



AMERICAN  
COLLEGE

BULLETIN





# Table of Contents

## PAGE

<b>1</b>	<b>Welcome Message</b>
<b>2</b>	<b>Introducing American College</b>
3	Up to date, flexible and innovative programs of study
3	Internationally recognized education
3	Highly regarded qualifications that enhance employability
4	Modern and well-equipped facilities
4	Dedicated faculty
4	Lively international community
4	Compact, friendly and above all a human College
<b>5</b>	<b>Our Mission and Objectives</b>
5	Mission
5	Objectives
<b>6</b>	<b>Accreditation, International Recognition and Awards</b>
6	Accreditation
6	International recognition
7	Awards
<b>8</b>	<b>Participation in Erasmus+</b>
<b>9</b>	<b>Research and Publications</b>
9	The Cyprus Journal of Sciences
<b>10</b>	<b>Cyprus... a paradise island</b>
<b>11</b>	<b>The cosmopolitan city of Nicosia</b>
<b>12</b>	<b>Campus and Facilities</b>
12	Campus
13	Library and online library platform
14	Computer facilities
15	Kitchen and restaurant laboratories
15	Classrooms
16	Gymnastic center (Fitness One)
17	Cafeterias
17	Administration and faculty offices
<b>18</b>	<b>Student Welfare</b>
18	Orientation
19	Accommodation services
19	International student services
19	Academic and personal counseling
19	Sports activities
20	Clubs and societies
20	College Times and students' handbook
21	Students' Union
21	Employment and career services
21	Alumni association

## PAGE

<b>22</b>	<b>Distance Education</b>
22	Introduction
22	Distance education tools
22	Role of instructor
22	Assessment
<b>23</b>	<b>Admission Information</b>
23	Admission policy statement
23	Admission criteria for undergraduate programs
23	Admission criteria for postgraduate programs
23	English language proficiency
23	Greek language proficiency
24	Re-admission
24	Academic year and admission intakes
24	Admission procedure for Cypriot and European Union students
24	Admission and visa procedures for international students
24	Admission procedure for distance education students
24	Transfer of credits
26	Office of Admissions contact details
<b>27</b>	<b>Financial Information</b>
27	Tuition and other fees for Cypriot students
27	Tuition and other fees for international and European Union students
27	Tuition and other fees for distance education students
27	Scholarships and financial aid
27	On campus work programs
27	Right of employment of international students
27	Internship
<b>28</b>	<b>Programs of Study</b>
30	Business Administration (Bachelor of Arts)
31	Business Administration (Diploma)
32	International Business (Bachelor of Arts)
33	International Business (Diploma)
34	Human Resource Management (Bachelor of Arts)
35	Human Resource Management (Diploma)
36	Marketing (Bachelor of Arts)
37	Marketing (Diploma)
38	Management Information Systems (Bachelor of Science)
39	Management Information Systems (Diploma)
40	Computer Science (Bachelor of Science)
41	Computer Science (Diploma)
42	Hotel Management (Bachelor of Arts)
43	Hotel Management (Diploma)
44	Travel and Tourism Management (Bachelor of Arts)
45	Travel and Tourism Management (Diploma)
46	Office Management (Secretarial Studies) (Diploma)
47	Office Management (Secretarial Studies) (Certificate)
48	Culinary Arts (Cookery) (Bachelor of Arts)
49	Culinary Arts (Cookery) (Higher Diploma)
50	Culinary Arts (Cookery) (Diploma)
51	Computerized Accounting (Diploma)
52	Computer Network Technician (Diploma)
53	Business Administration (Master Degree)
54	Business Administration (Distance Education, Master Degree)



# Welcome Message

We are delighted that you are considering studying at American College and we hope that in reading through this bulletin you will find the program of study that meets your academic and professional interests.

This bulletin introduces you to the American College, a leading higher education institution located in Nicosia, the capital of Cyprus, a member state of the European Union. The bulletin informs you about American College programs of study, facilities and services provided to students, admission information, and much more.

Since its establishment, in 1975, American College has been undergoing a process of continuous development. We are a dynamic and innovating institution, well respected in Cyprus and abroad. We are engaged in high quality teaching and learning with a reputation for excellence. Our primary aim is to provide you with first-rate education that will enable you to acquire sound knowledge and competence in your chosen field of study.

In addition to the information contained in this bulletin, our experienced Office of Admissions personnel are available to guide you personally to select the appropriate program of study for you.

We hope that you will decide to join us and look forward to welcoming you at American College.





# Introducing American College

American College is a leading higher education institution founded in 1975. The College is located in the capital of Cyprus, Nicosia. Cyprus is an island which lies at the crossroads of Europe, Asia and Africa and is a member-state of the European Union. American College is one of the oldest higher education institutions in Cyprus. The College is registered with the Cyprus Ministry of Education and Culture and it offers a wide range of accredited programs of study. Its programs are modelled on American and European higher education and are recognized both nationally and internationally. The vast majority of American College programs are offered in English language and the College hosts students from all over the world.







## Knowledge Recognition Employment

### Up to date, flexible and innovative programs of study

American College aims at equipping its students with highly-regarded qualifications, skills and experience, which will fulfil their career aspirations and enrich their future lives. The flexibility and diversity of our programs of study attract students of all ages from every background and from many different countries. Our programs are reviewed regularly so that they meet our students' needs and the needs of society in general and to reflect updated trends and requirements. At American College students experience new methods and approaches to learning in a conducive and creative environment. Our priority is to enable and encourage our students to achieve their full potential and to accomplish academic excellence through flexible and innovative programs of study.

### Internationally recognized education

American College developed and maintains academic links with a number of American, British, European, Australian, Canadian and other universities, providing students with diverse transfer opportunities for further study. Our students may transfer to these universities to continue their undergraduate studies or pursue postgraduate studies (master and doctoral degrees). Furthermore, American College has been awarded with the Erasmus Charter for Higher Education and it applies the European Credit Transfer System (ECTS). These enable our students, among others, to participate in student mobility programs. The College has an extensive and expanding list of European academic institutions at which our students can study for one or two semesters. Moreover, students of these institutions can study at American College for one or two semesters and have their studies fully recognized.

### Highly regarded qualifications that enhance employability

American College qualifications are highly regarded by employers. Employers in Cyprus and abroad, are highly interested to employ American College graduates, for their academic abilities and professional skills. Our graduates have successfully entered the working world and have excelled within their fields of study.



### **Modern and well-equipped facilities**

Our campus consists of modern and well equipped facilities such as a rich library and online library platform, state of the art computer facilities, professional kitchen and restaurant laboratories, classrooms, a gym and cafeterias. American College offers its students the facilities they need to successfully pursue their studies and at the same time have an enjoyable student life. Our laboratories give students the opportunity to become familiar with instruments, tools and equipment, be involved in their use and gain practical experience in their specific fields of study. Well-equipped and up to date laboratories are essential for the provision of modern higher education as they enable the practical understanding of theoretical material and acquisition of skills that will provide students with advantages in the labor market.

### **Dedicated faculty**

The quality of our education is a mirror image of our faculty. The faculty of American College take a personal interest in each student's success. Working together, faculty members and students create and nurture a community that fosters mutual trust and respect through formal and informal interaction. Our faculty members, an enthusiastic and competent academic community, are highly qualified, and have teaching, research and consultancy experience. Some of our professors continue to work actively in the marketplace and they therefore bring actual industry experience and knowledge to the classrooms.

### **Lively international community**

American College has a lively and tolerant international community. International students from countries of Europe, the Middle East, Africa and Asia are warmly welcomed at the College. For our international students, embarking on undergraduate or postgraduate study involves moving to Cyprus. As well as coping with academic work, international students will also have to adjust to a different way of life, an environment with a different culture and a different language. Our staff has special responsibility to make this transition as smooth as possible.

### **Compact, friendly and above all a human College**

Our dedicated academic and administrative staff work hard to keep American College a warm, human and friendly college. Part of the uniqueness of our College is the fact that we combine an excellent record of quality provision in our teaching with a constant effort to maintain a personal relationship with each individual student. We spend a great deal of time and effort in making all our students feel welcome and in offering any support they might need.





# Our Mission and Objectives

## Mission

American College is a private institution of higher education committed to meeting the educational and professional needs of its students. The College aims to help its students develop a strong knowledge base. In addition, it aims to encourage its students to achieve their potential and prepares its graduates for career and/or academic advancement. Finally, the College strives to help its students maintain and foster ethical, fair and honest behaviors in all their endeavors.

## Objectives

The College aims to underpin its mission by meeting the following objectives:

**TO RECRUIT  
AND RETAIN QUALIFIED  
FACULTY DEDICATED  
TO EXCELLENCE IN  
TEACHING**

**TO PROMOTE  
AND SUPPORT  
RESEARCH AND  
SCHOLARSHIP,  
ACADEMIC FREEDOM  
AND FACULTY  
DEVELOPMENT**

**TO RECRUIT  
AND RETAIN  
QUALIFIED  
ADMINISTRATORS  
DEDICATED TO  
ADEQUATELY  
SERVICING THE  
STUDENTS' NEEDS**

**TO OFFER  
PROGRAMS OF STUDY  
OF HIGH QUALITY  
THAT CAN RESPOND  
TO THE CURRENT AND  
FUTURE NEEDS OF THE  
SOCIETY**

**TO INTRODUCE  
AND MAINTAIN  
ADEQUATE EDUCATIONAL  
FACILITIES, RESOURCES  
AND SERVICES OF HIGH  
QUALITY THAT CAN  
PROVIDE A STIMULATING  
ENVIRONMENT  
CONDUCTIVE TO  
LEARNING**

**TO HAVE A CLEAR  
ORGANIZATIONAL  
AND ADMINISTRATIVE  
STRUCTURE AND EMPLOY  
EFFECTIVE POLICIES,  
PROCEDURES AND  
REGULATIONS THAT CAN  
SUPPORT THE COLLEGE  
IN ACHIEVING ITS  
MISSION**

# Accreditation, International Recognition and Awards

## Accreditation

Most of our programs of study are accredited. The accreditation was carried out by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education or the Cyprus Council of Educational Evaluation Accreditation. The Agency replaced the Council in 2015. The Agency (and previously the Council) is the official body responsible to ensure the quality of higher education and to accredit the programs of study offered by higher education institutions in the Republic of Cyprus. Accreditation is the process of validation in which higher education programs of study are evaluated based on a number of criteria and standards such as the way teaching and student assessment is conducted, qualifications and experience of teaching personnel, structure and content of a program of study, administrative mechanisms, institution's facilities and student services. The accreditation of our programs of study means that these programs of study met the particular criteria and standards and the qualifications (degree/diploma/certificate) obtained by the program's graduates is fully recognized worldwide for employment purposes and for continuing education to a higher level. The accreditation status confirms the high quality and standards of our programs of study!



## International recognition

American College's reputation as a college offering high quality education is recognized both nationally and internationally. We are committed to providing our students with experiences which extend beyond local and national boundaries. Therefore, the College maintains agreements, international partnerships and strong links with numerous universities abroad, where its students may transfer to continue their undergraduate studies or pursue postgraduate studies (master and doctoral degrees). These agreements are on a credit/year for credit/year basis. Specifically, our students may study for 2 years at our College and 1 in the United Kingdom or 3 years at our College and 1 in the United States and obtain a British or American Bachelor Degree. The agreements we maintain ensure the shortest time and the lowest cost in obtaining a British or American university degree.

Below you may find a list of universities with which we maintain an agreement or which have accepted our students for undergraduate or postgraduate studies:

### United Kingdom

- Coventry University
- Huron University USA in London
- Leeds Metropolitan University
- Liverpool John Moores University
- London Metropolitan University
- Manchester Metropolitan University
- Middlesex University
- South Bank University
- Southeastern University (London Campus)
- University of Abertay Dundee
- University of Bradford
- University of Brighton
- University of Central England in Birmingham
- University of Derby
- University of East Anglia
- University of East London
- University of Edinburgh
- University of Glasgow
- University of Greenwich
- University of Lincolnshire & Humberside
- University of Luton
- University of Northumbria
- University of Plymouth
- University of Sunderland
- University of Wales Swansea
- University of Westminster
- University of Wolverhampton



### United States of America

- Adelphi University
- Berkeley College, New York
- Johnson and Wales University
- State University of New York, College of Technology
- The University of Oklahoma
- University of Bridgeport
- University of Central Oklahoma
- University of Evansville
- University of Houston
- University of New Haven
- University of New Orleans
- University of South Alabama

### Australia

- Central Queensland University
- Deakin University
- The University of Western Sydney Macarthur
- University of Canberra
- University of Wollongong

### Canada

- Acadia University
- GC Georgian College

### Switzerland

- Swiss Hotel Management School
- European University (EU)

### Ireland

- Dublin Business School

### Netherlands

- University of Groningen

### Finland

- Kajaani Polytechnic

### Spain

- European University

## Awards

All the following prestigious awards are important distinctions in the field of Higher Education, recognizing the excellent performance of American College.



### Erasmus Charter for Higher Education

American College has been awarded the Erasmus Charter for Higher Education by the European Commission. This award enables American College students to study at partner institutions in other participating countries or benefit from work internships in any country within Europe. Through faculty and administration staff exchange, our faculty members may undertake a teaching assignment at one of our partner institutions, while both faculty and administration staff may benefit from training programs and seminars offered from other academic institutions, enterprises, or training bodies across Europe.

### Diploma Supplement Label

American College is among a select number of academic institutions in Europe to receive the Diploma Supplement Label. In fact American College was the first college in Cyprus to receive this award. The label was awarded in recognition for the provision to every graduate a standardized document along with his/her certificate, diploma or degree, describing the nature, level, context, content and status of the studies that were pursued and

successfully completed by the graduate. The Diploma Supplement improves international "transparency" and facilitates the academic and professional



recognition, thus helping graduates to find jobs in the international labor market.

A prerequisite for the Diploma Supplement Label's application was the adoption of the European Credit Transfer and Accumulation System of Credits (ECTS). ECTS is a "learner-centered" system involving the accumulation and transfer of credits, and aims to achieve transparency of learning outcomes and learning processes. More broadly, it aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student mobility. As of 2010, the American college has implemented the ECTS. Our syllabi and curricula are fully compliant with the ECTS criteria and all transcripts, academic regulations and other documents, bear the ECTS credit indication. The implementation of ECTS, raises the profile of the institution as a transparent and reliable partner in European and international cooperation.



# Participation in **Erasmus+**

American College participates in the Erasmus+ mobility program. Erasmus aims at improving the quality of higher education and strengthens its European dimension. It does this by encouraging transnational cooperation among higher education institutions, promoting

European mobility of students, faculty and administration staff, and contributing to improved transparency and academic recognition of qualifications and studies throughout the European Union.

American College offers its students a wide spectrum of opportunities to learn, develop, improve their skills and have a good time by participating in exchange programs. Students of American College have the opportunity to study for one or two semesters in another European country. The period abroad will be fully accredited towards a student's final qualification and students receive a grant to cover the costs of this mobility. For the above to be possible American College has signed bilateral agreements with the higher education institutions shown below. Finally, our College is actively engaged in receiving Erasmus students from the partner institutions below.



## **Belgium**

- Haute Ecole Galilee

## **Bulgaria**

- College of Management, Trade and Marketing
- International University College
- Technical University of Sofia
- The D.A Tsenov Academy of Economics

## **Czech Republic**

- Business Academy and Higher Professional School in Valašské Meziříčí
- Newton College A.S

## **France**

- ESCI-Ecole Supérieure De Commerce International
- Tezenas Du Montcel Campus

## **Germany**

- University of Kassel

## **Greece**

- Hellenic Army Academy
- University of the Aegean

## **Hungary**

- King Sigismund Business School

## **Latvia**

- Baltic International Academy
- Latvian College of Culture at the Latvian Academy of Culture
- Riga International School of Economics and Business Administration
- School of Business Administration - Turība

## **Lithuania**

- Kolping University of Applied Sciences
- Vilnius Gediminas Technical University

## **Poland**

- College of Social and Media Culture
- Higher Vocational State School in Włocławek
- Poznań University of Physical Education

## **Portugal**

- Higher School of Tourism and Hospitality Services of Estoril
- IPAM – The Marketing school for business
- Polytechnic Institute of Bragança

## **Slovak Republic**

- University of Central Europe in Skalica

## **Spain**

- Universidad de Alicante
- CETA Escola Universitària de Turisme – Barcelona
- Escola Superior de Relacions Públiques – Barcelona
- Universidad Católica de Avila
- Universidad de Girona
- Universidad de Jaén
- Universidad de León

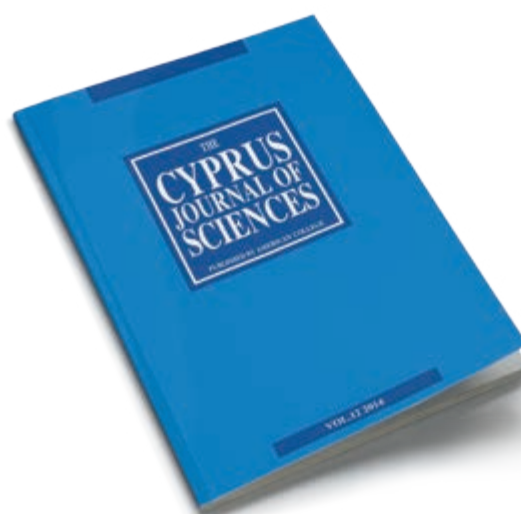
# Research and Publications

American College is committed to the promotion of research and the generation of knowledge for the benefit of its students, its faculty and the society at large. The College regards scientific, academic and applied research as an important and essential part of its academic activities.

