet management.

HOT203 FOOD PRODUCTION II (6)

Prerequisite(s): HOT105

This course studies the selection and preparation of major food products. It goes beyond the basic knowledge of food production and introduces some of the complexities that help make the actual food preparation and presentation more practical and adaptable to most solutions. The course gives the tools for kitchen management and has to do with the organization and use of skills in a professional and modern Kitchen.

HOT205 HOUSEKEEPING MANAGEMENT (6)

The course provides students with an overview to the administration of the Housekeeping Department within a typical lodging establishment. It provides a thorough overview of the technical details needed for cleaning a guest room, managing the laundry room and controlling supplies and equipment. The course also allows students to associate with key management elements such as planning, forecasting, scheduling and determining purchasing needs for the department.

HOT206 WINES AND SPIRITS (6)

The course reviews the basics about wines and spirits. Firstly, the course gives a brief overview about the history of wines, countries of origin, and procedures of wine production, wine tasting, serving techniques and the flavor characteristics of wines. Secondly, the course introduces students to the subject of spirits; their history and types. Finally there is a practical part, which aims to make the students develop an ability of evaluating wines through wine tasting sessions and also they have the opportunity of practicing in preparing cocktails.

HOT301 HOSPITALITY MARKETING (6)

This course introduces students to the important role of marketing, as a business philosophy within the unique environment of the hospitality industry. It associates to introduce students to the essentials of marketing through real examples from operations within the global hospitality and tourism sector. It discusses the major practices and decisions that industry managers face in their efforts to balance the organizations objectives and resources against varying customer needs and opportunities in the global market place.

HOT302 FOOD AND BEVERAGE MANAGEMENT (6)

Prerequisite(s): HOT104

This course provides a complete introduction to this vital area of hospitality management, looking at issues such as: what is quality and how to manage it, getting started in the restaurant business, menu planning, food and beverage operations and control, staffing issues including recruitment and turnover, marketing including public relations and merchandising and trends and development including franchising and environmental issues.

HOT303 FOOD AND BEVERAGE CONTROLS (6)

Prerequisite(s): HOT203 OR CUL134

The course covers the principles and procedures involved in an effective food and beverage control system, including the determination of standards, the operating budget, cost-volume-profit analysis, revenue and cost control, menu pricing, labor cost control and computer applications.

HOT304 MENU PLANNING (6)

Prerequisite(s): HOT203 or CUL110

A study on how to design a menu in an existing or new operation. The importance of product and equipment availability, selling prices, flow and skill levels and station capacities when making menu changes are thoroughly examined.

HOT305 CONTROL OF ACCOMMODATION OPERATIONS (6)

Prerequisite(s): HOT102 & HOT205

An application of the principles of the control cycle to the operational areas of accommodation provision, such as the front office and the housekeeping and maintenance sections, in order to attain set targets and identify the requirements of the consumer/customer and marshal resources to meet these needs.

HOT306 KITCHEN AND RESTAURANT ORGANIZATION (6)

The course analyses the food service industry. More particularly, the course gives the opportunity to the students to acquire a comprehensive awareness of the concept of a restaurant business and the kitchen and restaurant organization techniques, as well as to become skilled at management systems and control procedures for operating a restaurant successfully.

HOT401 HOSPITALITY HUMAN RESOURCE (6)

This course introduces students to the elements of Human Resources, as they are being applied to the Hospitality Industry. It demonstrates the human relation between employees and Hospitality operations, by analyzing the issues of recruitment, staff selection, job descriptions, training and recruitment. Additionally, through the course students have the ability to discuss and evaluate the problems of employment that the industry is facing today.

HOT402 MANAGING QUALITY HOSPITALITY SERVICES (6)

The complex practicalities associated with the aim of achieving better quality service performance are evaluated. The course is integrated through the use of quality service improvement illustrations which document the action required to improve performance in the service sector. Through the course the students will learn how to develop quality service standards and manage quality customer service.

HOT403 HOSPITALITY MAINTENANCE MANAGEMENT (6)

Prerequisite(s): (HOT102, HOT205 & HOT302) or HOT306

It offers students an introduction on how to manage the physical plant of a hotel or a restaurant. Topics covered include plumbing and sanitary systems, electrical installations, heating systems, appliances and fuels, ventilation, lifts, public address systems and internal communication. The whole course deals with the latest innovative ideas for the maintenance of a hotel and what the correct and practical appliances for each hotel are, based on the needs and the structure of the hotel.

HOT404 INTERNATIONAL HOSPITALITY MANAGEMENT (6)

Prerequisite(s): HOT101 & HOT305

Analysis of the key sectors of the international hospitality industry such as hotels, restaurants and contract foodservice. Review of the current state of play in Diversity Management. Analysis of the current situation in Information Technology (IT) application within the international hospitality industry. Strategic choices facing international hospitality operators. Discussion of marketing aspects of international hospitality operations. Review of International Hospitality Managers: past, present and future. Review of the key financial management issues facing the international hospitality business.

HISTORY

HST101 EUROPEAN HISTORY (6)

The course is a general introduction to modern European history and it is indented to familiarize students with major events, political ideologies and social trends that have shaped the world as we know it. Topics covered include historical events that took place in Europe during the 18th, 19th and 20th century such as the French revolution, the unification of Italy and Germany, the growth of industrial Europe and the first and second world wars.

HST102 HISTORY OF CYPRUS (6)

An introduction to the history of Cyprus, from prehistoric to modern times. It presents the chronological succession of civilisations that flourished on the island. In addition to political developments, the course examines the social and cultural conditions of the various eras; particular attention is paid to material remains, such as artefacts and buildings.

LAW

LAW101 BUSINESS LAW (6)

The aim of the course is to provide the students with an understanding of legal history, legal institutions and the most important principles of law, court procedures and evidence and get students familiar with legal terminology, as well as the basic principles of contract law which will be relevant and useful for the students in their business and other professional courses. Understanding how legal system and how legal principles are used will assist the students in their future business studies. The course also aims to help the students understand the general principles of Company Law, real and personal property, the law of certain torts and crimes in business, as well as the European Law influences domestic laws.

LAW102 COMPANY AND LABOR LAW (6)

Στο μάθημα αυτό αναλύονται και ερμηνεύονται τα πιο σημαντικά άρθρα των νόμων που πρέπει να γνωρίζει ένας Ειδικός Μηχανογραφημένου Λογιστηρίου μαζί με τις σχετικές κανονιστικές διοικητικές πράξεις, διατάγματα και γνωστοποιήσεις. Επίσης, αναλύονται και ερμηνεύονται σημαντικές εγκύκλιοι και οδηγίες του Υπουργείου Οικονομικών και της Υπηρεσίας Κοινωνικών Ασφαλίσεων. Τέλος, γίνονται πρακτικές ασκήσεις με την συμπλήρωση εντύπων όπως προβλέπονται από τα οικεία άρθρα του νόμου.

