

CASA  
COLLEGE



Prospectus  
2019 - 2020

Your Dreams  
Our Aim







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1961





# Contents

- **03 Welcome**
- **05 About Us**
- **06 Our Mission, Objectives & Philosophy**
- **08 Living in Cyprus**
  - 08 History & Geography of the Island
  - 09 Culture & Society
  - 11 International Students
- **12 Studying at Casa College**
  - 12 Location & Facilities
  - 15 How to apply
  - 16 Admission Policy & Statements
- **20 Courses & Certificates**
  - 21 Hotel Administration
  - 38 Adult Nursing
  - 42 Cruise Ship Hospitality Operations
  - 47 Secretarial Studies
- **49 Foundation Course**
- **51 Policies & Regulations**
  - 51 Registration
  - 53 Assessment
  - 54 Internal Rules & Procedures
- **60 Financial Information**
  - 61 Tuition Fees
  - 62 Other Charges
  - 63 Scholarships
- **65 College Organisation & Staff**
  - 65 Board & Committees
  - 70 Academic Staff
  - 73 Administrative Staff
- **75 Academic Calendar**

EDUCATION

FUTURE



# Welcome



I am delighted that you are considering studying with us. I hope you find the following information useful and that among our courses you find the one that fits your personal interest.

Since 1961, our mission has been to provide high quality education and this mission remains at the forefront today. Casa College is a diverse institution where everyone is welcomed and valued. By choosing us, you are also choosing a home away from home. Whether international, European or local, at our institution you can expect a warm welcome. Our academic staff will encourage and support your individuality, and our administrative staff will make your transition into college life as smooth as possible.

As a student at Casa College, you will enjoy flexible courses as we nurture your interests and expand your horizons while taking innovative approaches in helping you expand your skills. In addition to your academic education, you will have great opportunities to gather experience through work placements, thus building on your employment-ready skills that will be necessary after graduation.

Our institution continuously benefits from regular investments towards upgrading every aspect of it, but one thing that speaks for itself is our 58 years of experience in education, boasting over 50,000 graduates, many of which have been employed in a wide spectrum of professions, ranging from the Hotel Industry to well established businesses across all sectors of the economy in managerial and executive positions.

At our institution we are dedicated to helping you realise your full potential and we are passionate about helping you achieve your goals. Your dreams are our aim. Our services do not start and end in the classroom. You can expect us to support you before, during and after your academic studies here with us. So, if you believe you would succeed in a course at Casa College, talk to us about applying. We would love to see you here.

Yiannis Saveriades

A stylized, handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.

President



**Casa College**  
was founded in Famagusta in 1961  
by Mr. Christos Saveriades



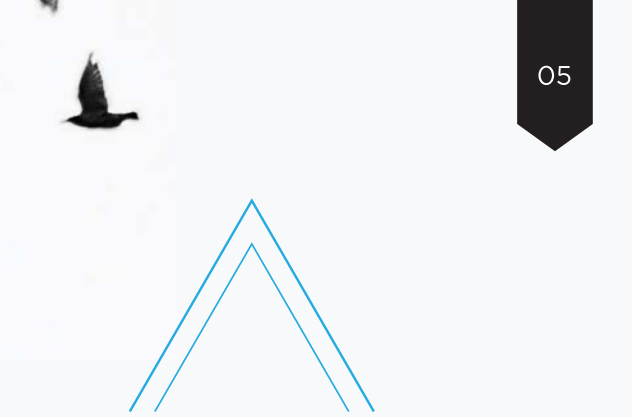


## ABOUT US

At the early age of twenty one, Mr. Saveriades began with a vision of creating a private high school to cater to the needs of the Cypriot society then. Having had a background in education, he began to execute his vision by building an admirable by today's standards facility, which was completed in 1963. The high school was met with great success until the Turkish invasion of 1974 when it became, along with its owner and students, a refugee in its own country. Having fled to southern Cyprus, Mr. Saveriades began his vision from zero again, but this time with greater determination, passion and commitment.

Adapting with the changing times of a post-war occupied country and noticing the need for creating short specialised courses in Secretarial Studies, he founded DIDACTA. Through its very successful tenure, DIDACTA boasted over 40,000 graduates and, for many years till today, was a huge landmark in the local Cypriot education. Similarly, another short course for airline hostesses was met with great success for its innovation and the number of students enrolled who came from all over Europe, especially the Scandinavian countries. This was done simultaneously with re-establishing the high school that was previously in Famagusta. With over 50,000 high school graduates, many have moved on to become politicians, high ranking civil servants and successful businessmen.

In 1997, Casa College was founded, with the promise of offering local students tertiary education after completing high



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school. Soon, this vision spread beyond the Cypriot borders with a huge influx of foreign students from many corners of the world. Today, Casa College has the biggest number of foreign students among colleges in Cyprus, attesting to our experienced and quality service.

In 2010, our institution was the first to set up franchise agreements with four of Bulgaria's most acclaimed universities: Medical University-Sofia, Medical University-Varna, Varna Free University and St. Methodius University of Veliko Turnovo specialising in Theological Studies. This has allowed our institution to expand its disciplines, offering an array of courses from Medicine to crime-related studies. It has allowed the College to remain up-to-date with today's ever demanding and globalising market.

Through its 58-year history, Casa College has remained true to its vision and its students, and it is adapting to the changing times. We are proud to offer our students possibly the cheapest tuition fees in Cyprus for the most competitive courses, thus staying true to our motto that education is really everyone's privilege.

## Our Mission, Objectives & Philosophy



Casa College aspires to be acknowledged as an experienced provider of quality education at an affordable cost. Our philosophy is that knowledge and education is a privilege for everybody. We strive to inspire students to achieve excellence by providing an independent, cross-cultural, private and advantageously small-scale learning environment.

Our institution serves a highly unique and culturally diverse student body, and endorses both academic advancements and personal growth among its students. We take pride in fulfilling the needs of each individual and the countries which they originate from. This is achieved by:

- providing affordable quality education in the European Union,
- developing cultural alliances which provide our students with an advantage in academic qualifications,
- creating a learning environment which encourages individuals to achieve their full potential by acquiring the knowledge and necessary skills for a successful career,
- building a wide range of social, personal and employment-ready skills which will prepare you for life beyond College,

- understanding the cultural differences by promoting communication thus helping students adjust to their new learning environment,
- providing support for their future plans, either this is continuing their studies or seeking employment in their home countries or the European Union,







- updating courses, services and facilities to keep up with the global economic developments,
- utilising the students' multicultural body to expand their global perspective,
- encouraging lecturer-student interactions, and
- promoting practical training through work placements, thus building on students' employment-ready skills.

Our institution aims to achieve all of the above by recruiting highly qualified teaching staff who benefit from academic freedom while sharing their knowledge. The academic staff is also credited with helping students develop a sense of belonging to a quality educational institution which cares about their welfare and meets their academic, professional, social and other needs.

Our College maintains international high educational standards. In addition to the academic qualifications they receive, students are encouraged to pursue personal excellence and increase their future postgraduate educational opportunities. This is achieved through:

- **Leadership:** We value and encourage responsible participation in decision-making.
- **Service & Volunteerism:** We encourage and promote service to one another in our local and world communities.
- **Collaboration:** We value working with others through internal and external alliances to share ideas and resources.
- **Accountability:** Students and employees share the responsibility for making educational experiences significant and meaningful.
- **Adaptability:** We encourage the willingness to respond to change, and offer students the opportunity to prepare for the future.
- **Innovation:** We recognise that planned and thoughtful innovation involves risk-taking. We encourage staff and students to create, develop and implement new ideas for improvement.
- **Academic Freedom:** We cherish a teaching and learning environment that fosters open exchange and exploration of ideas, and general academic freedom.

# Living in Cyprus

## History & Geography of the Island

Cyprus is an island with a rich history. Being at the crossroads of three continents, it has endured a multitude of invasions, each one leaving behind an element of its culture. Cyprus was once amongst the richest nations in the world (owing to its copper resources), not to mention the priceless history which has been enriched by its Greek heritage. For these reasons, Cyprus is today a true multicultural European country that has nothing to be jealous of its bigger counterparts.

The main economy of southern Cyprus is dominated by the service sector, with tourism, financial services and real estate being the most important sectors. In recent years, Cyprus has also witnessed an increase in the manufacturing industry including food and beverage processing, chemicals, pharmaceuticals, wood, paper, stone and clay products. In addition, due to the favourable climate, agriculture has always been a big part of the island's economy with potatoes, citrus, grapes,

livestock and many more benefiting from its fruitful soil. What is more, because of its convenient location, Cyprus supplies Europe and the Middle East with many of its products including vegetables, cigarettes and clothing.

In the last few years, the population of Cyprus has increased due to its accession into the European Union. For this reason, today you can find a food market for every culture from Bulgarian to Pakistani, not to mention a nightlife that caters to every individual's preferences. The old city has become very picturesque with its graphic pedestrian brick road lined with many restaurants, cafeterias, bars and clubs. In addition, if you fancy a walk along the beach, the nearest seaside is just a thirty-minute drive away from the furthest point on the island. What is more, weekend breaks to other European capitals are feasible with many airlines flying in and out of Cyprus, not to mention the hundreds of hotels along the island's shore lines (many of which are blue flag beaches) and mountain tops.





## Culture & Society

This big influx of foreign people to the island has also seen an increase in the number of religions represented by their house of worship. In addition to the local Greek Orthodox churches, Cyprus boasts many mosques, as well as Russian churches, churches for Catholics, Armenians, Maronites, Jehovah's Witness, and places of worship for Buddhists, Born-Again Christians, Sikh and many more.



Every city's infrastructure has been upgraded recently, with the addition of bicycle lanes, parks, shops and many more amenities. There are designated dog parks and parks that have been serving as a reference meeting point for Indian, Pakistani, Sri Lankan and many more ethnicities.



Sports in Cyprus—especially football—have achieved a level of professionalism in the last years comparable to big European clubs. Local clubs have earned their way into the Champion's League 32 finalists, bringing giants of the trade, like FC Barcelona and Real Madrid, to the island. Basketball, volleyball, cricket, tennis, cycling and many more have also been on the rise.

The quality and imagination of little boutiques and stores draw visitors from all over the city and beyond. Again, the diverse and ever-changing population of Cyprus played a primary role in this.

In general, life on the island is characterised by convenience afforded by its small-scale kindness, generated by the people's inherent up-bringing and cosmopolitan lifestyle. This is due to its increase in demographics and recently discovered natural gas and oil which have brought investors from all over the world. You can start your day by going to class, then grab a coffee on your way to work, before heading to Aphrodite's birth place to see the sunset. Then, head back home for dinner before going to the theatre or the cinema or your local sports bar to watch the game. It seems that on this island there is something for everyone and someone for everything!



# International Students



Studying overseas is a fabulous opportunity to branch out and experience life, thus creating your own story. However, you cannot do it alone. At our institution, the staff offers you support during your studies, while the Admissions & Enrolment Office and the Student Affairs & Welfare Office guide you through the application process, advise you on equivalence of

qualifications, and assist you with visas and travel arrangements. Also, we are pleased to assist students with accommodation, banking, employment and cultural issues. Furthermore, we have created a warm and friendly learning environment for our students, in an effort to bridge the gap between your home country and Cyprus, your new home.



# Studying at Casa College

## Location & Facilities

### Premises

Casa College runs out of two locations. Campus A is centrally located and is only a two-minute walk from the main bus terminal. Campus A holds the Hotel Administration kitchen and restaurant labs, as well as a fully equipped computer lab, a library and lecture rooms. Campus B is once again centrally located, only a ten-minute walk from Campus A. The College Administration Offices are located in Campus B, in addition to most lecture rooms and two fully equipped computer labs.

Both campuses are spacious and functional. All classrooms and communal areas are fully air-conditioned and adequately lit. WiFi access is free in all areas of the College.

In addition, all classrooms have built-in projectors for more interactive lessons.

### Parking

Parking is available on both campuses as indicated by the policies of the Ministry of Education.

### Accommodation

Casa College assists students in finding adequate accommodation during their studies at our institution. Due to the central location of both campuses, there is a wide array of accommodation available for every need, within a reasonable distance and budget. The typical student accommodation is two-, three- or four-bedroom, fully furnished flats to share. The typical rent is approximately €70 to €200 per person per month.



## Sports Facilities

Our institution has a long-standing partnership with the Cyprus Sports Organisation. Their facilities are considered the best in Cyprus. Please visit their website at [www.cyprussports.org](http://www.cyprussports.org) for further information. We are very proud of this collaboration and we encourage our students to participate in various sports by offering scholarships and other benefits where applicable. Students also have the opportunity to become members in various sports team such as cricket which has a local league running here. Please visit their website at [www.cypruscricket.com](http://www.cypruscricket.com) for further information. In addition, students can join gyms at a discounted price.

## Library

The Library of the College which is located in Campus A provides information, resources and services to fully support all courses and to foster independent study in a pleasant environment, suitable for learning. The Library is equipped with an excellent collection of publications and scientific journals. It also contains recreational readings from all over the world. In addition, embracing the new age of technology, many courses offer e-books which can be readily downloaded. There, you can find:

- at least one copy of the recommended textbook for every class,
- a wide range of social science reading materials,
- textbooks on study skills,
- copies or online access to quality newspapers, periodicals and scientific journals,
- advice for any enquiries and loan facility, and
- security of books by the administration.



## Computer Facilities

The organisation boasts three modern fully equipped computer labs with the latest technology. Students have the opportunity to use labs either as part of their studies to complete assignments, and acquire information from the internet or for leisure (Campus A).



## Course Facilities

The institution prides itself in the facilities it has to offer the Hotel Administration students. The College is equipped with a fully functional and professional kitchen, as well as a dining/restaurant-type area much like those found in hotels. Both are located in Campus A. Our students utilise the kitchen for their practical cooking sessions, as well as for the food and beverage subjects, providing them with the opportunity to practise their newly acquired skills in a real-life setting.



“My college helped me achieve my dreams. It also contributed towards continuing my studies in the UK.”

William, China  
Business Administration



## How to Apply



### When to Apply

As indicated in the Academic Calendar of Casa College, students have the option to begin their studies in October, February or June. Application deadlines are determined by the Migration Authorities.