The research activities of our faculty and other researchers collaborating with our faculty include the writing of research and other scholarly work published in the form of books, journals and conference proceedings. Moreover, the College faculty and other researchers are involved in funded projects at national and European Union levels. They work towards developing and implementing these research funding grants with the strong support of the College. In addition, the College offers constructive assistance in all areas of research at the College, supplying specialist information, guidance and advice regarding relevant issues to those involved in research at the College.

## The Cyprus Journal of Sciences

The Cyprus Journal of Sciences, is a respectful scientific publication of research articles published once a year by American College. It constitutes a forum for displaying contemporary themes and issues. The journal accommodates articles in the areas of humanities and social sciences, pure and applied sciences, economics, tourism and management. The articles are written by academics from various countries. The journal contributes to the development of knowledge and understanding for contemporary trends and challenges. The journal aims to stimulate the production of original research and to provide an academic forum for discussion on prominent issues. The journal was first published in 2002 and since then, has continued to receive the support of many scholars worldwide. For further information on article submissions, annual subscription, as well as the contents of each issue you may visit the College website at: [www.ac.ac.cy](http://www.ac.ac.cy).



## Cyprus... a paradise island!

The beautiful island of Cyprus is situated at the north-eastern corner of the Mediterranean Sea, at the crossroads of Europe, Asia and Africa. It is at a distance of 300 km north of Egypt, 90 km west of Syria and 60 km south of Turkey. Cyprus is the third largest island in the Mediterranean with an area of 9.251 sq. km.

Cyprus landscape, blessed with natural beauty, is one of infinite variety. Cool, virgin mountains and tranquil, traditional villages are in striking contrast to golden, sunny beaches and modern cosmopolitan cities. The environment of Cyprus is one of the healthiest in the world, free from any kind of pollution.

Cyprus has a Mediterranean climate: hot, dry summers from June to September with an average temperature of 35° C and mild, wet winters from November to March with an average temperature of 12° C, which are separated by short Autumn and Spring seasons of rapid change in weather patterns in October, April and May. Sunshine is abundant during the whole year, particularly from April to September when the daily average exceeds eleven hours. Winds are on the whole light to moderate.

Gales are very infrequent and heavy storms rare.

The population of Cyprus is 858.000. The native language is Greek, but English is widely understood and extensively spoken. Political stability is firmly established in Cyprus. Since Cyprus accession to the European Union, because of its geographical position, it essentially became the bridge between Europe, the Middle East and the rest of the world.

In addition, Cyprus is a member of the United Nations, the Council of Europe, the Commonwealth of Nations, and other international bodies.

Cyprus enjoys a free-market economy based on services (banking and shipping), tourism, light manufacturing (food, wine, clothing, footwear, tobacco, chemicals), cement production, electricity generation, mineral exports, agriculture and farming. Cyprus accession as a full member to the European Union as of 1st May 2004 has been an important milestone in its recent economic development. As of 1st January 2008, the currency of Cyprus is the Euro (€). Foreign currency can be imported without limitations and credit cards are accepted. Cyprus has a high standard of living with a very low crime rate. Despite its high standard of living, Cyprus remains a fairly inexpensive country with a cost of living that is lower than that in most European countries.

Modern telecommunication facilities connect Cyprus with almost every part of the world. The postal, banking and professional services meet the high standards of the European Community. The remarkable development of Cyprus as an international financial, commercial and maritime center is attributed to its strategic location, good infrastructure and the availability and efficiency of services. With over two million visitors coming to Cyprus each year, the island offers excellent facilities for sport, leisure and shopping, and an exciting and varied nightlife.

Above all, Cyprus is characterized by the warmth and hospitality of its people. This quality, along with the aforementioned factors, form an ideal environment for learning, cultural diversity and peace of mind. Cyprus' qualities provide a firm foundation for American College's educational experience which is further enriched by the unrivalled strengths of Nicosia.



## The cosmopolitan city of **Nicosia**

It is our belief that there is more to being a student than studying. Higher education is about developing your whole personality and participating in a wide range of activities beyond the classroom, library or laboratory. Above all, being a student means experiencing all aspects of life and having fun – and Nicosia is a city made for fun. There will always be plenty of interesting things to do and see. Within a short time you will discover that you will have the whole of Nicosia as your campus.

With a population of 333.800, Nicosia (known locally as Lefkosia) is located in the center of the island and it is the capital of Cyprus and the country's largest city. Nicosia is the seat of government and the principal diplomatic, administrative and commercial center of the island. Foreign embassies and consulates are also located in Nicosia. A recognized center for global business, Nicosia is also a popular venue for many international seminars and conferences, with an excellent infrastructure including an international conference center.

Nicosia is a city full of contrast and interest. From a centuries-old walled city center that sees monuments in close proximity, to downtown bargain shopping and brand new suburban malls, Nicosia has something for everyone. Moreover, Nicosia offers a wide variety of musical and other cultural events, organized either by the municipality or other organizations.

For those who are interested in sports activities, besides the gym center of the College, there are municipal swimming pools, tennis and basketball courts, and running tracks. You can also join a private health club, from those providing fitness classes to all-inclusive sports complexes at major hotels. Hiking and cycling are two other popular pastimes in Nicosia, which offers well-defined and maintained trails.

Situated at the heart of Nicosia, American College gives students the best of both worlds: the cultural world of museums, art galleries and theatres, and the entertainment world of cinemas and late-night clubs, all within walking distance from the College. Moreover, our students are spoiled for choice when it comes to drinking and eating in and around the College. There is an abundance of cafes, pubs, bars, clubs, taverns and a range of local and international restaurants with prices and menus set with students in mind.

Getting around Nicosia is easy. The public transportation system is efficient, with brand new buses serving a wide network of routes. The central bus station is less than a minute walk from American College. Further, there is a bicycle sharing system, which covers the greater Nicosia area, with a station very near to American College. Finally, Nicosia offers a wide range of accommodation, ranging from luxurious establishments to small apartments many of which are within walking distance from the College. Students can either rent a place on their own or share an apartment with other students.



# Campus and Facilities

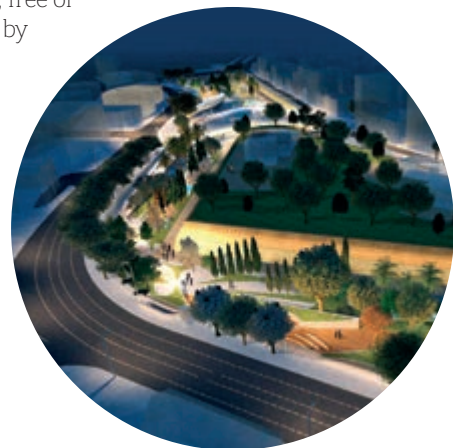
## Campus

The American College campus is situated in Nicosia at the heart of the city center and is based on several buildings, all next to each other. The buildings are spacious with facilities that enable students to enjoy a successful academic and social life. The campus comprises of a library, laboratories, classrooms, a gym, cafeterias and administration and faculty offices. The facilities of our campus are described below.



## Eleftheria square

American College campus is right next to Eleftheria Square, the main square in central Nicosia. Eleftheria Square constitutes a significant "architectural intervention" designed by the internationally renowned architect Zaha Hadid. The square reconnects the ancient city's massive fortified Venetian walls and moat with the modern city. The moat which surrounds the Venetian fortifications, constitutes central Nicosia's main park - a focal point for rest and recreation, and a venue for art exhibitions and installations containing both sculpture gardens and sports facilities. Elevated and widened to increase circulation, the moat is accessed by bridging streets - new gateways to the inner city, free of traffic. The Venetian walls, restored to their former glory, are flanked by palm-lined walkways and are illuminated continuously by night.





### Library and online library platform

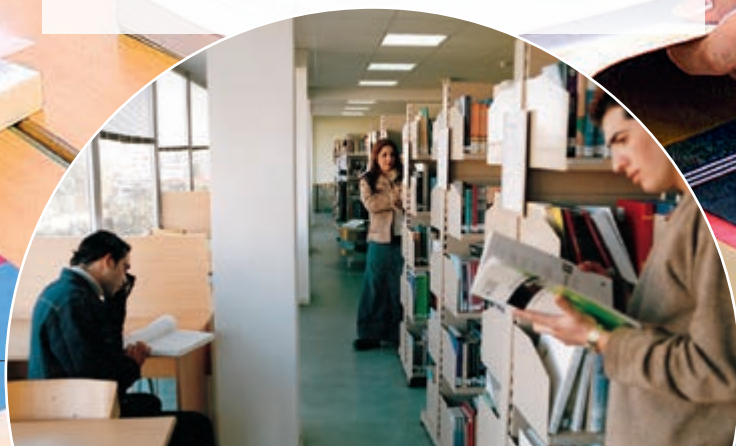
The American College library is an integral part of the teaching and learning environment of the College. The library is well-equipped with a wide range of books, academic journals, periodicals and electronic and digital material in order to meet the educational needs of students as well as the professional needs of the faculty staff. The library is specially designed for reading purposes with plastic flooring and double-glazing in order to reduce noise. The library has a large seating capacity and it is ideal for studying in peace and quiet.

The books' section, with thousands of volumes, consists of specialized books and hard copies of popular journals and magazines covering all areas associated with the College's curricula. The DVDs' section includes many academic and professional DVDs. The library's collection is available to our students and staff on a short and long term loan basis depending on demand. Photocopying facilities are also available during library opening hours. Moreover, the library provides Wi-Fi access.

Library collections are well organized and are arranged for efficient retrieval at the time of need. The referencing system of the library is computerized and can be accessed via terminals found in the library. A user can track down a book by simply entering the author's name or the book's title. The user can also search the database by subject so he/she can look at every book that covers a specific topic. The library uses the DEWEY decimal classification system for organizing the collections.

Library staff is always available to assist and advise library users on library issues throughout the library's opening hours. They will help you exploit the library's information resources and they are ready to assist with specialized enquiries and can guide you to relevant information sources. During orientation, students are introduced to the library's indexing system and available facilities.

American College subscribes to a rich online library platform. The platform contains the full text of thousands of scholarly journals, trade journals, market and industry reports, working papers, conference proceedings and dissertations. Students increasingly need more than just scholarly journals to conduct their research thoroughly and effectively. This is why our online library platform made it easy for them to access thousands of key trade and other publications in addition to the scholarly journals. Moreover, the platform provides its users with advanced tools for research and writing such as a smart search and sort tool, a cite tool to generate a bibliography and a content alert tool that emails users new records added to the library that match their search criteria. The platform's innovative information content and technologies increase the productivity of our students.





### Computer facilities

Equipped with state of the art hardware and up to date software, the College computer facilities, among a few of its kind in Cyprus, aim to satisfy the needs of the teaching, research and administration functions of the College. Our high quality integrated technology facilities adequately support the needs of our students, faculty and administration staff and enhance the quality and reliability of the students' educational experience. American College recognizes the significance of keeping up with the technological advances in this area, and it vows to continue to lead the way by investing heavily in computer facilities, arming its students with a solid academic and scientific background.

The College has a distributed computing environment, which provides high speed connection to appropriate services and Internet through a number of high performance local area networks (LAN) using a high-speed backbone. Our facilities are powered by Windows and Unix (Linux) physical and virtual servers to support the E-mail, intranet, distance learning, MS SQL databases, and other services of the College. Network infrastructure is build up in a way that maximizes efficiency and productivity but also ensures the maximum level of data security possible. Our facilities include switches, backup devices and Uninterrupted Power Supply (UPS) devices. Furthermore, our infrastructure includes a Unified Threat Management (UTM) appliance as well as a cloud-based antivirus software in order to protect the campus network from malicious intent users and software. In addition, all critical systems are fully redundant so students, faculty and administration staff is provided with a safe and a stable computing environment. Finally, our facilities allow for eligible users to access the campus network remotely.

All American College students and personnel (academic/administrative) enjoy an ubiquitous access to the Internet through the campus-wide Wi-Fi networks. The networks allow users to have wireless access to the Internet from all the College's campus including classrooms, laboratories, cafeteria and library. Furthermore, our computer facilities include a powerful distance-learning platform. The platform is mainly used by our Distance Learning students and faculty.

The computer facilities include several well-equipped computer laboratories, a computer network laboratory and a computer help desk which is available to assist students, faculty and administration staff. Every computer found in our computer laboratories provides access to an extensive portfolio of up to date software such as widely used commercial application software, programming languages and other software



necessary to cater the specialized needs of all our programs of study. All computer laboratories are equipped with a heavy-duty network laser printer, a video projector and an electrical projection screen. Most computer laboratories are free from classes and they are available exclusively to the students carrying out their assignments, practicing, researching or for exploring the Internet.

Our computer network laboratory is equipped with all the devices, tools and materials computer network professionals use in the actual field of work, from a simple screwdriver to a complex metal detector. Having in mind the latest technology trends, the lab is equipped with Cisco routers and switches, a firewall, wireless access points and many more. Furthermore, the lab consists of installation and testing tools for every communication medium used today in network communications, from a simple coaxial cable to the more complex fibre optic cable. Finally, state of the art workstations with all required software utilities for programing, testing and emulation are also installed.

### Kitchen and restaurant laboratories

The College has fully equipped professional kitchen and restaurant laboratories that are used for practical cookery and food and drinks serving sessions. Classes held in these facilities give students the opportunity to train in real life situations. Students learn all the practical areas of food production and service such as kitchen layout and design, menu planning, purchasing, issuing orders, storage, sanitation, stewarding, and dining room management.

During classes students are separated into groups and teaching takes place with the use of role-playing. In many cases College staff, students and friends of the College are invited as customers and students practice their skills under real life conditions. Students often have the opportunity to experience the setting-up and servicing of special functions using these facilities, thus gaining invaluable experience. Finally, during summer vacation periods (June to September), Hotel Management and Culinary Arts students have the opportunity to undertake paid employment in the thriving Hotel and Food Industry of Cyprus, thus supplementing their education with additional hands-on experience in a very competitive environment.

### Classrooms

Teaching takes place in modern and properly equipped classrooms. Classrooms are equipped with a computer that provides access to the internet, a video projector, an overhead projector, speakers, an electric projection screen, whiteboards and air conditioning units for cool and warm air.





### **Gymnastic center (Fitness One)**

Fitness One is the College gymnastic center. It is equipped with a number of professional electronic and manual universal fitness machines and separate changing rooms and shower facilities for male and female users of the center. Equipment for use include leg extension, leg curl, leg adductor, chest press, lat machine, peck deck, free weights, sitting bike, incline bench, decline bench, bicep press, horizontal row bar and treadmill. Fitness center staff is available to design personal fitness programs, offer advice and supervise weight loss, toning, muscle building and conditioning. In addition, the staff is responsible for instructing gym users on the proper use of all the exercise machines.





### Cafeterias

A large and comfortable cafeteria is available and open during College hours. Equipped with all the necessary kitchen facilities, it serves lunch, snacks and soft drinks to students and staff. In addition, the cafeteria is used by students for recreational activities during their free time. This includes playing various games such as pool, table football, chess, backgammon, electronic and other games. It is a congenial place for students to get acquainted and meet with other students and faculty between and after classes. Finally, the cafeteria, which is equipped with professional music facilities, is also used by students for many of their parties and other social events.

In addition to the above main cafeteria, the College has a second cafeteria. This cafeteria has vending machines providing cold snacks, cold drinks and hot drinks. The cafeteria is open during College opening hours and it is equipped with televisions, a central audio system and a pool table.

### Administration and faculty offices

The administration and faculty offices are well equipped with modern equipment such as voice over IP telephony equipment, computers, printers, scanners, photocopy machines and fax machines.





