



# LEADING YOU TO SUCCESS

PROSPECTUS 2020-2021



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*of* **ACADEMIC  
EXCELLENCE**

EDUCATION

## From the Director

Dear Visitor/Reader,

Thank you for your interest in P.A. College, our fully accredited courses (Business Administration and Business Computing degree programmes) with their outstanding professional exemptions, and our award winning Professional Studies Department.

The 2020-2021 academic year finds P.A. College successfully into its fourth decade of operations firmly established on the map of academic and professional excellence, with important accomplishments in the fields of Accounting & Finance and Business Computing.

The same year though has also brought with it the COVID-19 coronavirus pandemic that led to some profound changes in social and business interaction. Needless to say, the Tertiary/Higher Education sector has been impacted because of the strict “social distancing” directives of our Government.

In wishing to strictly conform with said directives, we immediately switched all aspects of teaching to our cloud remote learning & communications platform that is already complemented by our cloud Learning Management System (LMS). We are quite fortunate that our investment in the best elements of blended learning are now allowing us be by the side of our students, staff, lecturers, and partners in a highly efficient and secure remote way. Also, our highly scalable Virtual Desktop Infrastructure (VDI) allows fully remote access work for all staff concerned.

P.A. College is wholly committed to the encouragement and the pursuit of academic excellence and lifelong learning, not only for students but for working professionals and our society. A testament to this is our growing alumni network, which in a large part includes known and successful individuals from the wider professional community of Cyprus.

We wish to empower students from diverse backgrounds to become highly productive and ethical members of the business society and community at large, and in doing so to assist them in any possible way to materialise their dreams.

In these last few years, Cyprus has witnessed dramatic changes in the development of its economy, its people, and rising unemployment within the young adult segment. There is absolutely no doubt that the Cyprus of today is no longer what it used to be. Higher education, hard work, ethical conduct, and an entrepreneurial spirit are necessary for success.

I cannot stress enough though how important higher education is, especially when combined with teaching specialisation, the use of advanced information technology and real life business working experience that is present in our degree programmes.

Our principal courses, Business Administration and Business Computing, each with its respective streams, are considered to be state of the art offerings in their area. This leads to our students emerging as some of the best, most sought-after, and highly employable graduates of their generation.

P.A. College, has been the very first tertiary education institution in Cyprus to be honoured with an important triple recognition in the field of Accounting and Finance. The three top UK professional accounting bodies, the Institute of Chartered Accountants in England and Wales (ICAEW/ACA), the Association of Chartered Certified Accountants (ACCA), and the Association of International Accountants (AIA) have all granted P.A. College the absolute maximum of their exemptions.

This has been a very rewarding step for P.A. College, since the College is once more affirmed as the premier accountancy higher educational institution in Cyprus. This is also quite significant for our students, since it provides the flexibility of choosing their own pathway and which route to follow in attaining their premium business qualification status; that of a Chartered Accountant, Certified Accountant, or International Accountant.

Their education prepares them for leadership in the future, as is to be expected from a premier Business School of our stature. Case-in-point, ‘The Grant Thornton route to ACA’, which is a hybrid programme developed by P.A. College and Grant Thornton Cyprus and



is endorsed by the Institute of Chartered Accountants in England and Wales (ICAEW). This accelerated route awards students with 12 exemptions out of the 15 required towards the ACA, secures 190 days of Technical Work Experience with Grant Thornton, and also provides them with the opportunity to be eligible for a job offer at Grant Thornton Cyprus.

Equally exclusive is the 'Graduates Route to ACA', a hybrid programme that has been established in collaboration with the world-class Institute of Chartered Accountants in England and Wales (ICAEW) and KPMG Limited, Cyprus, a world-prominent auditing firm. The programme is intended for university degree holders in any field, it has a total duration of only 16 months and prepares participants for an outstanding professional career in the Accounting/Auditing sector. The programme offers 12 exemptions out of the 15 papers required for the ACA qualification. Additionally, students have the privilege to participate in a unique training scheme at KPMG Limited, Cyprus and secure 1050 hours of technical work experience which is 1/3 of the total number of hours of work experience required for the professional qualification of ACA. The programme secures a job offer by KPMG Limited, Cyprus to successful graduates along with substantial financial benefits.

These unique for Cyprus, Employer Affiliated Programmes are exclusively tied to renowned employers with work experience integrated within the programme, enabling students to combine academic studies and ACA training. The underlying common factor that brought the Institute of Chartered Accountants in England and Wales, Grant Thornton Cyprus, KPMG Limited, Cyprus and P.A. College together is our mutual dedication to quality and innovation.

The uniqueness of our exemptions and offerings continues since our Marketing Management specialisation students are exempted from a number of the requirements of the Postgraduate Diploma of the Chartered Institute of Marketing (CIM).

The distinctive blend of accreditation by national and international organisations, the ongoing acquisition of exemptions from such noteworthy professional bodies as above, and the successful upholding of existing

exemptions truly establish P.A. College at the forefront of the higher education sector in Cyprus.

Moreover, P.A. College, being an environmentally sensitive organisation, subscribes to what is known as the 'Green Computing' initiative; in other words environmentally sustainable computing/IT.

The College's IT infrastructure is based on a latest generation, state of the art data-center that hosts our own private cloud, whereby all of the resources are virtualised and available to all staff, students, and other personnel. Its power and immense flexibility can also be harnessed externally in a highly secured way.

This advanced infrastructure helps to provide students and faculty with one of the best learning and working environments that is currently on offer, and to excel in doing so. Excellence is a planned event, and what differentiates P.A. College from its peers is the way in which its commitment to excellence is a systematic and ongoing process. Furthermore, one of the greatest enjoyments of being a true leader in the higher education environment in Cyprus is the opportunity we have to share a long list of achievements with our graduates both at the academic and professional level.

There is no doubt that P.A. College provides some of the best opportunities to all those willing to accept the challenges of today and tomorrow and advance into a bright future and a successful career.

We welcome you to join us in our common journey.  
Dr. Andreas Z. Patsalides, Director

GENERAL →

INFORMATION



## HISTORY AND DEVELOPMENT OF P.A. COLLEGE

P.A. College is a private institution of Higher Education in Larnaca, Cyprus. The College, which commenced operation in 1983 at its 6 Makarios III Avenue, Larnaca site, was established to provide a high standard of tertiary level (higher) education and since then has achieved an outstanding reputation in Management, Accounting, Banking, Business and Computing Studies.

P.A. College has relocated in a modern building with state of the art facilities. The new building is only a few minutes walking distance from the Faneromeni Church and is conveniently located away from the traffic of the centre but very close to all the main highways connecting Larnaca with the rest of the country.

The new premises of the College in the Faneromeni area are fully operational since January 2007. The new building has dramatically improved the facilities available to faculty and students and has marked the beginning of a new era for the College.

The programmes offered by P.A. College have a common characteristic of relevance to modern life and the community through their close relationship with the current industrial, professional and business operations.

## THE STUDENT UNION

On enrolment, every student automatically becomes a member of the Students' Union and receives his/her student card. The College has a formally structured Students' Union with officers and ordinary members elected annually. The details of the election procedures are specified in the Internal Regulations. The Union offers welfare advice to its members and student representatives are invited to participate in various committees set up by the College. The Union, depending on student interest, offers a wide range of sport, recreational and social activities including bands, party nights, educational visits, excursions, and numerous clubs, all being essential in rendering time at the College more enjoyable.



## TUTORIAL SYSTEM

Another important feature of College life is the tutorial system, in which small groups of students have the opportunity to receive additional help and guidance from a member of the faculty on specific material taught. Students are also given an opportunity to develop their critical thinking as well as to become independent learners, which is the essence of college education. In these small groups a student can thus develop as an individual, not merely as a member of a group. The technique of learning for oneself is perhaps the most important thing to learn and experience at a College/University.

## PERSONAL TUTOR SYSTEM

Students are allocated personal tutors who are members of the academic staff. The tutors act in a personal advisory capacity for the duration of a programme or an academic year and provide counseling on academic options and career development. Personal tutors may also provide guidance and assistance to students in need of support with personal problems.

## METHOD OF TEACHING

Our teaching method is delivered through a combination of lectures, tutorials with small groups of students, individual tuition and supervised practical workshop sessions.

## LANGUAGE OF TEACHING

The official language of teaching, for all programmes, is English.

## DURATION OF PROGRAMMES

The duration of each programme is indicated in its registered name. In general, the College offers one year programmes at the certificate level, two-year programmes at the diploma level and four-year honours degree programmes. The degree programmes, in particular (full-time or part-time mode), require the completion of the number of credits specified by the programme structure, over a period of at least 8 semesters (full-time) or 10 semesters (part-time).

## DURATION OF

## ACADEMIC YEAR

Each academic year has two main semesters:

- Autumn (Fall) Semester
- Spring Semester

Each semester has a total of 15 academic weeks as specified in the calendar for the academic year.

- Summer Term

The College, depending on student demand, may run a summer term for students wishing to speed up their studies. The summer term will have a duration of 7 weeks commencing shortly after the conclusion of the Spring semester in May/June.

## DURATION OF EACH

## PERIOD

**Full-Time Mode:** 55 minutes

**Part-Time Mode:** 45 minutes

## DEFINITION OF “CREDIT

## HOUR”

One credit hour (credit unit) is defined in the Regulations as the equivalent of one period (55') of teaching per week over a semester period of 15 weeks of full-time study. If the same subject is taught on the part-time mode, the subject material and final examinations are

the same for both modes of study, regardless of possible minor differences in the total teaching time between the two modes.

## TITLES OF STUDY

## AWARDED

Students successfully completing one of the programmes offered by P.A. College are entitled to the award of the corresponding title of study. Students registered in one of the College's one-year certificate or two-year diploma programmes are entitled to the award of the appropriate certificate or diploma respectively, provided they meet the specified graduating requirements successfully. Those who register for one of the degree programmes are entitled to the appropriate Bachelor of Arts/Bachelor of Science degree or Bachelor of Arts (Honours)/Bachelor of Science (Honours) degree award provided they successfully meet the graduating requirements as specified in the approved Internal Regulations. Students choosing not to complete the full programme of degree level studies may be entitled to the following intermediate titles of study provided that they meet the pass requirements successfully, as these are determined by the official College Regulations and have been approved by the Competent Authorities:



### FULL TIME

YEAR 1 Certificate

YEAR 2 Diploma

YEAR 3 Higher Diploma

### PART TIME \*

YEAR 1 Transcript only

YEAR 2 Certificate

YEAR 3 Diploma

YEAR 4 Higher Diploma

*\*On the basis of a five-year structure*



A photograph of two young women with long dark hair in a library setting. They are looking down at a book held by the woman in the foreground. The background shows rows of blue bookshelves and large windows. An orange-bordered box is overlaid on the bottom left of the image, containing the text 'INFORMATION SYSTEMS SERVICES DEPARTMENT' in white, bold, sans-serif capital letters.

# INFORMATION SYSTEMS SERVICES DEPARTMENT

## INTRODUCTION

P.A. College is a very forward-thinking organisation in all areas, but especially in the field of Information Technology (IT) innovation. We believe that IT needs to serve its users as best as possible and to take the role of an enabler, fostering innovation and not hindering it. In 2006, almost a year prior to the move of P.A. College to its new premises, the Information Services Department took the strategic decision to adopt virtualisation for use within the new purpose-built datacenter. This provided P.A. College with a platform to simplify datacenter operations, increase productivity by running multiple workloads on fewer servers thus conserving significant energy, whilst reducing future needs for physical servers.

This also acted as a catalyst in designing, architecting, and ultimately in 2007 deploying a production environment based on Virtual Desktop Infrastructure (VDI) for the desktop needs of all faculty, students, administrative personnel and management. The foresight of this strategic decision effectively meant that P.A. College had become, and to our knowledge still remains, the very first Higher Education Institution in Cyprus that makes use of, and relies exclusively (100%) on Desktop virtualisation.

## VIRTUALISATION AND DESKTOP/

### ENDPOINT INFRASTRUCTURE

When deployed appropriately, Desktop virtualisation can unlock new capabilities that could never be achieved through traditional physical desktop solutions, and also help greatly in reducing the carbon-footprint of the organisation. For P.A. College, the move from traditional PCs to Thin & Zero client

endpoints has slashed energy consumption, and this has helped greatly in solidifying our Green Computing initiative.

In a sense, Desktop virtualisation made it possible to centralise control and simplify management, improve security and compliance, rapidly respond to changing business needs, minimise help desk calls, whilst making user-centric computing a reality. This effectively allows students to access their coursework, applications and specifically-customised virtual desktops from any location within the campus, on any compatible device; the same benefits of course are also afforded to faculty, administration and management personnel.

All available endpoints are either Thin or Zero clients that have a very small energy-consumption footprint which provides P.A. College with a more sustainable and long-lasting 'Eco-friendly' technology platform, since all processing is being done centrally within the datacenter. This builds upon our Green Computing initiative and helps reduce our overall Carbon-Footprint.

## BENEFITS OF THE P.A. COLLEGE

### APPROACH

Our methodology has allowed P.A. College to reduce the overall time and resources associated with provisioning and managing distributed campus endpoints, whilst ensuring that more of its students and faculty can access this technology through both dedicated and pooled resources. By decoupling the operating system, applications and data from the traditional PC-based endpoint device, and instead



having these components firmly within our datacenter, we have seen a dramatic decrease in saving time and resources needed to fulfil help desk tickets, push out updates & patches and provision of new images to individuals or pools of users. As a result, we are far more agile and ready to meet any change in business circumstances within a matter of hours instead of days or weeks.

Our Information Services Department can deploy virtual desktops and applications to a variety of learning environments including labs, library, classrooms, and offices that provide our faculty, staff and students with secure, easy access to their data and applications at all times. These desktops follow the end-user regardless of compatible device or location.

The latest innovation that P.A. College now offers to all of its students is secure remote access to the exact same infrastructure they have on campus, but from the comfort of their home or anywhere in the world for that matter. This functionality is made possible through our P.A. Remote, a specialised USB stick, which acts as a secure token and allows a secure and encrypted connection to be made to our agile virtual infrastructure. Our Private Cloud allows us to offer this functionality and to also grow exponentially as and when the need arises.

## LEARNING MANAGEMENT SYSTEM (LMS)

The only thing as valuable as time spent teaching is time spent learning, and the P.A. College LMS is built from the ground-up to make the most

in transforming traditional learning. We also know that learning happens everywhere, and that is why our LMS provides full access through either a web browser or mobile apps for iOS (iPhone/iPad) and Android devices. This flexibility affords both students and faculty the tools they need to make it happen whenever and wherever they are, whilst allowing ways to connect with each other in an innovative and intuitive way.