LAW201 INTERNATIONAL LAW (6)

This comprehensive introduction to international law emphasizes the normative theory of international law and its place in contemporary world politics. Using a combination of theory supplemented by case law, it describes the importance of international law from the perspective of the rights of states, reciprocity among governments, and collaborative efforts to achieve stability and peace. By interweaving traditional subjects (e.g. statehood and sovereignty) with discussions of contemporary topics (e.g., human rights and the law of the sea), it reveals the emerging transition to a new style of international politics-an interdependent international system based on law and organization.

MARKETING

MAR101 PRINCIPLES OF MARKETING (6)

An introductory course designed to explore the marketing mix ingredients. Emphasis is also placed, on the analysis of the external factors of the business environment that influence marketing decisions.

MAR201 MARKETING RESEARCH (6)

Prerequisite(s): MAR101 & MTH102

Basic research concepts and practices applied in solving marketing problems are studied. The following steps of the research process are studied in detail: Identifying problem areas, formulating the research design, selecting sources of data, sampling, questionnaire design, processing and reporting the results.

MAR202 ADVERTISING MANAGEMENT (6)

Prerequisite(s): MAR101

An introductory course designed to explore in detail the role of advertising and sales promotion in marketing programs. Subject areas treated include the strategy of advertising campaigns, the planning and execution of advertising programs and the evaluation of results.

MAR203 INTERNATIONAL MARKETING (6)

Prerequisite(s): MAR101 & Junior Standing

Basic marketing concepts as they relate to the field of international marketing are explored in depth. Emphasis is placed on the conceptual and analytical tools that enable marketing managers to better exploit the opportunities and avoid the pitfalls of global marketing.

MAR204 CONSUMER BEHAVIOR (6)

Prerequisite(s): MAR101

The course consists of a survey of Behavioral and Social science concepts applied in marketing. The course orientation is towards the sociological aspects of consumption, the psychology of consumer preferences, decisions and spending behavior.

MAR205 PUBLIC RELATIONS (6)

Prerequisite(s): MAR101

The course is dealing with the theory of communication. The concepts of public, public opinion, research, and the place of public relations in the organization are examined. Emphasis is given on designing public relations strategies and application of public relations methods, tools and techniques in maintaining effective relations with the different publics.

MAR206 PROJECT (6)

Prerequisite(s): Sophomore standing

Students will enrich their research and professional skills in Marketing by choosing a topic relevant to their studies. The project undertaken will be an investigation into a contemporary marketing issue utilizing primary and /or secondary data sources. The project will involve students in the evaluation, analysis and application of methodologies in relation to the program of studies, Diploma in Marketing. In completing the project work, a project report of 7,000-9,000 words is prepared and an oral presentation is given.

MAR306 SERVICES MARKETING (6)

Prerequisite(s): MAR101

Emphasis is placed on the growing importance of service industries, the unique characteristics of services and the problems they present to marketers. In addition, various classification schemes that can help service marketers develop marketing strategies are examined. The course is designed to be application oriented.

MAR308 STRATEGIC MARKETING (6)

Prerequisite(s): MAR101 & MAR204

The course examines marketing strategy and focuses on the development of marketing strategies and management of the marketing effort. Emphasis is given on the designing of market-driven strategies, on the development of a market-focused program and on the implementation and management of market-driven strategies.

MAR309 BUSINESS TO BUSINESS MARKETING (6)**Prerequisite(s):** MAR101

The course introduces the concepts of marketing to businesses and stresses the importance of building relationships with customers. Topics covered include Marketing Strategy, Developing and Managing Products, Business Marketing Channels, Integrating Marketing Communications, Sales Management, Pricing, Globalization, Customer Retention and Maximization.

MAR310 SALES MANAGEMENT (6)**Prerequisite(s):** MAR101 & MTH102

Emphasis is placed on sales management in the administration of the personal selling function in the marketing mix. The specific duties and responsibilities of sales managers are discussed such as recruiting, training, compensating, motivating and evaluating salespeople.

MAR401 RETAIL MANAGEMENT (6)**Prerequisite(s):** MAR101

The fundamentals of effective retail management such as store organization, buying, selling, advertising, sales promotion, personnel administration and finance are presented in the context of both small and large retail operations.

MAR601 MARKETING MANAGEMENT (6)

The course introduces the student to the actualization of the theory of marketing in business. It includes the theory and practice of marketing management, examining areas such as the marketing role within the firm, the marketing mix, marketing strategy planning, marketing segmentation, intermediate customers and the uncontrollable variables in the marketing environment. It will enable students to enter the business world with a sound knowledge of theoretical and practical marketing skills. The student will develop a customer orientated business mind which is a prerequisite for success in the business world.

MAR602 CONSUMER BEHAVIOR (6)**Prerequisite(s):** MAR601

Drawing upon material from marketing and the behavioral sciences, this course looks at the factors that facilitate, impinge, and/or guide the behavior of the consumer in the marketplace. The viewpoint will be that of the marketer who wishes to market more effectively and better serve the consumer by understanding more about why consumers behave as they do. The Consumer Decision Model will provide the focus for this course. The buyer behavior module aims to give the student a critical understanding of the factors influencing consumer behavior which can be used in the development of more effective marketing strategies.

MAR608 STRATEGIC MARKETING (6)**Prerequisite(s):** MAR601

The course examines market-driven strategies and focuses on the development of marketing strategies and management of the marketing effort. Emphasis is given on the strategic marketing's pivotal role in business performance, success and prosperity of organizations operating in a fiercely competitive business environment. This MBA course focuses on the marketing analysis and the application of all marketing concepts and tools necessary for the preparation of a successful strategic marketing plan.

MAR671 MARKETING MANAGEMENT (6)

The course introduces the student to the actualization of the theory of marketing in business. It includes the theory and practice of marketing management, examining areas such as the marketing role within the firm, the marketing mix, marketing strategy planning, marketing segmentation, intermediate customers and the uncontrollable variables in the marketing environment. It will enable students to enter the business world with a sound knowledge of theoretical and practical marketing

skills. The student will develop a customer orientated business mind which is a prerequisite for success in the business world.