## Student Welfare

Student life is an integral part of college education as it offers students unique opportunities for personal growth, as well as for the development of leadership and communication skills. At the same time it provides opportunities for cooperation, teamwork, social interaction and intercultural understanding. The aim of American College is to help students acquire skills and qualities that will help them cope and excel in life after graduation.

The College is focused on offering a large variety of services for better support, guidance and to improve the quality of life for students. Such services include orientation of new students, accommodation, issuance and renewals of residence permits to international students, academic and personal counseling, organizing sports activities, facilitating the various activities of the numerous clubs and societies, employment and career advising and others.

### Orientation

We know how it feels to start your higher education studies and we work hard to make things easy for you, especially in the initial few weeks. Therefore, at the beginning of each semester, new Cypriot and international students participate in one of the orientation seminars. Each orientation seminar concludes with a tour of all College facilities. Particular attention is given to the College library, where students are introduced to the variety of services it has to offer. Orientation seminars and tours run before the start of each semester and during the first few weeks of each semester.

During the orientation seminars, students are exposed to a variety of information relating to their studies and the College in general. They learn about the College operations, student services and campus facilities and become acquainted with the College structure, its officers and staff. Moreover, students are exposed to and thoroughly briefed on issues such as their rights and responsibilities and on matters such as academic regulations, graduation requirements, assessment and grading. A very important part of the orientation for a student is getting to know the role of a student advisor. Student advisors help students prepare for their academic year, review the courses needed to fulfil graduation requirements and assist them in setting educational and career goals.



### Accommodation services

A comprehensive accommodation service is available to all American College students who are looking for a place to live. Help and advice is given on all aspects relating to housing and accommodation and an up-to-date list of proposed places and a list of estate agencies is made available. Our students can choose from a great range of accommodation options such as a room in hostels or convenient private apartments and houses within walking distance from the College.

### International student services

Our College maintains and provides to all international students up-to-date information on migration and employment regulations and procedures. Experienced staff members are readily available to guide and assist international students on any issues and difficulties they may encounter. The College provides a number of services related to the students' migration requirements such as applying to the Migration Department on behalf of the students to obtain a new or renew their Temporary Residence Permit.

### Academic and personal counselling

Academic counselling plays an important part in a student's academic performance. Because of this the College assigns an advisor to each student. A student can contact his/her advisor for assistance on academic and personal matters. Students who are unsure of their educational goals, or who are in need of academic advice, can turn to their advisor for constructive help. Every semester/session student advisors help students select appropriate courses and plan their class schedules.

The College experience creates many opportunities for challenges and growth. At times, students may have some difficulty coping with these changes and feel stressed, lonely, depressed or overwhelmed. Such difficulties may vary, both in nature and degree, but whatever their source it is likely that they will undermine a student's ability to study or manage life effectively. Student advisors provide sympathetic support and informed advice, helping students to develop independence, discover their own resources and find their way through their difficulties.

### Sports activities

American College considers athletics as an integral part of the educational process. Students with a passion for athletics have the opportunity to compete and have fun throughout the year. To encourage and facilitate participation in sports by our students, several sports clubs operate, among them football, basketball, volleyball and cricket.

Whatever your level of expertise, you are welcome to get involved in any sports club that interests you.







### Clubs and societies

Classes and studying are very important to students but students need to strike a balance between their academic and social involvement. A great way to do this is through student clubs and societies. College administration staff, in cooperation with the Students' Union, assist with the organization of various clubs. Some of the clubs on campus are the following: Dancing Club, Singing Club, Journalist Club, Chess Club, Photography Club, Events Club, Health Club, Movie Club, Foosball Club and Cyprus Tour Club.

Moreover, American College has students from many parts of the world. As a result, several ethnic societies have developed in order to bring students of different cultures together. There are a number of student societies representing the different ethnic groups in the College such as the African students' society, the Indian students' society and the Chinese students' society. Each ethnic society promotes the culture, tradition, history, music, food and literature of its country through meetings, presentations, parties, international nights and several other social activities.

Students of any background are encouraged to join clubs and societies, thus fostering understanding of cross-cultural similarities and differences and cooperation between students of different ethnic groups. Getting involved is an ideal way for students to meet new friends and enhance the quality of College life by participating in many social and cultural activities. Participation in clubs and societies exposes them to new life experiences; helps develop valuable leadership skills and abilities, fosters respect for personal and cultural diversity and provides opportunities to express creativity and talent.

### College Times and students' handbook

College Times is the American College newsletter. It is the official medium of the College to communicate with its students and alumni. The newsletter contains information on College's news, past and future events, activities, accomplishments, etc as well as noteworthy news and achievements of our graduates. Graduates are therefore strongly encouraged to keep the College updated with their latest news through articles, photographs and anything else they feel is worth mentioning. College Times articles are written by students, College administrators and faculty staff. All students with special interests in writing, advertising, design or photography are welcome to join the publication's team.

Students use the College Times as a means of expressing their ideas and opinions on a variety of issues. The newsletter also offers a unique opportunity to students from all nationalities to work together in an atmosphere of fellowship, to obtain experience as reporters and editors. Copies of the newsletter are distributed through the Students' Union and the Library. Additionally, the newsletter is available online.

American College provides its students with a students' handbook, and it is the students' responsibility to familiarize themselves with its contents. The handbook contains information about College registration and enrollment in courses, services provided to students, activities available to students, registration of international students with the Cyprus Migration Department and important academic regulations. Additionally, in the handbook a student will find information about Cyprus and its cities, housing and accommodation in Nicosia and other useful information to help a student find his/her way such as information on shopping, nightlife and banking facilities.



## Students' Union

All enrolled students are members of the Students' Union and elect their own representatives. The main objectives of the Students' Union are to promote the general welfare of the student community and to encourage participation in the various aspects of College life. The Students' Union, through its president, is represented on the College Council and various committees of the College. The union is also active in promoting communication and understanding among students of various origins and cultures. Finally, the Students' Union is also the link between the College, other higher education institutions and the community at large.

Social life when studying at a College is often very active and vibrant and this is something we want to encourage in parallel to your studying. The College along with the Students' Union aims at supporting students in having an enjoyable stay throughout their studies. Students enjoy weekend or vacation excursions to the countryside organized by the College and Students' Union. Such outings offer an opportunity to meet and socialize with fellow students and staff away from the classroom routine. Moreover, the College along with the Students' Union offers students opportunities to become involved in activities such as educational trips and guest speakers' lectures. Finally, American College with the help of the Students' Union is actively involved in the community with campaigns such as raising funds for worthy causes (Radio marathon, Cyprus Anticancer Association) and blood donation activities.



## Employment and career services

One of the primary concerns of our College is to assist students in clarifying career objectives, choosing a program of further study and identifying employment opportunities. The College offers job placement services to our students and graduates. It maintains a list of job vacancies and organizes seminars on writing a CV, identifying vacancies and attending job interviews. In addition, we arrange interviews in order to help American College students in obtaining a job. Career seminars and job fairs are also conducted, during which students and graduates have the opportunity to get acquainted with specific occupations and hear prospective employers talk about their vacancies and what their organizations can offer to students and graduates.

## Alumni association

All American College graduates and former students automatically become life members of the American College Alumni Association (ACALA). The College maintains contact with its graduates and former students in order to keep them informed of the College's news, new academic and career opportunities, as well as other developments and achievements of the College, its students and its graduates. In addition, the association aims to receive information from graduates concerning their employment and career development. Finally, ACALA invites graduates and former students of American College to attend College activities.



# Distance Education



## Introduction

American College offers a Master in Business Administration by distance education (see page 54). In recent years the advancement of technology, the widespread use of the computer and the advent of the internet has led to new forms of delivering education. The process of acquiring knowledge, skills and competences, is no longer bounded by space and time, and higher education is no longer limited to rigid pedagogical methods. Distance education offers the opportunity to people who cannot or do not prefer to study in a conventional program of study, requiring their physical presence in a classroom (due to geographical restrictions and/or time constraints), to acquire knowledge and gain a higher education qualification.

Students spend more time working on their own in a distance education program. The time they would spend on-campus in a conventional program of study is replaced with activities such as more reading, writing, watching PowerPoint/video presentations, participating in online discussion boards attending online live lectures and communication with their instructor and other students. Distance education contributes in making education more open and accessible, flexible and adaptable to society's needs.

## Distance education tools

The students' learning experience is mainly managed through our distance-learning platform. Students log in the platform by using their browser and a username and a password provided by American College. In addition, for the delivery of distance education we use an online library platform, a web conferencing system, a telecommunication software and email and telephone communication. Through the above platforms, system and software, students access course material and learning resources, submit assignments, answer self-assessment questions, watch live online lectures and participate in online discussion boards (forums) and live chat rooms. Moreover, they communicate with their instructors and other students enrolled in their course through private chat and private web conference. The live online lectures are recorded and stored and can be played back by a student at any time. Our distance education is thus delivered with the use of asynchronous (non-real time) and synchronous (real time) distance education tools.

## Role of instructor

The instructor of a course is the person in charge for the teaching and learning process of the particular course. He/she is responsible for the structure, the content, the design and elaboration of the learning activities. The instructor carefully prepares and collects the learning material of his/her courses. Such learning material may be text or multimedia created by the instructor him/herself or in collaboration with other instructors or it may be taken from the web. The instructor of a course supervises the students enrolled in the particular course, answers their questions, grades their assignments and projects and monitors their overall learning progress, providing them with the necessary feedback. At the same time, he/she encourages active participation in learning by using all the synchronous and asynchronous tools. The instructor is also the examiner who will mark the final examination of the course.

## Assessment

Each course is assessed through coursework (written assignments) and a written examination. The coursework preparation takes place during the teaching period of a course, it serves to keep students alert, provide feedback to them (as part of the learning process) and prepare them for the final examination. After the teaching period is over students take a comprehensive written final examination for each course. The examination requires the physical presence of the student. Students residing in Cyprus must take the final examination at American College premises. Students residing in countries other than Cyprus take the final examination at an examination place arranged by the College in their country of residence.



# Admission Information

## Admission policy statement

At American College candidates are considered for admission on the basis of their academic qualifications, regardless of race, color, religion, gender, handicap or national origin. American College students come from many parts of the world, bringing with them a diverse range of academic backgrounds, experiences, special interests, talents and cultural heritage. The Office of Admissions aims to form a student body which will give the opportunity to each student to share education and grow in experience as a member of an international community.

## Admission criteria for undergraduate programs

Applicants for an undergraduate program of study (Certificate, Diploma, Higher Diploma or Bachelor Degree) must fulfill the following admission criteria:

- A recognized Secondary (High) School Leaving Certificate (i.e. 12 or 11 years of education depending on the country of origin) or equivalent qualifications (e.g. GCE "A" levels).

## Admission criteria for postgraduate programs

Applicants for a postgraduate program of study (Master Degree) must fulfill the following admission criteria:

- A recognized Secondary (High) School Leaving Certificate (i.e. 12 or 11 years of education depending on the country of origin) or equivalent qualifications (e.g. GCE "A" levels).
- A recognized bachelor degree or equivalent qualifications.

## English language proficiency

The language of instruction at the American College is the English language except for the programs offered in Greek language. English language proficiency is not a requirement for admission in our conventional (non-distance education) programs of study. For conventional programs where English is the language of instruction and for conventional programs where Greek is the language of instruction but students are required to have English language proficiency, students must provide proof of English language proficiency. The language of instruction of our Distance Education programs of study is

English. Students must therefore, provide proof of English language proficiency. Any of the following or a qualification equivalent to any of the following is considered as an acceptable English language proficiency proof:

- a) An average score of at least of 5.0 in the IELTS examination.
- b) A score of at least 40 in the TOEFL Internet Based Test (TOEFL iBT).
- c) A score of at least 38 in the Pearson Test of English Academic (PTE Academic).
- d) A Secondary (High) School Leaving Certificate where English was the language of instruction.
- e) A degree or a higher education qualification of at least 2 year's duration where English was the language of instruction.

In case a student does not possess one of the above qualifications but he/she is in possession of another qualification, he/she may ask the Office of Admissions if his/her qualification is considered as an equivalent to any of the above qualifications.

## English Language Placement Test

If a student fails to provide acceptable proof of his/her English language proficiency he/she will be required to take the American College English Language Placement Test (EPT) during College registration. The EPT enables us to determine the student's level of English language. Depending on the mark obtained in the EPT students will either join the regular courses of their chosen program of study or take English language preparatory courses.

## Greek language proficiency

For programs where Greek is the language of instruction (see list of programs of study on page 29), students must provide proof of Greek language proficiency. Any of the following or a qualification equivalent to any of the following is considered as an acceptable proof:

- a) A Secondary (High) School Leaving Certificate or equivalent qualifications where Greek was the language of instruction.
- b) A certificate of very good knowledge of Greek language issued by the Cyprus Ministry of Education and Culture.
- c) A state certificate of attainment in Modern Greek level B2 issued by the Center for the Greek Language of Greece.
- d) A grade of "C" or higher in the GCSE O level / IGCSE Modern Greek examination.

In case a student does not possess one of the above qualifications but he/she is in possession of another qualification, he/she may ask the Office of Admissions if his/her qualification is considered as an equivalent to any of the above qualifications.

### Re-admission

Students seeking re-admission should contact the Office of Admissions. International students applying for re-admission should also observe the entry visa procedure requirements.

### Academic year and admission intakes

American College follows the semester system of higher education. The academic year consists of two semesters, the Fall Semester (approximately starting in the beginning of October and finishing in the end of January) and the Spring Semester (approximately starting in the beginning of February and finishing in the beginning of June). A shorter but more intensive Summer Session is also offered in the middle of June and finishing in the end of July. Finally, a Summer English language Session is also offered in the middle of June and finishing in the end of August. New students can join the College in the Fall (beginning of October) or Spring semester (beginning of February) or Summer session (middle of June) to study regular courses or English language preparatory courses. Enrolment in courses during Summer sessions is optional for old students.

Students are expected to be on campus prior to the beginning of the intended semester/session. Each semester or session commences with the students enrolment in a number of courses and ends with the final examinations of these courses. The academic calendar provides information on important dates in an academic year, such as when semesters begin and end, enrolment periods, examination weeks and holidays.

### Admission procedure for Cypriot and European Union students

Detailed information on the admission procedure (required documents, application deadlines, etc.) for Cypriot and European Union students is given in the relevant Admission Procedure leaflet or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).

### Admission and visa procedures for international students

Detailed information on the admission and visa procedures (required documents, application deadlines, etc.) for international students is given in the relevant Admission and Visa Procedures leaflet.

The admission and visa procedures differ depending on the student's nationality. Therefore it is strongly recommended that students consult the American College website ([www.ac.ac.cy](http://www.ac.ac.cy)) or contact the Office of Admissions to obtain the Admission and Visa Procedures leaflet that applies to their nationality.

Applications received after the recommended deadlines will not be reviewed. Applicants whose applications cannot be processed in time for the new semester/session will be notified and asked if they would like to have their application moved to the next semester/session.

### Admission procedure for distance education students

Detailed information on the admission procedure (required documents, application deadlines, etc.) for distance education students is given in the relevant Admission Procedure leaflet or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).

### Transfer of credits

Students who have achieved learning before commencing their studies at American College, whether it is certified learning or informal learning may transfer credits to the program of study they will be attending at American College (i.e. exempted from respective credits), thus reducing the period of study to obtain their qualification. Certified learning is learning for which students have received a formal qualification, for example by studying at a higher education institution, studying towards obtaining a qualification of a national testing program or towards passing an examination of an examination board or professional body. Informal learning is learning achieved outside of a formal learning environment, for example learning gained as part of work experience, volunteer work, or as part of a training course for which students have not received any formal qualifications. Credits may be transferred provided that it is relevant and can be documented. Transfer credits may correspond to specific American College courses or may apply as credits in specific categories (general education credits, business core credits, major credits, etc.). Where the credits duplicate, credits will transfer from only one source.

Students wishing to receive credits for their learning must submit, along with their Application to Transfer Credits (can be obtained from the Office of Admissions) and the Application to Transfer Credits fee, the following documents in English:

- official transcript (grade reports); and
- a detailed description or syllabus of the course(s) completed.

Notes:

1. In the case of applying for credits from National Testing Programs, Examination Boards and Professional Bodies, students need to submit the qualification certificate or any other official evidence of the qualification obtained or examination passed. In addition, they need to submit a detailed description or a syllabus related to the qualification obtained or examination passed.
2. In the case of credits from informal learning students need to submit a portfolio documenting that such learning was accomplished.