**European Union Countries:** Submit your application at least one month before the beginning of the semester of your choice.

**Non-European Countries:** Due to the fact that international deadlines are controlled by the Ministry of Education, interested applicants should contact the Director of Admissions & Enrolment, at +357 22 681882 or email us at [admissions@casacollege.ac.cy](mailto:admissions@casacollege.ac.cy).

### How to Apply

The easiest way to apply is online. The Application Form, along with the additional information required for admission and entry, can be downloaded

online from [www.casacollege.ac.cy](http://www.casacollege.ac.cy). Alternatively, students can contact the Director of Admissions & Enrolment at +357 22 681882 or email us at [admissions@casacollege.ac.cy](mailto:admissions@casacollege.ac.cy).

### Step-by-Step Instructions:

- Download the Application Form from our website [www.casacollege.ac.cy](http://www.casacollege.ac.cy).
- Print and fill-in all sections, including the student signature.
- Scan the application and email it to [admissions@casacollege.ac.cy](mailto:admissions@casacollege.ac.cy).
- Attach all necessary documents to the email.

*\* Please do not attach large-size files. Preferred file size: 300Kb-500Kb each.*

Each email sent must contain information and documents referring **ONLY TO ONE STUDENT** each time.



## Admission Policy & Statements

Casa College follows a non-discrimination admissions policy, and actively seeks to recruit and enrol students of different backgrounds, interests, talents and cultures, in order to create and sustain a multicultural environment. Therefore, the student population of our institution consists of diverse and multicultural groups blending their different backgrounds, interests and heritage to create a truly global learning environment.

The College's admission policy relies on each applicant's past records—primarily high school grades—and grants admission under several categories depending on each applicant's qualifications and educational objectives. All candidates should possess a six-year secondary or high school leaving certificate, or an equivalent qualification.



### Admission Requirements

#### Local & European Union Applicants

##### 1. Application Form

- It must be completed and signed by the applicant.
- It must be accompanied by a receipt of fees payment including the non-refundable application fee of 180€.

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learning environment

##### 2. Academic Records

- A school leaving certificate/diploma, either original or certified copy, from secondary school with a minimum six-year duration must be submitted.
- Alternative equivalent qualification of the above-determined by the Admissions & Enrolment Office.

##### 3. Passport/ID Card Copy

- European Union students must submit a passport copy with at least a two-year validity.
- Local students must submit a valid ID card.

##### 4. Police Clearance

- European Union students must submit a copy of a Police Clearance Certificate, confirming that the applicant has no criminal record. The validity of this certificate should not exceed six months and must be in English.

##### 5. English Proficiency

The language of instruction of all courses is English. Students who do not have a minimum score of 50% in English on their School Leaving Certificate or any other English language qualification (IELTS, IGCSE, GCE'O/A Levels, TOFEL, etc.) must take the English Language Placement Test. According to the grade received, they can be placed either in the first or the second semester of the Foundation Course. Although the Foundation Course is optional, students are advised to attend it in order to improve their English before they start their studies in the main course.

## 6. Photographs

Students must submit three recent passport-size photographs.

Upon receipt of all necessary documents, the Admissions & Enrolment Office will consider the application and, if successful, a conditional offer letter will be issued and mailed to the student, along with information regarding registration dates, orientation and commencement of classes. Accepted local and European Union students need to pay tuition and other fees.

**Please note** that although European Union citizens do not require a visa to study in Cyprus, they are still required to submit an application for Issue of Residence Permit to the Migration Department. This application must be submitted within three months of the student's entry to Cyprus.



## Non-European Union Applicants

The following documents are required by all Non-European Union students:

### 1. Application Form

- It must be completed and signed by the new student. It which includes the rules and regulations of the College.
- It must be accompanied by a receipt of fees payment including the non-refundable application fee (and migration fee) of 180€ collectively.

### 2. Academic Records

- Applicants need to present an English translated School Leaving Certificate/ Diploma and transcripts, or
- equivalent qualifications (GCE O' Levels and GCE A' Levels).

Both must be attested by the Ministry of Foreign Affairs and the Consulate of Cyprus in the country of origin.

### 3. Passport Copy

Non-European Union students must submit a passport copy with at least a two-year validity and attested by the Ministry of Foreign Affairs, a Notary Public and the Consulate of Cyprus in the country of origin.

### 4. Police Clearance

Non-European Union students must submit a copy of a Police Clearance Certificate attested by the Ministry of Foreign Affairs and the Consulate of Cyprus in the country of origin, confirming that the applicant has no criminal record. The validity of this certificate should not exceed six months and must be in English.

### 5. Bank Letter of Financial Support

Non-European Union students must submit an English translated bank letter confirming that the student or the student's guardian, sponsor or parents have the ability to finance the applicant's studies.

This letter should clearly state the applicant's name and his/her relationship with the sponsor.



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It must be attested by a Notary Public and the Cyprus Embassy or Consulate in their country and its validity should not exceed six months.

### 6. Medical Certificates

Non-European Union students must submit an English translated copy of a blood test and chest x-ray attested by the Ministry of Health (Nepal), Ministry of Foreign Affairs (Pakistan) and the Cyprus Embassy or Consulate. For students from India, medical certificates must be issued by government hospitals and must be attested with an Apostille stamp.

These tests should confirm that the applicant is not infected with:

- HIV 1 & 2 = AIDS
- Hepatitis A & B
- VDRL = Syphilis
- Tuberculosis

The validity of these medical tests should not exceed four months.

### 7. Photographs

Six recent passport-size photographs must be submitted with your application.

All countries which signed the Hague Convention must attest the documents with an Apostille stamp.

*\* Please note that incomplete applications will not be processed by the Admissions & Enrolment Office and will not be sent to the Ministry of Education and Culture or the Migration Authorities.*

International students from countries which are not members of the European Union require a visa in order to study in Cyprus. For this reason, upon receipt of the necessary documents, the Admissions & Enrolment Office will consider the application and, if

successful, a conditional offer letter will be issued and mailed to the candidate. After that, a prospective student must have all his/her documents attested before his/her final enrolment. Then, the applicant's file will be sent to the Migration Authorities in Cyprus by the College in order to check the authenticity of the applicant's documents. Upon approval of the candidate's documents, the entry permit visa is granted with a deadline to enter Cyprus. The Admissions & Enrolment Office will notify students when their entry visa has been approved and mailed to them. Following the visa approval, the applicant must pay the tuition and other fees to the College.

**Please note** that if a student fails to show all necessary documents, (s)he will not be permitted to enter Cyprus upon arrival. Student's temporary visa will be converted into a student visa with a maximum of one-year validity and will be renewed annually for the duration of his/her studies.





### Upon Arrival in Cyprus

Accepted students must notify the Admissions & Enrolment Office as soon as they make their travel arrangements. The following documents must be presented to Immigration Officials at the airport:

- a copy of the entry visa,
- a copy of the tuition and other fees receipt, and
- at least 2000€ cash.

**NO STUDENT SHOULD TRAVEL TO CYPRUS WITHOUT A COPY OF HIS/HER ENTRY VISA.**

### The admission process after arrival:

#### Enrolment

When a student enrolls, (s)he completes and signs the Student Regulations Form that constitutes a contract between the

student and Casa College. By signing this form, the student agrees to abide with the rules and regulations of the College.

#### Re-registration

If a student's registration expires and the student wishes to continue his/her studies at the College, (s)he must complete a Re-registration Form.

If a student chooses to leave his/her course of study—either for academic or personal reasons—and later wishes to rejoin the College, (s)he must complete a new Application Form for consideration. Students from non-European countries wishing to re-apply must also follow the procedures for an entry visa as if they were applying for the first time.



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# Courses & Certificates



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# Hotel Administration

## Overview

The Hotel Administration course is designed to give a thorough knowledge and understanding of the hotel industry. The course provides students with a solid understanding of the industry standards and practices. By completing the course, the students will acquire the knowledge and skills needed to become leaders and develop careers in the hospitality industry. Moreover, students will receive invaluable theoretical knowledge in a variety of key management areas, research and evaluation, critical thinking and problem-solving, culminating in a well-formed course. Students become trained in our professional, well-equipped kitchen and our restaurant set-up, thus allowing them to gain the experience of a real-life environment. The course entails a four-month paid practical training period at the end of the 3<sup>rd</sup> semester of studies. The practical training period offered to the students of this course can provide additional income for their tuition fees of their final year of study.

## Aim

The course offers concrete knowledge, practical skills, as well as theoretical themes and concepts directly related to every aspect of hospitality operations in food and beverage planning. The course offers a combination of theory and practice through a variety of resources such as modern computer and food-preparation labs. In addition, the practical training in restaurant management covers every aspect of hospitality; from food and beverage management to coffee shops and room service, dining rooms, banquets, cafeterias, employee food service, catering, clubs, shows and more. The students carry out their practice at the restaurant/bar of the College. It covers the types and layouts of bars, management and services, as well as all types of international drinks, cocktails

and wines. Furthermore, students are taught practical kitchen skills and develop an understanding of culinary techniques. Hotel students carry out their practice in the food preparation lab, cooking delicious local and international dishes in the kitchen of the College. The Hotel Administration course offers the required tools for attaining supervisory high-level positions in the hotel industry, with prospects for advancement. The course prepares students for an advanced graduate level if they wish to pursue so.



**Duration**

4 Years, plus an optional Foundation Year.

Students who have successfully completed the four years of their

studies and have attained 240 ECTS credits are awarded the final degree of “Bachelor of Arts in Hotel Administration” from Casa College.

**Course Breakdown**

1 <sup>st</sup> Semester (Compulsory 30 ECTS Credits)	Credits
HTL-111: Introduction to the Hospitality Industry	6
HTL-112: Food & Nutrition	6
HTL-113: Theory & Practice of Food Preparation I	7
ECON-101: Introductory Microeconomics	6
One Elective from the General Electives	5

2 <sup>nd</sup> Semester (Compulsory 30 ECTS Credits)	Credits
HTL-122: Theory & Practice of Front Office Procedures	6
HTL-123: Theory & Practice of Food Preparation II	7
HTL-124: Theory of Hotel Housekeeping	6
ECON-102: Introductory Macroeconomics	6
MKTG-101: Introduction to Marketing	5

“My education at Casa College has changed my life. In addition to improving my English, I have also obtained invaluable European work experience in the Hospitality Industry.”

Akil, Pakistan  
Hotel Administration

3 <sup>rd</sup> Semester (Compulsory 30 ECTS Credits)	Credits
ACC-201: Financial Accounting	6
HTL-200: Menu Planning	6
HTL-214: Theory & Practice of Food & Beverage Service I	7
HYG-HTL-211: Hygiene for the Hospitality Industry	6
One Elective from the General Electives	5

4 <sup>th</sup> Semester (Compulsory 30 ECTS Credits)	Credits
ACC-202: Managerial Accounting	6
HTL-224: Theory & Practice of Food & Beverage Service II	7
HTL-225: Hospitality Purchasing	6
HTL-226: Food & Beverage Management	6
BADM-242: European Business Law	5

5 <sup>th</sup> Semester (Compulsory 30 ECTS Credits)	Credits
HTL-300: Conventions & Meetings - Sales & Services	6
HTL-312: Food Service Facilities Layout & Design	6
HTL-314: Hospitality Supervision	7
MGT-304: Service Quality Management	6
One Elective from the General Electives	5



6 <sup>th</sup> Semester (Compulsory 30 ECTS Credits)	Credits
ECON-332: International Economic Policies & Issues	6
HTL-323: Hospitality Information Systems	6
HTL-324: Hospitality Maintenance	7
MGT-310: Human Resource Management	6
One Elective from the General Electives	5

7 <sup>th</sup> Semester (Compulsory 30 ECTS Credits)	Credits
HTL-325: Bar/Restaurant/Kitchen Organisation	7
MGT-418: International Business	6
MGT-412: Operations Management	6
MKTG-312: Sales Management	6
One Elective from the General Electives	5

8 <sup>th</sup> Semester (Compulsory 30 ECTS Credits)	Credits
HTL-412: International Hospitality Management	6
HTL-415: International Tourism	5
HTL-426: Final Year Project	7
MGT-322: Strategic Management	6
MKTG-420: Marketing Research	6

<b>Total for BA in Hotel Administration</b>	<b>240</b>
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Prerequisite	General Electives	Credits
	HNT-101: Summer Industrial Training	0
	ENG-001: English as a Foreign Language	5
	ENG-101: Composition I	5
ENG-101	ENG-102: Composition II	5
ENG-102/ ENG-101	ENG-103: Classic & Contemporary Essays - A Contemporary Appreciation	5
ENG-102/ ENG-103	ENG-111: Expository Writing	5
	GRE-101: Modern Greek I	5
GRE-101	GRE-102: Modern Greek II	5
GRE-101/ GRE-102	GRE-201: Modern Greek III	5
GRE-201	GRE-202: Mdoern Greek IV	5
	COMP-101: Introduction to Computing	5
	COMP-105: Introduction to Programming I	5
COMP-105	COMP-106: Introduction to Programming II	5
	MATH-101: Elements of Finite Mathematics	5
	HIS-101: Modern World History I	5
HIS-101	HIS-102: Modern World History II	5
	CYHIS-101: History of Cyprus I	5
CYHIS-101	CYHIS-102: History of Cyprus II	5
	PHIL-101: Introduction to Philosophy & Critical Reasoning	5
	POLSC-101: Introduction to Political Science	5
	PSYC-101: Introduction to Psychology	5
	SOC-101: Introduction to Sociology	5
	PHIL-201: Business Ethics	5
	STAT-205: Statistics I	5
ECON-102	ECON-204: Intermediate Macroeconomics	5
	ACC-301: Cost Accounting	5

# Hotel Administration

## Subjects' Description

### ACC-201: FINANCIAL ACCOUNTING

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject aims at introducing students to the basic principles and functions of financial accounting. The subject is intended for students with no previous exposure to financial accounting. The subject adopts a decision-maker perspective of accounting by emphasising the relation between accounting data and the underlying economic events that generate them. The subject focuses initially on how to record economic events in the accounting records (i.e. bookkeeping) and how to prepare and interpret the primary financial statements that summarise the economic transactions of a company (i.e. the balance sheet, the income statement, etc).