MAR672 CONSUMER BEHAVIOR (6)**Prerequisite(s):** MAR671

Drawing upon material from marketing and the behavioral sciences, this course looks at the factors that facilitate, impinge, and/or guide the behavior of the consumer in the marketplace. The viewpoint will be that of the marketer who wishes to market more effectively and better serve the consumer by understanding more about why consumers behave as they do. The Consumer Decision Model will provide the focus for this course. The buyer behavior module aims to give the student a critical understanding of the factors influencing consumer behavior which can be used in the development of more effective marketing strategies.

MAR673 STRATEGIC MARKETING (6)**Prerequisite(s):** MAR671

The course examines market-driven strategies and focuses on the development of marketing strategies and management of the marketing effort. Emphasis is given on the strategic marketing's pivotal role in business performance, success and prosperity of organizations operating in a fiercely competitive business environment. This MBA course focuses on the marketing analysis and the application of all marketing concepts and tools necessary for the preparation of a successful strategic marketing plan.

MANAGEMENT

MGT101 PRINCIPLES OF MANAGEMENT (6)

The course aims to examine the basis of the Global Management theory and practice, its evolution and underlying nature. It introduces the student to the basic managerial functions of planning, organizing, and staffing, leading and controlling of the contemporary, global environment.

MGT201 PRODUCTION AND OPERATIONAL MANAGEMENT (6)**Prerequisite(s):** MGT101 & MTH102

The aim of the course is to cover the latest and the most important issues facing Operations Management managers and to create a competitive advantage for students in the marketplace by conveying a set of skills and tools that they can apply to identify such issues. The course provides a general understanding to students of the principles involved in production and operations management, design, control, layouts, facilities, planning, material processing and inventory control. Topics, such as, Electronic Commerce, Supply Chain Management, and Enterprise Resource Planning Systems are studied in the book with up-to-date high-level managerial material to clarify the 'big picture' of their business applications.

MGT203 MANAGEMENT THEORY AND PRACTICE (6)**Prerequisite(s):** MGT101

The course is intended to serve as a bridge between the theory and practice of management and is designed to help students develop a better appreciation of the vital role, management plays in the success of a business. It examines in-depth the processes of planning and decision-making, organizing, leading and controlling and emphasizes the global character of the field of management. The theoretical frameworks that guide managerial activities are also explained.

MGT205 SAFETY AND HEALTH IN THE WORK ENVIRONMENT (6)**Prerequisite(s):** MGT101

The course delivers a proactive approach that carefully examines the various activities of an organization, identifies the risks that exist, and assesses those risks for potential frequency and severity. The course is designed to help students create an ability to eliminate or reduce risks and develop financial mechanisms to

absorb the financial consequences of the remaining risks. Topics covered are health and safety training, safety management, pre-employment health assessment, health education programs, risk assessment, methods of assessment, tools of measurement, and trends in the health and safety profession.

MGT206 e-BUSINESS (6)

Prerequisite(s): MGT101 & CSC102

The course aims to explore the key issues that affect businesses who have adopted the internet as a mean of trading or improving internal processes. The course provides future managers with an understanding of the applications, basic technologies, business concepts, and strategic opportunities that organizations need to master, in order to plan, manage and lead their electronic business initiatives. E-business has significant effects on a range of issues affecting an organization, including the adoption of technology, choice of business models, economics, marketing, legal and security issues, management and the strategies for gaining a competitive advantage. Thus, the course aims in explaining the nature and characteristics of e-business in the context of each of these key issues. Emphasis is given to detailed case studies of a variety of firms, comparison of global e-businesses, supply chain, networks, innovation, customer relationship management, and future developments in e-business.

MGT302 ORGANIZATIONAL BEHAVIOR (6)

Prerequisite(s): MGT101 or HOT101

The purpose of this course is to familiarize students with the complex issues surrounding today's organizations in their internal environment. It examines the contribution of behavioral science to the management process from a theoretical and functional perspective. The course deals with people in business enterprises and organizational relations. Students are encouraged to describe situations; diagnose the organizational behavior found in a situation; prescribe the best practices or most appropriate behavior for a given organizational situation; and then, act effectively in those situations.

MGT303 MANAGEMENT SCIENCE (6)

Prerequisite(s): MTH101

This course's emphasis is on quantitative techniques for managerial decisions. The course examines models and methods of optimization and applications in managerial problems. Students will acquire an in depth knowledge of linear programming, transportation, network models and Decision Analysis. Use of Statistical packages will be made to apply to various quantitative techniques.

MGT304 EUROPEAN BUSINESS (6)

Prerequisite(s): MGT101

The course explores the interaction between European businesses and their environment. A central theme within the syllabus is the position of Europe within the global economy. Topics covered in the course include the organization of the European Union, the single European market, the European competition policy, the European industrial policy, developing small businesses and entrepreneurship within Europe, accessing European markets, formulating European business strategy, trans-European networks, European labour markets, Europe and the consumer as well as emerging economies.

MGT305 MANAGING CHANGE (6)

Prerequisite(s): MGT302

The course introduces students to change models and the change process in contemporary business. Students will learn about factors necessary to effect change in organizations. The course focuses on a combination of different theories and techniques associated with organizational development and management of change. Topics covered include, the nature of planned change, diagnosing organizations, groups and jobs, collecting and analyzing diagnostic information, feeding back diagnostic information, designing interventions, leading and managing

change, evaluating and institutionalizing organization development interventions, restructuring organizations, employee involvement, work design, developing and assisting members, competitive and collaborative strategies and organization transformation.

MGT306 HUMAN RESOURCE STAFFING (6)

Prerequisite(s): MGT101

The course introduces students to current trends in Human Resource Planning, job analysis, recruitment and selection, newcomer orientation, organizational socialization and link between human resource staffing and business strategy.

MGT307 HUMAN RESOURCE TRAINING & DEVELOPMENT (6)

Prerequisite(s): MGT101

The course aims to give students a solid background of the fundamentals of training and development – needs assessment, transfer of training, designing a learning environment, methods and evaluation. In addition, it explores the role of training and its broadening due to its strategic nature, the changing nature of the workplace, and availability of technology. Current topics such as corporate universities, knowledge management, web-based training, e-learning, competency models, and the role of training in virtual organizations are thoroughly discussed.

MGT308 PERFORMANCE MANAGEMENT (6)

Prerequisite(s): MGT101

The course introduces students to critical management and administrative issues related to group and individual performance and their effective contribution toward organizational objectives. Specific strategies for successful self-management, team building, and delegation will be emphasized.