The evaluation of transfer credits official report may be given to a student prior to admission, provided that the student submitted all the above promptly. Students who fail to submit, along with their Application for Admission, an Application to Transfer Credits and the necessary documents (as described above) may do so at the time of registration, but not later than the end of their first semester. Students who decide to apply to transfer credits after they arrive at the College must submit all necessary documents to the Director of Administration. However, students are encouraged to apply to transfer credits prior to their first enrolment in courses to avoid enrolment in courses which they would otherwise receive credits for.

Moreover, in some cases, validation of transfer credits may be required in the form of oral or written examinations. American College will also accept formal evaluations by the World Education Service or other authorized evaluation services for work completed at other higher education institutions around the world.

Transfer credits appear on the student's transcript with the grade of "TR". The number of credits attempted for such courses does not enter into the computation of the Cumulative Grade Point Average. In the case of transfer credits from Erasmus+ student mobility studies transfer credits appear on the student's transcript with the grade of "P" (Pass). The number of credits attempted for such courses does not enter into the computation of the Cumulative Grade Point Average. In the case of transfer credits by examination, letter grades are given based on the numerical mark achieved in the examination, according to the College grading system and they appear on the student's transcript. In addition, the number of credits attempted and earned for such courses enters into the computation of the Cumulative Grade Point Average.

Students who have transferred credits, regardless of the number of ECTS credits transferred should complete a minimum of 30, 60, 90, 120, 60 ECTS at our College in order to be eligible to obtain a certificate, diploma, higher diploma, bachelor degree or a master degree from American College respectively.

### **Credits earned at higher education institutions (colleges and universities)**

Credits earned at accredited higher education institutions (colleges and universities) or in accredited higher education programs of study are transferable to American College. American College may sign articulation agreements for the mutual transfer of credits with other colleges and universities.

### **Credits from distance education**

Students are permitted to transfer credits from distance education, online education, web-based education or correspondence accredited courses offered by colleges and universities.

### **Credits from Erasmus+ student mobility studies**

The College awards credits to American College students who study abroad for one or more semesters under the Erasmus+ student mobility program. The courses taken by the student at the host institution are pre-agreed between American College, the host institution and the student. Therefore the courses taken and passed by the student are considered as an integral part of the student's program of study at American College and full academic recognition is given.





### **Credits from National Testing Programs, Examination Boards and Professional Bodies**

Credits may be earned for possession of qualifications and examinations passed of national testing programs, examination boards or professional bodies such as the following:

- American College Testing – Proficiency Examination Program (PEP)
- College Board - Advanced Placement (AP) Program
- College Board - College Level Examination Program (CLEP)
- General Certificate of Education (GCE) – A level and AS and selected O level and IGCSE
- LCCI International Qualifications
- European Computer Driving Licence (ECDL)
- Association of Chartered Certified Accountants (ACCA)
- Certified Accounting Technician (CAT)
- Association of Accounting Technician's (AAT)
- Chartered Banker Institute qualifications
- The Chartered Institute of Marketing (CIM)
- Communications Advertising and Marketing (CAM) Education Foundation
- Association of Business Executives (ABE)

This list is not exhaustive and other similar qualifications or examinations passes may be accepted for credits transfer.

### **Credits by examination**

The College may award credits on the basis of examinations in a number of courses. Students wishing to earn credits by examination must apply in writing to the Director of Administration and must provide evidence that they have covered the syllabus of the particular course or courses.

### **Credits from informal learning**

It is possible to earn credits from learning achieved outside of a formal learning environment, for example learning gained as part of work experience, volunteer work, or as part of a training course for which students have not received any formal qualifications. Informal learning is about skills, knowledge and competences acquired through such activities. Credits are given for the learning or achievements accomplished through such informal learning activities rather than the activities themselves. A portfolio must be submitted documenting that such learning was accomplished.

### **Office of Admissions contact details**

Application forms and any other admission information may be obtained from the College website or the Office of Admissions (see contact details below). In addition, you may contact the Office of Admissions to arrange a campus visit.

Office of Admissions  
American College

Mailing address: P.O. Box 22425, 1521 Nicosia, Cyprus  
Physical address: 3 Omirou Avenue, Eleftheria Square,  
1097 Nicosia, Cyprus

Tel: +357 22661122

Fax: +357 22665458

Email: [admissions@ac.ac.cy](mailto:admissions@ac.ac.cy)

[www.ac.ac.cy](http://www.ac.ac.cy)



# Financial Information

## **Tuition and other fees for Cypriot Students**

Detailed information on the tuition and other fees for Cypriot students is given in the relevant Tuition and Other Fees leaflet or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).

## **Tuition and other fees for international and European Union students**

Detailed information on tuition and other fees and living expenses for new international and European Union students is given in the relevant Tuition and Other Fees leaflet or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)). Detailed information on tuition and other fees for old international and European Union students is given in the International and EU Students - Financial Information leaflet or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).

## **Tuition and other fees for distance education students**

Detailed information on the tuition and other fees for distance education students is given in the relevant Tuition and Other Fees leaflet or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).

## **Scholarships and financial aid**

American College offers numerous scholarships and financial aid to Cypriot, international, European Union and distance education students, based on academic merit, financial need and demonstration of outstanding athletic skills and participation in the college athletic activities.

### **Cypriot students**

Detailed information on scholarships and financial assistance for Cypriot students is given in the relevant Scholarships and financial aid leaflet or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).

### **International and European Union students**

Detailed information on scholarships and financial assistance for new international and European Union students is given in the relevant Tuition and Other Fees leaflet or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)). Detailed information on scholarships and financial assistance for old international and European Union students is given in the International and EU Students - Financial Information leaflet or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).



### **Distance education students**

Detailed information on scholarships and financial assistance for Distance education students is given in the relevant Scholarships and financial aid leaflet or can be found in our website ([www.ac.ac.cy](http://www.ac.ac.cy)).

### **On campus work programs**

A number of part-time, on campus jobs are available to students (e.g. computer laboratory assistants). Students are compensated in the form of tuition fees reduction or wages.

### **Right of employment of international students**

Full time international students (from non-European Union countries) are entitled to seek paid employment of 20 hours per week during teaching periods, provided that the employment hours will not coincide with their study hours at the American College, or 38 hours per week during their holiday periods (Christmas, Easter or Summer). The right to employment starts after the completion of six months study and residence in Cyprus.

### **Internship**

During summer vacation periods (June to September), Hotel Management and Culinary Arts students have the opportunity to undertake paid employment in the thriving Hotel and Food Industry of Cyprus, thus supplementing their education with additional hands-on experience in a very competitive environment.



## Programs of study

The Cyprus Ministry of Education and Culture is responsible for the registration of academic institutions that offer higher education in Cyprus. Such institutions are only registered providing they have met and fulfilled a number of criteria. The academic institutions which are registered with the Ministry are inspected and examined by the Ministry's officials on a regular basis. These institutions are also governed by the articles of the relevant law of the Republic of Cyprus.

American College is duly registered with the Cyprus Ministry of Education and Culture as an academic institution of higher education and is authorized to offer the following programs of study:



	LANGUAGE OF INSTRUCTION		PAGE
	English	Greek	
Undergraduate programs			
Business Administration			
Bachelor of Arts, 240 ECTS credits	•		30
Diploma, 120 ECTS credits	•		31
International Business			
Bachelor of Arts, 240 ECTS credits	•		32
Diploma, 120 ECTS credits	•		33
Human Resource Management			
Bachelor of Arts, 240 ECTS credits	•		34
Diploma, 120 ECTS credits	•		35
Marketing			
Bachelor of Arts, 240 ECTS credits	•		36
Diploma, 120 ECTS credits	•		37
Management Information Systems			
Bachelor of Science, 240 ECTS credits	•		38
Diploma, 120 ECTS credits	•		39
Computer Science			
Bachelor of Science, 240 ECTS credits	•		40
Diploma, 120 ECTS credits	•		41
Hotel Management			
Bachelor of Arts, 240 ECTS credits	•		42
Diploma, 120 ECTS credits	•		43
Travel and Tourism Management			
Bachelor of Arts, 240 ECTS credits	•		44
Diploma, 120 ECTS credits	•		45
Office Management (Secretarial Studies)			
Diploma, 120 ECTS credits	•		46
Certificate, 60 ECTS credits	•		47
Culinary Arts (Cookery)			
Bachelor of Arts, 240 ECTS credits	•	•	48
Higher Diploma, 180 ECTS credits	•		49
Diploma, 120 ECTS credits	•		50
Computerized Accounting			
Diploma, 120 ECTS credits		•	51
Computer Network Technician			
Diploma, 120 ECTS credits		•	52
Postgraduate programs			
Business Administration			
Master Degree, 90 ECTS credits	•		53
Distance Education programs			
Business Administration			
Master Degree, 90 ECTS credits	•		54

The Diploma programs of study are equivalent to the United Kingdom Higher Diploma and the American Associate Degree.

# Business Administration

## Bachelor of Arts

Students completing this program earn a Bachelor of Arts in Business Administration. The program seeks to prepare students for leadership roles in profit and non-profit organizations and for post-baccalaureate studies in business.

### Aims and Objectives

The aims and objectives of the program are:

1. To develop the students' critical thinking and refine their analytical and decision-making skills.
2. To provide students an in-depth understanding of the principles, policies, and theories that govern the field of business administration while placing strong emphasis on practical implementation of business fundamentals.
3. To establish a broad understanding of the business function and its relation to society as a whole as well as the effect of social and political forces on business.
4. To provide students with the problem-solving skills and tools to begin careers enjoying opportunities for advancement to leadership positions.
5. To equip graduates with a solid academic, technical, and intellectual background that would enable them to continue their education in high-quality graduate and professional schools.

### General Education Requirements

#### 18 Credits from the following:

ECO101 Principles of Microeconomics (6)  
PSY101 Introduction to Psychology (6)  
SOC101 Principles of Sociology (6)

#### 66 Credits from the following:

ECO201 Principles of Macroeconomics (6)  
ENG101 English Communication (6)  
ENG102 English Writing (6)  
ENG201 Advanced English (6)  
FRE101 French Language (6)  
FRE201 French Language II (6)  
GER101 German Language (6)  
GER201 German Language II (6)  
GRE101 Modern Greek (6)  
GRE201 Modern Greek II (6)  
HST101 European History (6)  
HST102 History of Cyprus (6)  
MTH101 Mathematics (6)  
MTH102 Statistics (6)  
MTH201 Finite Mathematics (6)

### Credit Requirements

The program requires a minimum of 240 ECTS credits as follows:

	Credits
General Education Requirements	84
Business Core Requirements	72
Major Requirements	60
Free Electives	24
<b>Total</b>	<b>240</b>

MTH204 Statistics II (6)  
PHI101 Introduction to Philosophy (6)  
POL101 Political Studies (6)

### Business Core Requirements

#### 60 Credits from the following:

ACC101 Financial Accounting (6)  
ACC401 Managerial and Cost Accounting (6)  
CSC101 Introduction to Computing (6)  
CSC102 Computer Applications (6)  
CSC203 Management Information Systems (6)  
FIN101 Principles of Financial Management (6)  
MAR101 Principles of Marketing (6)  
MGT101 Principles of Management (6)  
MGT302 Organizational Behavior (6)  
MGT403 Business Policy and Strategic Management (6)

#### 12 Credits from the following:

LAW101 Business Law (6)  
MGT206 e-Business (6)  
[MGT304 European Business (6) or  
MGT401 International Business (6)]

### Major Requirements

#### 48 Credits from the following:

ACC201 Financial Accounting II (6)  
ECO301 International Economics (6)  
MAR204 Consumer Behavior (6)  
MAR308 Strategic Marketing (6)  
MGT201 Production and Operational Management (6)  
MGT203 Management Theory and Practice (6)  
MGT303 Management Science (6)  
MGT402 Human Resource Management (6)

#### 12 Credits from the following:

MAR205 Public Relations (6)  
MGT305 Managing Change (6)  
MGT314 Advanced Leadership Theory and Practice (6)  
MGT404 Business Ethics (6)

### Free Electives

The student is free to take any course offered by the College.

The number of credits each course is carrying is indicated in the parenthesis following the course title.

# Business Administration

## Diploma

Students completing this program earn a Diploma in Business Administration. The program is designed to prepare students for entry-level positions in private and public organizations and for higher studies in business.

### Aims and Objectives

The aims and objectives of the program are:

1. To enhance the students' critical thinking and develop their basic analytical and decision-making skills.
2. To provide students a broad understanding of the fundamental principles and theories of the basic areas of business including economics, accounting, finance, management and marketing.
3. To equip graduates with a solid academic, technical and intellectual background that would enable them to pursue higher studies in undergraduate and professional schools.

### General Education Requirements

ECO101 Principles of Microeconomics (6)  
 ECO201 Principles of Macroeconomics (6)  
 ENG101 English Communication (6)  
 ENG102 English Writing (6)  
 ENG201 Advanced English (6)  
 GRE101 Modern Greek (6)  
 GRE201 Modern Greek II (6)  
 HST101 European History (6)  
 HST102 History of Cyprus (6)  
 MTH101 Mathematics (6)  
 MTH102 Statistics (6)  
 MTH201 Finite Mathematics (6)  
 MTH204 Statistics II (6)  
 PHI101 Introduction to Philosophy (6)  
 POL101 Political Studies (6)  
 PSY101 Introduction to Psychology (6)  
 SOC101 Principles of Sociology (6)

### Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	42
Business Core Requirements	42
Major Requirements	36
<b>Total</b>	<b>120</b>

### Business Core Requirements

ACC101 Financial Accounting (6)  
 ACC401 Managerial and Cost Accounting (6)  
 CSC101 Introduction to Computing (6)  
 CSC102 Computer Applications (6)  
 CSC203 Management Information Systems (6)  
 FIN101 Principles of Financial Management (6)  
 LAW101 Business Law (6)  
 MAR101 Principles of Marketing (6)  
 MGT101 Principles of Management (6)  
 MGT302 Organizational Behavior (6)  
 MGT401 International Business (6)  
 MGT403 Business Policy and Strategic Management (6)

### Major Requirements

ACC201 Financial Accounting II (6)  
 ECO301 International Economics (6)  
 MAR204 Consumer Behavior (6)  
 MAR205 Public Relations (6)  
 MAR308 Strategic Marketing (6)  
 MGT201 Production and Operational Management (6)  
 MGT203 Management Theory and Practice (6)  
 MGT303 Management Science (6)  
 MGT402 Human Resource Management (6)  
 MGT404 Business Ethics (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.





# International Business

## Bachelor of Arts

Students completing this program earn a Bachelor of Arts in International Business. The program of International Business provides an in depth analysis of the political, economic, technological and cultural settings of international business. The program seeks to prepare students for managerial positions either as marketing managers or as business development officers, in local, offshore and multinational companies engaged in business activities.

### Aims and Objectives

The aims and objectives of the program are:

1. To develop the students' critical thinking and refine their analytical and decision-making skills.
2. To provide students with a foundation in Business in general and in International Business Management in particular.
3. To provide a thorough study in Management for students who want careers in the internationally oriented professions.
4. To center attention directly on the skills and knowledge required by the profession of International Business Management and to help students acquire knowledge and develop skills in a systematic way.
5. To provide students with the problem-solving skills and tools needed to begin careers enjoying opportunities for advancement to leadership positions either in business in general or in International Business in particular.
6. To equip graduates with a solid academic, technical, and intellectual background that will enable them to continue their education in high-quality graduate and professional schools.

### General Education Requirements

ECO101 Principles of Microeconomics (6)  
ECO201 Principles of Macroeconomics (6)  
ENG101 English Communication (6)  
ENG102 English Writing (6)  
ENG201 Advanced English (6)  
FRE101 French Language (6)  
FRE201 French Language II (6)  
GER101 German Language (6)  
GER201 German Language II (6)  
GRE101 Modern Greek (6)  
GRE201 Modern Greek II (6)  
HST101 European History (6)  
HST102 History of Cyprus (6)  
MTH101 Mathematics (6)

### Credit Requirements

The program requires a minimum of 240 ECTS credits as follows:

	Credits
General Education Requirements	84
Business Core Requirements	72
Major Requirements	60
Free Electives	24
<b>Total</b>	<b>240</b>

MTH102 Statistics (6)  
MTH201 Finite Mathematics (6)  
MTH204 Statistics II (6)  
PHI101 Introduction to Philosophy (6)  
POL101 Political Studies (6)  
PSY101 Introduction to Psychology (6)  
SOC101 Principles of Sociology (6)

### Business Core Requirements

ACC101 Financial Accounting (6)  
ACC401 Managerial and Cost Accounting (6)  
CSC101 Introduction to Computing (6)  
CSC102 Computer Applications (6)  
CSC203 Management Information Systems (6)  
FIN101 Principles of Financial Management (6)  
LAW101 Business Law (6)  
MAR101 Principles of Marketing (6)  
MGT101 Principles of Management (6)  
MGT302 Organizational Behavior (6)  
MGT401 International Business (6)  
MGT403 Business Policy and Strategic Management (6)

### Major Requirements

ECO301 International Economics (6)  
FIN201 Multinational Business Finance (6)  
LAW201 International Law (6)  
MAR203 International Marketing (6)  
MGT201 Production and Operational Management (6)  
MGT206 e-Business (6)  
MGT304 European Business (6)  
MGT312 Cross Cultural Management (6)

### 12 credits from the following:

MGT203 Management Theory and Practice (6)  
MGT303 Management Science (6)  
MGT305 Managing Change (6)  
MGT311 Cultural and Political Environment of International Business (6)  
MGT404 Business Ethics (6)

### Free Electives

The student is free to take any course offered by the College.