### ACC-202: MANAGERIAL ACCOUNTING

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: ACC-201

**Aims:** This subject introduces students to the uses of accounting information in managing an organisation. The purpose of management is to create and maintain value. Accounting systems support value creating activities by providing decision, relevant information and motivating management to exercise good judgment. The emphasis will be on the general picture; management exists to create value for customers, owners and employees. This subject teaches students how to extract and modify costs in order to make informed managerial decisions. Emphasis is placed on cost terminology (the wide variety of cost), cost behaviour, cost systems and the limitations concerning the use of



average cost.

### ACC-301: COST ACCOUNTING

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject is designed to help individuals understand the costing process and how to determine costs in the private and public sector. It also covers the management of funds by means of budgets, and the use of management accounting information to make informed and accountable decisions. This subject focuses on determining cost on a company-wide basis, and using it to improve business efficiency and establish prices.

### BADM-242: EUROPEAN BUSINESS LAW

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject is an introduction to Business Law. The aim of this subject is to help students understand the basic principles of European Business Law. Students will understand the changing legal framework within modern business organisations.



### COMP-101: INTRODUCTION TO COMPUTING

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room (2 periods) and Computer Lab (1 period)  
 Prerequisite: None

**Aims:** This subject is an introduction to the concepts, techniques, uses and applications, terminology of computers, computing, and networking. Emphasis is given on the possibilities and limitations of computers and computing in a wide range of personal, commercial and organisational activities. Topics include computer hardware and software, networking, database management systems, programming and languages, the programming process, operating systems, systems analysis and design, artificial intelligence, and expert systems. The impact of computers on society, ethical issues in computing and trends in information processing are also discussed.

### COMP-105: INTRODUCTION TO PROGRAMMING I

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room (1.5 periods) and Computer Lab (1.5 periods)  
 Prerequisite: None

**Aims:** This subject starts by exposing students to Modern Information Systems and the basics of Information Technology. Subsequently, students are introduced to Java — a modern programming language — and are taught the basic elements of programming.

### COMP-106: INTRODUCTION TO PROGRAMMING II

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room (2 periods) and Computer Lab (1 period)  
 Prerequisite: COMP-105

**Aims:** This subject will guide students to develop applications through the use of Java programming language beyond

basic knowledge, using methods and files. Students will be introduced to object-oriented programming and apply this technology to algorithms in order to solve specific problems.

### CYHIS-101: HISTORY OF CYPRUS I

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject is designed to give students an understanding of the Cypriot history and civilisation from prehistoric times to the 12<sup>th</sup> century AD in terms of society, economy, religion, art, literature and historical facts.

### CYHIS -102: HISTORY OF CYPRUS II

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: CYHIS-101

**Aims:** This subject is designed to give students an understanding of the Cypriot history and civilisation from the 12<sup>th</sup> century until modern times regarding society, economy, religion, art, literature, historical facts, foreign affairs and human rights. Students can acquire not only the conscience that the modern world is a continuation of the past, but also that the contemporary historic horizon is directly linked to their life.

### ECON-101: INTRODUCTORY MICROECONOMICS

Periods/Week/Semester: 4  
 Number of ECTS Credits: 6  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This is an introductory level subject that covers the principles of production and consumption, and the exchange of goods and services in a market economy. More specifically, it complements subjects, in the course by highlighting the various market mechanisms that influence managerial decision-making.

### ECON-102: INTRODUCTORY MACROECONOMICS

Periods/Week/Semester: 4  
 Number of ECTS Credits: 6  
 Place of Teaching: Lecture Room  
 Prerequisite: ECON-101

**Aims:** This subject provides an overview of the principles of macroeconomics. It describes the economic factors that can lead to a better standard of living and explain the causes of recession, unemployment and inflation. We examine how policy choices can provide remedies to these problems.

### ECON-204: INTERMEDIATE MACROECONOMICS

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: ECON-102

**Aims:** This subject uses the tools of macroeconomics to study various macroeconomic policy problems in-depth. The problems range from economic growth in the long run, to government finances in the intermediate run, and economic stability in the short run. This subject aims to bring students up-to-date with modern developments in macroeconomic theory and offer fresh perspectives on the macroeconomic challenges of the day.

### ECON-332: INTERNATIONAL ECONOMIC POLICIES & ISSUES

Periods/Week/Semester: 4  
 Number of ECTS Credits: 6  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject is intended for students who wish to have a general knowledge related to economics at the international and regional — including Europe — levels. Special attention will be paid to the economies of emerging and developing countries, economic integration, international trade, European monetary policy,

globalisation and migration, and multilateral cooperation institutions (WTO, IMF, G8, G20). Attention is also paid to the growing importance of emerging powers, in particular, China, India and Brazil, and their relations with the European Union.

### ENG-001: ENGLISH AS A FOREIGN LANGUAGE

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject is designed to improve students' language ability in English as required for their studies and future career. Specifically, it aims at teaching essential grammar and vocabulary, developing students' reading and listening skills, improving students' spoken and written abilities which they need for life, work, socialising and travel, helping students build confidence using English in everyday situations, and improving students' critical thinking skills, especially those of analysis and argument.

### ENG-101: COMPOSITION I

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject teaches students writing skills necessary for college success, with a simultaneous focus on grammar and vocabulary elaboration. It aims at improving students' written English in order to be successful in their life-long academic/professional career. At the same time, students have the opportunity to practise all aspects of language (reading, listening, speaking and writing). It introduces the processes and steps of building a successful sentence and paragraph (brainstorming, outlining, formatting and proof-reading) to completed essays of different types.

**ENG-102: COMPOSITION II**

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: ENG-101

**Aims:** Composition II is designed to develop students' abilities to think, organise, and express their ideas clearly and effectively in writing. This subject incorporates reading and critical thinking. Emphasis is placed on the various forms of expository writing such as description, narration, comparative analysis, persuasion and argumentation. Numerous in-class writing activities are required in addition to extended essays written outside the classroom.

**ENG-103: CLASSIC & CONTEMPORARY ESSAYS - A CONTEMPORARY APPRECIATION**

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: ENG-102

**Aims:** This subject is designed to develop critical thinking, reading and writing skills beyond the level achieved in ENG-101 and 102. The subject focuses on the development of logical reasoning, analytical and argumentation writing skills.

**ENG-111: EXPOSITORY WRITING**

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: ENG-102, ENG-103 or any other equivalent qualification to prove English proficiency

**Aims:** This subject aims at the production of texts that reflect critical thinking and knowledge of writing processes and rhetoric. ENG-111 will also introduce students to research processes by producing texts that incorporate bibliography using the MLA or APA style referencing system.

**GRE-101: MODERN GREEK I**

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject is designed to teach beginner foreign students the Modern Greek language making them basic users. The subject has two objectives: the effective communication in both spoken and written speech, and to provide students with the opportunity to understand, speak, read and write in Greek. It also aims to prepare students to communicate with native speakers of the language for basic aspects of life.

**GRE-102: MODERN GREEK II**

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: GRE-101

**Aims:** The aim of this subject is to teach students the intermediate and upper intermediate level of the Greek language making them independent users, to provide students with the opportunity to understand, speak, read and write what they need in the Greek language, as well as to improve their productive and receptive skills, and prepare them to communicate more effectively with native speakers of the language.

**GRE-201: MODERN GREEK III**

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: GRE-101, GRE-102

**Aims:** With this subject students should become proficient users of the Greek language. The main aim is to improve their ability to communicate in Greek in a wide range of situations with the possibility to understand and use idiomatic expressions concerning the modern Greek culture, and to understand simple texts of newspapers and magazines, as well as literary texts.



#### **GRE-202: MODERN GREEK IV**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: GRE-201

**Aims:** The aim of this subject is to enable students to use the Greek language for social, academic and professional purposes, recognise implicit meaning, interact effectively, spontaneously and with a great degree of flexibility, understand complex subjects, as well as present accounts on a variety of concrete or abstract topics accurately and fluently.

#### **HIS-101: MODERN WORLD HISTORY I**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The aim of this subject is the development of historic thinking and historic conscience. The development of historic thinking involves the understanding of the behaviour of people in given situations, as well as the formation of values and attitudes that lead to a responsible behaviour. Students can acquire not only the conscience that the modern world is a continuation of the past, but also that the contemporary historic horizon is directly linked to their life.

#### **HIS-102: MODERN WORLD HISTORY II**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: HIS-101

**Aims:** This subject is a continuation of HIS-101. It studies the world's history from the First World War to the European Union integration process.

#### **HTL-111: INTRODUCTION TO THE HOSPITALITY INDUSTRY**

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject is designed to provide a basic understanding of the lodging and food service industry by analysing the industry's growth and development, reviewing the organisation of hotel and food and beverage operations, and by focusing on industry opportunities and future trends.

#### **HTL-112: FOOD & NUTRITION**

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None



**Aims:** The aim of this subject is: to underline the importance of the association between the science of food and nutrition, and the hospitality industry; to build up knowledge of theoretical and practical experience in the world of catering; to enable students to develop an understanding of food and nutrition, as well as ways to apply the theoretical knowledge that they will gain from this subject into practice; to locate the significance of understanding the fundamentals of nutrition and appraise the key factors that will be useful in their professional life in the future.

#### **HTL-113: THEORY & PRACTICE OF FOOD PREPARATION I**

Periods/Week/Semester: 5  
 Number of ECTS Credits: 7  
 Place of Teaching: Lecture Room (2 periods) and Kitchen/Restaurant Lab (3 periods)  
 Prerequisite: None

**Aims:** This subject aims to enable students to develop the necessary knowledge, skills and attitudes on food preparation, learn the basic principles of cooking techniques, work in a kitchen and continue their studies in the area at a higher level.

#### **HTL-122: THEORY & PRACTICE OF FRONT OFFICE PROCEDURES**

Periods/Week/Semester: 4  
 Number of ECTS Credits: 6  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** The aim of this subject is to illustrate the effects of the front office on the overall operation of a hotel and work step by step through the front office guest cycle. It features information on today's front office computer technology, management and reservation systems. Quotes and examples are from industry and bring key points to life.

#### **HTL-123: THEORY & PRACTICE OF FOOD PREPARATION II**

Periods/Week/Semester: 5

Number of ECTS Credits: 7  
 Place of Teaching: Lecture Room (2 periods) and Kitchen/Restaurant Lab (3 periods)  
 Prerequisite: HTL-113

**Aims:** This subject aims to develop the necessary knowledge, skills and attitudes on food preparation so that the students can work in a kitchen, as well as continue their studies on the subject at a higher level.

#### **HTL-124: THEORY OF HOTEL HOUSEKEEPING**

Periods/Week/Semester: 4  
 Number of ECTS Credits: 6  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject covers management concepts and responsibilities in the housekeeping division of mid-to-large properties, including models for staffing patterns. It examines inventory and equipment management, characteristics of materials and supplies, linen and laundry room management, and cleaning functions.

#### **HTL-200: MENU PLANNING**

Periods/Week/Semester: 4  
 Number of ECTS Credits: 6  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject focuses on the study of food service principles involved in menu planning, layout and evaluation of a variety of types of facilities and service methods, with an emphasis on the analysis of menu profitability, modification, commodity use and other activities generated by the menu. This unit brings together three interdependent and rapidly developing aspects of food and beverage operations. The subject provides opportunities for investigation, development and analysis of menus, products and services, and it also enables learners to demonstrate a creative, artistic and innovative approach to this important aspect of the hospitality industry.

### HTL-214: THEORY & PRACTICE OF FOOD & BEVERAGE I

Periods/Week/Semester: 5

Number of ECTS Credits: 7

Place of Teaching: Lecture Room (2 periods) and Kitchen/Restaurant Lab (3 periods)

Prerequisite: None

**Aims:** This subject aims to develop the necessary knowledge, skills and attitudes on food preparation so that the students can work in a kitchen. It focuses on the technical methods and processes, as well as on the production and service processes and methods available to the caterer.

### HTL-224: THEORY & PRACTICE OF FOOD & BEVERAGE SERVICE II

Periods/Week/Semester: 5

Number of ECTS Credits: 7

Place of Teaching: Lecture Room (2 periods) and Kitchen/Restaurant Lab (3 periods)

Prerequisite: HTL-214

**Aims:** This is a continuation of HTL-214. This subject enables students to identify the range of policies and business objectives of the various sectors, and discuss how these affect the methods adopted. It also explains how to plan and design facilities that are required for food and beverage operations and the equipment required.

### HTL-225: HOSPITALITY PURCHASING

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The subject aims to establish and consolidate the students' knowledge on the volume food purchasing area. Emphasis is placed on purchasing, receiving and issuing of foods and good items. The identification of guide, the preparation of specifications and the cost control procedures are emphasised.

### HTL-226: FOOD & BEVERAGE MANAGEMENT

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The aim of this subject is to train students in the techniques of food and beverage management. They should be able to understand the concepts, the strategy and the organisation of this extremely important department of the hotel.

### HTL-300: CONVENTIONS & MEETINGS - SALES & SERVICES

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject initially provides an understanding of the history of meetings, expositions, events and conventions. Furthermore, it enables students to comprehend the magnitude and impact of meetings, events and conferences. This subject is designed to provide students with the necessary knowledge and information to identify the vital importance of the various elements and components for successful meetings, events and conferences.

### HTL-312: FOOD SERVICE FACILITIES LAYOUT & DESIGN

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject aims: to provide students with the basic understanding of the design of all major facilities in a hotel; to teach the principles of hotel and restaurant property management, facilities layout and design; to emphasise equipment selection, space allocation, and guest and production/service traffic flow patterns and facility operations management.



#### **HTL-314: HOSPITALITY SUPERVISION**

Periods/Week/Semester: 5  
 Number of ECTS Credits: 7  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject provides in-depth knowledge of how to supervise customer service performance in the hospitality, leisure, travel and tourism sector. In addition, this subject is designed to provide students with the necessary knowledge and information to identify the vital importance of effective customer service to all businesses within hospitality, leisure, travel and tourism. The subject helps students to recognise and assess, with their own critical thinking, how supervisors can help to develop customer service in their business, the indisputable relationship between customer service and selling, and the impact that excellent customer service can have on their future business performance.