MGT309 COMPENSATION MANAGEMENT (6)

Prerequisite(s): MGT101

The course explores the context of compensation practices, the criteria used to compensate employees, the compensation system design and administration issues, and the employee benefits and rewards. Topics covered include strategic perspectives and reward planning, job analysis, evaluating work, designing pay levels, pay for performance, skill-based pay, competence-related pay, team rewards, pension schemes, performance appraisal, benefits, rewarding directors and senior executives, rewarding expatriates and sales staff, the role of the unions and the government, budgets and administration and managing reward with the help of computers.

MGT310 LABOR RELATIONS (6)

Prerequisite(s): MGT101

The course aims to explore the sets of processes that unions and employees develop and use to achieve their goals while accommodating each other's needs. Further topics include the laws and regulations that specify and limit the scope and implementation of the practice of labor relations, as well as, the theories that connote conflict resolution processes.

MGT311 CULTURAL AND POLITICAL ENVIRONMENT OF INTERNATIONAL BUSINESS (6)

Prerequisite(s): MAR101 & MGT101

The course introduces students to Business Systems by exploring the dynamics of the Business Environment; cultural, technological, social, political and economic factors. The material aims to demonstrate the effects of these dynamics on business organizations and illustrates to students how decisions are made within organizations to ensure survival in this constantly changing environment.

MGT312 CROSS CULTURAL MANAGEMENT (6)

Prerequisite(s): MGT101 & MAR101

The course is designed to meet the needs of future managers and executives in developing globally-oriented thinking and

decision-making, and facilitating strategic leadership behavior. The course blends the core definitions of culture with a general overview of cross-cultural management concepts in developing an understanding of the differences and similarities in managing organizations in various cultural settings. This aims to help students develop a solid background for the follow-up analysis of the cultural impacts on global communications, negotiations and strategic alliances, as well as, on managing cross cultural effectiveness in the global workplace.

MGT313 MANAGING DIVERSITY (CULTURAL DIFFERENCES) (6)

Prerequisite(s): MGT101

The course emphasizes the importance of Human Resource Management into organizations and markets served which are constantly changing by taking a proactive approach to diversity management. The course is designed to help students recognize, value and celebrate the visible differences such as gender, ethnicity, age and disability and also the less visible differences such as sexual orientation, background, personality and work-style in a national or an international level in order to harness differences and improve creativity and innovation.

MGT314 ADVANCED LEADERSHIP: THEORY AND PRACTICE (6)

Prerequisite(s): MGT101

The course provides students with an understanding of Leadership, and focuses on significant theories of Leadership and their applications within the context of an organization. Students will gain both the theoretical and practical skills necessary to develop abilities in analyzing and addressing leadership challenges and opportunities. Major topics include leadership development, assessing leadership and measuring its effects, power and influence, leadership and values, leadership traits, leadership behaviour; groups, teams and their leadership, characteristics of the situation, contingency theories of leadership, leadership and change and leadership skills.

MGT401 INTERNATIONAL BUSINESS (6)

Prerequisite(s): (MGT101 or HOT101) & ECO201

The course introduces an overview of International Business, the dynamics behind the relative environments, the underlying Theories and Implications and the Tactics and Operations of International Business Functions. Special consideration within the course entails the impact of Political, Economic, Governmental, Cultural and Financial factors on International Business. It also introduces techniques that international managers must consider when comparing the various forces within the domestic and international environment to aid effectively their International Business relations and decisions.

MGT402 HUMAN RESOURCE MANAGEMENT (6)

Prerequisite(s): MGT101 or HOT101

The course emphasizes personnel and human resource management activities as an integrated relationship of people, jobs and organization. It enables the students to realize the importance of effective personnel management for organizational performance. Topics covered include understanding the global environment, ensuring fair treatment and legal compliance, employee rights and benefits, creating organizational alignment, managing strategic change, job analysis, recruitment and selection, training and development, measuring performance, performance-based pay systems, safety and health at the workplace, unionization and bargaining and practicing the human resource profession.

MGT403 BUSINESS POLICY AND STRATEGIC MANAGEMENT (6)

Prerequisite(s): Junior Standing

The course provides a basic understanding of the strategic management and business policies in modern organizations. It is designed to develop problem-solving and decision-making skills

in business situations that involve the organization as a whole. It enables the student through case studies and decision simulation exercises to integrate his/her knowledge and skills required from all areas of business.

MGT404 BUSINESS ETHICS (6)

Prerequisite(s): MGT101

The course focuses on the ethical dilemmas and moral issues, which individuals, managers and organizations face and supports how they might deal with them effectively. Concepts and strategies of ethical analysis applied to managerial and (international) business issues such as human resource issues, decision-making in business, managing stakeholders and shareholders, organizational culture and managing ethical conduct in a global business environment, are examined throughout this course.

MGT601 OPERATIONS MANAGEMENT (6)

Prerequisite(s): ECO601 & MGT606

The aim of the course is to cover the latest and the most important issues facing Operations Management managers and to create a competitive advantage for students in the marketplace by conveying a set of skills and tools that they can apply to identify such issues. The course gives a general understanding to MBA students of the principles involved in operations management, design, control, layouts, facilities, planning, material processing and inventory control. Topics, such as, Electronic Commerce, Supply Chain Management, and Enterprise Resource Planning Systems are studied with up-to-date high-level managerial material to clarify the 'big picture' of their business applications.

MGT602 HUMAN RESOURCE MANAGEMENT (6)

Prerequisite(s): MGT603

The course emphasizes personnel and human resource management activities as an integrated relationship of people, jobs and organization. It enables the students to realize the importance of effective personnel management for organizational performance. Topics covered include understanding the global environment, ensuring fair treatment and legal compliance, employee rights and benefits, creating organizational alignment, managing strategic change, job analysis, recruitment and selection, training and development, measuring performance, performance-based pay systems, safety and health at the workplace, unionization and bargaining and practicing the human resource profession.

MGT603 ORGANIZATIONAL BEHAVIOR (6)

This course is concerned with the managerial aspects of organizational behavior in a national and global setting. It focuses on interactions among the structure and operations of organizations, the process of management, and the behavior of people in a work environment. The MBA students complete this course with both a theoretical and a practical understanding of traditional management concepts such as organizational structure, culture, motivation, leadership, and teams.

MGT604 BUSINESS ETHICS (6)

This MBA course examines the ethical aspects of individual and corporate decision making in business and provides resources for making ethical decisions within the context of managerial practice. The significant role of Ethics in decision making, the factors that lead to significant corporate misconduct and the means of maintaining an ethical corporate climate are examined. In a similar vein, the course gives insight and skill to work within a rapid social change in global business through innovative educational experience. For this reason the use of various case studies and group activities including role-playing and prepared scenarios is a unique characteristic of this course.