The number of credits each course is carrying is indicated in the parenthesis following the course title.

# International Business

## Diploma

Students completing this program earn a Diploma in International Business. The program is designed to prepare students for entry-level positions in local, offshore and multinational companies engaged in business activities such as trade of both goods and services as well as for higher studies in business.

### Aims and Objectives

The aims and objectives of the program are:

1. To enhance the students' critical thinking and develop their basic analytical and decision-making skills.
2. To provide students with a broad understanding of the fundamental principles and theories of the basic areas of business including economics, accounting, finance, management and marketing.
3. To equip graduates with a solid academic, technical and intellectual background that will enable them to pursue higher studies in undergraduate and professional schools.

### General Education Requirements

ECO101 Principles of Microeconomics (6)  
 ECO201 Principles of Macroeconomics (6)  
 ENG101 English Communication (6)  
 ENG102 English Writing (6)  
 ENG201 Advanced English (6)  
 FRE101 French Language (6)  
 FRE201 French Language II (6)  
 GER101 German Language (6)  
 GER201 German Language II (6)  
 GRE101 Modern Greek (6)  
 GRE201 Modern Greek II (6)  
 HST101 European History (6)  
 HST102 History of Cyprus (6)  
 MTH101 Mathematics (6)  
 MTH102 Statistics (6)  
 MTH201 Finite Mathematics (6)  
 MTH204 Statistics II (6)  
 PHI101 Introduction to Philosophy (6)  
 POL101 Political Studies (6)  
 PSY101 Introduction to Psychology (6)  
 SOC101 Principles of Sociology (6)

### Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	54
Business Core Requirements	36
Major Requirements	30
<b>Total</b>	<b>120</b>

### Business Core Requirements

ACC101 Financial Accounting (6)  
 ACC401 Managerial and Cost Accounting (6)  
 CSC101 Introduction to Computing (6)  
 CSC102 Computer Applications (6)  
 CSC203 Management Information Systems (6)  
 FIN101 Principles of Financial Management (6)  
 LAW101 Business Law (6)  
 MAR101 Principles of Marketing (6)  
 MGT101 Principles of Management (6)  
 MGT302 Organizational Behavior (6)  
 MGT401 International Business (6)  
 MGT403 Business Policy and Strategic Management (6)

### Major Requirements

ECO301 International Economics (6)  
 FIN201 Multinational Business Finance (6)  
 LAW201 International Law (6)  
 MAR203 International Marketing (6)  
 MGT201 Production and Operational Management (6)  
 MGT206 e-Business (6)  
 MGT304 European Business (6)  
 MGT312 Cross Cultural Management (6)

### 12 credits from the following:

MGT203 Management Theory and Practice (6)  
 MGT303 Management Science (6)  
 MGT305 Managing Change (6)  
 MGT311 Cultural and Political Environment of International Business (6)  
 MGT404 Business Ethics (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.



# Human Resource Management

## Bachelor of Arts

Students completing this program earn a Bachelor of Arts in Human Resource Management. The program seeks to prepare students for leadership roles in profit and non-profit organizations and for post-baccalaureate studies in business.

### Aims and Objectives

The aims and objectives of the program are:

1. To provide students with a foundation in Business in general, and in Human Resource Management in particular.
2. To provide a thorough study in Human Resource Management, for students who want careers in the Human Resource Management professions.
3. To center attention directly on the skills and knowledge required by the profession of Human Resource Management and to help students acquire knowledge and develop skills in a systematic way.
4. To provide students with the problem-solving skills and tools needed to begin careers enjoying opportunities for advancement to leadership positions either in business in general or in Human Resource Management in particular.
5. To equip graduates with a solid academic, technical, and intellectual background that will enable them to continue their education in high-quality graduate and professional schools.

### General Education Requirements

- ECO101 Principles of Microeconomics (6)
- ECO201 Principles of Macroeconomics (6)
- ENG101 English Communication (6)
- ENG201 Advanced English (6)
- GRE101 Modern Greek (6)
- HST101 European History (6)
- HST102 History of Cyprus (6)
- MTH101 Mathematics (6)
- MTH102 Statistics (6)
- MTH201 Finite Mathematics (6)
- MTH204 Statistics II (6)
- PHI101 Introduction to Philosophy (6)
- POL101 Political Studies (6)
- PSY101 Introduction to Psychology (6)
- SOC101 Principles of Sociology (6)

### Credit Requirements

The program requires a minimum of 240 ECTS credits as follows:

	Credits
General Education Requirements	84
Business Core Requirements	72
Major Requirements	60
Free Electives	24
<b>Total</b>	<b>240</b>

### Business Core Requirements

- ACC101 Financial Accounting (6)
- ACC401 Managerial and Cost Accounting (6)
- CSC101 Introduction to Computing (6)
- CSC102 Computer Applications (6)
- CSC203 Management Information Systems (6)
- ECO301 International Economics (6)
- FIN101 Principles of Financial Management (6)
- LAW101 Business Law (6)
- MAR101 Principles of Marketing (6)
- MGT101 Principles of Management (6)
- MGT201 Production and Operational Management (6)
- MGT302 Organizational Behavior (6)
- MGT401 International Business (6)
- MGT403 Business Policy and Strategic Management (6)

### Major Requirements

- MGT205 Safety and Health in the Work Environment (6)
- MGT305 Managing Change (6)
- MGT306 Human Resource Staffing (6)
- MGT307 Human Resource Training & Development (6)
- MGT308 Performance Management (6)
- MGT309 Compensation Management (6)
- MGT310 Labor Relations (6)
- MGT313 Managing Diversity (Cultural Differences) (6)
- MGT402 Human Resource Management (6)

### 6 credits from the following:

- MGT203 Management Theory and Practice (6)
- MGT303 Management Science (6)
- MGT404 Business Ethics (6)

### Free Electives

The student is free to take any course offered by the College.

The number of credits each course is carrying is indicated in the parenthesis following the course title.



# Human Resource Management

## Diploma

Students completing this program earn a Diploma in Human Resource Management. The program is designed to prepare students for entry-level positions in private and public organizations and for higher studies in business.

### Aims and Objectives

The aims and objectives of the program are:

1. To enhance the students' critical thinking and develop their basic analytical and decision-making skills.
2. To provide students with a broad understanding of the fundamental principles and theories of the basic areas of Human Resource Management.
3. To equip graduates with a solid academic, technical and intellectual background that will enable them to pursue higher studies in undergraduate and professional schools.

### General Education Requirements

ECO101 Principles of Microeconomics (6)  
 ECO201 Principles of Macroeconomics (6)  
 ENG101 English Communication (6)  
 ENG102 English Writing (6)  
 ENG201 Advanced English (6)  
 FRE101 French Language (6)  
 FRE201 French Language II (6)  
 GER101 German Language (6)  
 GER201 German Language II (6)  
 GRE101 Modern Greek (6)  
 GRE201 Modern Greek II (6)  
 HST101 European History (6)  
 HST102 History of Cyprus (6)  
 MTH101 Mathematics (6)  
 MTH102 Statistics (6)  
 MTH201 Finite Mathematics (6)  
 MTH204 Statistics II (6)  
 PHI101 Introduction to Philosophy (6)  
 POL101 Political Studies (6)  
 PSY101 Introduction to Psychology (6)  
 SOC101 Principles of Sociology (6)

### Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	54
Business Core Requirements	36
Major Requirements	30
<b>Total</b>	<b>120</b>

### Business Core Requirements

ACC101 Financial Accounting (6)  
 ACC401 Managerial and Cost Accounting (6)  
 CSC101 Introduction to Computing (6)  
 CSC102 Computer Applications (6)  
 CSC203 Management Information Systems (6)  
 ECO301 International Economics (6)  
 FIN101 Principles of Financial Management (6)  
 LAW101 Business Law (6)  
 MAR101 Principles of Marketing (6)  
 MGT101 Principles of Management (6)  
 MGT201 Production and Operational Management (6)  
 MGT302 Organizational Behavior (6)  
 MGT401 International Business (6)  
 MGT403 Business Policy and Strategic Management (6)

### Major Requirements

MGT203 Management Theory and Practice (6)  
 MGT205 Safety and Health in the Work Environment (6)  
 MGT303 Management Science (6)  
 MGT305 Managing Change (6)  
 MGT306 Human Resource Staffing (6)  
 MGT307 Human Resource Training & Development (6)  
 MGT308 Performance Management (6)  
 MGT309 Compensation Management (6)  
 MGT310 Labor Relations (6)  
 MGT313 Managing Diversity (Cultural Differences) (6)  
 MGT402 Human Resource Management (6)  
 MGT404 Business Ethics (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.



# Marketing

## Bachelor of Arts

Students completing this program earn a Bachelor of Arts in Marketing. The program prepares graduates to assume positions in brand management, product management, new product development, sales force management, advertising and marketing research. Further, the program prepares students for post-baccalaureate studies in marketing or business.

### Aims and Objectives

The aims and objectives of the program are:

1. To develop students' critical thinking and refine their analytical, problem-solving and decision-making skills.
2. To develop a conceptual understanding of a complex and changing environment and its effects on marketing activities and institutions.
3. To examine the role of marketing in the socioeconomic system and the major decision areas of product planning, pricing, distribution and promotion.
4. To explore the dynamics of consumer behavior and the social, cultural and psychological factors influencing their purchase decisions; to analyze existing models of consumer behavior and their role in formulation and implementation of marketing strategies.
5. To examine widespread methods and techniques of marketing research and to provide the skills to analyze demand, market segments and cost-volume profit relationships of marketing programs.
6. To explore the process of strategic planning and the development of marketing strategy.
7. To develop skills in formulating, implementing and monitoring comprehensive marketing plans.
8. To provide students the academic, technical and intellectual background that would enable them to continue their education in high-quality graduate and professional schools.

### General Education Requirements

- ECO101 Principles of Microeconomics (6)
- ECO201 Principles of Macroeconomics (6)
- ENG101 English Communication (6)
- ENG102 English Writing (6)
- ENG201 Advanced English (6)
- GRE101 Modern Greek (6)
- HST101 European History (6)
- HST102 History of Cyprus (6)

### Credit Requirements

The program requires a minimum of 240 ECTS credits as follows:

	Credits
General Education Requirements	84
Business Core Requirements	72
Major Requirements	60
Free Electives	24
<b>Total</b>	<b>240</b>

- MTH101 Mathematics (6)
- MTH102 Statistics (6)
- MTH201 Finite Mathematics (6)
- MTH204 Statistics II (6)
- PHI101 Introduction to Philosophy (6)
- POL101 Political Studies (6)
- PSY101 Introduction to Psychology (6)
- SOC101 Principles of Sociology (6)

### Business Core Requirements

- ACC101 Financial Accounting (6)
- ACC201 Financial Accounting II (6)
- ACC401 Managerial and Cost Accounting (6)
- CSC101 Introduction to Computing (6)
- CSC102 Computer Applications (6)
- CSC203 Management Information Systems (6)
- FIN101 Principles of Financial Management (6)
- LAW101 Business Law (6)
- MAR101 Principles of Marketing (6)
- MGT101 Principles of Management (6)
- MGT302 Organizational Behavior (6)
- MGT303 Management Science (6)
- MGT401 International Business (6)
- MGT403 Business Policy & Strategic Management (6)

### Major Requirements

- MAR201 Marketing Research (6)
- MAR202 Advertising Management (6)
- MAR203 International Marketing (6)
- MAR204 Consumer Behavior (6)
- MAR205 Public Relations (6)
- MAR306 Services Marketing (6)
- MAR308 Strategic Marketing (6)
- MAR309 Business to Business Marketing (6)
- MAR310 Sales Management (6)
- MAR401 Retail Management (6)

### Free Electives

The student is free to take any course offered by the College.

The number of credits each course is carrying is indicated in the parenthesis following the course title.

# Marketing

## Diploma

Students completing this program earn a Diploma in Marketing. The program is designed for students whose career plans include product management, sales management, marketing management, advertising management and marketing research. Further, it prepares students for higher studies in marketing or business.

### Aims and Objectives

The aims and objectives of the program are:

1. To enhance students' critical thinking, and to develop their analytical, problem-solving and decision-making skills.
2. To provide a broad understanding of the marketing function and its significance to the health and survival of any organization.
3. To provide an introduction to the marketing system, its foundations and institutions and expose students to product, promotion, price and distribution decision areas.
4. To examine the dynamics of consumer behaviour.
5. To offer a comprehensive study of the basic concepts of marketing operations and strategic planning.
6. To equip students with the ability to formulate, implement and monitor a basic marketing plan.
7. To offer students a solid academic background that would enable them to pursue higher studies in undergraduate and professional schools.

### General Education Requirements

ECO101 Principles of Microeconomics (6)  
 ECO201 Principles of Macroeconomics (6)  
 ENG101 English Communication (6)  
 ENG102 English Writing (6)  
 ENG201 Advanced English (6)  
 GRE101 Modern Greek (6)  
 HST101 European History (6)  
 HST102 History of Cyprus (6)  
 MTH101 Mathematics (6)  
 MTH102 Statistics (6)  
 MTH201 Finite Mathematics (6)  
 MTH204 Statistics II (6)  
 PSY101 Introduction to Psychology (6)  
 SOC101 Principles of Sociology (6)

### Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	54
Business Core Requirements	36
Major Requirements	30
<b>Total</b>	<b>120</b>

### Business Core Requirements

MAR101 Principles of Marketing (6)

#### 30 credits from the following:

ACC101 Financial Accounting (6)  
 ACC201 Financial Accounting II (6)  
 CSC101 Introduction to Computing (6)  
 CSC102 Computer Applications (6)  
 CSC203 Management Information Systems (6)  
 FIN101 Principles of Financial Management (6)  
 LAW101 Business Law (6)  
 MGT101 Principles of Management (6)  
 MGT302 Organizational Behavior (6)

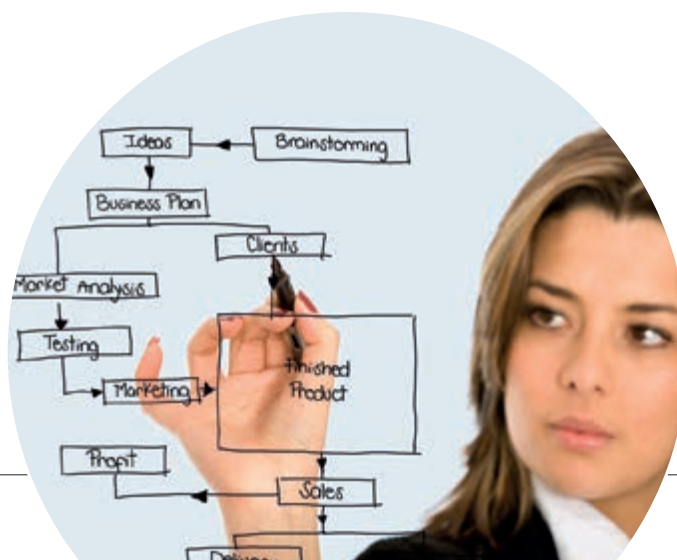
### Major Requirements

MAR206 Project (6)

#### 24 credits from the following:

MAR201 Marketing Research (6)  
 MAR202 Advertising Management (6)  
 MAR203 International Marketing (6)  
 MAR204 Consumer Behavior (6)  
 MAR205 Public Relations (6)  
 MAR306 Services Marketing (6)  
 MAR308 Strategic Marketing (6)  
 MAR309 Business to Business Marketing (6)  
 MAR310 Sales Management (6)  
 MAR401 Retail Management (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.





# Management Information Systems

## Bachelor of Science

Students completing this program earn a Bachelor of Science in Management Information Systems. The program is designed to prepare students for careers in the field of information systems as programmer analysts, systems designers and ultimately in systems consulting, information services and their management, and related product development and their marketing. Further, the program is designed to prepare students for post-baccalaureate studies in business or information systems.