## VIDEO CONFERENCING FACILITIES

The dedicated video conferencing suite of P.A. College allows users to see and hear each other, or host interactive training sessions in real time through a dedicated high-bandwidth internet connection. The system used by the College is designed to connect to similar dedicated video conference systems. The system also offers bridging to several sites and multi-point communication.

Connection from these suites to desktop systems is also feasible through our dedicated video conferencing server.

## INTERNET CONNECTIVITY

P.A. College is the official Point-of-Presence (PoP) node of the Cyprus National Research and Education Network (CyNet) for the Larnaca and Famagusta region. CyNet provides the relevant network infrastructure for the Cypriot Research and Education Community, by connecting all relevant educational and research institutions. The national backbone of CyNet is connected to the European backbone GEANT2 that is a part of the worldwide community of research and education networks.

Through our high-speed dedicated fibre connection to the CyNet backbone, we are able to offer uninterrupted internet connectivity to all of our faculty, students and other personnel.

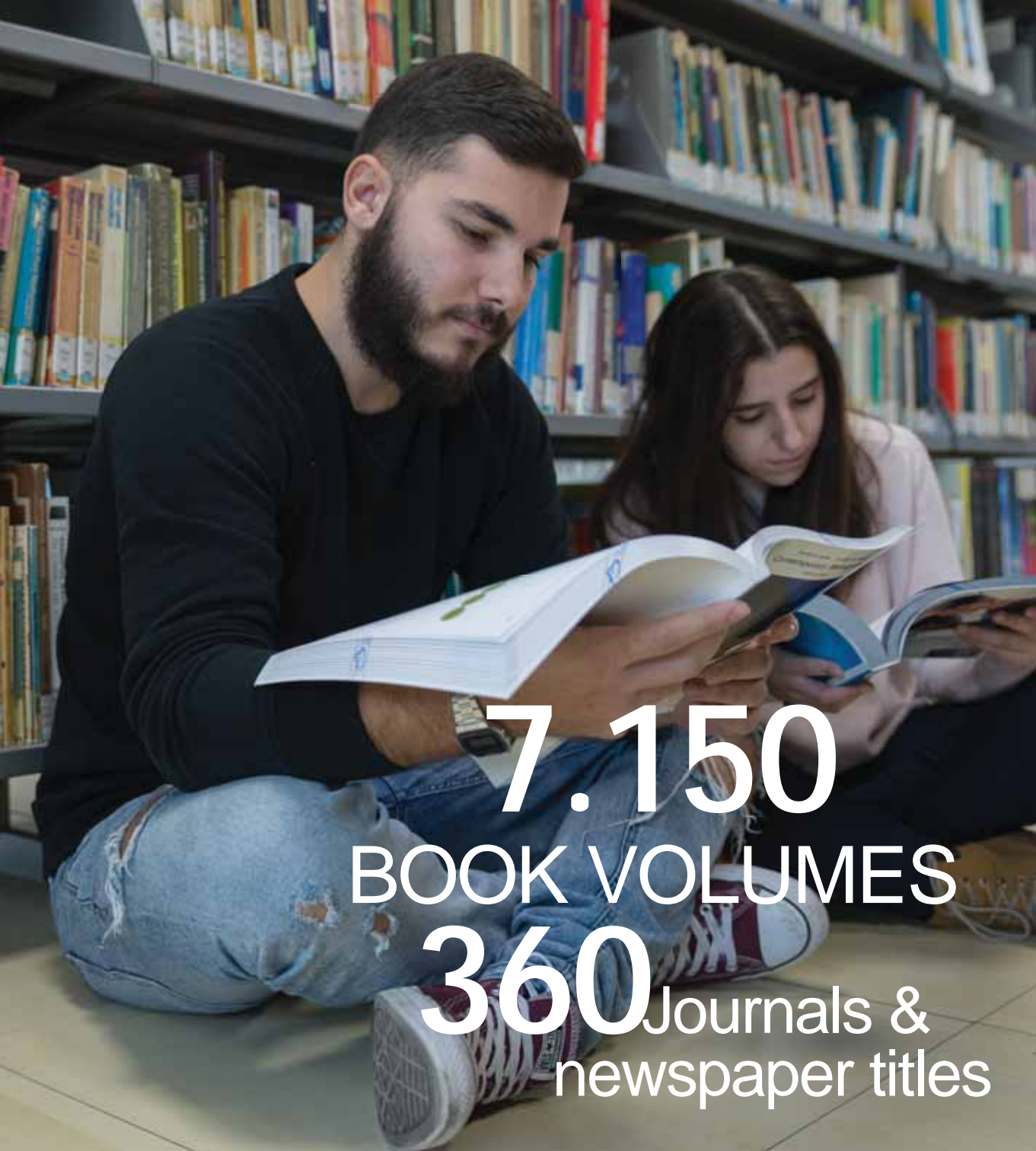
## CONCLUDING REMARKS

Back in 2006 when P.A. College first started its journey in the Server and Desktop virtualisation space, this was still in its embryonic stages in Cyprus; this also holds even truer for the Higher Education sector.

As it has already been mentioned, P.A. College is a very forward-thinking organisation, and especially within the space of Information Technology. We have been the very first organisation, and Higher Education Institution, to see the benefits of Virtualisation and to also adopt a Virtual Desktop Infrastructure for the totality of our production environment.

This has helped P.A. College take a truly user-centric approach to computing by simplifying all relevant parameters, whilst providing the same PC-like experience, regardless of the compatible endpoint used; a true pioneering achievement.

Our Infrastructure is continuously upgraded and is the cornerstone of our Private Cloud accomplishments. We are also perhaps one of the few organisations that can and will continue to invest in Information Technology, in order to better serve our students.



7.150  
BOOK VOLUMES  
360 Journals &  
newspaper titles



# LIBRARY ↓

P.A. College was founded in 1983 and the Library first started its operation in the same year. The Library's mission is to serve the needs of students, academic and administrative staff regarding learning and informing. The College Library occupies the entire first floor of the College building, providing students with a significant number of textbooks, periodicals, journals, newspapers, as well as electronic access to a large number of information sources (including databases, Internet, etc.).

## AIM OF THE LIBRARY

The aim of the Library is to provide services and resources that support the educational goals and purposes of the College. The Library is dedicated to providing quality services, resources and the right learning environment for the students and faculty of the College.

The Library has two primary objectives:

1. The first objective is to maintain a suitable collection of high quality resources that meet and

exceed the educational needs of students as well as the professional needs of the faculty.

2. The second objective is to be able to provide excellent service standards that will encourage the appropriate learning environment that a Higher Education Library helps to facilitate.

In order to achieve the above objectives the Library has set a number of guidelines, which include:

- Flexible Collection Development: The Library acquires books not only on subjects

strictly related to the degrees offered by the College but also on topics of interest to both students and faculty.

- User-Centered Services: The Library works in partnership with the faculty to teach information literacy that will provide opportunities for students and faculty to acquire and practise research skills.

- Continuous Improvement: The Library, in order to keep up with the current quick pace of technology, continuously upgrades and invests its technological facilities and research tools.

# THE ELECTRONIC LIBRARY SYSTEM

The recent reorganisation of the computing facilities of the College provided the ideal platform for the operation of an Electronic Library. The Electronic Library is part of the main Library, whereby full access is feasible through readily available working-station endpoints within the campus, as well as secure remote access through the P.A. College Remote Access USB stick, thus providing full access to data, information and Library records, as well as the opportunity for material loans from the main Library. The E-brary system provides electronic access to more than 80.000 volumes of books and textbooks, as well as a variety of other data collections and information sources. The Library computing facilities enable both students and faculty to search through all electronic Library Records and Directories in order to facilitate the discovery of various applicable sources of information for their research.

Access and searching for information in the Library is free for every student of the College, and through the Library's computers our students and faculty can have access to a number of online Electronic Database Search services that provide millions of documents from thousands of sources covering relevant research and subject areas. These give access to current and historical documents from sources such as these:

- Newspapers
- Dissertations and Theses
- Scholarly Journals
- Television and radio broadcasts

- Wire service and press releases
- Company annual reports and snapshots
- Hoover's Company Profiles
- eBooks
- Government documents and archives
- Maps

All of the above are directly accessible from all of the College facilities, and not only from within the Library. Students may also make use of the P.A. College Remote Access USB stick to access all electronic services from the comfort of their own home, without needing to install Virtual Private Network (VPN) software.

## LIBRARY MATERIAL

The Library's material can be classified in the following categories:

- The printed material that serves the above goals;
- The Electronic Databases;
- The audiovisual material, e.g. CDs, cassettes, videotapes, DVDs.

## AVAILABLE EQUIPMENT

Apart from its textbook and periodicals material, the Library is equipped with a number of dedicated working-station endpoints that run a Library system used by the Librarians to control the Library operation and by the students for Internet access, as well as for exploring the contents of educational CDs/ DVDs available at the Library.



## LIBRARY STOCK

The College's continuous policy is to keep adding the latest editions of textbooks to the Library and to subscribe to as many relevant journals and periodicals as possible. In addition, research information available to both staff and students include the connection to Internet sources, as well as special subscriber databases.

The current stock of books, journals, periodicals and newspapers keeps growing year after year.

### **Books, Textbooks and Electronic Books (eBooks):**

Volumes of Business, I.T. and other textbooks

available: over 80.000 (either on the shelf or through access to the various electronic textbook libraries of the College).

### **Journals and Newspapers:**

Titles of Journals and Periodicals available: 2.200 (either on the shelf or through access to the various electronic libraries of the College including ProQuest). Furthermore, a process of continuous review of new editions is in place so that the Library remains constantly up to date. The book stock covers all the subjects taught at the College. The numerous periodicals and journals are either subject related or of general reader interest.



## AUDIO-VISUAL &

## PHOTOCOPYING/BINDING

A range of audio/video programmes are available to use in aiding the teaching-learning process. Photocopying and binding facilities are also available for a small subsidised fee.

## USERS CAPACITY

The Library space for private study along with the additional space for study and student group work, available in the adjacent study room, can accommodate a total of 120 seated individuals. In this area students can study using either their own books or books from the Library.

## LIBRARY STAFF

The Library is staffed by Ms Andri Christodoulou, who is qualified in Library and Information Systems, as well as Continuing Education and Lifelong Learning.

## LIBRARY REGULATIONS

- Upon registration students become eligible to use the Library facilities of the College.
- Students may be asked to present their Student Identity Card before being permitted to use the Library.

- Briefcases or bags are not permitted into the Library.
- The Library facilities, stock and equipment are intended to be used for academic purposes only.
- Users of the Library are subject to existing regulations that are either published within the Learning Management System (LMS) or posted within the College premises. Users are also required to follow instructions, advice or requests by authorised Library staff or College representatives.
- No book, periodical, piece of equipment or furniture may be removed from the Library premises without the prior consent of authorised personnel. Unauthorised removal of any item is an offence and is dealt with according to the relevant regulations.
- Students who disturb other users in any way (noise, behaviour etc.) may be denied future access to the Library if they do not conform to staff requests to refrain from being noisy or to behave in an orderly manner.
- Users are liable to pay for the repair or replacement of Library equipment/stock, which they have damaged wilfully or accidentally. Intentional damage will imply limitations or denial of future access to the Library facilities.



## SECURITY

For the general security of the material, the equipment of the Library and the better service to the users, the following rules must be followed:

- Transfers of objects in the Library that may damage the Library's property or are suspicious e.g., for facilitating theft, according to the Library Manager's opinion are not permitted.
- Eating, drinking and smoking are also not permitted in the Library.
- The users must obey the Library staff instructions.
- In the event the rules are not followed, the manager of the Library has the right to ask violators to leave the Library.

## OPENING HOURS

The Library is open for both faculty and students throughout the whole duration of the academic year, from Monday to Thursday, during the following hours:

08:00 to 16:15  
(Break: 13:30-14:00)

Friday  
08:00 to 13:30

*\* The operating hours of the Library can be changed if necessary, in consultation with the Library Department and the Head Librarian.*





# Student Facilities CAFETERIA



THE COLLEGE PROVIDES VERY  
GENEROUS AND WELL-EQUIPPED  
STUDENT FACILITIES.

There is an excellent Cafeteria service with congenial accommodation on the top floor of the building, which is ideal for dining, entertaining and recreation, and which incorporates an adjacent games room.

# COLLEGE GENERAL STUDENT REGULATIONS



*Students are required, as a condition of enrolment, to abide by the College's General Student Regulations, which are available from the main office at the College. A student handbook containing summarised or entire sections of the General Regulations as well as a lot of useful information is provided to students on the first day of classes.*

*The latest version of the Regulations was submitted for approval to the Ministry of Education, Culture, Sport and Youth in January 2017 and was approved on 03/03/2017 (7.14.12.9/18). It should be noted that the Internal Regulations of the College may be subject to amendments as determined or approved by the National Authorities.*

## STUDENT RIGHTS AND DUTIES

The College undertakes to safeguard its students' rights, which include the following:

- a) The Right to receive the best quality education for each of the programmes they have enrolled in.
- b) The Right to be informed on their performance as a result of the submission and grading of assigned/submitted coursework (tests/assignments etc.).
- c) The Right to access the College premises and facilities for the purpose of promoting their personal education and development.
- d) The Right to become members of the Students' Union, be elected in the administrative bodies of the Union, and participate in the activities organised by the Union.
- e) The Right to appeal to the appropriate College bodies if they have sufficient evidence that their rights were violated as a result of decision(s) made by College bodies or agents.

### **At the same time, students' duties and responsibilities include the following:**

- f) Complying with the published College Regulations.
- g) Trying their best to acquire knowledge and skills as specified and promoted by the College programmes.
- h) Securing a copy of the required textbook(s) so that the delivery of lessons is facilitated and standards are maintained. The purchase of the

books is required in the first semester, whereas subsequently students may order their books in advance, buy them on their own or borrow them from past students.

- i) Behaving in an orderly manner.
- j) Showing respect to the administration and other staff, the faculty, their colleagues, people visiting the College as well as the College property.
- k) Presenting themselves in the College uniform if they are asked to do so by the College administration or any faculty member who has planned an activity requiring the students to be in uniform (i.e. when visiting a company or an organisation). Failure of a student to present himself or herself in uniform may result in the student being denied participation in the activity and he/she may receive an absence for the session(s) involved.
- l) Other student duties and responsibilities may be detailed in other sections of the College Regulations.





## DISCIPLINE

Students are expected to maintain the reputation of the College and to uphold high standards of discipline, both in the precincts of the College and elsewhere. The members of the faculty have a responsibility to maintain order among students; breaches of discipline may be referred to the student's tutor and/or the Head of the Department. More serious breaches of discipline may be dealt with by the Disciplinary Committee, which is empowered to administer penalties such as suspension, exclusion, or expulsion.