MGT605 MANAGING CORPORATE CHANGE (6)**Prerequisite(s):** MGT603

This MBA course examines organization development theories, techniques and designs to manage corporate change toward improving an organization's performance and functioning. Making the organization more hospitable to people, improving productivity and human satisfaction, resulting in achieving greater efficiency and competitive advantage. Emphasizing the importance of innovative organization techniques to compete in the millennium of accelerating change due to global environmental changes the course covers topics such as mergers and acquisitions, downsizing, internet organizations, evolving technologies, environmental protection, globalization and liberalization concepts.

MGT606 QUANTITATIVE METHODS FOR BUSINESS (6)

The aim of this course is to familiarize the MBA students with the quantitative methods in management. It introduces the basic and relevant statistical concepts and techniques to students. Thereby it enables students to apply these concepts and techniques to practical problems across different business functional areas. The emphasis is on practical applications and real-world problem solving. Areas covered include: descriptive statistics, probability, probability distributions, inferential statistics, regression and correlation, and the use of a statistical software package. Linear programming is also covered.

MGT607 STRATEGIC MANAGEMENT (6)**Prerequisite(s):** MGT603

This MBA course integrates into a logical system the managerial, human resources, accounting, economic, financial and marketing areas of business, as well as the legal and social responsibilities, fair employment practices, and the international aspects of business activity. It emphasizes on developing problem-solving skills and defensible organizational strategies. To that end, the course also examines assumptions, relationships, priorities, structures, and values in both a personal and an organizational context. Case studies as an inseparable part of the course will assist in enabling the students to evaluate and select appropriate courses of action.

MGT610 LABOR RELATIONS (6)**Prerequisite(s):** MGT603

The course aims to explore the sets of processes that unions and employees develop and use to achieve their goals while accommodating each others needs. Further topics include the laws and regulations that specify and limit the scope and implementation of the practice of labor relations, as well as, the theories that connote conflict resolution processes.

MGT611 LEADERSHIP AND INNOVATION (6)

The course introduces students to creative leadership that integrates both leadership and management. The course provides the students key insights into a more systematic way to lead transformation. Topics included are the various roles required to initiate and sustain change efforts, the tools required to create and lead teamwork for transformation, the change methods available as well as how to select and manage a variety of change methods. The element of organizational climate and context is addressed as well and the practical ways to understand and create the climate for transformation are examined.

MGT613 BUSINESS RESEARCH (6)

This course is designed to help MBA students undertake a research project. It provides a clear guide on how to undertake research as well as highlighting the realities of undertaking research, including the more common pitfalls. Topics covered include formulating and clarifying the research topic, critically reviewing the literature, deciding on the research approach and choosing a research strategy, negotiating access and research ethics, selecting samples, using secondary data, collecting

primary data, analyzing quantitative and qualitative data as well as writing and presenting the research project.

MGT614 THESIS (18)

The MBA Thesis undertaken will be a research investigation into a contemporary management issue utilizing primary and secondary investigation, techniques and data sources. The investigation is likely to involve learners in the evaluation and formulation of organization strategies in a chosen field of management

MGT671 OPERATIONS MANAGEMENT (6)**Prerequisite(s):** ECO671 & MGT674

The aim of the course is to cover the latest and the most important issues facing Operations Management managers and to create a competitive advantage for students in the marketplace by conveying a set of skills and tools that they can apply to identify such issues. The course gives a general understanding to MBA students of the principles involved in operations management, design, control, layouts, facilities, planning, material processing and inventory control. Topics, such as, Electronic Commerce, Supply Chain Management, and Enterprise Resource Planning Systems are studied with up-to-date high-level managerial material to clarify the 'big picture' of their business applications.

MGT672 HUMAN RESOURCE MANAGEMENT (6)**Prerequisite(s):** MGT673

The course emphasizes personnel and human resource management activities as an integrated relationship of people, jobs and organization. It enables the students to realize the importance of effective personnel management for organizational performance. Topics covered include understanding the global environment, ensuring fair treatment and legal compliance, employee rights and benefits, creating organizational alignment, managing strategic change, job analysis, recruitment and selection, training and development, measuring performance, performance-based pay systems, safety and health at the workplace, unionization and bargaining and practicing the human resource profession.

MGT673 ORGANIZATIONAL BEHAVIOR (6)

This course is concerned with the managerial aspects of organizational behavior in a national and global setting. It focuses on interactions among the structure and operations of organizations, the process of management, and the behavior of people in a work environment. The MBA students complete this course with both a theoretical and a practical understanding of traditional management concepts such as organizational structure, culture, motivation, leadership, and teams.

MGT674 QUANTITATIVE METHODS FOR BUSINESS (6)

The aim of this course is to familiarize the MBA students with the quantitative methods in management. It introduces the basic and relevant statistical concepts and techniques to students. Thereby it enables students to apply these concepts and techniques to practical problems across different business functional areas. The emphasis is on practical applications and real-world problem solving. Areas covered include: descriptive statistics, probability, probability distributions, inferential statistics, regression and correlation, and the use of a statistical software package. Linear programming is also covered.

MGT675 STRATEGIC MANAGEMENT (6)**Prerequisite(s):** MGT673

This MBA course integrates into a logical system the managerial, human resources, accounting, economic, financial and marketing areas of business, as well as the legal and social responsibilities, fair employment practices, and the international aspects of business activity. It emphasizes on developing problem-solving skills and defensible organizational strategies. To that end, the course also examines assumptions, relationships,

priorities, structures, and values in both a personal and an organizational context. Case studies as an inseparable part of the course will assist in enabling the students to evaluate and select appropriate courses of action.

MGT676 BUSINESS RESEARCH (6)

This course is designed to help MBA students undertake a research project. It provides a clear guide on how to undertake research as well as highlighting the realities of undertaking research, including the more common pitfalls. Topics covered include formulating and clarifying the research topic, critically reviewing the literature, deciding on the research approach and choosing a research strategy, negotiating access and research ethics, selecting samples, using secondary data, collecting primary data, analyzing quantitative and qualitative data as well as writing and presenting the research project.

MGT677 BUSINESS ETHICS (6)

This MBA course examines the ethical aspects of individual and corporate decision making in business and provides resources for making ethical decisions within the context of managerial practice. The significant role of Ethics in decision making, the factors that lead to significant corporate misconduct and the means of maintaining an ethical corporate climate are examined. In a similar vein, the course gives insight and skill to work within a rapid social change in global business through innovative educational experience. For this reason the use of various case studies and other activities including role-playing and prepared scenarios is a unique characteristic of this course.