### Aims and Objectives

The aims and objectives of the program are:

1. To develop students' critical thinking and to refine their analytical, problem-solving and decision-making skills.
2. To provide students a solid understanding in the development and use of business information systems and information technology to improve the productivity of individuals and the overall effectiveness of organizations.
3. To equip students with a firm foundation in the functional areas of business (accounting, marketing, finance and management) and a solid understanding in the use of computers as a tool in solving information problems in organizations.
4. To emphasize the role and application of computers in making management decisions and to provide the analytical framework and the methodology to analyze, design, implement and manage complex computer-based information/decision systems.
5. To expose students to current technology, applications and trends of business information systems.
6. To examine the integration of information systems into an organization by providing students hands-on experience in developing and/or using management information systems, database management systems, executive support systems, expert systems and structured programming.
7. To provide students the academic, technical and intellectual background that would enable them to pursue higher studies in high-quality graduate and professional schools.

### General Education Requirements

- ECO101 Principles of Microeconomics (6)
- ECO201 Principles of Macroeconomics (6)
- ENG101 English Communication (6)
- ENG102 English Writing (6)
- ENG201 Advanced English (6)

### Credit Requirements

The program requires a minimum of 240 ECTS credits as follows:

	Credits
General Education Requirements	84
Business Core Requirements	72
Major Requirements	60
Free Electives	24
<b>Total</b>	<b>240</b>

- GRE101 Modern Greek (6)
- GRE201 Modern Greek II (6)
- HST101 European History (6)
- HST102 History of Cyprus (6)
- MTH101 Mathematics (6)
- MTH102 Statistics (6)
- MTH104 Discrete Mathematics (6)
- MTH204 Statistics II (6)
- PHI101 Introduction to Philosophy (6)
- POL101 Political Studies (6)
- PSY101 Introduction to Psychology (6)
- SOC101 Principles of Sociology (6)

### Business Core Requirements

- ACC101 Financial Accounting (6)
- ACC201 Financial Accounting II (6)
- ACC401 Managerial and Cost Accounting (6)
- CSC101 Introduction to Computing (6)
- CSC102 Computer Applications (6)
- CSC203 Management Information Systems (6)
- FIN101 Principles of Financial Management (6)
- LAW101 Business Law (6)
- MAR101 Principles of Marketing (6)
- MGT101 Principles of Management (6)
- MGT302 Organizational Behavior (6)
- MGT303 Management Science (6)
- MGT401 International Business (6)
- MGT403 Business Policy and Strategic Management (6)

### Major Requirements

- CSC103 Computer Programming (6)
- CSC112 Computer Programming II (6)
- CSC202 Data Structures and Algorithms (6)
- CSC209 Visual Programming (6)
- CSC210 Web Designing (6)
- CSC302 Databases (6)
- CSC307 Software Engineering (6)
- CSC310 Programming in Java (6)
- CSC401 Object-Oriented Programming (6)
- CSC409 Software Engineering II (6)
- MGT206 e-Business (6)

### Free Electives

The student is free to take any course offered by the College. The number of credits each course is carrying is indicated in the parenthesis following the course title.

# Management Information Systems

## Diploma

Students completing this program earn a diploma in Management Information Systems. The program is designed to prepare students for entry-level positions as systems analysts, programmer analysts and information systems and database management administrators, as well as for higher studies in business or information systems.

## Aims and Objectives

The aims and objectives of the program are:

1. To enhance students' critical thinking and to develop their basic analytical, problem-solving and decision-making skills.
2. To provide students a solid understanding in the development and use of business information systems and information technology.
3. To supplement basic skills students learn in the functional areas of business (accounting, marketing, finance and management) with a firm foundation in the use of computers as a tool in solving information problems in organizations.
4. To provide students the analytical framework and the methodology to analyze, design, implement and manage basic computer-based information/decision systems.
5. To emphasize the role and application of computers in making management decisions.
6. To provide a solid academic, technical and intellectual background that would enable them to pursue higher studies in business information systems or other related fields.

## General Education Requirements

ECO101 Principles of Microeconomics (6)  
 ECO201 Principles of Macroeconomics (6)  
 ENG101 English Communication (6)  
 ENG102 English Writing (6)  
 ENG201 Advanced English (6)  
 GRE101 Modern Greek (6)  
 GRE201 Modern Greek II (6)  
 HST101 European History (6)  
 HST102 History of Cyprus (6)  
 MTH101 Mathematics (6)  
 MTH102 Statistics (6)  
 MTH104 Discrete Mathematics (6)  
 MTH204 Statistics II (6)  
 PHI101 Introduction to Philosophy (6)

## Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	48
Business Core Requirements	36
Major Requirements	36
<b>Total</b>	<b>120</b>

POL101 Political Studies (6)  
 PSY101 Introduction to Psychology (6)  
 SOC101 Principles of Sociology (6)

## Business Core Requirements

ACC101 Financial Accounting (6)  
 ACC201 Financial Accounting II (6)  
 ACC401 Managerial and Cost Accounting (6)  
 CSC101 Introduction to Computing (6)  
 CSC102 Computer Applications (6)  
 CSC203 Management Information Systems (6)  
 FIN101 Principles of Financial Management (6)  
 LAW101 Business Law (6)  
 MAR101 Principles of Marketing (6)  
 MGT101 Principles of Management (6)  
 MGT302 Organizational Behavior (6)  
 MGT303 Management Science (6)  
 MGT401 International Business (6)  
 MGT403 Business Policy and Strategic Management (6)

## Major Requirements

CSC103 Computer Programming (6)  
 CSC112 Computer Programming II (6)  
 CSC202 Data Structures and Algorithms (6)  
 CSC209 Visual Programming (6)  
 CSC210 Web Designing (6)  
 CSC302 Databases (6)  
 CSC307 Software Engineering (6)  
 CSC310 Programming in Java (6)  
 CSC401 Object-Oriented Programming (6)  
 CSC409 Software Engineering II (6)  
 MGT206 e-Business (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.



# Computer Science

## Bachelor of Science

Students completing this program earn a Bachelor of Science in Computer Science. The program is designed to educate students with a broad intellectual base, well-developed interpersonal skills, analytical and problem-solving skills and a mastery of the appropriate elements of the discipline of Computer Science. Graduates should be well-qualified to continue for advanced studies in strong graduate programs or pursue a professional career in a scientific, engineering or business environment as i.e. a computer systems analyst, programmer analyst, systems programmer, application programmer, software engineer, data base administrator and data processing manager.

### Aims and Objectives

The aims and objectives of the program are:

1. To develop students' critical thinking and to refine their analytical, problem-solving and decision-making skills.
2. To introduce and explore in depth basic and advanced programming concepts using high-level, block structured language and methodologies for program design, development, testing and documentation.
3. To introduce advanced techniques for systematic problem analysis, program specification, design, coding, testing, debugging and documentation of large programs.
4. To introduce fundamentals of assembly language programming.
5. To introduce a variety of advanced programming languages and current popular computer operating systems.
6. To introduce programming with abstract data types.
7. To introduce computer software engineering covering the system project life cycle, software requirements analysis and design, planning and managing a project.
8. To introduce current design approaches in database systems, including work with a commercially available system.
9. To introduce artificial intelligence and provide an understanding of areas such as natural language processing, expert systems, pattern recognition, computer vision and programming of robots.
10. To provide students the academic, technical and intellectual background that would enable them to pursue higher studies in high-quality graduate and professional schools.

### Credit Requirements

The program requires a minimum of 240 ECTS credits as follows:

	Credits
General Education Requirements	66
Mathematics Requirements	30
Major Requirements	120
Free Electives	24
<b>Total</b>	<b>240</b>

### General Education Requirements

CSC102 Computer Applications (6)  
ECO101 Principles of Microeconomics (6)  
ENG101 English Communication (6)  
ENG102 English Writing (6)  
ENG201 Advanced English (6)  
GRE101 Modern Greek (6)  
HST101 European History (6)  
HST102 History of Cyprus (6)  
PHI101 Introduction to Philosophy (6)  
POL101 Political Studies (6)  
PSY101 Introduction to Psychology (6)  
SOC101 Principles of Sociology (6)

### Mathematics Requirements

MTH102 Statistics (6)  
MTH103 Calculus (6)  
MTH104 Discrete Mathematics (6)  
MTH202 Calculus II (6)  
MTH203 Linear Algebra (6)

### Major Requirements

CSC101 Introduction to Computing (6)  
CSC103 Computer Programming (6)  
CSC105 Digital Logic (6)  
CSC112 Computer Programming II (6)  
CSC202 Data Structures and Algorithms (6)  
CSC203 Management Information Systems (6)  
CSC206 Computer Architecture (6)  
CSC209 Visual Programming (6)  
CSC210 Web Designing (6)  
CSC215 Computer Organization and Assembly Programming (6)  
CSC302 Databases (6)  
CSC307 Software Engineering (6)  
CSC308 Operating Systems (6)  
CSC309 Theory of Computation (6)  
CSC310 Programming in Java (6)  
CSC401 Object-Oriented Programming (6)  
CSC407 Communications and Networks (6)  
CSC409 Software Engineering II (6)  
CSC410 Introduction to Artificial Intelligence (6)  
CSC411 Theory and Practice of Compilers (6)  
CSC412 Numerical Analysis (6)  
CSC413 Introduction to Computer Graphics (6)

### Free Electives

The student is free to take any course offered by the College.

The number of credits each course is carrying is indicated in the parenthesis following the course title.



# Computer Science

## Diploma

Students completing this program earn a diploma in Computer Science. The program is designed to provide an excellent background for those students who intend to pursue employment in a professional career requiring extensive preparation in computer science, as well as for those who intend to continue the study of computer science in the undergraduate level.

### Aims and Objectives

The aims and objectives of the program are:

1. To enhance students' critical thinking and to develop their basic analytical, problem-solving and decision-making skills.
2. To introduce the field of computer science, and fundamental principles of computers, computation and programming.
3. To acquaint students to the major commercial computer application packages.
4. To introduce students to basic programming concepts and methodologies for program design, development, testing and documentation.
5. To introduce techniques for systematic problem analysis, program specification, design, coding, testing, debugging and documentation of programs.
6. To acquaint students with current popular programming languages and operating systems.
7. To introduce the fundamentals of computer software engineering.
8. To introduce fundamentals of current design approaches in database systems, including work with a commercially available system.
9. To provide a solid academic, technical, and intellectual background that would enable them to pursue higher studies in business information systems or other related fields.

### General Education Requirements

CSC102 Computer Applications (6)  
 ECO101 Principles of Microeconomics (6)  
 ENG101 English Communication (6)  
 ENG102 English Writing (6)  
 ENG201 Advanced English (6)  
 GRE101 Modern Greek (6)  
 HST101 European History (6)  
 HST102 History of Cyprus (6)  
 PHI101 Introduction to Philosophy (6)  
 POL101 Political Studies (6)  
 PSY101 Introduction to Psychology (6)  
 SOC101 Principles of Sociology (6)

### Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	24
Mathematics Requirements	30
Major Requirements	66
<b>Total</b>	<b>120</b>

### Mathematics Requirements

MTH102 Statistics (6)  
 MTH103 Calculus (6)  
 MTH104 Discrete Mathematics (6)  
 MTH202 Calculus II (6)  
 MTH203 Linear Algebra (6)

### Major Requirements

CSC101 Introduction to Computing (6)  
 CSC103 Computer Programming (6)  
 CSC105 Digital Logic (6)  
 CSC112 Computer Programming II (6)  
 CSC202 Data Structures and Algorithms (6)  
 CSC203 Management Information Systems (6)  
 CSC206 Computer Architecture (6)  
 CSC209 Visual Programming (6)  
 CSC210 Web Designing (6)  
 CSC215 Computer Organization and Assembly Programming (6)  
 CSC302 Databases (6)  
 CSC307 Software Engineering (6)  
 CSC308 Operating Systems (6)  
 CSC309 Theory of Computation (6)  
 CSC310 Programming in Java (6)  
 CSC401 Object-Oriented Programming (6)  
 CSC407 Communications and Networks (6)  
 CSC409 Software Engineering II (6)  
 CSC410 Introduction to Artificial Intelligence (6)  
 CSC411 Theory and Practice of Compilers (6)  
 CSC412 Numerical Analysis (6)  
 CSC413 Introduction to Computer Graphics (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.



# Hotel Management

## Bachelor of Arts

Students completing this program earn a Bachelor of Arts in Hotel Management. The program is designed to assist the student in his or her preparation for a rewarding career in the management of hospitality operations.

### Aims and Objectives

The aims and objectives of the program are:

1. To develop students' critical thinking and to refine their analytical, problem-solving and decision-making skills.
2. To develop the managerial skills, abilities and competencies essential to all professional managers, with specific characteristics needed for managing hotels, restaurants and related operations.
3. To provide the diversified knowledge and broad and varied professional background required in the management and operation of the modern hotel.
4. To provide a broad understanding of the fundamental principles of the basic areas of business relating to the fundamentals of management within the hospitality industry.
5. To offer training within the hospitality industry providing students with the opportunity to integrate their academic skills with substantive work experience.
6. To instruct individuals in marketing and sales promotion strategies applicable to a wide variety of hospitality industry settings.
7. To provide students the academic, technical and intellectual background that would enable them to pursue higher studies in high-quality graduate and professional schools.

### General Education Requirements

- CSC102 Computer Applications (6)
- ECO101 Principles of Microeconomics (6)
- ENG101 English Communication (6)
- ENG102 English Writing (6)
- ENG201 Advanced English (6)
- FRE101 French Language (6)
- FRE201 French Language II (6)
- GER101 German Language (6)
- GER201 German Language II (6)
- GRE101 Modern Greek (6)
- GRE201 Modern Greek II (6)
- HST101 European History (6)
- HST102 History of Cyprus (6)
- MTH101 Mathematics (6)
- MTH102 Statistics (6)
- PHI101 Introduction to Philosophy (6)
- POL101 Political Studies (6)
- PSY101 Introduction to Psychology (6)
- SOC101 Principles of Sociology (6)

### Credit Requirements

The program requires a minimum of 240 ECTS credits as follows:

	Credits
General Education Requirements	42
Business Core Requirements	60
Major Requirements	120
Free Electives	18
<b>Total</b>	<b>240</b>

### Business Core Requirements

- ACC101 Financial Accounting (6)
- ACC201 Financial Accounting II (6)
- ACC401 Managerial and Cost Accounting (6)
- CSC101 Introduction to Computing (6)
- CSC203 Management Information Systems (6)
- ECO201 Principles of Macroeconomics (6)
- LAW101 Business Law (6)
- MAR101 Principles of Marketing (6)
- MAR205 Public Relations (6)
- MAR308 Strategic Marketing (6)
- MGT101 Principles of Management (6)
- MGT302 Organizational Behavior (6)
- MGT401 International Business (6)
- MGT402 Human Resource Management (6)
- MGT403 Business Policy and Strategic Management (6)

### Major Requirements

- HOT101 Introduction to the Hospitality Industry (6)
- HOT102 Front Office Operations (6)
- HOT103 Sanitation, Hygiene and Food Safety (6)
- HOT104 Food and Beverage Service (6)
- HOT105 Food Production (6)
- HOT106 Hospitality Safety and First Aid (6)
- HOT202 Conference and Banqueting Operations (6)
- HOT203 Food Production II (6)
- HOT205 Housekeeping Management (6)
- HOT206 Wines and Spirits (6)
- HOT301 Hospitality Marketing (6)
- HOT302 Food and Beverage Management (6)
- HOT303 Food and Beverage Controls (6)
- HOT304 Menu Planning (6)
- HOT305 Control of Accommodation Operations (6)
- HOT306 Kitchen and Restaurant Organization (6)
- HOT401 Hospitality Human Resource Management (6)
- HOT402 Managing Quality Hospitality Services (6)
- HOT403 Hospitality Maintenance Management (6)
- HOT404 International Hospitality Management (6)

### Free Electives

The student is free to take any course offered by the College.

The number of credits each course is carrying is indicated in the parenthesis following the course title.

### Internship

During summer vacation periods (June to September), Hotel Management and Culinary Arts students have the opportunity to undertake paid employment in the thriving Hotel and Food Industry of Cyprus, thus supplementing their education with additional hands-on experience in a very competitive environment.

# Hotel Management

## Diploma

Students completing this program earn a diploma in Hotel Management. The program is designed to prepare its graduates to assume entry-level management positions in all types of hospitality organizations.