#### **HTL-323: HOSPITALITY INFORMATION SYSTEMS**

Periods/Week/Semester: 4  
 Number of ECTS Credits: 6  
 Place of Teaching: Lecture Room (2 periods) and Computer Lab (2 periods)  
 Prerequisite: None

**Aims:** The aim of this subject is to study the use of information technology in the hospitality industry, help to prepare

students to meet the challenges associated with the Hospitality Information Systems within the hospitality industry, as well as to give students an appreciation of specific computer-based systems used in commercial organisations specialised in hospitality.

#### **HTL-324: HOSPITALITY MAINTENANCE**

Periods/Week/Semester: 5  
 Number of ECTS Credits: 7  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject provides a guide to basic facilities, engineering/economic concepts and tools for solving simple, typical problems in Hospitality Engineering Management, and builds a foundation for the understanding of more complex ones.

#### **HTL-325: BAR/RESTAURANT/ KITCHEN ORGANISATION**

Periods/Week/Semester: 5  
 Number of ECTS Credits: 7  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject aims to provide a comprehensive study of the kitchen and restaurant organisation, by giving information on how to start up a business and how to operate, as well as to help students understand the decision-making process.

#### **HTL-412: INTERNATIONAL HOSPITALITY MANAGEMENT**

Periods/Week/Semester: 4  
 Number of ECTS Credits: 6  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject brings together the developments in global hospitality operations with the contemporary management principles and treats, as well as various aspects of hotel development and management in international terms.

**HTL-415: INTERNATIONAL TOURISM**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject explores major concepts in tourism, what makes tourism possible, and how tourism can become an important factor in the wealth of any nation. The subject and sessions are designed in a way that they constitute a logical and sequential introduction to the subject of international tourism management. Additionally, it provides an overview of the principles, practices and philosophies that affect the cultural, social, economic, psychological and marketing aspects of human travel and the tourism industry.

**HTL-426: FINAL YEAR PROJECT**

Periods/Week/Semester: 5

Number of ECTS Credits: 7

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject allows the drawing together of the subjects taught during the Bachelor Degree into an original piece of research which adds to the existing knowledge, and demonstrates the student's analytical skills. The project should be regarded as an exercise in the collection, presentation, analysis and interpretation of findings. During this subject the student is required to attend lectures and actively participate in the theoretical part of research, as well as write a project of a length of 5000-6000 words.

**HYG HTL-211: HYGIENE FOR THE HOSPITALITY INDUSTRY**

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The aim of this subject is to cite and identify the importance of following the required steps, in order to keep a high level of hygiene in the hospitality industry, as well as to determine the role

of the hotel manager in creating the appropriate environment and apply the ideal level of hygiene practices by defining the importance of hygiene and safety. This subject also helps students to develop the necessary knowledge, skills and attitudes on the hygiene of food and beverage, and related items of the hospitality industry.

**MATH-101: ELEMENTS OF FINITE MATHEMATICS**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The mathematical techniques taught in this subject are necessary for the understanding of core subjects throughout the course. It aims to consolidate students' prior knowledge of mathematics and to introduce them to the ways in which mathematicians prove their results.

**MGT-418: INTERNATIONAL BUSINESS**

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The subject focuses on the impact of various environmental forces like economic, political and cultural environments on international business. It analyses various international trade theories and their impact on international business and government policies.

**MGT-304: SERVICE QUALITY MANAGEMENT**

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The subject aims to provide an understanding of the process of managing quality and managing services. Its purpose is to demonstrate how all the major disciplines of business are inherently linked with the concepts of service excellence and quality. It



intends to provide an insight on the importance of the role of quality in services, and to explore ways of thinking about services and service quality.

### **MGT-310: HUMAN RESOURCE MANAGEMENT**

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The subject covers the important principles and techniques of human resource management and leadership. The various topics covered in the subject help students to appreciate the importance of HRM and leadership for effective organisational performance.

### **MGT-322: STRATEGIC MANAGEMENT**

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject aims to introduce students to the key concepts, tools, and principles of strategic formulation and competitive analysis. Specifically, it focuses on the analysis of the main structural features of industry and on the development of strategies that position the firm most favourably in relation to competition.

### **MGT-412: OPERATIONS MANAGEMENT**

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The aim of this subject is to broaden the students' knowledge on the study of operations in a realistic and practical manner. The subject also provides students with the concepts and techniques that are associated with the design, planning, control and improvement of manufacturing and service operations. The subject begins by demonstrating a holistic view of operations where we locate the coordination of product development, process management and supply chain

management. As the subject progresses, various aspects of each of these three tiers of operations are analysed in detail. The subject examines topics in the areas of operations strategy, product design, quality improvement, capacity and inventory management.

### **MKTG-101: INTRODUCTION TO MARKETING**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The subject is designed to provide students with an understanding of the principles of marketing. It presents the different elements of marketing with a focus on the management of marketing activities and how these contribute to the overall function of the organisations. This subject covers topics such as objective setting, the elements of marketing mix, marketing strategies, implementation and evaluation/control mechanisms. Additionally, in-class activities, homework, online research, group discussions, team work and in-class presentations demonstrate the practical implementation of the topics covered in this subject. This experiential part will help students to recognise the effectiveness and importance of the tools of marketing and how these can help in solving business problems.

### **MKTG-312: SALES MANAGEMENT**

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** In this subject, students explore and understand successful sales and sales management behaviours. The subject develops students' competency in sales management techniques, creating customer traffic, managing traffic flow, following-up and prospecting, motivating the sales team. The subject draws a strong emphasis on learning through case studies.

**MKTG-420: MARKETING RESEARCH**

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject helps the student to operate as a knowledgeable research consumer and a beginning practitioner, to point the significance of distinguishing qualitative and quantitative research, and to learn to evaluate and explain the research findings.

**PHIL-101: INTRODUCTION TO PHILOSOPHY & CRITICAL REASONING**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject aims to provide students with a general introduction and understanding of philosophical views, issues and arguments. It should also help the students: to appreciate what philosophy is and the way in which it is relevant to practical issues; to help the students develop their critical thinking, critical reading and to improve their writing skills in more organised, focused and effective argumentative essays; to understand the difference between good and bad arguments and to gain the ability to critically and carefully analyse the arguments, of others. The desired goal for students is to carefully consider and examine the arguments with intellectual honesty and conciliate them with their beliefs.

**PHIL-201: BUSINESS ETHICS**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject aims to inform students about the ethical dimensions of business and to train students to identify ethical dilemmas and resolve them based on ethical principles and moral theory. This subject is designed to encourage students to further their critical skills through the analysis of

ethical problems in the business environment.

**POLSC-101: INTRODUCTION TO POLITICAL SCIENCE**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject introduces students to basic concepts pertaining to the field of political science, including types of government, electoral processes, human rights, nationalism, and forms of protest, corruption, civil society and political economy among others. It also discusses the main theoretical foundations and ideologies of political science.

**PSYC-101: INTRODUCTION TO PSYCHOLOGY**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The subject aims to provide a basic understanding of the science of psychology, examining different psychological areas. It is designed to introduce students to the basic psychological concepts, terminology, principles and theories that comprise an introductory subject. In general, the subject serves as an overview of the major fields within psychology with an emphasis on developing an understanding of psychology as the science of human thought and behaviour.

**SOC-101: INTRODUCTION TO SOCIOLOGY**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject aims to provide students with key sociological principles in order to develop their own sociological imagination. It is designed to introduce students to the origins of sociology as a discipline in major

sociological theories, methods of research and the exploration of different sociological topics.

**STAT-205: STATISTICS I**

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The purpose of this subject is to provide the student with the

fundamental tools in probability and statistics. The subject aims to provide familiarity with fundamental statistical techniques and their applications in practice, along with a rigorous treatment of the theory of probability which underlies them. The ability to communicate results clearly and to comment critically on results reported by others is an important feature of this subject.



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# Adult Nursing

## Overview

The purpose of this course is to offer registered nurses the opportunity to expand their knowledge in nursing by specialising in caring for the elderly. This course is designed to address the high demands of the labour market in nursing, providing nurses with an extra qualification which broadens their job opportunities. For these reasons, the course is designed in a way that these purposes and objectives are achieved.



Specifically, 50% of the course is spent on lectures where students acquire knowledge of the theoretical part of adult nursing, and 50% on clinical hours where students apply the knowledge acquired previously and practise in a simulation lab/hospital. Specifically, some of the teaching takes place in a simulation lab at Apollonio Private Hospital, before practising in the clinical setting under the supervision of experienced nurses. In this way, nurses/students of the Certificate in Adult Nursing are ready to enter the workplace, as soon as they successfully complete the course.

## Aims

The Certificate in Adult Nursing is a one-year certificate course designed to prepare students to be responsible members of the society and productive participants in the Health Care management sector, concentrating on adult nursing. At a time of fundamental health care reform and in the face of increasingly complex health problems and a globally aging population, nurses are in high demand. They need, however, to be re-educated and trained to meet the challenges posed with new emphasis on health promotion, disease prevention, gerontological psychology/physiology and pain management.

The Certificate in Adult Nursing aims to function efficiently and effectively in any general health care setting such as hospitals, community and assisted living (nursing homes) in a multicultural society.

## Duration

1-year certificate, plus an optional Foundation year.

Students who have successfully completed the one year of their studies and have attained 60 ECTS credits are awarded the "Certificate in Adult Nursing" from Casa College.



## Course Breakdown

1 <sup>st</sup> Semester (Compulsory 30 ECTS Credits)	Credits
NUR-101: Introduction to Fundamentals of Adult Nursing	5
NUR-102: Introduction to Professional Adult Nursing Practice	6
NUR-103: Gerontological Nursing	7
NUR-104: Dementia in the Elderly - Nursing Interventions	7
One Elective from General Electives	5

2 <sup>nd</sup> Semester (Compulsory 30 ECTS Credits)	Credits
NUR-105: Polypharmacy & Pain Management	5
NUR-106: Rehabilitation & Physiotherapy	7
NUR-107: End-of-life Issues	3
NUR-108: Palliative Care	7
NUR-109: Nutrition & Special Diets (Elders)	3
One Elective from General Electives	5

General Electives	Credits
GRE-101: Modern Greek I	5
GER-113: Oral Communication	5



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# Adult Nursing

## Subjects' Description

### **NUR-101: INTRODUCTION TO FUNDAMENTALS OF ADULT NURSING**

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject addresses specific key areas relating to the fundamentals of nursing practice and clinical exposure. It introduces students to the profession of nursing, the underpinning values of the nursing profession and the professional codes of practice. It integrates and relates the importance of patient dignity, respect, care and compassion to safe, person-centred care. It also introduces students to the practice of meeting the client/service user's physical and emotional needs.

### **NUR-102: INTRODUCTION TO PROFESSIONAL ADULT NURSING PRACTICE**

Periods/Week/Semester: 9  
 Number of ECTS Credits: 6  
 Place of Teaching: Lab  
 Prerequisite: None

**Aims:** This subject draws on the belief that continued development underpins professional practice. Throughout their professional lives, qualified nurses need to take responsibility for their own learning and development. In order to achieve this, they need to be able to recognise their learning and developmental needs, applying appropriate strategies to fulfil them. Development encompasses both personal and professional aspects as one cannot be separated from the other.

### **NUR-103: GERONTOLOGICAL NURSING**

Periods/Week/Semester: 11  
 Number of ECTS Credits: 7  
 Place of Teaching: Lecture Room (4 periods) and Lab (7 periods)  
 Prerequisite: None

**Aims:** The subject is designed to prepare students to become leaders in the

challenging and rapidly evolving field of ageing. Healthcare providers will benefit from this subject as it will boost their credibility and resume. It will prepare them for better patient/client care and therefore improve job satisfaction. It prepares graduates for leadership positions in healthcare and human services, and it is designed to expand students' marketability and skills in their chosen profession, by providing a broad educational base concerning factors related to the ageing of individuals and society.

### **NUR-104: DEMENTIA IN THE ELDERLY - NURSING INTERVENTIONS**

Periods/Week/Semester: 11  
 Number of ECTS Credits: 7  
 Place of Teaching: Lecture Room (4 periods) and Lab (7 periods)  
 Prerequisite: None

**Aims:** This subject will provide instruction on understanding Alzheimer's disease and related disorders, as well as effective approaches for providing care. The major types of dementia and the behaviours that are frequently noticed in people with cognitive impairment will be discussed, as well as strategies for successful behaviour management. Diagnosing memory disorders and treatments will be covered. The process and challenges of operating a special care unit and building a dementia care team will be also explored. This subject will additionally cover current research concerning the changes in the brain that cause dementia, and new approaches for the prevention and treatment of Alzheimer's disease.

### **NUR-105: POLYPHARMACY & PAIN MANAGEMENT**

Periods/Week/Semester: 3  
 Number of ECTS Credits: 7  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** The purpose of this subject is to provide nurses in all practice settings with the knowledge necessary to ensure that geriatric patients are effectively treated while reducing unnecessary polypharmacy. Upon completion of this subject, students will better understand the experience of pain, increase their knowledge in providing appropriate assessment and ethical interventions for pain, and consider issues regarding opioid use.

#### **NUR-106: REHABILITATION & PHYSIOTHERAPY**

Periods/Week/Semester: 11  
 Number of ECTS Credits: 7  
 Place of Teaching: Lecture Room (4 periods) and Lab (7 periods)  
 Prerequisite: None

**Aims:** This subject provides an in-depth analysis of specialist practice in rehabilitation and physiotherapy nursing. It examines the research basis underlying physical and technical rehabilitation measures of patients with chronic neurological, respiratory, cardiovascular, immobilisation and metabolic problems.

#### **NUR-107: END-OF-LIFE ISSUES**

Periods/Week/Semester: 2  
 Number of ECTS Credits: 3  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject will assist nursing students in identifying the needs of the dying patient and his/her family, along with how to meet those needs. In this subject, the student will be able to have practical tips for dealing with a dying patient, communication strategies of listening to individuals who are dying or suffering, and respect for diverse cultural and spiritual beliefs.