## GRADUATING

### REQUIREMENTS

The following rules are based on tertiary education law and on directions specified by the Ministry of Education, Culture, Sport and Youth. In case the Competent Authority decides differently, the corresponding new rule will apply over the existing one.

Students successfully completing a programme or a particular year of study must have achieved at least 50% in the coursework assessments and 50% in the final examination in each of the subjects they take. The weight

distribution of coursework and final examination for the majority of modules is determined at 30% and 70% respectively. If a different weight allocation is used, this is specified by the individual syllabus. Failure or marginal failure in any of the modules is dealt with in accordance with the existing College Regulations:

A failure in one element (coursework or examination) may be compensated at the discretion of the Board of Examiners provided that the average mark in the element is not less than 40%. More specifically, compensation may be given in one subject as long as the weighted average of the two elements combined is not less than 50%.

In the case where the student has not achieved a passing grade (50%) in any of the subjects or is not entitled to compensation, a resit examination may be decided on by the Board. Normally, the Board may allow a student to resit two subjects per academic year.

Failure of a student to attend an examination implies the award of a fail status for the particular examination. In the case of a final examination, the award of a deferral status by the Academic Board is provided only if the

student submits satisfactory medical evidence.

Students should pass all the subjects either in the first examination sitting or, if they are required to take a resit examination, they should achieve at least 50% in the resit examination(s). In case of a resit, the student is only entitled to the lowest passing grade.

No compensation can be given in case of a resit. In case of failure, the student is required to retake the specific module. Failure of a student to pass a required module twice implies that the student is considered to have failed the course. Failure in an option module twice requires the students to make an alternative selection.

### **The relevant title of study is awarded, only if a student has:**

- achieved a pass status in all subjects (core and option modules) specified by the structure of each programme, according to the Regulations. The classifications of honours degree awards are determined on the basis of the student's average results during the last two years of his/her studies;
- fulfilled the attendance requirements specified by the programme structure and the Internal Regulations;
- settled his/her account in full (tuition and fees, other costs/expenses incurred by the student).



# FEES

Fees are payable in full at or before enrolment, unless monthly installments are approved by the College.

In addition to the payment of tuition fees, the College also requires the payment of a registration fee at the same time. Fees are not refundable. Fees at the College are subject to review according to the existing legislation. Fees are calculated per semester, per credit unit, depending on the subjects taken by the student and the year of studies of the student as follows:



## TABLE OF RATES PER CREDIT UNIT FOR:

### Business Administration

(4 Yrs FT or 5 Yrs PT, B.A. (Hons))

### Business Computing

(4 Yrs FT or 5 Yrs PT, B.Sc. (Hons))

### Accounting

(4 Yrs FT or 5 Yrs PT, B.A. (Hons))

### Banking

(4 Yrs FT or 5 Yrs PT, B.A. (Hons))

YEAR OF STUDIES	HOME STUDENTS	FOREIGN STUDENTS
1st (New)	€225	€235
2nd	€225	€235
3rd	€225	€235
4th	€225	€235
5th	€225	€235

## TABLE OF RATES PER ACADEMIC YEAR FOR:

### Law

(1 Year, Certificate) €6.000

### Business and Information Technology

(1 Year, Certificate) €5.500 (FT)

€3.750 (PT)

### Business Administration

(2 Yrs FT or 3 Yrs PT, Diploma) €6.000

### Business Computing

(2 Yrs FT or 3 Yrs PT, Diploma) €6.000

## FEES PER SEMESTER FOR:

Foundation/English Language Programmes:

€2120 per semester

## Note:

The annual fees above were submitted to the of Ministry of Education, Culture, Sport and Youth for approval on 30/11/2011, as required by the existing legislation and were approved on 23/12/2011 (doc. 7.14.12.9/13) and will remain unchanged for the academic year 2020-21.

In addition to the fees mentioned, each student is responsible for the expenses and other charges/fees (as applicable) listed in the relevant section of this document.

The fees, as given, do not imply any additional charges for the issuing of the concluding title of study or the preparation for and securing of the various exemptions associated with the programmes offered.

However, the College does not collect, nor has anything to do with, the charges imposed/required by the various professional bodies in order to acknowledge to the students the award of the relevant exemptions. The Ministry of Education, Culture, Sport and Youth has approved the following charges in addition to tuition fees:

## OTHER CHARGES/FEES:

Registration Fee	€60,00 per semester
Certification Issuing Fee	€10,00 per certification
Re-Examination Fee	€60,00 per subject
Transfer Credit Application Fee	€90,00 per application
Late Registration Fee	€90,00 per registration
Waiver Examination Fee	€60,00 per subject
Application Fees:	
- Cypriot Applicants	€50,00 per application
- International Applicants	€80,00 per application
Lab Usage Fee	€50,00 per semester
Life and Accident Insurance	
- Cypriot Students	€35,00 per academic year
- International Students	€40,00 per academic year
Student Union Participation	€10,00 per semester

## Note:

- Delay in the payment of fees gives the College the right to require payment of the legal interest on the delayed amount for the period of the delay.*
- Students who refuse to pay their fees or refuse to settle other financial responsibilities towards the College, may be deprived of the opportunity to take the final examinations or to receive their title of studies/transcript until they have settled their account in full. A written notification will be forwarded to the students.*



## OTHER EXPENSES

Students are required to cover the following costs:

- Annual costs of books
- Cost of official uniform (paid once in the first year of studies)
- Cost of graduation gown
- Personal expenses
- Cost of the residential weekend (during the final year of study)

## SCHOLARSHIPS

1. Scholarships are awarded annually to full-time students on the basis of high performance in their high school leaving certificate and on the basis of need and socio-economic circumstances. Special cases may be dealt with separately.
2. The above scholarships are in the form of either a full remission of fees or a partial remission of the tuition fees.
3. About 10% of all students receive scholarships.
4. All the above scholarships are awarded by P.A. College.
5. Scholarships are awarded for the full duration of a student's study period, but they are subject to annual review based on the student's performance (average 90%, minimum grade in all subjects 85%), the student's overall behaviour, and his/her compliance with College Regulations. Students who fail to pass a module or do not meet the criteria above or have been referred to the Disciplinary Committee for violating College Regulations or refuse to participate in assigned student activities (such as marching

and graduation) may lose the entire or part of their scholarship benefits.

6. Students who may not be entitled to a scholarship during their first year of studies but achieve an overall average grade of 90% in their performance (no individual grade should be less than 85%) for 2 consecutive semesters become candidates for a 50% discount (for the average number of credits the student had during the 2 semesters) during the next period they study at the College (subject to review and decision by the Academic Board).

## ENROLMENTS

The registration period for new students begins in July.

New students should present themselves for enrolment at the College by the first day of classes.

Late registration is extended up to 10 working days from the official commencement of classes (during the Autumn/Fall and Spring semesters) or 5 working days (during the Summer term).

The re-registration dates for returning students are given in the Academic Year Calendar of this Prospectus.







# ERASMUS + PROGRAMME



*Erasmus+ is the EU Programme in the fields of education, training, youth and sport for the period 2014-2020. According to the European Commission “Education, training, youth and sport can make major contribution to help tackle socio-economic changes, the key challenges that Europe will be facing until the end of the decade and to support the implementation of the Europe 2020 strategy for growth, jobs, social equity and inclusion”. It is unquestionably imperative for P.A. College to participate and support the programme by offering students and staff the opportunity to become participants in Key Action 1 – Learning Mobility of Individuals. The general outcome of this programme is indisputably positive for all parties. The institution’s main goal is to enrich its students experience and capabilities and it is proven that Erasmus+ is well structured to attain this.*

*P.A. College holds the European University Charter since 2005. It maintains an Erasmus+ Office which provides support to students in order to undertake recognized periods of studying at partner institutions in other participating countries. It also coordinates all other incoming and outgoing exchange activities.*

The College has currently 35 bilateral agreements (in the process of securing more agreements) with the following Universities/Institutes:

1. BIRMINGHAM CITY UNIVERSITY, UK
2. BUCHAREST UNIVERSITY OF ECONOMIC STUDIES, ROMANIA
3. COLLEGE FOR INFORMATION TECHNOLOGIES, VSITE, ZAGREB, CROATIA
4. ESCOLA SUPERIOR DE TECNOLOGIAS DE FAFE, PORTUGAL
5. GROUPE PARIS GRADUATE SCHOOL OF MANAGEMENT PARIS, FRANCE
6. INSTITUTO POLITECNICO DO CAVADO E DO AVE, BARCELOS, PORTUGAL
7. INSTITUTO SUPERIOR DA MAIA, PORTUGAL
8. KING SIGISMUND COLLEGE, BUDAPEST, HUNGARY
9. KLAIPEDA STATE COLLEGE, LITHUANIA
10. LATVIA UNIVERSITY OF AGRICULTURE, LATVIA
11. MORAY COLLEGE, ELGIN, SCOTLAND, UK
12. NEWMAN UNIVERSITY COLLEGE, BIRMINGHAM, UK
13. PRIVATE COLEGE OF ECONOMICS STUDIES ZNOJMO, CZECH REPUBLIC
14. RADOM ACADEMY OF ECONOMICS, POLAND
15. ROMANIAN AMERICAN UNIVERSITY, BUCURESTI, ROMANIA
16. SCHOOL OF BUSINESS COMMUNICATION, LISBON, PORTUGAL
17. SIAULIAI STATE COLLEGE, LITHUANIA
18. THE D.A. TSENOV ACADEMY OF ECONOMICS, SVISHTOV BULGARIA
19. THE GLIWICE ACADEMY OF ENTREPRENEURSHIP, POLAND
20. THOMAS MORE KEMPEN, BELGIUM
21. TISCNER EUROPEAN UNIVERSITY, KRAKOW POLAND
22. UNICORN COLLEGE, PRAGUE, CZECH REPUBLIC
23. UNIVERSITY COLLEGE ALGEBRA - UNIVERSITY COLLEGE FOR APPLIED COMPUTER ENGINEERING, ZAGREB, CROATIA
24. UNIVERSIDAD DE MALAGA, SPAIN
25. UNIVERSIDAD DE HUELVA, SPAIN
26. UNIVERSITA' DEGLI STUDI DI URBINO "CARLO BO", URBINO, ITALY
27. UNIVERSITATEA DIN ORADEA, ROMANIA
28. UNIVERSITY OF BIRMINGHAM, UK
29. UNIVERSITY OF ECONOMICS AND MANAGEMENT, PRAGUE, CZECH REPUBLIC
30. UNIVERSITY OF FINANCE AND ADMINISTRATION – VSFS PRAGUE, CZECH REPUBLIC
31. UNIVERSITY OF FINANCE AND MANAGEMENT IN BIALYSTOK, POLAND
32. UNIVERSITY "ST. KLIMENT OHRIDSKI"-BITOLA
33. UTP UNIVERSITY OF SCIENCE AND TECHNOLOGY IN BYDGOSZCZ, POLAND
34. WEST POMERANIAN UNIVERSITY OF TECHNOLOGY, POLAND
35. WROCLAW UNIVERSITY OF ECONOMICS, POLAND

*From the second year of studies onwards, students who satisfy the Erasmus+ eligibility criteria can spend one or two semesters (one academic year) studying at one of the above partner institutions of their preference. The period abroad will be fully accredited towards their final degree and no fees from the host institution will be charged during the students' staying.*

*P.A. College participates in teaching mobility since 2006 and from 2008, it participates successfully both in incoming and outgoing student mobility, as well as in incoming and outgoing teaching and staff mobility. The College is in the process of increasing mobility in all areas.*

## APPLICATIONS AND ENQUIRIES

### Applications for admission must be addressed to:

The Admissions Office, P.A. College  
Corner of Faneromenis Ave. and Kalvou Str.  
P.O. Box 40763, 6307 Larnaca, Cyprus.

*General enquiries should be sent by post to the same office, or electronically at the following e-mail address: [admissions@management.pacollege.ac.cy](mailto:admissions@management.pacollege.ac.cy)*

## OTHER INFORMATION

### Official name of Institution:

P.A. College

### Registered Owner:

P.A. College Ltd  
Corner of Faneromenis Ave. and Kalvou Str.  
P.O. Box 40763, 6307 Larnaca, Cyprus.

### Director of the Company:

Dr Andreas Z. Patsalides  
Corner of Faneromenis Ave. and Kalvou Str.  
P.O. Box 40763, 6307 Larnaca, Cyprus.

Tel.: + 357 24 021 555  
+ 357 24 624 975  
+ 357 24 624 989

### Person Legally Representing the College:

(Κατά νόμον υπεύθυνος)

Dr Andreas Z. Patsalides  
Director

Corner of Faneromenis Ave. and Kalvou Str.  
P.O. Box 40763, 6307 Larnaca, Cyprus.

### Place of Operation:

Corner of Faneromenis Ave. and Kalvou Str.  
P.O. Box 40763, 6307 Larnaca, Cyprus.