### Aims and Objectives

The aims and objectives of the program are:

1. To enhance students' critical thinking and to develop their basic analytical, problem-solving and decision-making skills.
2. To offer a comprehensive survey of the hospitality industry and heighten the sensitivity of students to the problems of managing people and serving the public.
3. To offer a comprehensive study of the departments and functions of contemporary hotels including instruction of basic operating principles and concepts.
4. To provide students a broad understanding of the fundamental principles and theories of the basic areas of business relating to the fundamentals of management within the hospitality industry.
5. To offer training within the hospitality industry providing students with the opportunity to integrate their academic skills with practical work experience.
6. To provide a solid academic, technical and intellectual background that would enable students to pursue higher studies in hotel management or other related fields.

### General Education Requirements

CSC102 Computer Applications (6)  
 ECO101 Principles of Microeconomics (6)  
 ENG101 English Communication (6)  
 ENG102 English Writing (6)  
 ENG201 Advanced English (6)  
 FRE101 French Language (6)  
 FRE201 French Language II (6)  
 GER101 German Language (6)  
 GER201 German Language II (6)  
 GRE101 Modern Greek (6)  
 GRE201 Modern Greek II (6)  
 HST101 European History (6)  
 HST102 History of Cyprus (6)  
 MTH101 Mathematics (6)  
 MTH102 Statistics (6)  
 PHI101 Introduction to Philosophy (6)  
 POL101 Political Studies (6)  
 PSY101 Introduction to Psychology (6)  
 SOC101 Principles of Sociology (6)

### Business Core Requirements

ACC101 Financial Accounting (6)  
 ACC201 Financial Accounting II (6)

### Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	36
Business Core Requirements	24
Major Requirements	60
<b>Total</b>	<b>120</b>

ACC401 Managerial and Cost Accounting (6)  
 CSC101 Introduction to Computing (6)  
 CSC203 Management Information Systems (6)  
 ECO201 Principles of Macroeconomics (6)  
 LAW101 Business Law (6)  
 MAR101 Principles of Marketing (6)  
 MAR205 Public Relations (6)  
 MAR308 Strategic Marketing (6)  
 MGT101 Principles of Management (6)  
 MGT302 Organizational Behavior (6)  
 MGT401 International Business (6)  
 MGT402 Human Resource Management (6)  
 MGT403 Business Policy and Strategic Management (6)

### Major Requirements

HOT101 Introduction to the Hospitality Industry (6)  
 HOT102 Front Office Operations (6)  
 HOT103 Sanitation, Hygiene and Food Safety (6)  
 HOT104 Food and Beverage Service (6)  
 HOT105 Food Production (6)  
 HOT106 Hospitality Safety and First Aid (6)  
 HOT202 Conference and Banqueting Operations (6)  
 HOT203 Food Production II (6)  
 HOT205 Housekeeping Management (6)  
 HOT206 Wines and Spirits (6)  
 HOT301 Hospitality Marketing (6)  
 HOT302 Food and Beverage Management (6)  
 HOT303 Food and Beverage Controls (6)  
 HOT304 Menu Planning (6)  
 HOT305 Control of Accommodation Operations (6)  
 HOT306 Kitchen and Restaurant Organization (6)  
 HOT401 Hospitality Human Resource Management (6)  
 HOT402 Managing Quality Hospitality Services (6)  
 HOT403 Hospitality Maintenance Management (6)  
 HOT404 International Hospitality Management (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.

### Internship

During summer vacation periods (June to September), Hotel Management and Culinary Arts students have the opportunity to undertake paid employment in the thriving Hotel and Food Industry of Cyprus, thus supplementing their education with additional hands-on experience in a very competitive environment.





# Travel and Tourism Management

## Bachelor of Arts

Students completing this program earn a Bachelor of Arts in Travel and Tourism Management. The program seeks to prepare students for managerial positions in the Travel and Tourism industry.

### Aims and Objectives

The aims and objectives of the program are:

1. To provide students with the managerial skills and competencies necessary to meet the needs of the ever demanding Travel and Tourism industry.
2. To develop students' critical thinking and to refine their analytical, problem-solving and decision making skills.
3. To provide students with the skills needed to use a computerized reservation system.
4. To provide a broad understanding of the fundamental principles of management related to the Travel and Tourism Industry.
5. To provide a broad view of tourism and the opportunity to explore issues and problems relevant to a wide range of situations and aspects likely to be faced by managers in the Travel and Tourism Industry.
6. To provide students with the tools and management skills to become leaders following the new trends in the Travel and Tourism industry such as special interest tourism and electronic tourism.
7. To provide students with the ability to conduct research and produce a high quality research project: this includes the ability to select, define and focus upon an issue at an appropriate level, to analyze the issue, to develop recommendations and logical conclusions, and acknowledge the limitations of a research work.

### General Education Requirements

ECO101 Principles of Microeconomics (6)  
ECO201 Principles of Macroeconomics (6)  
ENG101 English Communication (6)  
ENG102 English Writing (6)  
ENG201 Advanced English (6)  
GRE101 Modern Greek (6)  
GRE201 Modern Greek II (6)  
HST101 European History (6)  
HST102 History of Cyprus (6)  
MTH102 Statistics (6)  
MTH204 Statistics II (6)  
PHI101 Introduction to Philosophy (6)  
POL101 Political Studies (6)

### Credit Requirements

The program requires a minimum of 240 ECTS credits as follows:

	Credits
General Education Requirements	66
Business Core Requirements	60
Major Requirements	90
Free Electives	24
<b>Total</b>	<b>240</b>

PSY101 Introduction to Psychology (6)  
SOC101 Principles of Sociology (6)  
[GER101 German Language (6) &  
GER201 German Language II (6)]

OR

[FRE101 French language (6) &  
FRE201 French Language II (6)]

### Business Core Requirements

ACC101 Financial Accounting (6)  
ACC201 Financial Accounting II (6)  
ACC401 Managerial and Cost Accounting (6)  
CSC101 Introduction to Computing (6)  
CSC102 Computers Applications (6)  
CSC203 Management Information Systems (6)  
LAW101 Business Law (6)  
MAR101 Principles of Marketing (6)  
MAR205 Public Relations (6)  
MAR308 Strategic Marketing (6)  
MGT101 Principles of Management (6)  
MGT302 Organizational Behavior (6)  
MGT401 International Business (6)  
MGT402 Human Resource Management (6)  
MGT403 Business Policy and Strategic Management (6)

### Major Requirements

HOT301 Hospitality Marketing (6)  
HOT401 Hospitality Human Resource Management (6)  
HOT402 Managing Quality Hospitality Services (6)  
TOU101 Computerized Reservation System (6)  
TOU102 Computerized Reservation System II (6)  
TOU103 Introduction to Leisure (6)  
TOU104 Tourism Geography (6)  
TOU105 Travel Operations Management (6)  
TOU110 Dimensions of Tourism (6)  
TOU201 Special Interest Tourism (6)  
TOU205 Tourism Planning and Development (6)  
TOU400 Tourism Research (6)  
TOU401 International Travel and Tourism (6)  
TOU402 Sustainable Tourism (6)  
TOU404 e-Tourism (6)

### Free Electives

The student is free to take any course offered by the College.

The number of credits each course is carrying is indicated in the parenthesis following the course title.

# Travel and Tourism Management

## Diploma

Students completing this program earn a Diploma in Travel and Tourism Management. The program seeks to prepare students for leadership roles in the Travel and Tourism industry.

### Aims and Objectives

The aims and objectives of the program are:

1. To provide students with the supervisory skills and competencies necessary to meet the needs of the ever demanding Travel and Tourism industry.
2. To develop students' critical thinking and to refine their analytical, problem-solving and decision making skills.
3. To provide students with the skills needed to use a computerized reservation system.
4. To provide a broad understanding of the basic principles of management related to the Travel and Tourism Industry.

### General Education Requirements

ECO101 Principles of Microeconomics (6)  
 ECO201 Principles of Macroeconomics (6)  
 ENG101 English Communication (6)  
 ENG102 English Writing (6)  
 ENG201 Advanced English (6)  
 GRE101 Modern Greek (6)  
 GRE201 Modern Greek II (6)  
 HST101 European History (6)  
 HST102 History of Cyprus (6)  
 MTH102 Statistics (6)  
 MTH204 Statistics II (6)  
 PHI101 Introduction to Philosophy (6)  
 POL101 Political Studies (6)  
 PSY101 Introduction to Psychology (6)  
 SOC101 Principles of Sociology (6)  
 [GER101 German Language (6) &  
 GER201 German Language II (6)]

OR

[FRE101 French language (6) &  
 FRE201 French Language II (6)]

### Business Core Requirements

ACC101 Financial Accounting (6)  
 ACC201 Financial Accounting II (6)  
 ACC401 Managerial and Cost Accounting (6)  
 CSC101 Introduction to Computing (6)  
 CSC102 Computers Applications (6)

### Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	36
Business Core Requirements	36
Major Requirements	48
<b>Total</b>	<b>120</b>

CSC203 Management Information Systems (6)  
 LAW101 Business Law (6)  
 MAR101 Principles of Marketing (6)  
 MAR205 Public Relations (6)  
 MAR308 Strategic Marketing (6)  
 MGT101 Principles of Management (6)  
 MGT302 Organizational Behavior (6)  
 MGT401 International Business (6)  
 MGT402 Human Resource Management (6)  
 MGT403 Business Policy and Strategic Management (6)

### Major Requirements

#### 30 credits from the following:

TOU101 Computerized Reservation System (6)  
 TOU102 Computerized Reservation System II (6)  
 TOU105 Travel Operations Management (6)  
 TOU110 Dimensions of Tourism (6)  
 TOU205 Tourism Planning and Development (6)

#### 18 credits from the following:

HOT101 Introduction to the Hospitality Industry (6)  
 HOT102 Front Office Operations (6)  
 HOT301 Hospitality Marketing (6)  
 HOT401 Hospitality Human Resource Management (6)  
 HOT402 Managing Quality Hospitality Services (6)  
 TOU103 Introduction to Leisure (6)  
 TOU104 Tourism Geography (6)  
 TOU111 Fares and Ticketing (6)  
 TOU201 Special Interest Tourism (6)  
 TOU206 Fares and Ticketing II (6)  
 TOU303 Fares and Ticketing III (6)  
 TOU402 Sustainable Tourism (6)  
 TOU404 eTourism (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.



# Office Management

(Secretarial Studies)

## Diploma

Students completing this program earn a Diploma in Office Management. The program is designed to prepare students for careers as professional secretaries working in an office and administrative service environment. Students have the opportunity to acquire exceptionally advanced practical skills in typewriting as well as to acquire practical skills in office procedures and electronic office equipment. Special emphasis is given to advance word-processing.

The program offers through its demanding schedule the opportunity for advanced positions as executive secretaries and personal assistants. It aims at providing students with the technical knowledge of computer and office skills typical of those used in the business world.

### Aims and Objectives

The aims and objectives of the program are:

1. To equip students with advanced level typing skills.
2. To provide students with the knowledge, understanding and application of the concepts, competence and responsibilities associated with office organization, procedures and administration.
3. To equip students with practical experience in using many computer applications.
4. To provide students with good business awareness, decision-making and time management skills so as to enable them to hold responsible office administration positions.
5. To help students develop accuracy, flexibility, commitment and initiative.

### Major Requirements

- CSC106 Word Processing (6)
- CSC113 Spreadsheet (6)
- ENG108 English I (6)
- ENG109 English II (6)
- ENG110 English III (6)
- ENG111 English IV (6)
- SEC101 English Text Production I (6)
- SEC106 Office Administration I (6)
- SEC107 Office Administration II (6)
- SEC201 English Text Production II (6)
- SEC203 Office Administration III (6)
- SEC204 Office Administration IV (6)
- SEC301 English Text Production III (6)
- SEC401 English Text Production IV (6)
- SEC405 Project (6)

### Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
Major Requirements	90
Elective Requirements	30
<b>Total</b>	<b>120</b>

### Elective Requirements

- ACC105 Book-Keeping I (6)
- ACC106 Book-Keeping II (6)
- ACC107 Book-Keeping III (6)
- ACC108 Book-Keeping IV (6)
- CSC109 Internet and Electronic Communication (6)
- CSC114 Presentations Application (6)
- GRE101 Modern Greek (6)
- GRE201 Modern Greek II (6)
- HST101 European History (6)
- HST102 History of Cyprus (6)
- MAR205 Public Relations (6)
- PHI101 Introduction to Philosophy (6)
- POL101 Political Studies (6)
- PSY101 Introduction to Psychology (6)
- SEC102 Greek Text Production I (6)
- SEC104 Greek Shorthand I (6)
- SEC105 Greek Shorthand II (6)
- SEC202 Greek Text Production II (6)
- SEC302 Greek Text Production III (6)
- SEC402 Greek Text Production IV (6)
- SOC101 Principles of Sociology (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.





# Office Management

## (Secretarial Studies)

### Credit Requirements

The program requires a minimum of 60 ECTS credits as follows:

	Credits
Major Requirements	48
Elective Requirements	12
<b>Total</b>	<b>60</b>

### Certificate

Students completing this program earn a Certificate in Office Management. The program is designed for students who wish to acquire what are considered to be the most important skills necessary for today's demanding secretarial positions. Students will learn typewriting as well as acquire practical skills in office procedures and electronic office equipment.

Students of the program can achieve advanced typewriting skills, which can take them through professional external examinations (e.g. LCCI International Qualifications text production examinations).

### Aims and Objectives

The aims and objectives of the program are:

1. To equip students with advanced level typing skills.
2. To provide students with the knowledge, understanding and application of the concepts, competence and responsibilities associated with office organization, procedures and administration.
3. To equip students with practical experience in using many computer applications.
4. To provide students with good business awareness, decision-making and time management skills so as to enable them to hold responsible office administration positions.
5. To help students develop accuracy, flexibility, commitment and initiative.

### Major Requirements

CSC106 Word Processing (6)  
 CSC113 Spreadsheet (6)  
 ENG108 English I (6)  
 ENG109 English II (6)  
 SEC101 English Text Production I (6)  
 SEC106 Office Administration I (6)  
 SEC107 Office Administration II (6)  
 SEC201 English Text Production II (6)

### Elective Requirements

ACC105 Book-Keeping I (6)  
 ACC106 Book-Keeping II (6)  
 ACC107 Book-Keeping III (6)  
 ACC108 Book-Keeping IV (6)  
 CSC109 Internet and Electronic Communication (6)  
 CSC114 Presentations Application (6)  
 GRE101 Modern Greek (6)  
 GRE201 Modern Greek II (6)  
 HST101 European History (6)  
 HST102 History of Cyprus (6)  
 MAR205 Public Relations (6)  
 PHI101 Introduction to Philosophy (6)  
 POL101 Political Studies (6)  
 PSY101 Introduction to Psychology (6)  
 SEC102 Greek Text Production I (6)  
 SEC104 Greek Shorthand I (6)  
 SEC105 Greek Shorthand II (6)  
 SEC202 Greek Text Production II (6)  
 SOC101 Principles of Sociology (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.



# Culinary Arts

## (Cookery)

### Bachelor of Arts

Students completing this program earn a Bachelor of Arts in Culinary Arts. The program provides the necessary knowledge and experience in the field of Culinary Arts and is designed to assist the student in his or her preparation for a rewarding career at the level of managerial positions in the Hospitality and Catering industry.

### Aims and Objectives

The aims and objectives of the program are:

1. To learn and effectively practice technical skills in food preparation.
2. To develop a professional vocabulary of terms related to food and its preparation.
3. To acquire an in depth culinary education in order to meet the needs of the industry for competent professionals.
4. To develop personal and professional skills needed to succeed, including professional communication, time management, business etiquette, self-awareness and team building.
5. To improve critical and creative thinking skills, such as problem solving, information literacy and quantitative reasoning.
6. To acquire an in depth knowledge of culinary techniques and prepare for management positions in the Culinary arts industry.
7. To develop critical, evaluation and design competencies in order to structure, operate and manage a Kitchen environment.
8. To acquire and develop the attributes of a managerial-level catering employee, including professional skills, organizational abilities, and food presentation artistry.
9. To learn professional foodservice management principles and applications including: menu development, food costing, purchasing and inventory.
10. To build a foundation in the business aspect of the culinary arts industry, including management techniques, public relations, safety, accounting and human resource management.
11. To enable graduates to pursue postgraduate studies in the Culinary Arts, Hospitality or Business area.