#### **NUR-108: PALLIATIVE CARE**

Periods/Week/Semester: 11  
 Number of ECTS Credits: 7  
 Place of Teaching: Lecture Room (4 periods) and Lab (7 periods)  
 Prerequisite: None

**Aims:** This subject will explore the

definitions and concepts of palliative care, investigate the best practices — evidence-informed and principles of hospital palliative care provision — as well as integrate the essential principles for hospital palliative care into practice.

#### **NUR-109: NUTRITION & SPECIAL DIETS (ELDERS)**

Periods/Week/Semester: 2  
 Number of ECTS Credits: 3  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** The aim of this subject is to familiarise the nurse/student with the fundamentals of dietetic nutrition in normal life and in different diseases.

#### **GRE-101: MODERN GREEK**

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** This subject is designed to teach beginner foreign students the Modern Greek language making them basic users of it. The subject targets the effective communication in Greek orally and in writing, especially in their interactions with native speakers of the language in different aspects of their life.

#### **GER-113: ORAL COMMUNICATION**

Periods/Week/Semester: 3  
 Number of ECTS Credits: 5  
 Place of Teaching: Lecture Room  
 Prerequisite: None

**Aims:** The aim of this subject is for students to learn to speak and write in German, as well as to communicate effectively in the German language. Students learn not only the German language, but also about the German culture, history, civilisation and traditions, particularly through their reading tasks.

# Cruise Ship Hospitality Operations



## Overview

This course is designed for students who wish to receive training and knowledge in the hospitality industry, focusing specifically on cruise ship hospitality. Although this is a one-year course, students have the option to attend a foundation year before starting their studies on cruise ship, which offers them intensive English classes, as well as computer and economic classes.

Students attending the course on Cruise Ship Hospitality Operations will be entry-level staff in various job positions on a cruise ship, and they will have the opportunity to evolve and acquire diplomas and other qualifications.

## Aims

The successful students of this course will obtain knowledge, skills and abilities to develop a professional profile which meets the demands of the cruise lines, especially in the area of

services like the kitchen on board, the restaurant on board, the housekeeping on board, the front office on board, health and safety on board, cruise ship terminology, etc. The content of the subjects taught as well as the corresponding educational activities are suitable for achieving the desired learning outcomes with regard to the knowledge, skills and abilities which should be acquired by the students. Students will receive practical training in the College restaurant and bar, as well as in the professional kitchen.

## Duration

1-year certificate, plus an optional Foundation year.

Students who have successfully completed the one year of their studies and have attained 60 ECTS credits are awarded the "Certificate in Cruise Ship Hospitality Operations" from Casa College.



## Course Breakdown

1 <sup>st</sup> Semester (Compulsory 30 ECTS Credits)	Credits
CSH-111: Introduction to the Cruise Shipping Industry	5
CSH-112: Front Office Services on a Cruise Ship	6
CSH-113: Health & Safety on a Cruise Ship	7
CSH-114: Food Preparation on a Cruise Ship	7
One Elective from General Electives	5

2 <sup>nd</sup> Semester (Compulsory 30 ECTS Credits)	Credits
CSH-115: Housekeeping on a Cruise Ship	6
CSH-117: Terminology & Operations on a Cruise Ship	7
CSH-118: Event Planning, Animation & Cruise Operation	5
CSH-119: Food & Beverage Service on a Cruise Ship	7
CSH-120: Cruise Geography	5
CSH-121: Improving Skills at Sea (optional training/internship)	0

Foreign Language Electives	Credits
ENG-112: Oral Communication	5
GER-113: Oral Communication	5



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# Cruise Ship Hospitality Operations

## Subjects' Description

### CSH-111: INTRODUCTION TO THE CRUISE SHIPPING INDUSTRY

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The students will be introduced to the major aspects of cruise operations and the global cruise market, economic significance and career opportunities in cruise and maritime, qualifying them for a job at sea. Additionally, it provides an overview of the principles, practices and philosophies that affect the cultural, social, economic, psychological and marketing aspects of cruising. Among the topics are also the merchant marine, the offshore gas and oil industry, and the life on board.

### CSH-112: FRONT OFFICE SERVICES ON A CRUISE SHIP

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The aim of this subject is to illustrate the effects of the guest service/guest relations and front office assistance, and to resolve guest problems and complaints on the overall operation of a cruise ship. It features information on today's customer care and service. It studies the flow of activities and functions of cruising operation; the front office and daily tasks for customers' comfort that keep them happy at the cruising industry; the success of the hotel operations division and the department of front desk on a cruise ship. This subject will also provide an overview of supporting departments on a cruise ship as well as outside.

### CSH-113: HEALTH & SAFETY ON A CRUISE SHIP

Periods/Week/Semester: 5

Number of ECTS Credits: 7

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The aim of this subject is to illustrate the effects of health and safety on the overall operation of cruise ships. The subject will also discuss and identify the importance of following the required steps to keep a high level of hygiene in the cruise ships. This will also assist the students to develop the necessary knowledge, skills and attitudes on the hygiene of food and beverage and related items in the cruise ship industry, and the safety of employees and customers.

### CSH-114: FOOD PREPARATION ON A CRUISE SHIP

Periods/Week/Semester: 5

Number of ECTS Credits: 7

Place of Teaching: Lecture Room (4 periods) and Lab (7 periods)

Prerequisite: None

**Aims:** Students will be able to develop the necessary knowledge, skills and attitudes on food preparation, and learn the basic principles of cooking techniques that will enable them to work in a kitchen on a cruise ship, as well as continue their studies in the area at a higher level.

### CSH-115: HOUSEKEEPING ON A CRUISE SHIP

Periods/Week/Semester: 4

Number of ECTS Credits: 6

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject covers management concepts and responsibilities in the housekeeping division of cruise ships. It examines inventory and equipment management, characteristics of materials and supplies, linen and laundry room management, and cleaning functions.

### CSH-117: TERMINOLOGY & OPERATIONS ON A CRUISE SHIP

Periods/Week/Semester: 5

Number of ECTS Credits: 7

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject will provide knowledge about the terminology and operations on a cruise ship, as well as the customer service performance in the cruise sector. This subject is designed to equip students with the necessary knowledge and information they need to identify the vital importance of effective customer service to all business within the cruise industry. This subject will help students recognise and assess with their own critical thinking how cruise ship crew can help to develop customer service in their business, the indisputable relationship between customer service and selling, and the impact that excellent customer service can have on their future business performance.

### CSH-118: EVENT PLANNING, ANIMATION CRUISE OPERATION

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject will provide an understanding of the history of events and animation within the cruise operations. Furthermore, students will comprehend the importance of events and animation for the customers. The subject will also prepare the students' knowledge and practical skills required to successfully plan, implement, organise, manage, monitor and evaluate events and animation in the cruise ships.

### CSH-119: FOOD & BEVERAGE SERVICE ON A CRUISE SHIP

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room (2 periods) and Kitchen/Restaurant Lab (3 periods)

Prerequisite: None

**Aims:** The aim of this subject is to

develop the necessary knowledge, skills and attitudes on food and beverage service, in order for the students to be able to work in a cruise restaurant or bar of a ship, and to be able to continue their studies in the field at a higher level.

### CSH-120: CRUISE GEOGRAPHY

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** This subject is designed to give students a global geographical understanding of cruises. Building upon the foundational concepts of geography, the subject intends to develop a geographical awareness of the cruise line industry development and various impacts. It examines the phenomenon of cruising, with areas and growth of cruises, operations and maritime transportation, from a geographical perspective. It also identifies how geography affects the destinations that cruise ships visit. Students learn maritime, nautical and geography terminology including latitude and longitude. The student will become familiar with the major elements of human and environmental-climatic patterns of geography that influence global cruise expansion.

### ENG-112: ORAL COMMUNICATION

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** Students are required to give both informative and persuasive speeches. Research is a primary component for all speech assignments. Students have the opportunity to practise all aspects of language (reading, listening, speaking and writing). This subject teaches students English grammar and vocabulary, and develops their listening, speaking, writing and reading abilities necessary for everyday communication and academic purposes. This subject further improves students' critical thinking

skills, especially those of analysis and argument.

### GER-113: ORAL COMMUNICATION

Periods/Week/Semester: 3

Number of ECTS Credits: 5

Place of Teaching: Lecture Room

Prerequisite: None

**Aims:** The aim of this subject is for students to learn to speak and write in

German communicatively and effectively. Students learn not only the German language, but also about the German culture, history, civilisation and traditions, particularly through their reading tasks. Specifically, students have the opportunity to practise their reading, listening, speaking and writing skills through being taught essential grammar and vocabulary.



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# Secretarial Studies

## Overview

The Secretarial Studies course is intended for those who wish to become the right hand of any business executive.

## Aims

The course aims to develop the necessary skills to apply the key principles, rules and methods in hands-on training in keyboarding, shorthand, business correspondence production, document management, quality of texts, time management and desktop publishing. Additionally, the course aims to develop the initial skills required to communicate seamlessly in the workplace and to manage office telecommunications, using appropriate telecommunications and computer tools.



## Duration

1-year certificate, plus an optional Foundation year.

Students who have successfully completed the one year of their studies and have attained 60 ECTS credits are awarded the "Certificate in Secretarial Studies" from Casa College.

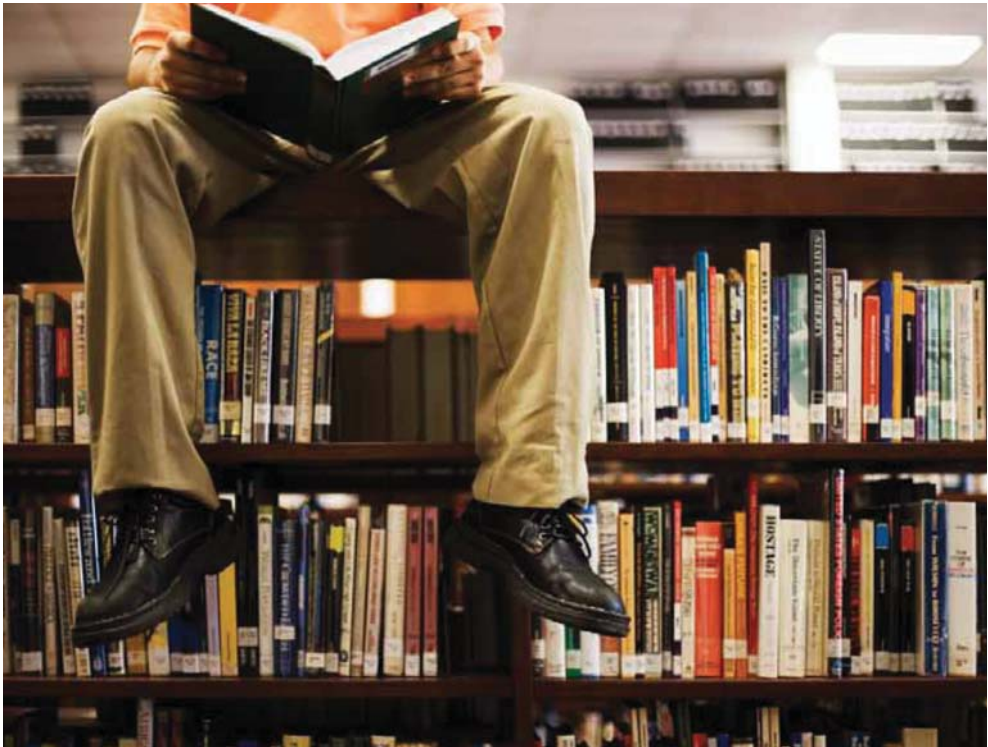
## Course Breakdown

1 <sup>st</sup> Semester (Compulsory 30 ECTS Credits)	Credits
BOK-101: Bookkeeping	3
ENG-102: English	5
OFP-103: Office Practice	5
FRE-104: French	6
COT-105: Computing Typing	6
One Elective from General Electives	5

2 <sup>nd</sup> Semester (Compulsory 30 ECTS Credits)	Credits
BOK-201: Bookkeeping	3
ENG-202: English	5
OFP-203: Office Practice	5
FRE-124: French	6
COT-205: Computing Typing	6
One Elective from General Electives	5

Prerequisite	General Electives	Credits
	HNT-101: Summer Industrial Training	0
	ENG-001: English as a Foreign Language	5
	ENG-101: Composition I	5
ENG-101	ENG-102: Composition II	5
ENG-102/ ENG-101	ENG-103: Classic & Contemporary Essays - A Contemporary Appreciation	5
ENG-102/ ENG-103	ENG-111: Expository Writing	5
	GRE-101: Modern Greek I	5
GRE-101	GRE-102: Modern Greek II	5
GRE-102	GRE-201: Modern Greek III	5
GRE-201	GRE-202: Modern Greek IV	5
	COMP-101: Introduction to Computing	5
	COMP-105: Introduction to Programming I	5
COMP-105	COMP-106: Introduction to Programming II	5
	MATH-101: Elements of Finite Mathematics	5
	HIS-101: Modern World History I	5
HIS-101	HIS-102: Modern World History II	5
	CYHIS-101: History of Cyprus I	5
CYHIS-101	CYHIS-102: History of Cyprus II	5
	PHIL-101: Introduction to Philosophy & Critical Reasoning	5
	POLSC-101: Introduction to Political Science	5
	PSYC-101: Introduction to Psychology	5
	SOC-101: Introduction to Sociology	5
	PHIL-201: Business Ethics	5
	STAT-205: Statistics I	5
	ECON-204: Intermediate Macroeconomics	5
ECON-102	ACC-301: Cost Accounting	5

## Foundation Course



All courses offer a 1-year Foundation Course which is optional. The purpose of this course is to improve students English language proficiency and offer them an overview of subjects that are important for their main studies in order to make it easier for them to follow later on.

### **F.COMP-002: COMPUTERS**

Periods/Week/Semester: 3

Number of ECTS Credits: 0

Place of Teaching: Computer Lab

Prerequisite: None

**Aim:** The aim of this subject is to help students gain basic knowledge of the computer terminologies and the different software applications. Topics include Microsoft Office and DOS.