MGT678 MANAGING CORPORATE CHANGE (6)

Prerequisite(s): MGT673

This MBA course examines organization development theories, techniques and designs to manage corporate change toward improving an organization's performance and functioning. Making the organization more hospitable to people, improving productivity and human satisfaction, resulting in achieving greater efficiency and competitive advantage. Emphasizing the importance of innovative organization techniques to compete in the millennium of accelerating change due to global environmental changes the course covers topics such as mergers and acquisitions, downsizing, internet organizations, evolving technologies, environmental protection, globalization and liberalization concepts.

MGT679 LABOR RELATIONS (6)

Prerequisite(s): MGT673

The course aims to explore the sets of processes that unions and employees develop and use to achieve their goals while accommodating each others needs. Further topics include the laws and regulations that specify and limit the scope and implementation of the practice of labor relations, as well as, the theories that connote conflict resolution processes.

MGT680 LEADERSHIP AND INNOVATION (6)

The course introduces students to creative leadership that integrates both leadership and management. The course provides the students key insights into a more systematic way to lead transformation. Topics included are the various roles required to initiate and sustain change efforts, the tools required to create and lead teamwork for transformation, the change methods available as well as how to select and manage a variety of change methods. The element of organizational climate and context is addressed as well and the practical ways to understand and create the climate for transformation are examined.

MGT681 THESIS (18)

The MBA Thesis undertaken will be a research investigation into a contemporary management issue utilizing primary and secondary investigation, techniques and data sources. The investigation is likely to involve learners in the evaluation and

formulation of organization strategies in a chosen field of management.

MATHEMATICS

MTH101 MATHEMATICS (6)

This course offers an introduction to real numbers, Polynomials, Rational Expressions, Square roots, Exponents, Equations and inequalities: Linear, Quadratic and Other Forms and Graphs. Functions: Graphing, Transformations, Composite, Construction, Quadratic, Rational, Exponential, Logarithmic. System of Linear equations.

MTH102 STATISTICS (6)

This course is an introduction to the concept and need for statistics. It includes collection, tabulations and graphical representation of statistical data, frequency distributions, measures of central tendency, measures of dispersion and skewness, probability and probability distributions, the binomial, the Poisson and the normal distributions, sampling, estimating means and percentages.

MTH103 CALCULUS (6)

The course introduces calculus with analytic geometry with a focus on the conceptual understanding and applicability of the material covered. Topics include functions, limits and continuity, differentiation, logarithmic and exponential functions and their derivatives, analysis of functions and their graphs, applications of the derivative, and integration.

MTH104 DISCRETE MATHEMATICS (6)

Since the data stored in a computer must by necessity be finite (discrete) and the algorithms performed by a computer must have a finite number of steps, many important applications of discrete mathematics are used in computer science such as the analysis and design of algorithms. Problem solving and algorithms will be emphasized throughout the course and computer projects will be assigned. Topics include sets and functions, algorithms and their complexity, mathematical reasoning including methods of proof and induction, combinatorial analysis, counting principles and permutations, recurrence relations and the inclusion-exclusion principle, graph theory and trees, and an introduction to languages and grammars and Turing machines.

MTH105 FINANCIAL MATHEMATICS (6)

Το μάθημα Οικονομικά Μαθηματικά, δίνει έμφαση στην επίλυση μαθηματικών προβλημάτων και εξισώσεων που συναντώνται στον τραπεζικό και οικονομικό τομέα, σε εμπορικές συναλλαγές, δάνεια, ομόλογα και εταιρικές οικονομικές πράξεις. Η διασύνδεση με τον συγκεκριμένο κλάδο επιτυγχάνεται αφού χρησιμοποιούνται συγκεκριμένα παραδείγματα που αφορούν τον οικονομικό τομέα, και συνδέονται με απτά παραδείγματα που ο φοιτητής θα συναντήσει σε προηγούμενα μαθήματα συναφή με λογιστικά θέματα.

MTH201 FINITE MATHEMATICS (6)

The aim of the course is to familiarize students with basic and specialized mathematical techniques which are useful in business situations to record and manage business operations in accounting, inventory management, marketing, sales forecasting, and financial analysis. Material include Markov Chains and Financial Mathematics used in commerce and business Calculus in Differentiation and Integration, an introduction to the method of solving systems of equations and inequalities and Linear programming especially useful for business management

MTH202 CALCULUS (6)

Prerequisite(s): MTH103

Continuation of MTH103 CALCULUS. Topics include applications of the definite integral in geometry, science and engineering, principles and methods of integration, mathematical

modeling with differential equations, infinite series and analytic geometry in calculus.

MTH203 LINEAR ALGEBRA (6)

Prerequisite(s): MTH103

The aim of the course is to introduce the basic concepts of Linear Algebra and its applications to a wide variety of different areas. Topics include vector space properties and systems of linear equations, matrices and linear transformations, dimension and rank, coordinate vectors and matrix representations, determinants, eigenvalues, eigenvectors and their applications, orthonormal sets and Gram-Schmidt theorem and orthogonal matrices.

MTH204 STATISTICS II (6)

Prerequisite(s): MTH102

This course includes tests of hypotheses, Analysis of variance, Chi-square analysis, Index numbers, Time-series analysis, Simple linear regression and correlation analysis, Non parametric statistical methods and computer aided statistics.

MTH501 BUSINESS MATHEMATICS AND STATISTICS (0)

The course reviews fundamental mathematical concepts that are needed in subsequent MBA courses. Topics covered include basic calculus (functions, differentiation, and integration), linear algebra (systems of equations and inequalities) and basic topics in statistics such as elements of probability theory, probability distributions, measures of central tendency and dispersion.

MTH571 BUSINESS MATHEMATICS AND STATISTICS (0)

The course reviews fundamental mathematical concepts that are needed in subsequent MBA courses. Topics covered include basic calculus (functions, differentiation, and integration), linear algebra (systems of equations and inequalities) and basic topics in statistics such as elements of probability theory, probability distributions, measures of central tendency and dispersion.

PHILOSOPHY

PHI101 INTRODUCTION TO PHILOSOPHY (6)

The course is an introduction to philosophy. The students will be introduced to the fundamental problems of philosophy through various responses offered by different philosophers and specific philosophical schools.