### Notes:

*\*The information contained in this particular publication was submitted to the Ministry of Education, Culture, Sport and Youth for approval on 18/05/2020. Approval was granted through the ministry document 7.14.12.9/21 dated 01/06/2020, and is published according to the provisions of article 25(2) of the relevant national tertiary education law 1996-2019.*

*\*All applicants should note that this prospectus is issued without prejudice to the right of the College to make such modifications to the matters dealt with, as it considers necessary without prior notice. All changes are subject to approval by the Ministry of Education, Culture, Sport and Youth.*





# CALENDAR & PROGRAMMES FOR THE ACADEMIC YEAR 2020-2021 ➔

# CALENDAR

## FOR THE ACADEMIC YEAR 2020-2021

### SEPTEMBER 2020

1	Official Commencement of the Academic Year 2020-2021
1-25	Intensive Course for New Students
3-4	Registration - Returning Students
14-18	Resit Examinations
28	First Day of Classes - Autumn/Fall Semester

### OCTOBER 2020

1	Independence Day (Public Holiday)
12	Last Date for Late Registration
15	Student Union Elections
28	Greek National Day (Public Holiday)

### November 2020\*

*\* A blood donation will be scheduled in November in cooperation with the Larnaca General Hospital (or whenever the Hospital will indicate as most appropriate).*

## DECEMBER 2020

23	Last Day of Classes before Christmas Break Commencement
24	Christmas Break Commencement
25	Christmas Day (Public Holiday)
26	Boxing Day (Holiday)

## JANUARY 2021

1	New Year's Day (Public Holiday)
6	Epiphany Day (Public Holiday)
6	Last Day of Christmas Break
7	First Day of Classes after Christmas Break
8	Last Day of Classes - Autumn/Fall Semester
9	Revision and Examinations Period Commencement
21-22	Registration for Spring Semester

## FEBRUARY 2021

1	First Day of Classes - Spring Semester
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## MARCH 2021

15	Green (Lent) Monday (Public Holiday)
25	Greek Independence Day (Public Holiday)

## APRIL 2021

1	April 1st (Public Holiday)
23	Last Day of Classes/Easter Break Commencement
30	Good Friday (Public Holiday)

## MAY 2021

1	May 1st - Labour Day (Public Holiday)
2	Easter Sunday
3	Easter Monday (Public Holiday)
10	First Day of Classes after Easter Break
13-14	Pre-Registration for Autumn/Fall 2021
14	Last Day of Classes - Spring Semester
14	Revision and Examinations Period Commencement

## JUNE 2021

11	End of Examinations Period for Spring Semester
21	Pentecost Day (Public Holiday)
25	Graduation Ceremony (Tentative Date)

## JULY 2021

1	Commencement of the Registration Period for the New Academic Year (New Students)
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## AUGUST 2021

15	Public Holiday
31	End of Academic Year 2020-2021

# PROGRAMMES OFFERED BY P.A. COLLEGE FOR THE ACADEMIC YEAR 2020-2021

The following P.A. College programmes are registered with the Ministry of Education, Culture, Sport and Youth and their registration and accreditation status are indicated below:

## **BUSINESS ADMINISTRATION (A)**

(4 YEARS FULL-TIME OR 5 YEARS PART-TIME, BACHELOR OF ARTS (HONS))

*This programme has been accredited.*

## **BUSINESS COMPUTING (A)**

(4 YEARS FULL-TIME OR 5 YEARS PART-TIME, BACHELOR OF SCIENCE (HONS))

*This programme has been accredited.*

## **BUSINESS ADMINISTRATION (R)**

(2 YEARS FULL-TIME OR 3 YEARS PART-TIME, DIPLOMA)

*This programme is registered but has not been submitted for accreditation yet.*

## **BUSINESS COMPUTING (R)**

(2 YEARS FULL-TIME OR 3 YEARS PART-TIME, DIPLOMA)

*This programme is registered but has not been submitted for accreditation yet.*

## **BUSINESS AND INFORMATION TECHNOLOGY (R)**

(1 YEAR, CERTIFICATE)

*This programme is registered but has not been submitted for accreditation yet.*

## **LAW (R)**

(1 YEAR, CERTIFICATE)

*This programme is registered but has not been submitted for accreditation yet.*

## **BANKING (R)**

(4 YEARS FULL-TIME OR 5 YEARS PART-TIME, BACHELOR OF ARTS (HONS))

*This programme is registered but has not been submitted for accreditation yet.*

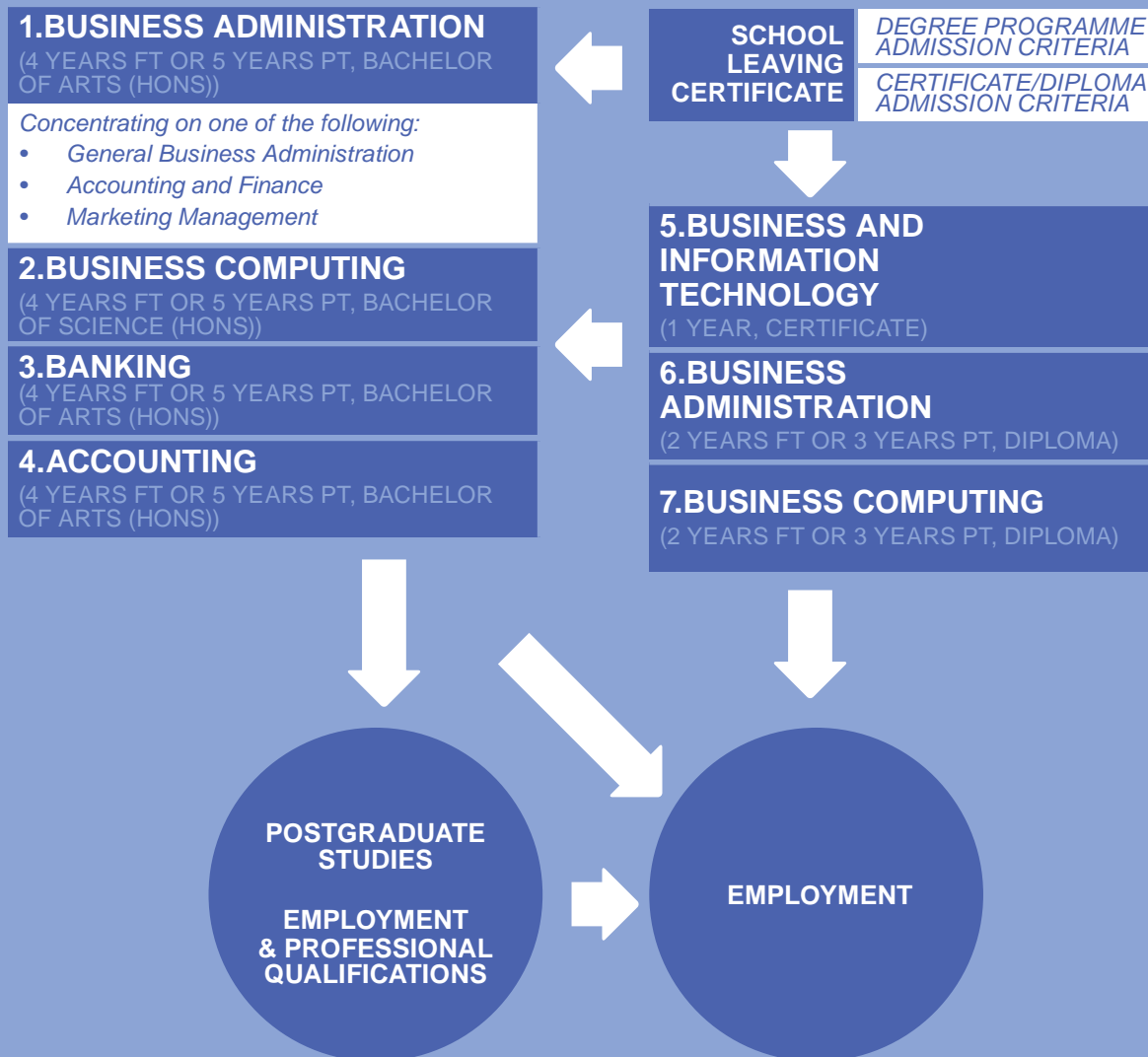
## **ACCOUNTING (R)**

(4 YEARS FULL-TIME OR 5 YEARS PART-TIME, BACHELOR OF ARTS (HONS))

*This programme is registered but has not been submitted for accreditation yet.*

**THE PROGRAMMES THAT ARE NOT ACCREDITED WILL NOT BE OFFERED DURING  
THE ACADEMIC YEAR 2020-2021**

# LADDER OF EDUCATIONAL OPPORTUNITIES





# CERTIFICATE PROGRAMMES

BUSINESS AND INFORMATION  
TECHNOLOGY →

LAW →

# BUSINESS AND INFORMATION TECHNOLOGY

(1 YEAR, CERTIFICATE)



## THE PROGRAMME

This programme provides an unparalleled opportunity for students to equip themselves for a variety of careers in business, commerce and information technology and to apply for admission to a range of advanced degree level programmes in business and/or information technology offered by P.A. College. In summary, the opportunities provided upon successful completion of the programme are:

- A qualification of an appropriate standard to successfully enter a variety of career paths in business, commerce, and information technology.
- Application for admission to one of the College's higher level programmes.

## AIMS AND OBJECTIVES

The programme is designed to provide students with a sound knowledge and understanding of the environment in which business and commercial organisations operate together with an introduction to the role, structures, and operations of the major functions in such organisations (e.g. Accounting functions). A major emphasis of the programme is towards developing the individual skills and competencies essential for effective employment in business and commerce. These include: English language, communication, and quantitative and computing skills, which enhance both the students' competence and self-confidence in the work environment.

In addition, the programme seeks to develop a range of study skills to prepare the students for further study at the degree/honours degree levels (Bachelor of Arts (B.A.)/Bachelor of Science (B.Sc.)).





# CERTIFICATE

# PROGRAMME STRUCTURE

The structure of the programme is as follows:

CORE MODULES	CU	ECTS
<b>Semester 1</b>		
ACC 101 - Financial Accounting	4	6
CSC 101 - Computing for Business	3(4)	6
ENG 101 - English Language I	5	6
MAT 101 - Mathematics/Calculus	4	6
MGT 101 - Introduction to Management	3	6
<b>Semester 2</b>		
ACC 201 - Cost and Management Accounting	4	6
ECN 101 - Introduction/Principles of Microeconomics	3	6
ENG 102 - English Language II	5	6
MAT 201 - Statistics I	4	6
PLUS ONE ELECTIVE, OPTION LIST		
<b>OPTION LIST:</b>		
MGT 201 - Organisational Behaviour	3	6
MKT 207 – Marketing Principles and Concepts	3	6

# CONTENTS OF EACH MODULE

The content of each module is given in the relevant section of the Prospectus.

## ENTRY AND PROGRESSION

### REQUIREMENTS

The following requirements are based on the Internal Regulations of the College. An average of at least 55% on the school leaving certificate or a minimum of seven GCSE/GCE passes including English Language (at least two of which must be at A level; only grades A, B, or C are acceptable) is required for entry to the Business and Information Technology Programme.

Students who may lack a working knowledge of the English language will be required to attend a short course before the commencement of the regular course. A student's failure to pass this short course will result in him/her having to attend one or two semesters of English language preparation, depending on the student's performance.

### GRADUATING REQUIREMENTS

Students successfully completing the programme must have achieved at least 50% in the coursework assessments and 50% in the final examination in each of the subjects they take.

Failure or marginal failure in any of the modules is dealt with in accordance to the existing College Regulations:

A failure in one element (coursework or examination) may be compensated at the discretion of the Board of Examiners provided that the average mark in the

element is not less than 40%. Compensation may be given in one subject as long as the weighted average of the two elements combined is not less than 50%.

In the case where the student has not achieved a passing grade (50%) in any of the subjects or is not entitled to compensation, a resit examination may be decided on by the Board. Normally, the Board may allow a student to resit two subjects per academic year.

### **The Certificate in Business & Information Technology is awarded only if the students:**

- achieve a pass status in all subjects specified by the structure of the programme, within the limits specified by the Regulations (see relevant page on Programme Structure). Students should pass all the subjects either in the first examination sitting at the end of each academic period or, if they are required to take a resit examination, they should achieve at least 50% in the resit examination(s). In case of a resit, the student is only entitled to the lowest passing grade. No compensation can be given in case of a resit.
- settle their account in full (tuition and fees, other costs/expenses incurred by the students).

*A student's application to be admitted to other College programmes will be assessed depending on the student's performance during his/her Business & Information Technology studies in relation to the programme applied for.*

# LAW

(1 YEAR, CERTIFICATE)



## THE PROGRAMME

The Law (1 Year, Certificate) programme provides an introduction to the essential features of the institutions and principles of the English legal system forming a sound academic base in the common law. This can be used for further legal studies in the common law world or to provide a useful contrast and context for those students whose national laws are based upon other systems e.g. Civilian system. The programme has an integrated legal curriculum. It is based upon the proven structure of the first year of full-time LLB (Hons) Degree programmes in the UK. One year Law programmes constitute a foundation

for legal study. On completion of the above programme, students are considered for entry onto the second year of the LLB (Hons) Degree programme offered by British Universities.

## AIMS AND OBJECTIVES

The programme's aims and objectives include the provision to the students of the legal background required for further studies in the field. The students will learn the terminology associated with the various fields under consideration and become familiar with their details at the certificate level.



# PROGRAMME STRUCTURE

The structure of the programme is as follows:

CORE MODULES	CU	ECTS
<b>Semester 1</b>		
ENG 101 – English Language I	5	6
LAW 101 – Criminal Law I	4	6
LAW 102 – Law of Contract I	4	6
LAW 103 – Public Law I	4	6
LAW 104 – Legal Systems and Methods	3	6
<b>Semester 2</b>		
ENG 102 – English Language II	5	6
LAW 111 – Criminal Law II	3	6
LAW 112 – Law of Contract II	4	6
LAW 105 – Law of Tort	5	6
LAW 113 – Public Law II	3	6

# CONTENTS OF EACH MODULE

The content of each module is given in the relevant section of the Prospectus.

## ENTRY REQUIREMENTS

The following requirements are based on the Internal Regulations of the College. Students admitted to the Law (1 Year, Certificate) programme must possess one of the following:

- a) A sixth form Secondary School Leaving Certificate with an average of at least 80% and a working knowledge of English as may be demonstrated through an appropriate oral test,

or

- b) A minimum of seven GCSE/GCE passes including English Language and a numerate subject (Mathematics, Statistics or Accounting) of which at least two must be at "A" level. Only grades A, B and C are acceptable,

or

- c) The P.A. College Certificate in Business and Information Technology or a P.A. College Diploma, having completed one of the diploma programmes offered by the College and provided they achieve creditable performance as determined and assessed by the College Bodies.

or

- d) Any qualification officially deemed to be equivalent to the above.

Candidates possessing a sixth form Secondary School Leaving Certificate but without a satisfactory working knowledge of English, will be required to pass the examination following a four-week short course in English Language, Mathematics and Accounting, before being admitted onto this or any of the other degree level programmes offered by the College.

## GRADUATING REQUIREMENTS

Students successfully completing the programme of study must have achieved at least 50% in the coursework assessments and 50% in the final examination in each of the subjects they take.

Failure or marginal failure in any of the modules is dealt with in accordance to the existing College regulations:

A failure in one element (coursework or examination) may be compensated at the discretion of the Board of Examiners provided that the average mark in the element is not less than 40%. Compensation may be given in one subject as long as the weighted average of the two elements is not less than 50%.

In the case where the student has not achieved a passing grade (50%) in any of the subjects or is not entitled to compensation, a resit examination may be decided on by the Board. Normally, the Board may allow a student to resit two subjects per academic year.

### **The Certificate in Law is awarded only if the students:**

- achieve a pass status in all subjects specified by the structure of the programme, within the limits specified by the Regulations (see relevant page on Programme Structure). Students should pass all the subjects either in the first examination sitting at the end of each academic period or, if they are required to take a resit examination, they should achieve at least 50% in the resit examination(s). In case of a resit, the student is only entitled to the lowest pass grade. No compensation can be exercised in case of a resit.
- settle their account in full (tuition and fees, other costs/expenses incurred by the students).