### General Education Requirements

- CSC102 Computer Applications (6)
- ECO101 Principles of Microeconomics (6)
- ECO201 Principles of Macroeconomics (6)
- ENG101 English Communication (6)
- ENG102 English Writing (6)
- ENG201 Advanced English (6)
- FRE101 French Language (6)
- FRE201 French Language II (6)
- GRE101 Modern Greek (6)
- GRE201 Modern Greek II (6)
- HST101 European History (6)
- HST102 History of Cyprus (6)
- MTH101 Mathematics (6)

### Credit Requirements

The program requires a minimum of 240 ECTS credits as follows:

	Credits
General Education Requirements	60
Hospitality Core Requirements	54
Business Core Requirements	18
Major Requirements	96
Free Electives	12
<b>Total</b>	<b>240</b>

- MTH102 Statistics (6)
- MTH201 Finite Mathematics (6)
- MTH204 Statistics II (6)
- PHI101 Introduction to Philosophy (6)
- POL101 Political Studies (6)
- PSY101 Introduction to Psychology (6)
- SOC101 Principles of Sociology (6)

### Hospitality Core Requirements

- HOT101 Introduction to the Hospitality Industry (6)
- HOT104 Food and Beverage Service (6)
- HOT106 Hospitality Safety and First Aid (6)
- HOT202 Conference and Banqueting Operations (6)
- HOT206 Wines and Spirits (6)
- HOT301 Hospitality Marketing (6)
- HOT302 Food and Beverage Management (6)
- HOT401 Hospitality Human Resource Management (6)
- HOT403 Hospitality Maintenance Management (6)

### Business Core Requirements

- ACC101 Financial Accounting (6)
- LAW101 Business Law (6)
- MAR205 Public Relations (6)
- MGT101 Principles of Management (6)

### Major Requirements

- CUL110 Fundamentals of Culinary Arts (6)
- CUL133 Pastry Arts & Baking (12)
- CUL134 Hot Food Preparations (12)
- CUL135 Garde Manger & Butchery (12)
- CUL300 Food Science (6)
- CUL303 Cyprus Cuisine (6)
- CUL304 International Cuisine (6)
- CUL401 Dietary Cuisine (6)
- CUL402 Project (6)
- HOT103 Sanitation, Hygiene and Food Safety (6)
- HOT303 Food and Beverage Controls (6)
- HOT304 Menu Planning (6)
- HOT306 Kitchen and Restaurant Organization (6)

### Free Electives

The student is free to take any course offered by the college. The number of credits carried by each course is shown in the parenthesis following the course title.

### Internship

During summer vacation periods (June to September), Hotel Management and Culinary Arts students have the opportunity to undertake paid employment in the thriving Hotel and Food Industry of Cyprus, thus supplementing their education with additional hands-on experience in a very competitive environment.

# Culinary Arts

## (Cookery)

### Credit Requirements

The program requires a minimum of 180 ECTS credits as follows:

	Credits
General Education Requirements	36
Hospitality Core Requirements	54
Major Requirements	90
<b>Total</b>	<b>180</b>

### Higher Diploma

Students completing this program earn a Higher Diploma in Culinary Arts. The program seeks to prepare students for working in first level management positions in the Hospitality and Catering industry.

### Aims and Objectives

The aims and objectives of the program are:

1. To provide students with an in depth knowledge of culinary techniques and prepare them for first level management positions.
2. To develop their critical, evaluation and design competencies in order to structure and manage a Kitchen environment.
3. To develop a professional vocabulary of terms related to food and its preparation.
4. To learn and effectively practice technical skills in food preparation.
5. Upon graduation students acquire an in depth culinary education which enables them to meet the needs of the industry for competent professionals.
6. To acquire the attributes of a supervisory-level catering employee, including professional skills, organizational abilities, and food presentation artistry.
7. To learn professional foodservice management principles and applications including: menu development, food costing, purchasing and inventory.

### General Education Requirements

#### 18 credits from the following:

CSC102 Computer Applications (6)  
FRE101 French Language (6)  
FRE201 French Language II (6)

#### 18 credits from the following:

ENG101 English Communication (6)  
ENG102 English Writing (6)  
ENG201 Advanced English (6)  
GRE101 Modern Greek (6)  
GRE201 Modern Greek II (6)  
HST101 European History (6)  
HST102 History of Cyprus (6)  
PHI101 Introduction to Philosophy (6)  
POL101 Political Studies (6)  
SOC101 Principles of Sociology (6)

### Hospitality Core Requirements

HOT101 Introduction to the Hospitality Industry (6)  
HOT104 Food and Beverage Service (6)  
HOT106 Hospitality Safety and First Aid (6)  
HOT202 Conference and Banqueting Operations (6)  
HOT206 Wines and Spirits (6)  
HOT301 Hospitality Marketing (6)  
HOT302 Food and Beverage Management (6)  
HOT401 Hospitality Human Resource Management (6)  
HOT403 Hospitality Maintenance Management (6)

### Major Requirements

CUL110 Fundamentals of Culinary Arts (6)  
CUL131 Garde Manger & Butchery (6)  
CUL132 Garde Manger & Butchery II (6)  
CUL133 Pastry Arts & Baking (12)  
CUL134 Hot Food Preparations (12)  
CUL300 Food Science (6)  
CUL301 International and Cyprus Cuisine (6)  
CUL401 Dietary Cuisine (6)  
CUL402 Project (6)  
HOT103 Sanitation, Hygiene and Food Safety (6)  
HOT303 Food and Beverage Controls (6)  
HOT304 Menu Planning (6)  
HOT306 Kitchen and Restaurant Organization (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.

### Internship

During summer vacation periods (June to September), Hotel Management and Culinary Arts students have the opportunity to undertake paid employment in the thriving Hotel and Food Industry of Cyprus, thus supplementing their education with additional hands-on experience in a very competitive environment.





# Culinary Arts

## (Cookery)

### Diploma

Students completing this program earn a Diploma in Culinary Arts. The program seeks to prepare students for entry-level cookery positions in restaurants, hotels or other food service operations with future career prospects in further supervisory positions within the Hospitality and Catering industry.

### Aims and Objectives

The aims and objectives of the program are:

1. To provide a solid academic, technical and intellectual background that will enable students to pursue higher studies in catering management or other related field.
2. To develop their critical judgment on the food industry.
3. To help students to gain a unique product of both knowledge and skills competencies and be ready to face the challenge of an entry level position in the Catering industry.
4. To develop a professional vocabulary of terms related to food and its preparation.
5. To learn and effectively practice technical skills in food preparation.
6. To acquire the attributes of an entry-level catering employee, including professional skills, organizational abilities, and food presentation artistry.

### General Education Requirements

#### 18 credits from the following:

- CSC102 Computer Applications (6)
- FRE101 French Language (6)
- FRE201 French Language II (6)

#### 12 credits from the following:

- ENG101 English Communication (6)
- ENG102 English Writing (6)
- ENG201 Advanced English (6)
- GRE101 Modern Greek (6)
- GRE201 Modern Greek II (6)
- HST101 European History (6)
- HST102 History of Cyprus (6)
- PHI101 Introduction to Philosophy (6)
- POL101 Political Studies (6)
- SOC101 Principles of Sociology (6)

### Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	30
Hospitality Core Requirements	30
Major Requirements	60
<b>Total</b>	<b>120</b>

### Hospitality Core Requirements

- HOT101 Introduction to the Hospitality Industry (6)
- HOT104 Food and Beverage Service (6)
- HOT106 Hospitality Safety and First Aid (6)
- HOT202 Conference and Banqueting Operations (6)
- HOT206 Wines and Spirits (6)
- HOT301 Hospitality Marketing (6)
- HOT302 Food and Beverage Management (6)
- HOT401 Hospitality Human Resource Management (6)

### Major Requirements

- CUL110 Fundamentals of Culinary Arts (6)
- CUL131 Garde Manger & Butchery (6)
- CUL132 Garde Manger & Butchery II (6)
- CUL133 Pastry Arts & Baking (12)
- CUL134 Hot Food Preparations (12)
- CUL300 Food Science (6)
- HOT103 Sanitation, Hygiene and Food Safety (6)
- HOT304 Menu Planning (6)
- HOT306 Kitchen and Restaurant Organization (6)

The number of credits each course is carrying is indicated in the parenthesis following the course title.

### Internship

During summer vacation periods (June to September), Hotel Management and Culinary Arts students have the opportunity to undertake paid employment in the thriving Hotel and Food Industry of Cyprus, thus supplementing their education with additional hands-on experience in a very competitive environment.



# Computerized Accounting

## Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	18
Major Requirements	90
Free Electives	12
<b>Total</b>	<b>120</b>

## Diploma

Students completing this program earn a Diploma in Computerized Accounting. The program is designed to provide students with the necessary knowledge and theories of book-keeping and book-keeping related law and to train them on how to use popular computerized accounting and payroll software applications.

## Aims and Objectives

The aims and objectives of the program are:

1. To provide students with an in-depth understanding of the principles, policies and theories of book-keeping, taxation, cost accounting and book-keeping related law (company and labor law).
2. To establish a broad understanding of popular software applications necessary for a computerized accounting officer such as Sage 50, Payroll Pro, Excel, Word, Internet browser and others.
3. To provide students with the problem-solving skills and tools needed to begin their career and to enable them to advance in the business and accounting field.

## General Education Requirements

ENG101 English Communication (6)  
 ENG102 English Writing (6)  
 ENG201 Advanced English (6)

## Major Requirements

ACC112 Accounting I (12)  
 ACC203 Accounting II (12)  
 ACC204 Computerized Book-Keeping (12)  
 ACC205 Book-Keeping Applications (18)  
 ACC206 Taxation (6)  
 ACC208 Managerial Accounting I (6)  
 CSC124 Computer Applications (6)  
 CSC125 Spreadsheets (6)  
 LAW102 Company and Labor Law (6)  
 MTH105 Financial Mathematics (6)

## Free Electives

The student is free to take any course offered by the College.

The number of credits each course is carrying is indicated in the parenthesis following the course title.



# Computer Network Technician

## Diploma

Students completing this program earn a Diploma in Computer Network Technician. The program is designed to provide students with the necessary knowledge to design, manage and service computer networks.

### Aims and Objectives

The aims and objectives of the program are:

1. To introduce techniques for the design, management, service and support of data communication networks using the appropriate software and hardware.
2. To recognize and restore technical damages of networking issues, by identifying the problematic components and troubleshoot them.
3. To supervise, troubleshoot and maintain network systems.
4. To ensure and verify the proper operation of computer networks (as a network administrator) by making all the necessary remedial actions using the appropriate tools.
5. To safeguard computer systems and networks from malicious intrusions by applying the security principles for computer systems and stand-alone computers.
6. To recognize and restore damages in data communication networks.
7. To extend current network systems in respect to the fundamentals of data network security.
8. To achieve efficient time management based on financial resources, security and quality management.
9. To provide students with the necessary skills to be able to use popular software applications such as word processing, internet, electronic mail, spreadsheets and presentations applications.
10. To enhance students' critical thinking and to develop their basic analytical, problem-solving and decision-making skills.

### Credit Requirements

The program requires a minimum of 120 ECTS credits as follows:

	Credits
General Education Requirements	18
Major Requirements	90
Free Electives	12
<b>Total</b>	<b>120</b>

### General Education Requirements

ENG101 English Communication (6)

ENG102 English Writing (6)

ENG201 Advanced English (6)

### Major Requirements

CSC117 Introduction to Computing (6)

CSC118 Data Structures and Algorithms (6)

CSC119 Computer Architecture (6)

CSC120 Operating Systems I (6)

CSC121 Data Communication (6)

CSC122 Network Administration I (6)

CSC123 Computer Networks I (6)

CSC124 Computer Applications (6)

CSC127 Computer Networks II (6)

CSC216 Electrical and Digital Measurements (6)

CSC217 Operating Systems II (6)

CSC218 Network Security (6)

CSC219 Network Administration II (6)

CSC220 Network Installations (Structured Cabling) (6)

CSC221 Computer Networks III (6)

### Free Electives

The student is free to take any course offered by the College.

The number of credits each course is carrying is indicated in the parenthesis following the course title.





# Business Administration

## Master Degree

Students completing this program earn a Master in Business Administration (MBA). The MBA program at the American College aims at providing a highly-competitive education in management issues that will ultimately equip future managers to solve complicated problems and implement creative concepts in their work environment, which will benefit their organization.

### Aims and Objectives

The MBA program aims at:

1. Preparing managers of high quality who will meet today's complex and multidimensional work environment.
2. Developing the necessary skills for operating efficiently an organization.
3. Developing managers who will be able to integrate the concept and tools of management with the realities of their own business environment.
4. Fostering innovative entrepreneurs and creative business leaders with the vision and the skills to turn vision into reality.

### MBA Foundation Courses

MBA Foundation Courses are offered during the two weeks prior to the beginning of every semester/session. Students without a business degree or students who completed their business degree over seven years ago and do not have managerial experience are required to take the following MBA Foundation Courses:

ACC501 Accounting  
CSC501 Business Computing  
MTH501 Business Mathematics and Statistics

The MBA Foundation Courses are offered at no additional charge.

### Core Courses

ACC601 Financial and Managerial Accounting (6)  
ECO601 Managerial Economics (6)  
FIN601 Financial Management (6)  
MAR601 Marketing Management (6)  
MGT601 Operations Management (6)  
MGT602 Human Resource Management (6)  
MGT603 Organizational Behavior (6)

### Credit Requirements

The program requires a minimum of 90 ECTS credits as follows:

	Credits
Core Courses	60
Elective Courses	12
Thesis	18
<b>Total</b>	<b>90</b>

MGT606 Quantitative Methods for Business (6)  
MGT607 Strategic Management (6)  
MGT613 Business Research (6)

### Elective Courses

FIN602 Multinational Business Finance (6)  
FIN603 Investments (6)  
MAR602 Consumer Behavior (6)  
MAR608 Strategic Marketing (6)  
MGT604 Business Ethics (6)  
MGT605 Managing Corporate Change (6)  
MGT610 Labor Relations (6)  
MGT611 Leadership and Innovation (6)

### Thesis

MGT614 Thesis (18)

The number of credits each course is carrying is indicated in the parenthesis following the course title.



# Business Administration

(Distance Education)

## Master Degree

Students completing this program earn a Master in Business Administration (MBA). The MBA program at the American College aims at providing a highly-competitive education in management issues that will ultimately equip future managers to solve complicated problems and implement creative concepts in their work environment, which will benefit their organization.

### Aims and Objectives

The MBA program aims at:

1. Preparing managers of high quality who will meet today's complex and multidimensional work environment.
2. Developing the necessary skills for operating efficiently an organization.
3. Developing managers who will be able to integrate the concept and tools of management with the realities of their own business environment.
4. Fostering innovative entrepreneurs and creative business leaders with the vision and the skills to turn vision into reality.

### MBA Foundation Courses

MBA Foundation Courses are offered during the two weeks prior to the beginning of every semester/session. Students without a business degree or students who completed their business degree over seven years ago and do not have managerial experience are required to take the following MBA Foundation Courses:

- ACC571 Accounting
- CSC571 Business Computing
- MTH571 Business Mathematics and Statistics

The MBA Foundation Courses are offered at no additional charge.

### Credit Requirements

The program requires a minimum of 90 ECTS credits as follows:

	Credits
Core Courses	60
Elective Courses	12
Thesis	18
<b>Total</b>	<b>90</b>

### Core Courses

- ACC671 Financial and Managerial Accounting (6)
- ECO671 Managerial Economics (6)
- FIN671 Financial Management (6)
- MAR671 Marketing Management (6)
- MGT671 Operations Management (6)
- MGT672 Human Resource Management (6)
- MGT673 Organizational Behavior (6)
- MGT674 Quantitative Methods for Business (6)
- MGT675 Strategic Management (6)
- MGT676 Business Research (6)

### Elective Courses

- FIN672 Multinational Business Finance (6)
- FIN673 Investments (6)
- MAR672 Consumer Behavior (6)
- MAR673 Strategic Marketing (6)
- MGT677 Business Ethics (6)
- MGT678 Managing Corporate Change (6)
- MGT679 Labor Relations (6)
- MGT680 Leadership and Innovation (6)

### Thesis

- MGT681 Thesis (18)

The number of credits each course is carrying is indicated in the parenthesis following the course title.





### Contact us

Application forms and any other admission information may be obtained from the College website or the Office of Admissions (see contact details below). In addition, you may contact the Office of Admissions to arrange a campus visit.



Office of Admissions

American College

Mailing address: P.O. Box 22425, 1521 Nicosia, Cyprus

Physical address: 3 Omirou Avenue, Eleftheria Square, 1097 Nicosia, Cyprus



Tel: +357 22661122



Fax: +357 22665458



Email: [admissions@ac.ac.cy](mailto:admissions@ac.ac.cy)



[www.ac.ac.cy](http://www.ac.ac.cy)

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