### **F.COM-004: COMMERCIAL & ECONOMIC KNOWLEDGE**

Periods/Week/Semester: 3

Number of ECTS Credits: 0

Place of Teaching: Lecture Room

Prerequisite: None

**Aim:** The aim of this subject is to offer knowledge about basic issues in the world of business, transactions, methods of payment (cheques, receipts, bills, credit, etc.), the world of economics, satisfaction of needs, goods and services, factors of production, supply, demand, prices, and money in our life.

### **F.ENG-001: ENGLISH**

Periods/Week/Semester: 19

Number of ECTS Credits: 0

Place of Teaching: Lecture Room

Prerequisite: None

**Aim:** The aim of this subject is to gain intermediate knowledge of the English language and enable students to use it in a communicative way. Target language levels include reading comprehension, grammar, listening and speaking.



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# Policies & Regulations

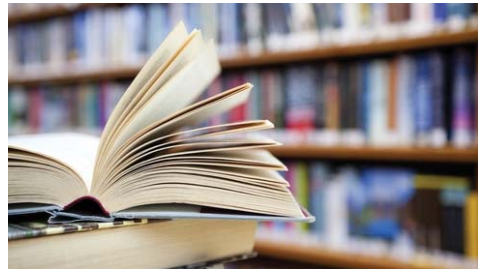
## Registration

Registration is a standard procedure between the Head Registrar and a student which is carried out every semester. There is a designated registration period during which all students must be properly registered for their subjects. Some subjects may be cancelled as a result of low enrolment even prior to the end of the late registration period. When a student registers, a timetable is issued with information about the times of classes, the lecturers' names, and the rooms in which the classes are held. Timetable changes are likely to occur during the first two weeks of classes and are publicised on the notice boards. Students may not be able to register if they have been suspended from the College or if their names are on the Registration Stop List. Students will be stop-listed if they owe money to the College.

## Periods of Registration

For purposes of registration, examination, assessment and promotion, the academic year is divided into three semesters. The first academic semester (Fall) begins on the second week of October and finishes by the end of January. The second academic semester (Spring) begins on the second week of February and finishes by the end of May. The third academic semester (Summer) begins on the second week of June and finishes by the end of September. Lessons for the first academic semester begin on the 7<sup>th</sup> of October and finish on the 17<sup>th</sup> of January. Lessons for the second academic semester begin on the 10<sup>th</sup> of February and finish on the 15<sup>th</sup> of May. Lessons for the third academic semester begin on the 12<sup>th</sup> of June and finish on the 11<sup>th</sup> of September.

New students are admitted in any of the three semesters whereas old students can attend only Fall and Spring semesters.



Registration takes place for all courses as follows:

- for the first (Fall) academic semester, in September, before the beginning of the lessons,
- for the second (Spring) academic semester, in January before the beginning of the lessons, and
- for the third (Summer) academic semester, in May and June before the beginning of the lessons.

## Late Registration

Students who did not register for their subjects during the designated registration period cannot be assured a place in the subjects they wish to take and they will be charged with a late registration fee. The lecturers are not obliged to give any make-up lectures, tests or homework to a student who registered after the late registration period.

Casa College reserves the right to refuse changes in subjects for both educational and administrative reasons. Subjects, once determined, cannot be varied in any way. Students should decide on their subjects on the date of registration.



### Re-registration

For the re-registration of a student in the following academic year or semester, the following are required:

- a certificate of successful completion of the previous year or semester of study, and
- a receipt of payment of the fees for the year or semester of study, and
- the student's European Youth Card, which was given to him/her upon registration for the first time.

For the registration of students who have failed in their subjects of the previous academic year or semester, the following are required:

- a certificate of failure in their subjects in the previous year or semester,
- a receipt of payment of fees and other charges, and
- the student's European Youth Card, which was given to him/her upon registration for the first time.



### Foundation Course

Although it is optional, students whose English proficiency is low are recommended to attend the Foundation Course (1 or 2 semesters). By doing this, they will not only improve their understanding of English, but they will also gain an overview of the main course and find it easier to follow later. Students who fail the second semester of the Foundation Course are not allowed to continue their studies and they have to leave Cyprus, according to the Migration Law. After the successful completion of the second semester of the Foundation Course, students are allowed to register for their main studies at a Bachelor level.



### Assessment

The assessment of students is made up of two components: continuous assessment and final written exams. For workshop subjects, there may be only continuous assessment without written final exams. However, the lecturer may assign a special exercise for each student in the workshop towards the end of the semester and the marks awarded will represent the final written mark. Marking may take the form of a number or a characteristic of a group of various types of markings, as illustrated in the table below.

Letter Grade	Quality Points	Number Grade	
A	4.00	93-100	Excellent
A-	3.67	90-92	Very Good
B+	3.33	87-89	Good
B	3.00	83-86	Good
B-	2.67	80-82	Good
C+	2.33	77-79	Satisfactory
C	2.00	73-76	Satisfactory
C-	1.67	70-72	Satisfactory
D+	1.33	67-69	Poor
D	1.00	60-66	Poor
D-	0.67	50-59	Unsatisfactory
F	0.00	0-49	Fail
I			Incomplete
W			Withdrawal
P			Pass
AU			Audit

The 60 (out of 100) marks of the continuous assessment consist of:

- Midterm exam (20 marks)
- Attendance (10 marks)
- Participation, co-operation and in-class involvement (10 marks)
- Homework, projects, tests, and other written exercises (20 marks)

The 40 (out of 100) marks are granted for the final written exam (or other type of assessment for practical subjects) at the end of the semester which assesses the acquisition of the content taught in the current semester.

The final mark for each subject in each semester is the sum of the marks of the continuous assessment and the written exam at the end of that semester. The passing mark is 50/100. The grade for the final year project exclusively results from the assessment of the examiners in charge.

### Promotion-Graduation

The student is promoted from one semester to the next one if (s)he obtains 50/100 marks in each subject. If a student fails the Fall semester, (s)he is referred for re-examination in February. If a student fails the Spring semester, (s)he is referred for re-examination in September. All re-take exams are in written form and concern the whole content of a subject taught in the respective semester. The passing mark for this re-take exam is 50/100 marks



and on student's records it is accompanied by the letter (r) which stands for re-take exams. Students who fail their re-take exams are allowed to repeat the subject(s) they have failed in the following semester.

### Graduation Requirements

- Students who successfully complete the 4 years of their studies and attain 240 ECTS credits are awarded the degree "Bachelor of Arts in Hotel Administration".
- Concerning the certificates in "Adult Nursing" and "Cruise Ship Hospitality Operations", students who successfully complete their 1-year studies and attain 120 ECTS credits are awarded the corresponding qualification.
- In order for a student to graduate, he/she must obtain a minimum of 240 ECTS credits for bachelor degrees and a minimum of 120 ECTS credits for certificates.

### Internal Rules & Procedures

There is a set of Internal Rules and Procedures in the College which can be obtained from the Office of the Director of Academic Studies. These include:

- The tuition and other fees are paid in advance. The international students will need to pay the full amount of tuition and other fees of their first year of study before their visa is issued.



- New students wishing to cease their studies, or are obliged to do so, are refunded part of their paid fees. In such a case, students need to apply in writing to the Director of Academic Studies.
- The date of application is considered to be the date the student decided to discontinue his/her studies and apply for a refund.
- Students who do not attend their classes regularly for a period of more than 15 days are reported to the Migration Authorities.
- Students who are absent from the College for a period of more than 5 consecutive weeks are not allowed to sit the final examinations. Nonetheless, these students are allowed to sit the re-take examinations.

### Refund Policy

Students can request a refund of the tuition fee by applying in writing to the Director of Admissions & Enrolment. Tuition fee refund is payable, in the following manner:

- If the student does not arrive in the Republic of Cyprus for any reason, 100% of the tuition fee is refunded.
- After arrival in the Republic of Cyprus but before the commencement of classes, 50% of the tuition fee is refunded.
- During the 1<sup>st</sup> week of classes, 10% of the tuition fee is refunded.
- During the 2<sup>nd</sup> week of classes, 5% of the tuition fee is refunded.

No refund is payable in the following instances:

- after the 2<sup>nd</sup> week of classes,
- for the application fee (€180), or
- for any other expenses apart from tuition (migration authorities, x-ray, blood test, medical insurance).

### Attendance Policy

Class attendance is considered an important part of the educational process at Casa College and is compulsory. Therefore, students are obliged to attend classes regularly. Failure to do so may result in administrative withdrawal from the class or failure in the subject.

- Unexcused absences in excess of 50% either of the total number of attentive classes or in individual subjects with either valid or invalid excuses, will result in failure. Students will either need to repeat the whole semester or individual subjects.
- Students who do not co-operate with the College regulations by failing to complete work, refusing to attend classes, etc. will be cautioned by the Head Registrar. If, after warning, the student does not conform, (s)he will be cautioned by the Director of Academic Studies and then will render the student liable for immediate expulsion. The Migration Authorities will then cancel the visa and the student will be deported to their country.

### Academic Year Composition

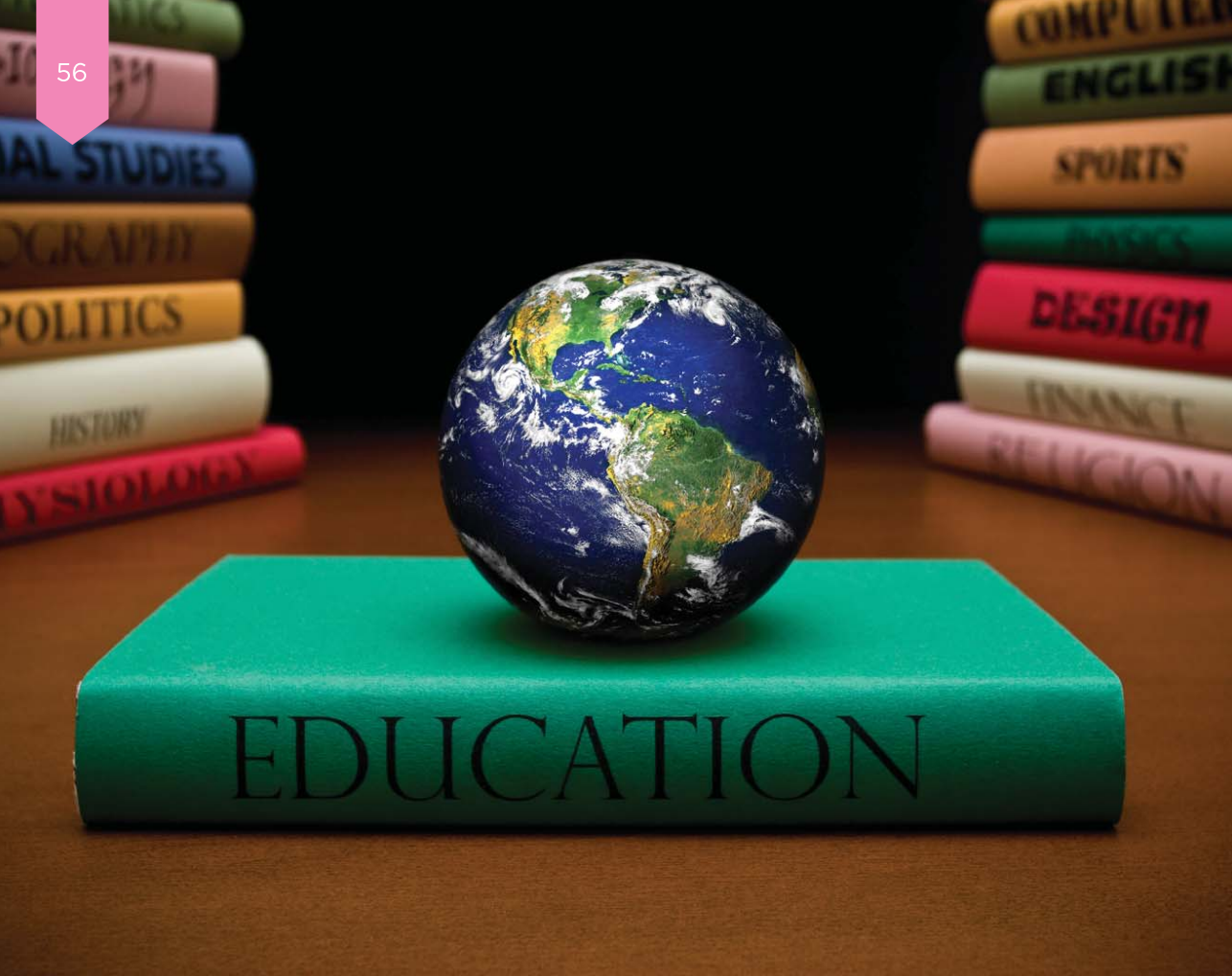
Each academic year is composed of three 15-week semesters. At the end of each semester there are final exams for each subject. For practical subjects, there may be only oral assessment and assignments without final exams.

### Class Hours

Classes are held from 08:30 to 20:10 Monday to Friday. There are no classes on Saturdays and Sundays. Each academic period lasts for 50 minutes.

### Teaching Periods-Credits (ECTS)

Credits are awarded on the basis of the entire academic teaching periods each subject runs for and the out-of-class workload.



- ECTS credits make subjects easy to read and comparable for all students.
- ECTS credits facilitate mobility and academic recognition.
- ECTS credits help universities to organise and revise their courses.
- ECTS credits can be used across a variety of courses and modes of delivery.
- ECTS credits make European higher education more attractive to students from abroad.

#### Language of Instruction

The language of instruction for all courses is English.

#### Identifying with Mission and Objectives

Casa College students support and contribute to the achievement of the institution's mission and objectives by participating in College committees. This constitutes a guiding principal for their personal, social and educational development.

Students are encouraged to take advantage of the College's learning environment and to participate in College governance. Student activities, programs and services are consistent with the educational philosophy of this institution and students are equipped with the essential qualities to become recognised leaders in their chosen field.

## Students' Rights and Obligations

Students are committed to follow the Internal Rules & Regulations of the College and the law of the Republic of Cyprus. Therefore, the Disciplinary Committee always examines serious offences committed by students.