Εξειδίκευση που μετρά

ΕΚΚΛΗΣΙΑΣΤΙΚΑ ΠΡΟΓΡΑΜΜΑΤΑ,  
ΣΕ ΣΥΝΕΡΓΑΣΙΑ ΜΕ



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Πτυχίο BA (Hons) Business Administration  
εξειδίκευση Accounting & Finance

- ✓ 12 ACA/ICAEW απαλλαγές
- ✓ Πρακτική εξάσκηση σε Grant Thornton (Cyprus) Ltd / KPMG Limited, Cyprus



# DIPLOMA PROGRAMMES

BUSINESS ADMINISTRATION ➔

BUSINESS COMPUTING ➔

# DIPLOMA PROGRAMMES

The Diploma programmes have been designed to fully equip the students with the intellectual abilities, appropriate skills, and understanding of the practical business environment to handle the demands of the initial stages in a business career. Equally important is the fact that the individual modules will prepare the students to effectively undertake further studies towards concluding their undergraduate education. The programmes recognise both the diversity of businesses operating within Cyprus and internationally, as well as the diversity of specialist career paths within such businesses and thus, provide an opportunity for students to select a programme of studies appropriate to their desired career path.



## ENTRY REQUIREMENTS

The following requirements are based on the Internal Regulations of the College. Students admitted to the diploma level programmes must possess one of the following:

An average of at least 55% on the school leaving certificate or a minimum of seven GCSE/GCE passes including English Language (at least two of which must be at “A” level; only grades A, B, or C are acceptable) is required for entry to the Diploma Programmes.

Candidates possessing a sixth form Secondary School Leaving Certificate with an average of at least 55% but without a satisfactory working knowledge of English will be required to pass the examinations following a four-week short course in English Language, Mathematics and Accounting before being admitted to any of the programmes offered by the College.

## GRADUATING REQUIREMENTS

Students successfully completing each year of study, must have achieved at least 50% in the coursework assessments and 50% in the final examination in each of the subjects they take. Failure or marginal failure in any of the modules is dealt with in accordance to the existing College Regulations: A failure in one element (coursework or examination) may be compensated at the discretion of the Board of Examiners provided that the average mark in the element is not less than 40%. Compensation may be given in one subject as long as the weighted average of the

two elements is not less than 50%.

In the case where the student has not achieved a passing grade (50%) in any of the subjects or is not entitled to compensation, a resit examination may be decided on by the Board. Normally, the Board may allow a student to resit two subjects per academic year.

The Diploma is awarded only if the students:

- achieve a pass status in all subjects specified by the structure of the programme (core and option modules), within the limits specified by the regulations (see relevant pages on Course Structure of Diploma Programmes). Students should pass all the subjects either in the first examination sitting at the end of each academic period or, if they are required to take a resit examination, they should achieve at least 50% in the resit examination(s). In case of a resit, the student is only entitled to the lowest passing grade. No compensation can be given in case of a resit.
- settle their account in full (tuition and fees, other costs/expenses incurred by the students).

*(Analytical details are specified in the official General College Regulations.)*

# BUSINESS ADMINISTRATION

(2 YEARS FULL-TIME OR 3  
YEARS PART-TIME, DIPLOMA)



## THE PROGRAMME

The increasing scale and complexity of business operations presents new intellectual challenges to business executives. The rapid development of new concepts and approaches in a world of rapid pace of technological and social change has opened up exciting new opportunities for business careers, based on advanced study in a selection of disciplines appropriate to the context, operations, and problems of modern businesses.

The philosophy of the programme is to provide a higher level education building up a strong basis of knowledge in subjects which will be essential for graduates seeking careers in the business sector. This basis is also designed to allow the students to receive a general business background during the first two years of their studies enabling them to receive the appropriate title of Diploma in Business Administration.

This programme combines an academic study of business as a system and organisation within society as a whole, examining the context in which business is conducted, together with a functionally-oriented study of the problem-solving, decision based techniques appropriate to business situations and the monitoring of business operations.

In addition to rigorous academic learning, however, the programme also aims for a strong vocational

thrust in terms of its content and structure. Equally important is the objective of enabling students to acquire a variety of skills (e.g. interpersonal, communication, numeracy, problem-solving, and integration skills) and to use these in appropriate business situations if they choose to join the professional business world or expand them if they choose to proceed for further studies.

The programme is also designed to be intellectually challenging to the student at all levels providing the appropriate level of intellectual development and challenge to warrant a Diploma level qualification at the conclusion of the programme as well as a sufficiently strong background for those who wish to proceed for the third and fourth year of undergraduate studies.

Overall, it is felt that these stated aims and objectives continue to be appropriate and are being achieved. It may appear from the module syllabuses that academic learning carries greater weight than application of skills and techniques but this is not the case.

Whilst the programme must show that academic study of the various modules is an essential aim of each programme to retain credibility for the qualification amongst Cypriot employers, the Cyprus government and UK professional bodies, the College is committed to making each programme highly practical for graduates in their subsequent careers.

# ANALYTICAL STRUCTURE OF P.A. COLLEGE DIPLOMA PROGRAMME: BUSINESS ADMINISTRATION

CORE MODULES	CU	ECTS	OPTION LIST	CU	ECTS
<b>Semester 1</b>					
ACC 101 - Financial Accounting	4	6	ACC 316 - Advanced Accounting Practice	4	6
CSC 101 - Computing for Business	3(4)	6	ECN 313 - Managerial Economics	3	6
ENG 101 - English Language I	5	6	FIN 301 - Financial Management	4	6
MAT 101 - Mathematics/Calculus	4	6	LAW 208 - Commercial Law	4	6
MGT 101 - Introduction to Management	3	6	MGT 312 - Operations Management	3	6
			MKT 317 - Marketing Operations	3	6
			MKT 320 - Advertising and Public Relations	3	6
<b>Semester 2</b>					
ACC 201 - Cost and Management Accounting	4	6			
ECN 101 - Introduction/Principles of Microeconomics	3	6			
ENG 102 - English Language II	5	6			
MAT 201 - Statistics I	4	6			
MGT 201 - Organisational Behaviour	3	6			
<b>Semester 3</b>					
CMS 104 - Communication and Interpersonal Skills	5	6			
ECN 102 - Introduction/Principles of Macroeconomics	3	6			
FIN 201 - Finance	4	6			
MAT 202 - Statistics II	4	6			
MKT 207 - Marketing Principles and Concepts	3	6			
<b>Semester 4</b>					
MAT 203 - Quantitative Methods for Management	3	6			
MGT 211 - Business Environment and Policy	3	6			
MGT 215 - Information Systems Management	3	6			
PLUS TWO ELECTIVES, OPTION LIST					

## CONTENTS OF EACH MODULE

The content of each module is given in the relevant section of the Prospectus.

# BUSINESS COMPUTING

(2 YEARS FULL-TIME OR  
3 YEARS PART-TIME,  
DIPLOMA)



## THE PROGRAMME

The programme is designed to equip the individual with the skills needed to pursue a range of careers relating to the analysis, design, development, and management of Information Technologies and Computers within Business and Commerce, at the appropriate diploma level.

Whilst the programme structure ensures that all students develop the necessary level of understanding and skills in the relevant areas of computing, it also seeks to develop a sound knowledge of the business operation and structures within which computing technologies are applied.

The programme aims to provide students with a broad understanding of computer hardware and software and the applications of computers in the areas of commerce, industry and the public sector. It also provides a background in organisations, business, and accounting. Wherever possible, the emphasis throughout the programme is on the practical aspects of the subject material. The necessity for good communication skills is also stressed throughout the programme and the students are required to make oral and written reports and presentations. The option selection provided in the last semester enables the students to select one module from the area of the Business or the area of the Computing depending on their personal preference.

# ANALYTICAL STRUCTURE OF P.A. COLLEGE DIPLOMA PROGRAMME:

## BUSINESS COMPUTING

CORE MODULES	CU	ECTS	OPTION LIST	CU	ECTS
<b>Semester 1</b>					
CSC 101 - Computing for Business	3(4)	6	ACC 201 - Cost and Management Accounting	4	6
CSC 120 - Programming Languages I	3	4	CSC 122 - Computer Organisation	3	6
CSC 150 - Programming Languages I-Lab	1(2)	2	CSC 310 - Operating Systems	3	6
ENG 101 - English Language I	5	6	CSC 315 - Communications Technology	3	6
MAT 101 - Mathematics/Calculus	4	6	FIN 201 - Finance	4	6
MGT 101 - Introduction to Management	3	6	MAT 210 - Discrete Mathematics	4	6
			MGT 312 - Operations Management	3	6
<b>Semester 2</b>					
CSC 110 - Computer Fundamentals	4	6			
CSC 121 - Programming Languages II	3	4			
CSC 151 - Programming Languages II-Lab	1(2)	2			
ENG 102 - English Language II	5	6			
MAT 201 - Statistics I	4	6			
MGT 201 - Organisational Behaviour	3	6			
<b>Semester 3</b>					
ACC 101 - Financial Accounting	4	6			
CMS 104 - Communication and Interpersonal Skills	5	6			
CSC 220 - Business Applications Programming I	2	4			
CSC 250 - Business Applications Programming I-Lab	1(2)	2			
CSC 319 - Database Design and Management	3	6			
MKT 207 - Marketing Principles and Concepts	3	6			
<b>Semester 4</b>					
CSC 221 - Business Applications Programming II	2	4			
CSC 251 - Business Applications Programming II-Lab	1(2)	2			
CSC 318 - Systems Analysis and Design	4	6			
MAT 203 - Quantitative Methods for Management	3	6			
MGT 215 - Information Systems Management	3	6			
PLUS ONE ELECTIVE, OPTION LIST					

## CONTENTS OF EACH MODULE

The content of each module is given in the relevant section of the Prospectus.



# HONOURS DEGREE PROGRAMMES

BUSINESS ADMINISTRATION →

BUSINESS COMPUTING →

ACCOUNTING →

BANKING →

# HONOURS DEGREE PROGRAMMES

## GENERAL INFORMATION

The increasing scale and complexity of business operations, the rapid developments in technologies, markets and societies, together with the evolution of greater international competition presents all businesses with new challenges as we progress into the 21<sup>st</sup> century, an era of global changes.

The executives of such businesses will require a sound intellectual understanding of the new concepts and approaches to analysing, planning, implementing and managing the necessary changes in the organisation to enable it to compete, both effectively and efficiently in the future dynamic environment. The successful executive will also require a high level of quantitative, computing, communication and interpersonal skills together with the ability to apply these skills, concepts and approaches in practical business situations.

The Honours Degree programmes have been designed to fully equip the student with the intellectual abilities, appropriate skills and understanding of the practical business environment needed to handle the demands of the initial stages of a business career. Equally important is the fact that the courses will equip students to effectively handle the demands of subsequent developments in their careers and provide a sound platform for the attainment of further

postgraduate academic or professional qualifications. The courses recognise both the diversity of businesses operating within Cyprus and internationally, as well as the diversity of specialist career paths within such businesses and thus, provide an opportunity for students to select a programme of studies appropriate to their desired career path.

The programmes comprise a series of core studies and optional studies.

The core studies are designed to provide an understanding of the major elements of any business; to develop an appreciation of the main theoretical and conceptual frameworks, analytical approaches and techniques; to develop the necessary skills to facilitate the application of these to problem-solving, decision-making and management in a range of practical situations. The option modules provide students the opportunity to study certain specialist subjects in greater depth.

These subjects are either appropriate to a particular career path or are of particular interest to the individual student.

An important and distinctive feature of the programmes is the integrative approach adopted to the teaching and learning processes, through the use of case studies and business simulations, which reflect the type of demands placed on the business executive.

The major core element comprises a study of strategic planning within business and the application of the concepts, approaches and techniques to the analysis, development and management of strategies in typical business situations.

The option modules are designed to provide an opportunity to study specialised areas of business activity in significant depth, either as a preparation for a chosen career in the specialised area (e.g. Marketing or Accounting, etc.) or to provide an appropriate balance of studies suitable for careers in general management and administration.

The Business Computing (4 years full-time, or 5 years part-time Bachelor of Science (Honours)) Degree programme shares a common aim of developing the knowledge, understanding, intellectual abilities and skills of the individual, appropriate to future careers in middle and senior management.

However, the programme focuses on the application, development and management of computer and information technologies within business. An appropriate range of options is provided to facilitate specialisation in a variety of areas of computer application within business and commerce.

## ENTRY REQUIREMENTS

The following requirements are based on the Internal Regulations of the College.

Students admitted to the Bachelor of Arts (BA) or Bachelor of Science (BSc) honours degree level programmes must possess one of the following:

- a) A sixth form Secondary School Leaving Certificate with an average of at least 80% and a working knowledge of English as may be demonstrated through an appropriate oral test,

or

- b) A minimum of seven GCSE/GCE passes including English Language and a numerate subject (Mathematics, Statistics or Accounting) of which at least two must be at “A” level. Only grades A, B and C are acceptable,

or

- c) Students possessing the P.A. College Certificate in Business and Information Technology or a P.A. College Diploma, having completed one of the Diploma programmes offered by the College, are entitled to be admitted to any of the College's degree level programmes, provided they achieve creditable performance as determined and assessed by the College Bodies.

or

- d) Any qualification officially deemed to be equivalent to the above.
- e) Candidates possessing a sixth form Secondary School Leaving Certificate with an average of at least 60% will be required to attend a short course of English Language, Mathematics and Statistics, and Accounting for a period of four weeks before the official commencement of the academic period. The results of the formal examination attended by the student at the end of the course will determine whether the student is admitted or not to the programme.





## GRADUATING REQUIREMENTS

Students successfully completing each period of study must have achieved at least 50% in the coursework assessments and 50% in the final examination in each of the subjects they take.

Failure or marginal failure in any of the modules is dealt with in accordance to the existing College Regulations:

A failure in one element (coursework or examination) may be compensated at the discretion of the Board of Examiners provided that the average mark in the element is not less than 40%. Compensation may be exercised in one subject as long as the weighted average of the two elements is not less than 50%.

In the case where the student has not achieved a passing grade (50%) in any of the subjects or is not entitled to compensation, a resit examination may be decided by the Board. Normally, the Board may allow a student to resit two subjects per academic year. The Internal Regulations provide students with the opportunity to retake failed modules for a second time during the next semester these will be on offer.

**The Bachelor of Arts (Hons) Degree or Bachelor of Science (Hons) Degree is awarded only if the students:**

- achieve a pass status in all subjects specified by the structure of the programme (core and option modules), within the limits specified by the regulations (see relevant pages on Course Structure of Honours Degree Programmes). Students should pass all the subjects either in the first examination sitting or, if they are required to take a resit examination, they should achieve at least 50% in the resit examination(s). In case of a resit, the student is only entitled to the lowest passing grade. No compensation can be exercised in case of a resit.
- settle their account in full (tuition and fees, other costs/expenses incurred by the students). The classification of the award is determined by the existing Internal Regulations as approved by the Ministry of Education, Culture, Sport and Youth. It is calculated using a cumulative weighted average for core and option modules attended by the students during the last two years of their full-time studies, as determined in the programme structure. (For the part-time mode, the same subjects are considered regardless of the year each subject was attended.)