POLITICAL STUDIES

POL101 POLITICAL STUDIES (6)

It offers an introduction to the historical and theoretical background of modern political systems. It deals in some detail with the institutions, processes and culture of British politics and of the European Union, as well as with the American Constitution and Federalism. Other 'ideological'/political systems are also examined, as well as current political and social global issues.

PSYCHOLOGY

PSY101 INTRODUCTION TO PSYCHOLOGY (6)

The course is a survey of the theoretical perspectives and research regarding the scientific study of human behaviour. Major topics include the historical origins of Psychology, the nature of Psychology as a science, methods of psychological research, biology of behaviour, learning and conditioning, psychological development, memory, motivation, emotion, intelligence, personality, stress, psychological disorders, treatment of psychological disorders, social influence, and social cognition.

SECRETARIAL STUDIES

SEC101 ENGLISH TEXT PRODUCTION I (6)

Coverage of the keyboard, the tabulator, correction signs, manuscripts, paper sizes, paragraphs, headings, business letters, memorandums, invitations, reports, articles, information sheets, programs and checklists.

SEC102 GREEK TEXT PRODUCTION I (6)

Prerequisite(s): Knowledge of Greek Language

It helps students in learning the keyboard, typing of simple texts, letters and memorandums.

SEC103 OFFICE PRACTICE (6)

The course introduces the fundamental concepts of office practice. Duties of office staff, mail, the filing system, office equipment and organization, payroll and income tax are some of the topics covered.

SEC104 GREEK SHORTHAND I (6)

Prerequisite(s): Knowledge of Greek Language

This is a study of the alphabet. The course examines the combinations of vowels with symbols, verbs, pronouns, articles, adverbs, prepositions, conjunctions, comparatives and superlatives.

SEC105 GREEK SHORTHAND II (6)

Prerequisite(s): SEC104

A continuation of SEC104 that is designed to prepare students for the speed exams (60-80 words per minute) carried out by the Cyprus Ministry of Education and Culture.

SEC106 OFFICE ADMINISTRATION I (6)

The aim of the course is to provide an in-depth analysis of the duties and functions of the secretary such as office organisation, handling documentation, use and control of materials and stationery and storage and retrieval of information.

SEC107 OFFICE ADMINISTRATION II (6)

Prerequisite(s): SEC106

The aim of the course is to provide an in-depth analysis of the duties and functions of the secretary such as appreciation of the functions and use of office equipment, internal and external communication and services provided by outside agencies.

SEC201 ENGLISH TEXT PRODUCTION II (6)

Prerequisite(s): SEC101

This is a continuation of SEC101. The course deals with memorandums, forms, circular letters, tabulation, advertisements, documents for meetings (notice of meeting, agenda and minutes), footnotes, invitations, reports, articles, information sheets, programs, fax transmission and checklists.

SEC202 GREEK TEXT PRODUCTION II (6)

Prerequisite(s): SEC102

The course is a continuation of SEC102. It reviews the theory of letters, forms, tables, memorandums, postcards, personal letters, invoices, documents for meetings and legal work.

SEC203 OFFICE ADMINISTRATION III (6)

Prerequisite(s): SEC107

The aim of the course is to provide an in-depth analysis of the duties and functions of the secretary such as administrative duties and staff responsibilities, the name and functions of different business equipment and services and the characteristics of the work environment.

SEC204 OFFICE ADMINISTRATION IV (6)

Prerequisite(s): SEC203

The aim of the course is to provide an in-depth analysis of the duties and functions of the secretary such as storing, indexing, classifying and retrieving information and communication.

SEC301 ENGLISH TEXT PRODUCTION III (6)

Prerequisite(s): SEC201

The course deals with memorandums, forms, circular letters, tabulation, advertisements, documents for meetings (notice of meeting, agenda and minutes), footnotes, press release, invitations, reply to invitation, reports, articles, information sheets, programs, fax transmission, checklists and itinerary.

SEC302 GREEK TEXT PRODUCTION III (6)

Prerequisite(s): SEC202

The course revises the material taught in SEC202. Emphasis is given on practicing Greek Text Production (Ministry of Education and Culture - Third Level) past examinations.

SEC304 ADVANCED WORD PROCESSING (6)

Prerequisite(s): CSC102

The features and use of word-processing are examined in this course. Areas of content include creating and editing a document, formatting paragraphs and pages, finding and replacing text, checking spelling and grammar, saving time with wizards and templates, creating reports, newsletters, tables and merged documents and mastering envelopes and form letters.

SEC401 ENGLISH TEXT PRODUCTION IV (6)

Prerequisite(s): SEC301

Speed tests and practice of English Text Production (London Chamber of Commerce and Industry - Third Level) past examinations.

SEC402 GREEK TEXT PRODUCTION IV (6)

Prerequisite(s): SEC302

Speed tests and practice of Greek Text Production (Ministry of Education and Culture – Third Level) past examinations.

SEC404 ADVANCED SPREADSHEET (6)

Prerequisite(s): CSC102

An introduction to spreadsheets, one of the most widely used software applications. Coverage includes workbooks and worksheets, getting information into Excel and formatting it, adding graphics and working with Excel charts, printing with Excel, working with Excel databases, working with macros and the web.

SEC405 PROJECT (6)

Prerequisite(s): Sophomore standing

Students will enrich their research and professional skills in Office Management by choosing a topic relevant to their studies. The project undertaken will be an investigation into a contemporary office management issue in a particular business environment, utilizing primary and /or secondary data sources. The project will involve students in the evaluation, analysis and application of the most frequently used methodologies in relation to the program of studies, Office Management. In completing the project work, a project report of 7,000-9,000 words is prepared and an oral presentation is given.

SOCIOLOGY

SOC101 PRINCIPLES OF SOCIOLOGY (6)

A systematic introduction to the historical foundations of the science of Sociology, the development of Sociology based on core theoretical perspectives – Functionalist / Conflict / Interactionist – a thorough description of how culture and social structure are viewed and explained by Sociology, analysis of the socialization process, nature and functions of formal organizations and social groups, deviant behavior and crime as explained by sociological theories, social stratification, emphasis in analyzing the nature of power in terms of political and economic effects, social issues which stem out from differences in race – ethnicity – gender, sociological views on the institution of marriage and family within different societies around the globe, sociological analysis of social change and social

movements, real-life applications of sociological knowledge related to different societies in the 21st century, and current world issues based on principles of sociological knowledge are discussed.

TRAVEL AND TOURISM MANAGEMENT

TOU101 COMPUTERIZED RESERVATION SYSTEM (6)

An introduction to manual travel agency operations and basic hands-on reservations techniques by using the SABRE Travel Network global distribution system (GDS). Emphasis is given on making air, hotel and car reservations and booking itineraries.