### Students' Rights

- Students are entitled to be fully informed concerning the mission, functions, structure and aims of the College.
- Students are entitled to attend subjects they are registered for and take written examinations as long as they have fulfilled their financial obligations towards the College.
- They are entitled to participate in committees in which they have been selected as members.
- They are entitled to arrange meetings with faculty members to discuss problems they face at the College.
- They are entitled to receive certificates from the College.
- They are entitled to elect and to be elected freely in the Student Council and to elect their representatives for the Board and Committees of the College.
- They are entitled to develop social, cultural and artistic activities through their Student Council. They can also take part in wider social and other activities by firstly notifying the College in writing.
- Every student may use the machinery and the equipment of the College after receiving permission, and should use the books and the equipment in the library during its opening hours. Students may use the library at any other time, but after making specific arrangements.

- Students can suggest subjects to be offered.
- They may express their own opinions concerning the subject matter during classes.
- They can submit requests concerning College documents (e.g. Progress Report, Transcript, Registration Letter, Holiday Letter, etc.), and receive them the next working day.
- Students can speak freely, provided they are consistent with the College regulations and other legislation.

### Students' Obligations

- Students must respect the institution and the personal freedom of others.
- Students must show integrity and avoid showing inappropriate behaviour, such as deception in any aspect (cheating, plagiarism, forgery, cooperation for falsifying documents).
- Attendance is mandatory and for any excessive absences students must present supporting documents. Students may request from their lecturers a justification of their absences for a short period of time, provided that there is an important reason which is duly certified.
- Students are not released from their academic or other obligations even if their absences from class are justified or not.
- Students may have up to 10% unjustifiable absences for each subject separately. The lecturer of a specific subject has the right to Administratively Withdraw (AW) a student who is absent for more than 10% of the classes.
- Exams, tests and set assignments are obligatory for all students.
- Students who are absent from a

pre-determined written or oral exam due to illness or another serious reason must justify their absence by presenting a sick note or other supporting document to their lecturer without delay.

- Regular absence of international students will be reported to the Migration Department (according to Cyprus legislation). The College will also inform the Tertiary Education Department of the Ministry of Education.
- Students are obliged to attend lectures, workshops or seminars organised by the College as required.
- Students should read the announcements placed on special notice boards in order to be informed about any obligations that they might have.
- Students must behave politely and discreetly towards their lecturers, other College staff and fellow students.
- Students must be at the College ten minutes before class commencement.
- Students are obliged to inform their Lecturer or Course Coordinator in case they will not be attending a class.
- Students must respect and follow the law of the Republic of Cyprus. The College will report any violations to the appropriate authorities.



## EDUCATION IS THE KEY

- Students must respect the property of the College and are responsible for any damage they may cause.
- Students have to be consistent to their obligations and act responsibly in every task they are engaged to do.
- Students must pay their fees according to the deadlines set by the College.
- Students must have their European Youth Cards with them at all times. Staff members are instructed to examine students' European Youth Cards periodically.
- Students' improper behaviour which can damage the reputation of Casa College will lead to suspension.
- Students must know Casa College rules and regulations and fulfil all their required obligations to the College.
- Students must be familiar with the College Academic Calendar.
- Students should ensure that they do not have any outstanding obligations otherwise they will not be entitled to receive College documents.
- Students must inform the College of their address in Cyprus as soon as they find accommodation.
- Students must inform the College about any changes in their personal details, such as phone number, address,





marital status, etc., as requested by the Migration Authorities.

- Students must collect their timetable before the commencement of classes, otherwise Casa College has the right to charge the student with a late registration fee.
- Students should be cautious with their personal belongings. Casa College takes no responsibility in case of loss or damage to any of the students' personal belongings under any circumstances.

### Orientation Week

Orientation Week introduces new students to the traditions and community that have made Casa College a unique destination for students from around the world. During this time, students are provided with an in-depth overview of how the College works through different events, sessions and meetings. Important parts of the Orientation Week include registration of classes, meetings with the faculty,

administrative staff and fellow students. Students have the opportunity to become familiar with Campus A and Campus B, create a bank account, procure a mobile phone and get advice on accommodation. Students also receive important information about the College rules and regulations, support services, visa requirements and health insurance, as well as course and subjects advice. During Orientation Week, students get acquainted with college life and have the opportunity to explore the city and the culture of Cyprus.



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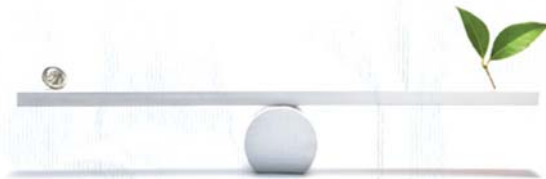
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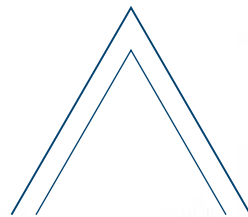
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# Financial Information



# Tuition Fees

COURSE	DURATION	TUITION FEES / YEAR
Foundation Course	1 year	4 750 €
BA in Hotel Administration (Accredited)	4 years (+1 optional foundation year)	4 750 €
Certificate in Secretarial Studies (Registered with the Ministry of Education)	1 year	3 200 €
Certificate in Adult Nursing (Accredited)	1 year	5 900 €
Certificate in Cruise Ship Hospitality Operations (Accredited)	1 year	4 750 €



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## Other Charges

CHARGE	FEE (€)
Registration Fee (payable in full on registration)	50
Application Fee (payable once in full with application)	180
Late Registration Fee (payable in full on registration)	50
Issue of Certificate (payable in full upon receiving the document)	100
Issue of Bachelor Degree (payable in full upon receiving the document)	100
Annual Insurance Fee (payable in full upon receiving the document)	170
Subject Outline/Course Curriculum Fee (payable in full upon receiving the document)	50
Make-up Exam Fee (payable in full on the date of the exam)	150
Retake Exam Fee (payable in full on the date of the exam)	30
Issue of College Certificates and true copies (payable in full upon receiving the document)	10
Fee for Uniforms (Food Preparation, Nursing, etc.)	50
Medical Fee for Blood Test and X-Ray (payable in full upon student's first registration)	60
Fee for extra subject apart from the compulsory subject per semester	200
Fee for Final Thesis (Bachelor Degree)	90
Fee for evaluation of documents/certificates/degrees (transfer students)	50
Late Timetable Fee (payable in full upon receiving the document)	20
Change of timetable (drop & add) (payable in full upon receiving the document—only applicable 1 week after the commencement of classes)	20



# Scholarships

- Cypriot students who have an 'Excellent' grade in their School Leaving Certificate receive a scholarship (waiving of tuition fee) for the first semester or 50% reduction in the fees for the entire academic year. The College awards 10 such scholarships.
- Cypriot and foreign students whose overall semester mark (or after mid-term exams for the entire academic year) in all subjects is 'Excellent' (93-100%) and regularly attend classes (90% and above) can be awarded a scholarship (waiving of tuition fee) for the next semester or equal to 50% of annual fees.
- The student who is distinguished because of his/her academic performance, ethos and regular class attendance in each subject is offered a scholarship (waiving of tuition fee) for the next semester or 50% reduction in the fees for the next academic year.

Additional grants (€100 to €300 per semester or €100 to €700 for

the entire academic year) are offered to students who have a good academic performance in their course of study and face financial problems.

Marks that are based on any other marking scale (e.g. out of 100) are adapted to the above system in order to indicate the kind of scholarship granted.

## Scholarships based on special criteria:

- child of missing or enclaved parent
- child of a large or poor family
- orphan
- permanent participation in a sports club of premier league

Minimum School Leaving Certificate grade: 16/20

Duration: One academic year

Size of scholarship: According to the applicant's information



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“The friendly staff encouraged and supported me throughout my studies.  
I will be grateful forever”

Smitha, India  
Hotel Administration

# College Organisation & Staff

## Board & Committees

### Board of Directors

Governance authority and responsibility at Casa College rests with the Board of Directors. The Board of Directors is responsible for policy making, resource management, and approves educational and financial policies of the College in accordance with its mission; it is the highest authority body of the College.

### Duties and responsibilities

Specifically, the Board of Directors deals with issues related to:

- courses offered at the College;
- requirements for the students' admission, promotion and graduation;
- modifications on the College's internal rules and regulations;
- developmental policy of the College;
- financial affairs – it approves the annual budget and additional expenses of the current year;
- administrative affairs;
- college infrastructure;
- supervision of administrative and academic staff;
- determining of the staff's working conditions, including salaries and benefits;
- approval of hiring administrative and academic staff;
- final approval for modification and improvement of the College's internal rules and regulations; and
- evaluation of academic and administrative work.

The Board of Directors is chaired by the President and consists of:

- The President
- The Director of Finances & Economics
- The Managing Director
- The Director of Academic Studies

### Committees

The College committees consist of the:

- Academic and Faculty Committee

- Administrative Committee
- Disciplinary Committee
- Quality Assurance Committee
- Student Affairs Committee
- Student Council

They act as organisational mechanisms for accomplishing the objectives of Casa College and for advising the Managing Director and the Board of Directors on the diverse issues of the College.

### Academic and Faculty Committee

The actions and recommendations of the Academic and Faculty Committee will support the current goals. The Academic and Faculty Committee is the decision-making body regarding academic and faculty affairs. Excellent curriculum is central to the vision and mission of Casa College. The purpose of the Academic and Faculty Committee is to ensure the best teaching strategies, resources and materials to educate its student body to reach the goals and objectives. The Academic and Faculty Committee is responsible for ensuring that the College functions in a manner that efficiently and effectively meets the academic needs of all students. Academic freedom, working conditions and development are essential for Casa College. Students' representatives are encouraged to join the committee meetings in order to participate in the procedures for the improvement of the educational process.

### Duties and responsibilities

It:

- considers the structure and content of the courses;
- approves the students' academic awards (degrees/diplomas/certificates);
- approves or rejects issues related to administrative and academic policies;
- introduces policies in special

occasions when a student must be suspended due to disciplinary reasons, or a student wishes to temporary or permanently cease their studies due to personal reasons;

- assigns/changes/expels exam invigilators as required;
- revises and advises on students' academic and counselling support as required;
- revises students' final marks in case there is a serious reason (e.g. medical) and applies other ways of assessment (oral, written, electronic or other). In any case, the student is obliged to submit a relevant certificate that explains their absence from the exam;
- creates sub-committees and groups within the College with certain responsibilities and operations if necessary; and
- sets appropriate conditions for conducting research and encourages the academic staff to conduct research in collaboration with the Internal Quality Assurance Committee of the College.

#### The Committee consists of:

- The President
- The Director of Academic Studies
- The Head Registrar
- Two Quality Assurance Officers
- A faculty member
- One student representative (the President of the Student Council)

#### Administrative Committee

The Administrative Committee offers advice on issues related to management and implementation of College administrative policies, and sets direction, assesses and facilitates the smooth progress of the educational procedure.

#### Duties and responsibilities

It:

- manages effectively and efficiently the College resources;
- deals with any subject related to the orderly functioning of the College;
- implements and monitors

administration policy as approved by the Board of Directors. It considers reports submitted by members or other administrative officers or committees pertaining to administrative policy or issues;

- develops, implements and monitors administration policy;
- develops policies concerning the development of human resources;
- coordinates efforts to offer the best services, availability of facilities, equipment and materials;
- considers course objectives in relation to the budget and determines guidelines for their achievement; and
- encourages links with community/industry/academic institutions, and professional bodies that will enrich the student learning experience and the continuous development of the College.

#### The Committee consists of:

- The President
- The Managing Director
- The Director of Academic Studies
- The Head Registrar
- The Director of Finances and Economics

#### Disciplinary Committee

The Disciplinary Committee considers all matters constituting or pertaining to any breach of rules and regulations by students of the College. The committee investigates actions and misconduct and it provides academic leadership in discipline, including advising students and has the responsibility for the oversight of standards pertaining to discipline and the preservation of disciplinary integrity.

The Disciplinary Committee is briefing the Academic Director on any matters relating to the welfare of discipline in the College.

It contributes to the policy formation and strategic planning. It participates in quality reviews and deals with professional issues affecting the discipline.



### The Committee consists of:

- The Managing Director
- The Director of Academic Studies
- The Director of Student Affairs & Welfare
- One student representative (the President of the Student Council)

### Internal Quality Assurance Committee

Casa College has in place a set of processes to ensure that quality will be experienced consistently across all aspects of the College operations (Quality Assurance) and supports the College in a cycle of continuous improvement and rising standards (Quality Improvement).

All academic units and other College services are subject to evaluation. The evaluation of the operation of the College as a whole, is based on the evaluation of individual assessments. Considering the results of the evaluation, the College is required to take the necessary measures for the assurance and improvement of the quality of the project.

The aim is to achieve quality improvements that are learner-focused and that have a positive impact on the learner experience:

- The quality of teaching, learning and assessment
- The College environment, including resources
- The College services and operations

The quality of our courses depends on a regular and comprehensive review process to ensure that courses are relevant, appropriate for the credential, and are consistent with the College standards or course descriptions, and when applicable, the degree-level standard. Quality is also dependent on the course being designed to scaffold student's growth of knowledge and skills to meet the course learning outcomes. In addition, the quality of the course depends on the faculty, who are experts in their field using modern teaching and evaluation methodologies. The Quality Assurance Policy (QAP)



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informs the need to record and track any changes resulting from the course quality assurance process, and effectively communicates the changes to all stakeholders (e.g. students, course team members, course advisory committee members, etc.)

### Duties and responsibilities

It:

- is committed to cultivate notions and behaviour that are related to the importance of quality and its assurance in the College;
- implements policy and relevant procedures for assuring quality in the courses offered;



- uses standardised tools (questionnaires, forms, documents, etc.) for the approval, monitoring and periodic re-examination or revision of the courses offered and degrees awarded when necessary;
- deals with the assessment procedures of the students according to pre-determined and consistent criteria, regulations and procedures;
- confirms that the teaching staff obtain all the necessary qualifications and skills to execute his/her duties adequately, as well as the qualifications that support his/her sufficiency for the College;
- confirms sufficiency and appropriateness of the learning resources of each course offered in order to contribute to the quality learning of students;
- collects, analyses and uses all the data related to the effectiveness and efficiency of the management of the courses offered and other educational tasks;
- publishing, in print or electronically, an updated and objective report on the courses offered and other educational actions, as well as the degrees awarded for assuring internal quality every academic year;
- cooperating with the Research Centre of the College to obtain reliable results concerning students, lecturers and other teaching staff's evaluations; and
- cooperating with the Board of Directors where necessary.