*(Analytical details are specified in the official General College Regulations.)*

## CONTENTS OF EACH MODULE

The content of each module is given in the relevant section of the Prospectus.

## DEGREE PROGRAMME AIMS AND OBJECTIVES FOR:

- **BUSINESS ADMINISTRATION**
- **ACCOUNTING**
- **BANKING**

These three business related degree level programmes share similar aims and objectives as they are all designed to provide a general business background along with a strong basis of knowledge in their respective fields of specialisations. Equally important is the objective of enabling students to acquire a variety of skills (e.g. interpersonal, communications, numeracy, problem-solving, etc.) and to use these in appropriate business situations.

Another major aim of the programmes is to develop the intellectual abilities and skills of the individual, and to develop their knowledge, analytical skills and abilities to handle the range of novel situations they may encounter in their future careers or in their postgraduate studies.

The full analytical breakdown of the aims and objectives for each programme is provided in the detailed documentation of each programme.



## PROGRAMME DESCRIPTION

# BUSINESS ADMINISTRATION

(4 YEARS FULL-TIME OR 5 YEARS  
PART-TIME, BACHELOR OF ARTS  
(HONS))



The increasing scale and complexity of business operations presents new intellectual challenges to business executives. The rapid development of new concepts and approaches has opened up exciting new opportunities for business careers, based on advanced study in a selection of disciplines appropriate to the context, operations and problems of modern business.

This programme combines an academic study of business as a system and organisation within society as a whole, examining the context in which business is conducted, together with a functionally-oriented study of the problem-solving, decision-based techniques appropriate to business situations and the monitoring of business operations. An important consideration is the rapid pace of technological and social change in the career environment.

Consequently, the programme has been designed to equip the students intellectually, enabling them to handle concepts and techniques suitable for the initial period of their career, to enable them to develop further in a variety of directions and eventually to specialise in their chosen area.

This has been approached by way of the programme structure containing core disciplines and optional subjects. These provide a general framework of theory and analysis as well as the practical application of decision-oriented and monitoring techniques, within which the multi-disciplinary and inter-disciplin-

ary nature of business may be studied effectively.

This programme provides the opportunity to develop a broad range of studies in business, which will enable the individual to pursue a range of career paths in the general management and administration of business and commercial organisations.

A choice of specialised options is provided to enable greater depth of knowledge and understanding of the more common functions found in most organisations (e.g. Marketing, Accounting and Information Systems). In addition, the opportunity is provided to study the sectors of business activity appropriate to the Cyprus economy, which will provide a sound platform for the development of a career in such sectors.

The flexibility in the programme structure provides the opportunity for option pathways/ concentrations in a number of business disciplines such as:

- General Business Administration
- Accounting and Finance
- Marketing Management

This serves the personal needs and interests of individual students in the best possible manner.



# ANALYTICAL STRUCTURE OF P.A. COLLEGE DEGREE PROGRAMME: BUSINESS ADMINISTRATION

CORE MODULES	CU	ECTS	CORE MODULES	CU	ECTS
<b>Semester 1</b>			<b>Semester 5</b>		
ACC 101 - Financial Accounting	4	6	MGT 303 - Strategic Management I	4	6
CSC 101 - Computing for Business	3(4)	6	PLUS FOUR ELECTIVES, OPTION LIST 1		
ENG 101 - English Language I	5	6			
MAT 101 - Mathematics/Calculus	4	6	<b>Semester 6</b>		
MGT 101 - Introduction to Management	3	6	FIN 301 - Financial Management	4	6
			MGT 313 - Strategic Management II	4	6
<b>Semester 2</b>			PLUS THREE ELECTIVES, OPTION LIST 1		
ACC 201 - Cost and Management Accounting	4	6			
ECN 101 - Introduction/Principles of Microeconomics	3	6	<b>Semester 7</b>		
ENG 102 - English Language II	5	6	* DIS 400 - Dissertation - Part A	4	6
MAT 201 - Statistics I	4	6	PLUS FOUR ELECTIVES, OPTION LIST 2		
MGT 201 - Organisational Behaviour	3	6			
<b>Semester 3</b>			<b>Semester 8</b>		
CMS 104 - Communication and Interpersonal Skills	5	6	* DIS 401 - Dissertation - Part B	4	6
ECN 102 - Introduction/Principles of Macroeconomics	3	6	PLUS FOUR ELECTIVES, OPTION LIST 2		
FIN 201 - Finance	4	6			
MAT 202 - Statistics II	4	6			
MKT 207 - Marketing Principles and Concepts	3	6			
<b>Semester 4</b>					
ENG 103 - Introduction to Research Methods	4	6			
LAW 201 - Business Law or	4	6			
LAW 202 - Aspects of Law or	4	6			
LAW 208 - Commercial Law	4	6			
MAT 203 - Quantitative Methods for Management	3	6			
MGT 211 - Business Environment and Policy	3	6			
MGT 215 - Information Systems Management	3	6			

## OPTION LIST 1

	CU	ECTS
ACC 301 - Financial Accounting II	4	6
ACC 311 - Management Accounting I	4	6
ACC 312 - Principles of Taxation	3	6
ACC 313 - Principles of Taxation (U.K.)	3	6
ACC 315 - Auditing I	3	6
ACC 316 - Advanced Accounting Practice	4	6
ACC 321 - Management Accounting II	3	6
ACC 322 - Taxation Theory and Practice	4	6
ACC 323 - Taxation Theory and Practice (U.K.)	4	6
ACC 325 - Auditing II	4	6
CSC 312 - Business Information Systems	3	6
CSC 318 - Systems Analysis and Design	4	6
CSC 319 - Database Design and Management	3	6
ECN 313 - Managerial Economics	3	6
FIN 311 - Advanced Financial Management	3	6
FIN 312 - Financial Markets	3	6
FIN 313 - International Finance	3	6
MAT 314 - Statistics and Operations Research	3	6
MGT 312 - Operations Management	3	6
MGT 315 - Human Resource Management I	3	6
MGT 316 - Organisations and Management	3	6
MGT 320 - Innovation, Creativity and Enterprise Development I	3	6
MGT 321 - Entrepreneurship and the Small Business I	3	6
MGT 322 - Contemporary Management: Themes and Issues I	3	6
MGT 323 - Business Ethics and Corporate Social Responsibility I	3	6
MKT 317 - Marketing Operations	3	6
MKT 320 - Advertising and Public Relations	3	6
MKT 321 - Global Marketing	3	6
MKT 322 - Marketing Management	3	6
MKT 323 - Product and Brand Management	3	6
MKT 324 - Marketing Research	3	6
MKT 325 - Personal Selling and Sales Management	3	6

## OPTION LIST 2

	CU	ECTS
ACC 403 - Financial Accounting and Reporting	5	6
ACC 404 - Audit and Assurance I	5	6
ACC 405 - Advanced Financial Reporting Practice	5	6
ACC 411 - Advanced Management Accounting	4	6
ACC 412 - Tax Compliance I	5	6
ACC 413 - Corporate Reporting	4	6
ACC 414 - Audit and Assurance II	5	6
ACC 415 - Tax Planning Applications	4	6
ACC 422 - Tax Compliance II	5	6
ACC 432 - Business Planning - Taxation I	5	6
ACC 433 - Business Planning - Taxation II	5	6
CSC 411 - Information Technologies and Services	3	6
CSC 422 - Accounting Information Systems	3	6
CSC 438 - Advanced Systems Analysis and Design	3	6
FIN 401 - Investment	4	6
FIN 402 - International Trade Finance	4	6
FIN 403 - Corporate Finance	4	6
FIN 404 - International Financial Management	4	6
MGT 415 - Human Resource Management II	3	6
MGT 416 - E-Business Management	4	6
MGT 418 - Advanced Management and Strategies	3	6
MGT 420 - Innovation, Creativity and Enterprise Development II	4	6
MGT 421 - Entrepreneurship and the Small Business II	4	6
MGT 422 - Contemporary Management: Themes and Issues II	4	6
MGT 423 - Business Ethics and Corporate Social Responsibility II	4	6
MGT 424 - Tourism Management	3	6
MKT 401 - Strategic Marketing Management I	3	6
MKT 402 - Retailing of Financial Services	3	6
MKT 403 - Financial Services Marketing	3	6
MKT 404 - Retailing and Distribution	3	6
MKT 405 - Marketing Communications	3	6
MKT 406 - Consumer Behaviour	3	6
MKT 407 - Internet Marketing	4(5)	6
MKT 408 - Sports Marketing	3	6
MKT 409 - Services Marketing	3	6
MKT 411 - Strategic Marketing Management II	3	6

### Notes:

All modules on the part time mode, spreading over 10 semesters (four subjects/semester), carry 3 credits.

\* Non-honours candidates can make alternative selection from the Electives List 2, for minimum the same number of credits.

## PROGRAMME DESCRIPTION

# BUSINESS COMPUTING

(4 YEARS FULL-TIME OR 5 YEARS  
PART-TIME, BACHELOR OF  
SCIENCE (HONS))



## AIMS AND OBJECTIVES

The programme aims to provide a broad understanding of computer hardware and software and the applications of computers in the areas of commerce, industry and the public sector. It also provides a background in business, organisations and accounting. Wherever possible the emphasis throughout the programme is on the practical aspects of the subject material. The necessity for good communication skills is also stressed and an important part of the programme is the Systems Analysis and Design units in which students are required to make oral and written reports and presentations.

The programme is designed to equip the individual with the skills to pursue a range of careers relating to

the analysis, design, development and management of Information Technologies and Computers within Business and Commerce.

Whilst the course structure ensures that all students develop the necessary level of understanding and skills in the relevant areas of computing, it also seeks to develop a sound knowledge of the business operation and structures within which computing technologies are applied. The options available permit the orientation of studies towards the more technical areas of Information Systems and Computers in organisations or Management aspects of business organisations.

# ANALYTICAL STRUCTURE OF P.A. COLLEGE DEGREE PROGRAMME:

## BUSINESS COMPUTING

CORE MODULES	CU	ECTS	CORE MODULES	CU	ECTS
<b>Semester 1</b>			<b>Semester 5</b>		
CSC 101 - Computing for Business	3(4)	6	CSC 319 - Database Design and Management	3	6
CSC 120 - Programming Languages I	3	4	CSC 358 - SAD Project Implementation	3(4)	6
CSC 150 - Programming Languages I-Lab	1(2)	2	MKT 207 - Marketing Principles and Concepts	3	6
ENG 101 - English Language I	5	6	PLUS TWO ELECTIVES, OPTION LIST 1 or 2		
MAT 101 - Mathematics/Calculus	4	6			
MGT 101 - Introduction to Management	3	6			
<b>Semester 2</b>			<b>Semester 6</b>		
CSC 110 - Computer Fundamentals	4	6	CSC 329 - Database Systems	3	6
CSC 121 - Programming Languages II	3	4	ENG 103 - Introduction to Research Methods	4	6
CSC 151 - Programming Languages II-Lab	1(2)	2	MGT 312 - Operations Management	3	6
ENG 102 - English Language II	5	6	PLUS TWO ELECTIVES, OPTION LIST 1 or 2		
MAT 201 - Statistics I	4	6			
MGT 201 - Organisational Behaviour	3	6			
<b>Semester 3</b>			<b>Semester 7</b>		
ACC 101 - Financial Accounting	4	6	* DIS 400 - Dissertation - Part A	4	6
CMS 104 - Communication and Interpersonal Skills	5	6	MGT 303 - Strategic Management I	4	6
CSC 220 - Business Applications Programming I	2	4	PLUS THREE ELECTIVES, OPTION LIST 2		
CSC 250 - Business Applications Programming I-Lab	1(2)	2			
CSC 211 - Data Structures and Algorithms	4	6			
MAT 210 - Discrete Mathematics	4	6			
<b>Semester 4</b>			<b>Semester 8</b>		
CSC 122 - Computer Organisation	3	6	* DIS 401 - Dissertation - Part B	4	6
CSC 221 - Business Applications Programming II	2	4	MGT 313 - Strategic Management II	4	6
CSC 251 - Business Applications Programming II-Lab	1(2)	2	PLUS THREE ELECTIVES, OPTION LIST 2		
CSC 318 - Systems Analysis and Design	4	6			
MAT 203 - Quantitative Methods for Management	3	6			
MGT 215 - Information Systems Management	3	6			

## OPTION LIST 1

	CU	ECTS
ACC 201 - Cost and Management Accounting	4	6
CSC 310 - Operating Systems	3	6
CSC 311 - Distributed Systems	3	6
CSC 313 - Logic Programming (MAT 210-Prerequisite)	3	6
CSC 315 - Communications Technology	3	6
CSC 321 - Programming Languages III	3	4
CSC 322 - Programming Languages IV	3	4
CSC 323 - Internet Programming I	2	4
CSC 324 - Internet Programming II	2	4
CSC 351 - Programming Languages III-Lab	1(2)	2
CSC 352 - Programming Languages IV-Lab	1(2)	2
CSC 353 - Internet Programming I-Lab	1(2)	2
CSC 354 - Internet Programming II-Lab	1(2)	2
FIN 201 - Finance	4	6
MAT 314 - Statistics and Operations Research	3	6
MGT 211 - Business Environment and Policy	3	6
MKT 317 - Marketing Operations (MKT 207-Prerequisite)	3	6

## OPTION LIST 2

	CU	ECTS
ACC 311 - Management Accounting I	4	6
ACC 321 - Management Accounting II (ACC 311-Prerequisite)	3	6
CSC 310 - Operating Systems	3	6
CSC 311 - Distributed Systems	3	6
CSC 313 - Logic Programming	3	6
CSC 315 - Communications Technology	3	6
CSC 401 - Strategic Information Technology Management	3	6
CSC 402 - Human Computer Interaction I	3	6
CSC 403 - Software Development Strategies and Tools	4	6
CSC 404 - Computer Networks (CSC 315-Prerequisite)	3	6
CSC 405 - Software Engineering	4	6
CSC 406 - Compilers Design	3	6
CSC 407 - Artificial Intelligence (CSC 313-Prerequisite)	4	6
CSC 408 - Computer Graphics (CSC 321-Prerequisite)	4	6
CSC 409 - E-Business Technologies	3	6
CSC 411 - Information Technologies and Services	3	6
CSC 412 - Human Computer Interaction II (CSC 402-Prerequisite)	3	6
CSC 422 - Accounting Information Systems	3	6
CSC 438 - Advanced Systems Analysis and Design	3	6
FIN 301 - Financial Management (FIN 201-Prerequisite)	4	6
MAT 314 - Statistics and Operations Research	3	6
MGT 315 - Human Resource Management I	3	6
MGT 415 - Human Resource Management II (MGT 315-Prerequisite)	3	6
MGT 424 - Tourism Management	3	6
MKT 322 - Marketing Management (MKT 317-Prerequisite)	3	6

### Notes:

All 3 or 4 credit modules carry 3 credits on the part-time mode with the exception of CSC 220, CSC 221, CSC 323 and CSC 324 which carry 2 credits each. Lab sessions carry 1 credit each for 2 lab contact periods.