TOU102 COMPUTERIZED RESERVATION SYSTEM II (6)

Prerequisite(s): TOU101

Fares, Pricing and ticketing procedures with the continuation of the study of Computerized Reservation I. Emphasis on finding fares, pricing itineraries and issuing electronic tickets.

TOU103 INTRODUCTION TO LEISURE (6)

The course provides a comprehensive examination of the field of recreation and leisure study. The course examines leisure from sociological, economic, and historic contexts as well as introducing a broad range of recreation and leisure services.

TOU104 TOURISM GEOGRAPHY (6)

The course intends to familiarize students with travel and tourism aspects related to the world geography. The course at first studies the basic elements of the geography of travel and tourism, the geography of demand and resources for tourism, climate and finally the geography of transport for travel and tourism. Subsequently, these issues are being applied in different geographical locations worldwide and the students get the opportunity to evaluate the diverse and multidimensional tourism characteristics of the most well known tourism destinations.

TOU105 TRAVEL OPERATIONS MANAGEMENT (6)

Prerequisite(s): TOU104 & TOU110

The course provides a comprehensive examination of the activities, decisions and responsibilities of operations managers in the travel and tourism industry. It includes studying the design of the service concept, product improvements, selling skills, capacity management and the strategy of operations management.

TOU110 DIMENSIONS OF TOURISM (6)

The course introduces students to the basic and most important aspects of the tourism dimensions. It discusses such issues as the history of tourism, the role of tourism organizations, the components and the operating sectors of the tourism system, the demographic characteristics of the tourists, the social and the cultural dimensions of tourism and the international tourism policy. Finally, the students have the opportunity to study the future trends in tourism.

TOU111 FARES AND TICKETING (6)

Travel personnel, whether based in Tokyo, Sydney or London, all work in accordance with standardized documentation, rules governing fare calculations and ticketing. One of the IATA association rules is to impose standardization in the air travel industry. The student will be provided with a fundamental knowledge of air traffic regulations and passenger travel arrangements, travel guides and reservations. In addition, they will become familiar with related subjects such as industry regulations, codes, world geography, visa and health requirements, as well as tour programs.

TOU201 SPECIAL INTEREST TOURISM (6)

Prerequisite(s): TOU110

The course provides a comprehensive examination of the different types of special interest tourism. It studies market

trends and market behaviour towards the different types of tourism. It also analyses the response to and new developments of these types of tourism from the supply side of the industry. It mainly focuses on cultural and heritage tourism, educational, ecological, indigenous, cycle, regional and rural, health and spa, wine and food, festivals and events, urban tourism and others. One of its aims is also to create understanding of a small special interest business entrepreneurship.

TOU205 TOURISM PLANNING AND DEVELOPMENT (6)

Prerequisite(s): TOU110

The course emphasises on the planning and infrastructural development of a tourist region, destination or site.

It offers a thorough understanding of the need for planning in the tourist sector. It examines the different perspectives of public policy and the traditional and new views of private policy. It studies and analyses the planning concepts of regions, destinations and tourist sites and the applications to developing in the three scales. It provides the opportunity of learning through past successful or non-successful cases.

TOU206 FARES AND TICKETING II (6)

Prerequisite(s): TOU111

Travel personnel, whether based in Tokyo, Sydney or London, all work in accordance with standardized documentation, rules governing fare calculations and ticketing. One of the IATA objectives is to impose standardization in the air travel industry. The student will acquire the skills in order to be able to calculate a variety of air fares and to become familiar with the IATA and international regulations connected with commercial air services. The aim of this course is to familiarize the student with air traffic, the airline passenger tariff and different types of Air fares. This will enable students to understand the basic elements of IATA air fares regulation.

TOU303 FARES AND TICKETING III (6)

Prerequisite(s): TOU206

The specialist skills involved in calculating air fares and issuing tickets have assumed a new importance in today's competitive market. The student will acquire the skills in order to be able to calculate a variety of air fares and to become familiar with the IATA and international regulations connected with commercial air services. The student will be able to complete international airline traffic documents, such as tickets and Miscellaneous Charges Order (MCO's) for every itinerary and fare. The student will also be aware of the precautions to be taken for safeguarding airline documents against loss and theft, in association with IATA fraud prevention recommendations, understand Billing and Settlement Plan (BSP) Procedures, stock control and security of accountable documents. On completion, the student can seek entry level positions in the travel and tourism industry.

TOU400 TOURISM RESEARCH (6)

Prerequisite(s): MTH102, TOU105, TOU201, TOU205 & TOU402

This course is an introduction to the research methods used for the Travel and Tourism Industry. Research is a multi-stage process which must be followed in order to undertake and complete a research project. People undertake research projects in a systematic way in order to find out new things about business and management. "Systematic" suggests that research is based on logical relationships and not just beliefs and as part of this research will involve an explanation of the methods used to collect the data related, argue why the results obtained are meaningful and explain any limitations associated with them. "Finding out" suggests a multiplicity of possible purposes for the research. Students will also learn to appreciate the importance of information gathering, literature reviewing and discover the different methods of researching and analyzing their data.

TOU401 INTERNATIONAL TRAVEL AND TOURISM (6)

Prerequisite(s): TOU400

The course exemplifies the critical issues that the Travel and Tourism Industry is facing in the global scene. It provides students a conceptual awareness of the positive and negative impacts that world tourism destinations are facing and evaluates planning and development issues for the future prospects for people and places into the coming decades. The course analyses all issues through real examples and case studies. Through the course, students are expected to develop such skills so as to be able and complete a research project applying their research skills integrating learning from this course and the other travel and tourism related courses across the program.

TOU402 SUSTAINABLE TOURISM (6)

Prerequisite(s): TOU103, TOU104 & TOU110

Sustainable tourism is defined as development meets the needs of present tourists and host regions while protecting and enhancing opportunities for the future. It is envisaged as leading to management of all resources in such a way that the economic, social and aesthetic needs can be fulfilled while maintaining cultural integrity, essential ecological processes, and biological diversity and life support systems.

TOU404 eTOURISM (6)

Prerequisite(s): TOU102

Globalization and new Information and Communication Technology (ICT) are radically transforming the tourist industry. The demonopolization of information flows and the disintermediation brought about by growing Internet use mean that developing countries can now make the most of their tourism resources by targeting the potential tourist directly. The tourist industry is heterogeneous and fragmented. It involves many different players, both private and public, and draws on the widest possible range of cross-cutting skills.