#### The Committee consists of:

- The Managing Director
- The Director of Academic Studies
- Two Quality Assurance Officers
- Three faculty representatives
- One student representative (the President of Student Council)

#### Approval, monitoring and periodic review of courses and awards

The confidence of students and other stakeholders in higher education is

more likely to be established and maintained through effective quality assurance activities which ensure that courses are well-designed, regularly monitored and periodically reviewed, thereby securing their continuing relevance and currency.

#### Students' assessment

The assessment of students is one of the most important elements. The outcomes of assessment have a profound effect on students' future careers. It is therefore important that assessment is carried out professionally at all times and that it takes into account the extensive knowledge which exists about testing and examination processes. Assessment also provides valuable information for institutions about the effectiveness of teaching and learners' support.

#### The Committee consists of:

- The Managing Director
- The Director of Academic Studies
- Two Quality Assurance Officers
- Three faculty representatives
- One student representative (the President of Student Council)

#### Quality assurance of academic staff

Institutions should have ways of satisfying themselves that staff involved with the teaching of students are qualified and competent to do so. They should be available to those undertaking external reviews, and commented upon in reports.

#### Student Affairs Committee

The Student Affairs Committee aims at improving the quality of life for students at Casa College.

#### Duties and responsibilities

It:

- deals with issues related to student welfare, accommodation and job placement;
- provides guidance and support to students assuring their human rights;
- addresses student concerns by

maintaining and improving communication and relations with the teaching staff, Course Coordinators, the Director of Academic Studies and the President; and

- organises entertaining, educational and cultural events and promotes active participation of students in events.

#### The Committee consists of:

- The Director of Student Affairs & Welfare
- One faculty representative
- The Director of Academic Studies
- One student representative (the President of Student Council)

#### Student Council

The Student Council acts as a means of communication between the College and its students. It is autonomous and its actions are based on the official student union constitution. All enrolled students of the College undertaking a

course are entitled to be members of the Student Council, provided that they satisfy certain criteria:

- at least 75% class attendance,
- average grade over 80%, and
- no financial obligations to the College.

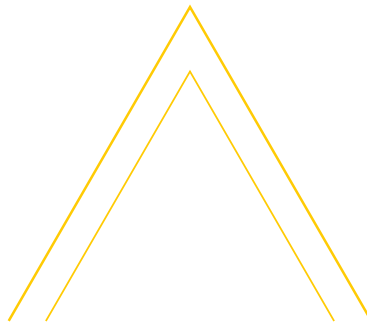
#### The Council consists of:

- The President
- The Vice-President
- The Secretary

#### Duties and responsibilities

It:

- promotes the general welfare of students;
- acts as the official body representing all students attending courses at Casa College;
- develops and fosters the cultural, intellectual, social and athletic recreation of students; and
- enhances communication between its members and the College.



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## Academic Staff

### ANDREOU, ADAMOS

Diploma in Hotel & Catering Management  
(Higher Hotel Institute of Cyprus, Nicosia,  
Cyprus)

Certificate in International Management  
(Vysoka Skola Hotelova, Prague, Czech  
Republic)

### ARISTIDES, MICHALIS

MSc in Financial Mathematics (University of  
Warwick, UK)

BSc in Actuarial Science (City University,  
London, UK)

### ATANASSOVA, TEODORA

Master in Law - Multilateral Diplomacy &  
International Relations (St. Kliment Ohridski,  
Sofia, Bulgaria)

Diploma in Digital Marketing (Digital Marketing  
Institute of Ireland, Ireland)

MSc in Human Resources Management &  
Organisational Behaviour (Cyprus International  
Institute of Management, CIIM, Cyprus)

Bachelor in Film & TV Directing (National  
Academy of Theatre & Film Arts, NATFA, Sofia,  
Bulgaria)

### AUSTRIA, MILANI MIRANDA

PhD in Technology Education (Rizal  
Technological University, Philippines)

MAED in Educational Leadership (Jose Rizal  
University of Philippines, Philippines)

MBA (Jose Rizal College, Philippines)

BSc in Computer Data Processing Management  
(Polytechnic University of Philippines,  
Philippines)

### CHARALAMBOUS SOFRONIOU, DESPO

MSc in Marketing (Salford University,  
Manchester, UK)

BA in Business Administration (Coventry  
University, Coventry, UK)

### ELIADES, CHRYSOSTOMOS

MSc in Clinical Nutrition (University of Glasgow,  
Glasgow, UK)

MBA (Kingston University, London, UK)

BSc in Nutrition & Dietetics (ATEI School of  
Food Technology & Nutrition & Dietetics,  
Thessaloniki, Greece)

### ENGLEZOU, MARIA

PhD Candidate in Business Administration  
(University of Gloucestershire, Cheltenham, UK)

MBA (University of Nicosia, Nicosia, Cyprus)

BA in Psychology (Intercollege, Nicosia,  
Cyprus)

BSc in Computer Science (Cyprus College,  
Nicosia, Cyprus)

### IACOVOU, CHRISTODOULOS

MA in International Hospitality Management  
(University of Derby, Buxton, UK)

BA in Culinary Arts & Hospitality Management  
(University of Derby, Buxton, UK)

Diploma in Culinary Arts (Intercollege, Nicosia,  
Cyprus)

### IERIDES, STAVROS

MA in Educational Management & Leadership  
(European University Cyprus, Nicosia, Cyprus)

BPS in Hospitality Management (New York  
Institute of Technology, USA)

Diploma in Food & Beverage Management  
(Higher Hotel Institute of Cyprus, Nicosia,  
Cyprus)

### KALATHA, EVI

MSc in Educational Leadership & Management  
(Cyprus International Institute of Management,  
CIIM, Nicosia, Cyprus)

BA in Classical Studies & Philosophy  
(University of Cyprus, Nicosia, Cyprus)

### KARAGIORGIS, GIANNIS

PhD Candidate in Law (European University  
Cyprus, Nicosia, Cyprus)

LLM Master of Laws (European University  
Cyprus, Nicosia, Cyprus)

LLB Bachelor of Laws (European University  
Cyprus, Nicosia, Cyprus)

### KASSINOS, ANDREAS

MBA in Tourism Management (Varna Free  
University, Nicosia, Cyprus)

BA in Hospitality Management (University of  
Nicosia, Nicosia, Cyprus)

Diploma in Culinary Arts (Higher Hotel Institute  
of Cyprus, Nicosia, Cyprus)

### KYPEROUNDA, GEORGIA

MBA (Nova Southeastern University, Florida,  
USA)

BSc in Hotel-Restaurant Institutional  
Management (Johnson and Wales University,  
Rhode Island, USA)

Diploma in Hotel Management (IHTTI School of  
Hotel Management, Neuchâtel, Switzerland)

### KYRIAKOU, MARIANNA

PhD in Linguistics (University of Sussex,  
Sussex, UK)

MA in Applied Linguistics (University of Sussex,  
Sussex, UK)

BA in French Language & Literature (University  
of Cyprus, Nicosia, Cyprus)



**MICHAELIDES, MICHALIS**

MBA (Cyprus International Institute of Management, CIIM, Nicosia, Cyprus)  
 BA in Public Relations, Marketing & Advertising (University of Nicosia, Nicosia, Cyprus)  
 Diploma in Travel & Tourism Management (Swiss Alpine Centre, Athens, Greece)

**MITSI, PANDELIS**

PhD in Economics (University of Cyprus, Nicosia, Cyprus)  
 MSc in Economics & Finance (University of Warwick, Coventry, UK)  
 BSc in Economics (University of Cyprus, Nicosia, Cyprus)

**NIKOLAOU, KYRILLOS**

PhD in History (University Paris 1 Pantheon Sorbonne, Paris, France)  
 MA (DEA) in Geopolitics (University Paris 8 Institut Français de Géographie/Geopolitique, Paris, France)  
 MA (DEA) in History (Sorbonne University Paris 1 Pantheon Sorbonne, Paris, France)  
 MA in Management (University of Wolverhampton, UK)  
 BA in History & Archaeology (University of Cyprus, Nicosia, Cyprus)

**PANTELI SOTIRI, MARIA**

MSc in Food Safety Management (Middlesex University, London, UK)  
 BSc in Hospitality Management (Intercollege, Nicosia, Cyprus)

**PAPACHRISTOFOROU, EVANTHIA**

MSc in Marketing (Glasgow Caledonian University, Glasgow, UK)  
 BA in Public Relations (The Philips College, Nicosia, Cyprus)

**PRATZIOTI, SOFIA**

MSc in International & Communication Systems (Open University of Cyprus, Nicosia, Cyprus)  
 MSc in International Business (University of Birmingham, Birmingham, UK)  
 BSc in Computer Science (Ionian University, Corfu, Greece)

**PSARAS, KYRIAKOS**

MBA (New York University, New York, USA)  
 BA in Accounting & Economics (Brock University, St.Catharine's Ontario, Canada)

**SATRAKI-ARTEMI, MELANIE**

PhD in Linguistics (University of Cyprus, Nicosia, Cyprus)  
 MA in Applied Linguistics (University of Cyprus, Nicosia, Cyprus)  
 BA in English Language & Literature (University of Cyprus, Nicosia, Cyprus)

**THEODOROU, THEODOROS**

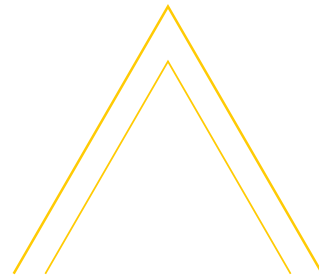
MSc (present) in Educational Leadership & Management (Cyprus International Institute of Management, CIIM, Nicosia, Cyprus)  
 BSc in Applied Mathematics & Physical Sciences (National Metsovio Polytechnic, Athens, Greece)

**TOUMBOURI, ATHENA**

MBA (present) (University of Nicosia, Nicosia, Cyprus)  
 BSc in Computer Science (University of Cyprus, Nicosia, Cyprus)

**TRISVEI, CHRYSOULLA**

MSc in Hotel Management (Middlesex University, London, UK)  
 BSc in Hotel Management (Middlesex University, London, UK)  
 Diploma in Food Preparation & Culinary Arts (City & Guilds, London, UK)



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# Administrative Staff

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## DIRECTOR OF ADMISSIONS & ENROLMENT, & EVALUATION OFFICER

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## RECEPTIONIST

ANDRIE MAKRIDOU

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TINA MARIA PHOTIOU

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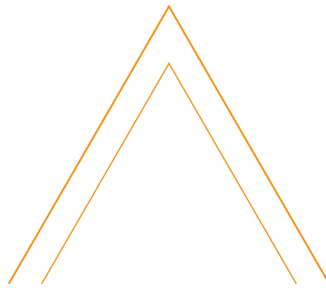
## KITCHEN LABORATORY & RESTAURANT COORDINATOR

CHRYSOULA TRISVEI

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email: c.trisvei@casacollege.ac.cy

# Academic Calendar 2018 - 2019



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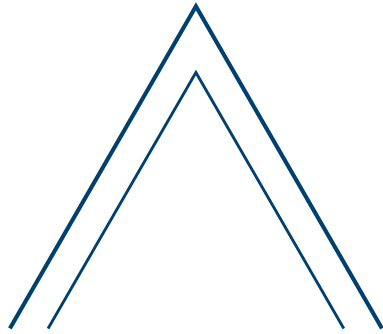


## ACADEMIC CALENDAR 2019-2020

	SUMMER 2019	FALL 2019	SPRING 2020	SUMMER 2020
Enrollment of old and new students	04 - 21 June 2019	02-26 September 2019	07 - 24 January 2020	02 - 19 June 2020
English language placement test for new students	04 - 07 June 2019	23 - 26 September 2019	20 - 24 January 2020	08 - 10 June 2020
Announcement of results of English language placement test	10 June 2019	27 September 2019	27 January 2020	11 June 2020
Commencement of classes	11 June 2019	07 October 2019	10 February 2020	12 June 2020
Last day of classes	13 September 2019	17 January 2020	15 May 2020	11 September 2020
Final Exams period	16 - 20 September 2019	20 - 24 January 2020	18 - 22 May 2020	14 - 18 September 2020
Announcement of results of Final Exams	23 September 2019	28 January 2020	28 May 2020	22 September 2020
Retake Exams period	25 - 27 September 2019	03 - 05 February 2020	28 - 30 September 2020	28 - 30 September 2020
Announcement of results of Retake Exams	02 October 2019	07 February 2020	02 October 2020	02 October 2020
<b>HOLIDAYS</b>				
Pentecost (Kataklysmos)	17 June 2019		08 June 2020	
Summer holiday	12 - 18 August 2019			10 - 16 August 2020
Cyprus Independence Day	01 October 2019			01 October 2020
OCHI Day		28 October 2019		
Christmas holiday		23 December 2019 - 06 January 2020		
Green Monday			02 March 2020	
Greek Independence Day			25 March 2020	
EOKA Day			01 April 2020	
Easter holiday			13 - 26 April 2020	
May Day			01 May 2020	
Ramazan / KurbanBayram / Diwali (1-3 days)				
Chinese New Year (1-2 days)				







Your dreams  
Our aim

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PROSPECTUS 2019 - 2020  
ACADEMIC YEAR 2019 - 2020

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Fax: +357 22 662414  
Email: [info@casacollege.ac.cy](mailto:info@casacollege.ac.cy)  
Website: [www.casacollege.ac.cy](http://www.casacollege.ac.cy)

The person legally responsible for the college is  
Mr. Yiannis Saveriades.

Casa College is registered with the Cyprus Ministry  
of Education as an establishment of Higher and  
Tertiary Education.



Approval of the present prospectus was given by  
the Director of Higher & Tertiary Education  
Ref. 7.14.10.21/24 Dated 10<sup>th</sup> June, 2019





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