\* Non-honours candidates can make an alternative selection from the Electives List 2, for minimum the same number of credits.

## PROGRAMME DESCRIPTION

# ACCOUNTING

(4 YEARS FULL-TIME OR 5 YEARS PART-TIME, BACHELOR OF ARTS (HONS))



This programme has been designed for students intending to pursue a career in accounting, financial management, or in any other area where financial information and decisions are a central element.

The objective is for students to acquire a broad-based education which will provide a good starting point for the students' later professional work and studies. In addition, students will receive an academic base to which problems arising in their later professional work can be referred, as well as a way of thinking that will help them to meet the challenges of new ideas and problems.

The philosophy of the programme is to provide a higher level education building up a strong basis of knowledge in subjects which will be essential for graduates seeking careers in accounting. This basis is also designed to allow the students to receive a general business background during the first two years of their studies.

In addition to rigorous academic learning, however, the programme also aims for a strong vocational thrust in terms of its content and structure. Equally important is the objective of enabling students to

acquire a variety of skills (e.g. interpersonal, communication, numeracy, problem-solving, and integration skills) and to use these in appropriate business situations.

This programme of studies is also designed to be intellectually challenging to the student at all levels providing the appropriate level of intellectual development and challenge to warrant an honours degree qualification at the conclusion of the programme as well as a sufficiently strong background for those who wish to proceed for postgraduate studies or to undertake professional studies in their specialisation. Overall, it is felt that these stated aims and objectives continue to be appropriate and are being achieved. It may appear from the module syllabi that academic learning carries greater weight than application of skills and techniques but this is not the case.

Whilst the programme of studies must show that academic study of subjects is an essential aim of each programme to retain credibility for the qualification amongst Cypriot employers, the Cyprus government and UK professional bodies, the College is committed to making each programme highly practical for graduates in their subsequent careers.

# ANALYTICAL STRUCTURE OF P.A. COLLEGE DEGREE PROGRAMME:

## ACCOUNTING

CORE MODULES	CU	ECTS	CORE MODULES	CU	ECTS
<b>Semester 1</b>			<b>Semester 5</b>		
ACC 101 - Financial Accounting	4	6	ACC 311 - Management Accounting I	4	6
CSC 101 - Computing for Business	3(4)	6	ACC 312 - Principles of Taxation	3	6
ENG 101 - English Language I	5	6	ACC 315 - Auditing I	3	6
MAT 101 - Mathematics/Calculus	4	6	MGT 303 - Strategic Management I	4	6
MGT 101 - Introduction to Management	3	6	MKT 207 - Marketing Principles and Concepts	3	6
<b>Semester 2</b>			<b>Semester 6</b>		
ACC 201 - Cost and Management Accounting	4	6	ACC 321 - Management Accounting II	3	6
ECN 101 - Introduction/Principles of Microeconomics	3	6	ACC 322 - Taxation Theory and Practice	4	6
ENG 102 - English Language II	5	6	ACC 325 - Auditing II	4	6
MAT 201 - Statistics I	4	6	FIN 301 - Financial Management	4	6
MGT 201 - Organisational Behaviour	3	6	MGT 313 - Strategic Management II	4	6
<b>Semester 3</b>			<b>Semester 7</b>		
ACC 316 - Advanced Accounting Practice	4	6	ACC 403 - Financial Accounting and Reporting	5	6
CMS 104 - Communication and Interpersonal Skills	5	6	ACC 404 - Audit and Assurance I	5	6
ECN 102 - Introduction/Principles of Macroeconomics	3	6	* DIS 400 - Dissertation - Part A	4	6
FIN 201 - Finance	4	6	FIN 403 - Corporate Finance	4	6
MAT 202 - Statistics II	4	6	PLUS ONE ELECTIVE, OPTION LIST		
<b>Semester 4</b>			<b>Semester 8</b>		
ENG 103 - Introduction to Research Methods	4	6	ACC 415 - Tax Planning Applications	4	6
LAW 208 - Commercial Law	4	6	* DIS 401 - Dissertation - Part B	4	6
MAT 203 - Quantitative Methods for Management	3	6	PLUS THREE ELECTIVES, OPTION LIST		
MGT 211 - Business Environment and Policy	3	6			
MGT 215 - Information Systems Management	3	6			

continued on next page



## OPTION LIST

	CU	ECTS
ACC 405 - Advanced Financial Reporting Practice	5	6
ACC 411 - Advanced Management Accounting	4	6
ACC 413 - Corporate Reporting	4	6
CSC 411 - Information Technologies and Services	3	6
CSC 422 - Accounting Information Systems	3	6
FIN 401 - Investment	4	6
FIN 402 - International Trade Finance	4	6
FIN 404 - International Financial Management	4	6
MGT 315 - Human Resource Management I	3	6
MGT 415 - Human Resource Management II	3	6
MGT 416 - E-Business Management	4	6
MKT 402 - Retailing of Financial Services	3	6
MKT 403 - Financial Services Marketing	3	6

### Notes:

*All modules on the part-time mode, spreading over 10 semesters (four subjects/semester), carry 3 credits.*

*\* Non-honours candidates can make an alternative selection from the Electives List for minimum the same number of credits.*

## PROGRAMME DESCRIPTION

# BANKING

(4 YEARS FULL-TIME OR 5 YEARS PART-TIME, BACHELOR OF ARTS (HONS))



This programme of study is designed so that students receive a solid educational background in business, which could be expanded with the undertaking of higher level studies. At the same time, students may choose to pursue a career in Banking or the Financial Services sector. The selection of specific options as provided in the programme structure will enable the students to acquire specialist knowledge on matters pertaining to the management of the Financial Services sector, whereas exemptions from professional bodies may help the candidate to acquire a professional qualification/title.

The philosophy of the programme is to provide a higher level education building up a strong basis of knowledge in subjects which will be essential for graduates seeking careers in the finance and banking sectors. This basis is also designed to allow the students to receive a general business background during the first two years of their studies.

In addition to rigorous academic learning, however, the programme also aims for a strong vocational thrust in terms of its content and structure. Equally important is the objective of enabling students to acquire a variety of skills (e.g. interpersonal, communication, numeracy, problem-solving, and integra-

tion skills) and to use these in appropriate business situations.

This programme of studies is also designed to be intellectually challenging to the student at all levels providing the appropriate level of intellectual development and challenge to warrant an honours degree qualification at the conclusion of the programme as well as a sufficiently strong background for those who wish to proceed for postgraduate studies or to undertake professional studies in their specialisation.

Overall, it is felt that these stated aims and objectives continue to be appropriate and are being achieved. It may appear from the module syllabi that academic learning carries greater weight than application of skills and techniques but this is not the case.

Whilst the programme of studies must show that academic study of subjects is an essential aim of each programme to retain credibility for the qualification amongst Cypriot employers, the Cyprus government and UK professional bodies, the College is committed to making each programme highly practical for graduates in their subsequent careers.



# ANALYTICAL STRUCTURE OF P.A. COLLEGE DEGREE PROGRAMME: BANKING

CORE MODULES	CU	ECTS	CORE MODULES	CU	ECTS
<b>Semester 1</b>			<b>Semester 5</b>		
ACC 101 - Financial Accounting	4	6	ACC 311 - Management Accounting I	4	6
CSC 101 - Computing for Business	3(4)	6	FIN 301 - Financial Management	4	6
ENG 101 - English Language I	5	6	FIN 312 - Financial Markets	3	6
MAT 101 - Mathematics/Calculus	4	6	MGT 303 - Strategic Management I	4	6
MGT 101 - Introduction to Management	3	6	PLUS ONE ELECTIVE, OPTION LIST		
<b>Semester 2</b>			<b>Semester 6</b>		
ACC 201 - Cost and Management Accounting	4	6	ACC 316 - Advanced Accounting Practice	4	6
ECN 101 - Introduction/Principles of Microeconomics	3	6	ACC 321 - Management Accounting II	3	6
ENG 102 - English Language II	5	6	FIN 311 - Advanced Financial Management	3	6
MAT 201 - Statistics I	4	6	FIN 313 - International Finance	3	6
MGT 201 - Organisational Behaviour	3	6	MGT 313 - Strategic Management II	4	6
<b>Semester 3</b>			<b>Semester 7</b>		
CMS 104 - Communication and Interpersonal Skills	5	6	ACC 403 - Financial Accounting and Reporting	5	6
ECN 102 - Introduction/Principles of Macroeconomics	3	6	* DIS 400 - Dissertation - Part A	4	6
FIN 201 - Finance	4	6	FIN 401 - Investment	4	6
MAT 202 - Statistics II	4	6	PLUS TWO ELECTIVES, OPTION LIST		
MKT 207 - Marketing Principles and Concepts	3	6	<b>Semester 8</b>		
<b>Semester 4</b>			* DIS 401 - Dissertation - Part B	4	6
ENG 103 - Introduction to Research Methods	4	6	MKT 403 - Financial Services Marketing	3	6
LAW 208 - Commercial Law	4	6	PLUS THREE ELECTIVES, OPTION LIST		
MAT 203 - Quantitative Methods for Management	3	6			
MGT 211 - Business Environment and Policy	3	6			
MGT 215 - Information Systems Management	3	6			

## OPTION LIST

	CU	ECTS
ACC 312 - Principles of Taxation	3	6
ACC 322 - Taxation Theory and Practice	4	6
ACC 405 - Advanced Financial Reporting Practice	5	6
ACC 411 - Advanced Management Accounting	4	6
ACC 415 - Tax Planning Applications	4	6
ACC 413 - Corporate Reporting	4	6
CSC 411 - Information Technologies and Services	3	6
CSC 422 - Accounting Information Systems	3	6
FIN 402 - International Trade Finance	4	6
FIN 403 - Corporate Finance	4	6
FIN 404 - International Financial Management	4	6
MGT 315 - Human Resource Management I	3	6
MGT 415 - Human Resource Management II	3	6
MGT 416 - E-Business Management	4	6
MGT 418 - Advanced Management and Strategies	3	6
MKT 402 - Retailing of Financial Services	3	6
MKT 404 - Retailing and Distribution	3	6
MKT 409 - Services Marketing	3	6

### Notes:

*All modules on the part time mode, spreading over 10 semesters (four subjects/semester), carry 3 credits.*

*\* Non-honours candidates can make an alternative selection from the Electives List for minimum the same number of credits.*

## CONTENTS OF EACH SUBJECT

### (In Numerical Order)

**SYLLABUS CODE: ACC 101**

**SYLLABUS TITLE: FINANCIAL ACCOUNTING**

**NUMBER OF CREDITS: 4**

This unit concentrates in depth on the basics of the double entry system and on recording, processing and reporting business transactions and events.

In addition, this unit covers the use of the trial balance, the identification and correction of errors and the preparation of financial statements.

**SYLLABUS CODE: CSC 101**

**SYLLABUS TITLE: COMPUTING FOR BUSINESS**

**NUMBER OF CREDITS: 3(4)**

This unit is designed to help students achieve a basic skill level in several software products and also develop an understanding of how information is used as a resource in the information society.

**SYLLABUS CODE: ECN 101**

**SYLLABUS TITLE: INTRODUCTION/ PRINCIPLES OF MICROECONOMICS**

**NUMBER OF CREDITS: 3**

Introduction to Microeconomics offers the student the opportunity to study the economic behaviour of individual decision-making units such as consumers, resource owners, and business firms in a free-enterprise economy. Microeconomic theory presents, in a systematic way, some of the basic analytical techniques or “tools of analysis” of economics.

The ultimate goal is to employ economic theory to understand the contemporary world, and that will

be achieved through applications. Applications will help the student recognise both the relevance of the principles of economics to his/her life and the way that theory can be used to explain how the world works. Examples will be taken from the US, the UK, and Cyprus economies.

**SYLLABUS CODE: ENG 101**

**SYLLABUS TITLE: ENGLISH LANGUAGE I**

**NUMBER OF CREDITS: 5**

The primary purpose of this module is to provide students with a comprehensive knowledge of the English language as well as to introduce students to the basic aspects of academic writing. Although the course covers all four skills (listening, reading, speaking and writing), it intends to particularly focus on listening and reading skills. There will be heavy emphasis on grammar and sentence construction which will enable students to write coherently as well as meaningfully. The course also aims to provide a strong foundation for ENG 102, in which the emphasis will be on different types of academic writing and the effective use of such language in terms of accuracy of expression for coursework assignments. Additionally, the students will be guided through the various study methods required to help them leap from the school system to the more independent demands of college education.

**SYLLABUS CODE: LAW 101**

**SYLLABUS TITLE: CRIMINAL LAW I**

**NUMBER OF CREDITS: 4**

This module deals with wrong-doings against the state and punishable by the state. The student acquires knowledge in a number of legal areas and will learn to formulate meaningful legal arguments.

The module includes analysis of the numerous statutory crimes that exist, descriptions of the rules of procedure which must be adopted by the prosecution bodies that deal with these cases, and finally give details of the various punishments that exist for each criminal act.

**SYLLABUS CODE: MAT 101**

**SYLLABUS TITLE: MATHEMATICS/  
CALCULUS**

**NUMBER OF CREDITS: 4**

The goal of this unit is to enable students to understand the fundamental themes of the differential and integral calculus, to master the principal techniques associated with these results, and to apply these techniques and theories to the solution of real problems.

**SYLLABUS CODE: MGT 101**

**SYLLABUS TITLE: INTRODUCTION TO  
MANAGEMENT**

**NUMBER OF CREDITS: 3**

The purpose of this course is to provide students with an understanding of the nature and role of management in an organisation. The course is structured around the major management functions of planning, organising, leading and controlling. The study of management theory is linked with application exercises, needed for practicing informed decision-making. Theory and applications aim to assist students to develop the management skills necessary in any organisation, whether it is a for-profit or not-for-profit venture, a small business or a large corporation. Concepts include social and ethical responsibility, organisational structure and culture, leadership behaviour, employee motivation and performance,

control management, and management decision-making tools.

**SYLLABUS CODE: ECN 102**

**SYLLABUS TITLE: INTRODUCTION/  
PRINCIPLES OF MACROECONOMICS**

**NUMBER OF CREDITS: 3**

Introduction to Macroeconomics provides an understanding of the behaviour of entire economies, no matter how small. Students are introduced to important macroeconomic concepts, such as recessions and booms, unemployment, aggregate demand, inflation, and gross national product. Macroeconomic analysis will not be constrained by country boundaries.

Instead, students will also gain an appreciation of the role of world economy by studying international financial and monetary systems, exchange rates, etc. Examples from the US, the UK, and Cyprus economies will facilitate an in-depth understanding of macroeconomic concepts.

**SYLLABUS CODE: ENG 102**

**SYLLABUS TITLE: ENGLISH LANGUAGE II  
NUMBER OF CREDITS: 5**

The main purpose of this module is to develop the knowledge and skills acquired in the first semester with heavier emphasis on writing, by using more complex grammatical and lexical structure. The course will provide students with the opportunity to develop a range of styles in writing and treatment of text. In addition, the focus of this course is on applied knowledge and techniques, following on from the basic foundation they attained in ENG 101.

**SYLLABUS CODE: LAW 102**

**SYLLABUS TITLE: LAW OF CONTRACT I**

**NUMBER OF CREDITS: 4**

This course deals with the branch of Civil Law which determines whether a promise is legally enforceable. It outlines the factors necessary for a contract to be legally enforceable. It further details the factors that can invalidate contracts and gives an account of the consequences and remedies available for any break of a contractual promise.

**SYLLABUS CODE: ENG 103**

**SYLLABUS TITLE: INTRODUCTION TO RESEARCH METHODS**

**NUMBER OF CREDITS: 4**

In this module, the emphasis on grammar and comprehension practice will be lessened to make space for a greater concentration on applicational skills. This is an introductory course to research methods. Students will be introduced to basic concepts of research and investigation including research design, data collection and data analysis. Using the study methods learned in the first year, the students will be guided through the various research methods demanded at this stage of the course and, more importantly, towards completing the requirements of the final year modules.

**SYLLABUS CODE: LAW 103**

**SYLLABUS TITLE: PUBLIC LAW I**

**NUMBER OF CREDITS: 4**

This module concerns two major areas of Law: Constitutional and Administrative. The former body of law deals with the rules which regulate the structure of the principal organs of government and their

relationship to one another. Administrative law is the body of legal principles which concerns the rights and duties that arise due to the impact upon the individual of the actual functioning of the executive instruments of government.

**SYLLABUS CODE: CMS 104**

**SYLLABUS TITLE: COMMUNICATION AND INTERPERSONAL SKILLS**

**NUMBER OF CREDITS: 5**

This unit is designed to further develop the communication and interpersonal skills acquired in the course. The student will be introduced more specifically to the techniques of business correspondence and professional, communicative English.

**SYLLABUS CODE: LAW 104**

**SYLLABUS TITLE: LEGAL SYSTEM AND METHODS**

**NUMBER OF CREDITS: 3**

This module looks at the structure of the legal system and the hierarchy and functions of the various aspects of law. Further it looks at the methods adopted by the courts when making decisions and assessing remedies.

**SYLLABUS CODE: LAW 105**

**SYLLABUS TITLE: LAW OF TORT**

**NUMBER OF CREDITS: 5**

The module deals with civil wrongs that are not exclusive breaches of contract. It looks at acts which cause harm to a determinant person as the result of a break of legal duty and also deals with the effects and remedies of such actions.



**SYLLABUS CODE: CSC 110**  
**SYLLABUS TITLE: COMPUTER FUNDAMENTALS**

**NUMBER OF CREDITS: 4**

This unit is intended to give good grounds on the various types and operations of computer systems. Computer system hardware will be examined in depth and therefore give to students an understanding of how a computer works and how it can communicate with the various peripherals. Furthermore, how the integration of several computers can form a computer network.

**SYLLABUS CODE: LAW 111**  
**SYLLABUS TITLE: CRIMINAL LAW II**  
**NUMBER OF CREDITS: 3**

This module deals with wrong-doings against the state and punishable by the state. The student acquires knowledge in a number of legal areas and will learn to formulate meaningful legal arguments. The module will include analysis of the numerous statutory crimes that exist, descriptions of the rules of procedure which must be adopted by the prosecution bodies that deal with these cases, and finally give details of the various punishments that exist for each criminal act.

**SYLLABUS CODE: LAW 112**  
**SYLLABUS TITLE: LAW OF CONTRACT II**  
**NUMBER OF CREDITS: 4**

This course deals with the branch of Civil Law which determines whether a promise is legally enforceable. It outlines the factors necessary for a contract to be legally enforceable. It further details the factors that can invalidate contracts and gives an account of the

consequences and remedies available for any break of a contractual promise.

**SYLLABUS CODE: LAW 113**  
**SYLLABUS TITLE: PUBLIC LAW II**  
**NUMBER OF CREDITS: 3**

This module concerns two major areas of Law: Constitutional and Administrative. The former body of law deals with the rules which regulate the structure of the principal organs of government and their relationship to one another. Administrative law is the body of legal principles which concerns the rights and duties that arise due to the impact upon the individual of the actual functioning of the executive instruments of government.

**SYLLABUS CODE: CSC 120**  
**SYLLABUS TITLE: PROGRAMMING LANGUAGES I**  
**NUMBER OF CREDITS: 3**

This unit is intended to introduce students to structured programming. Students are exposed to a scientific programming language and expected to undertake a considerable amount of practical work.

**SYLLABUS CODE: CSC 121**  
**SYLLABUS TITLE: PROGRAMMING LANGUAGES II**  
**NUMBER OF CREDITS: 3**

This unit is intended to give students a solid foundation in object-oriented design and programming concepts. Due to the nature of the course, students are expected to undertake a considerable amount of practical work.

**SYLLABUS CODE: CSC 122**  
**SYLLABUS TITLE: COMPUTER ORGANISATION**  
**NUMBER OF CREDITS: 3**

This module covers the basic principles of data representation, digital logic design, Boolean algebra and provides an introduction to the functional relationship between the hardware and the software components of a computer system. It continues with an introduction to the Assembly Programming Language. Due to the last part of the course, considerable amount of practical work is expected by the students.

**SYLLABUS CODE: CSC 150**  
**SYLLABUS TITLE: PROGRAMMING LANGUAGES I-LAB**  
**NUMBER OF CREDITS: 1(2)**

The aim of this unit is to provide a practical implementation of the objectives of CSC 120 unit. Students will be required to implement the theory/concepts taught in class in a scientific programming language.

**SYLLABUS CODE: CSC 151**  
**SYLLABUS TITLE: PROGRAMMING LANGUAGES II-LAB**  
**NUMBER OF CREDITS: 1(2)**

The aim of this unit is to provide a practical implementation of the objectives of CSC 121 unit. Students will be required to implement the theory/concepts taught in class in an object-oriented programming language.

**SYLLABUS CODE: ACC 201**  
**SYLLABUS TITLE: COST AND MANAGEMENT ACCOUNTING**  
**NUMBER OF CREDITS: 4**

This course is designed to provide a thorough understanding of the principles and methods on which cost and management accounting is based.

It gives students an insight into the practical financial problems that a firm faces in controlling resources and places them into a series of realistic situations. The course mainly examines the role of cost and management accounting in providing information to managers for decision-making, planning and control.

**SYLLABUS CODE: FIN 201**  
**SYLLABUS TITLE: FINANCE**  
**NUMBER OF CREDITS: 4**

This unit is mainly an introduction to the fundamental course of Finance. The primary objective is to provide students with a sound understanding and critical appreciation of the principles of Finance. The course describes both the theory and practice of financial decision-making by corporations, and shows how financial theory can be used to address practical problems and illuminate institutional aspects of the financial world. The course emphasises the valuation of financial assets in a risk-return framework and it aims to assist students to understand how capital markets operate.

**SYLLABUS CODE: LAW 201**  
**SYLLABUS TITLE: BUSINESS LAW**  
**NUMBER OF CREDITS: 4**

This module introduces the student to the basic legal system of the U.K. and its importance in business situations and where possible focuses on similar



cypriot legislation. Legal issues will be outlined and their applications will be discussed. Students will also be expected to apply their knowledge on certain topics in theoretical scenarios.

**SYLLABUS CODE: MAT 201**

**SYLLABUS TITLE: STATISTICS I**

**NUMBER OF CREDITS: 4**

The purpose of this unit is to build the foundation of theoretical statistics from the first principles of probability theory. Starting from the basics of probability, the theory of statistical inference will be developed using techniques, definitions and concepts that are statistical and are natural extensions and consequences of previous concepts. Therefore, the primary objective of this unit is to introduce students to variability and uncertainty and how to cope with them when drawing inference from observed data. Students will have a hand on approach through practical experience with a spreadsheet analysis package.

**SYLLABUS CODE: MGT 201**

**SYLLABUS TITLE: ORGANISATIONAL BEHAVIOUR**

**NUMBER OF CREDITS: 3**

This module aims to give students some theoretical knowledge and understanding in the areas of people and communication in the context of business activity. Students will acquire confidence in group situations through active practical application of principles learnt throughout the module.

A significant number of points will be reached by the students themselves through case study work.

**SYLLABUS CODE: LAW 202****SYLLABUS TITLE: ASPECTS OF LAW****NUMBER OF CREDITS: 4**

This module introduces and develops the knowledge of the student in many of the legal issues relevant to the business world.

The student acquires knowledge in a number of legal areas and will learn to formulate meaningful legal arguments. This involves the interpretation and in some cases construction of legal documents to give an appreciation of the effects of such documents to the parties involved. The module aims to assist in the acquisition of problem-solving and communication skills especially in potentially antagonistic situations.

**SYLLABUS CODE: MAT 202****SYLLABUS TITLE: STATISTICS II****NUMBER OF CREDITS: 4**

This unit provides a continuation of the concepts taught in Statistics I (MAT 201). Based on the theory built up to this point, new material will be introduced in more depth. Apart from parametric statistics, non-parametric methods and tests will be taught. Categorical data will be investigated as well as sampling methods. This module is suitable for students with some probability background, who would be able to understand the central core of statistical inference. The techniques covered in this unit are ones that are used in consulting and are helpful in analysing and inferring from actual problems.

**SYLLABUS CODE: MAT 203****SYLLABUS TITLE: QUANTITATIVE METHODS FOR MANAGEMENT****NUMBER OF CREDITS: 3**

This unit provides a further understanding of the

statistical tools necessary for analysing and presenting data, elements of decision making and constructing mathematical models, which can be applied in a business environment.

The unit provides students with a firm basis of quantitative and analytical abilities which will be utilised in more complex decision making aspects in concurrent and subsequent modules on the course.

**SYLLABUS CODE: MKT 207****SYLLABUS TITLE: MARKETING PRINCIPLES AND CONCEPTS****NUMBER OF CREDITS: 3**

This module introduces students to marketing, the marketing environment, strategic planning, marketing research, and the role of marketing in business today. It gives students the basic concepts of marketing and also prepares them to apply the theory taught in class in a variety of real life situations. Besides, it is the foundation on which to develop the operational skills of the next year module. Students are reinforced through class discussions to apply the concepts of Marketing in the Cypriot market.

**SYLLABUS CODE: LAW 208****SYLLABUS TITLE: COMMERCIAL LAW****NUMBER OF CREDITS: 4**

This module introduces and develops the knowledge of the student in many of the legal issues relevant to the business world. The student acquires knowledge in a number of legal areas and will learn to formulate meaningful legal arguments. This involves the interpretation and in some cases construction of legal documents to give an appreciation of the effects of such documents to the parties involved. The module aims to assist in the acquisition of problem-solving and communication skills especially in potentially antagonistic situations.



**SYLLABUS CODE: MAT 210**  
**SYLLABUS TITLE: DISCRETE MATHEMATICS**  
**NUMBER OF CREDITS: 4**

The goal of this unit is to enable students to understand the fundamental themes of discrete mathematics, develop problem-solving skills associated with these themes and apply them to the study of computer science – especially in Logic, Artificial Intelligence and Data Structures & Algorithms.

**SYLLABUS CODE: CSC 211**  
**SYLLABUS TITLE: DATA STRUCTURES AND ALGORITHMS**  
**NUMBER OF CREDITS: 4**

This unit introduces the Business Computing students to the importance and use of data structures in computer systems. Many areas are covered regarding basic and advanced data structure concepts such as stacks, queues, linked lists, binary search



trees etc. These programming concepts are then integrated using the appropriate language as the programming and implementation vehicle. It gives the basics for the design and implementation of algorithm programs. It assumes previous knowledge of programming concepts. Due to its nature, students are expected to undertake a considerable amount of practical work.

**SYLLABUS CODE: MGT 211**  
**SYLLABUS TITLE: BUSINESS ENVIRONMENT AND POLICY**  
**NUMBER OF CREDITS: 3**

Business Environment and Policy enables students to identify and analyse the influence of changing environmental forces on the business unit, the reactions of the business unit to such changes, and also, the influence of business unit policies onto the environment.

By examining the business environment at different levels (i.e. operating, industry, and remote) and at different geo-political scales (i.e. local, national, supranational - with particular reference to EU policies - and global), the student will become aware of the great number of factors that may influence business unit activity. Examples from the UK and Cyprus will provide an in-depth understanding of the role, importance and relationship between environmental factors and the business unit.

**SYLLABUS CODE: MGT 215**  
**SYLLABUS TITLE: INFORMATION SYSTEMS MANAGEMENT**  
**NUMBER OF CREDITS: 3**

The unit is designed to develop the knowledge and skills of students on information systems and their design, by focusing on the management issues.

This will encompass the strategic, management and operational dimensions of planning, analysis, design, implementation and control of both the manual and computer-based systems in an organisation.

To reflect the nature of businesses in Cyprus, particular emphasis will be devoted to these elements in the context of small-scale integrated business systems, drawing appropriate examples from local businesses.

**SYLLABUS CODE: CSC 220**

**SYLLABUS TITLE: BUSINESS APPLICATIONS PROGRAMMING I**

**NUMBER OF CREDITS: 2**

This unit is intended to introduce students to applications programming, with emphasis on applications that are required/adopted by small businesses.

**SYLLABUS CODE: CSC 221**

**SYLLABUS TITLE: BUSINESS APPLICATIONS PROGRAMMING II**

**NUMBER OF CREDITS: 2**

This unit further develops the students' knowledge to applications programming. It deals with more complicated problems which require a thorough understanding of a visual DBMS oriented programming language.

**SYLLABUS CODE: CSC 250**

**SYLLABUS TITLE: BUSINESS APPLICATIONS PROGRAMMING I-LAB**

**NUMBER OF CREDITS: 1(2)**

The aim of this unit is to provide a practical implementation of the objectives of CSC 220 unit. Students will be required to implement the theory/concepts taught in class in a visual programming language.

**SYLLABUS CODE: CSC 251**

**SYLLABUS TITLE: BUSINESS APPLICATIONS PROGRAMMING II-LAB**

**NUMBER OF CREDITS: 1(2)**

The aim of this unit is to provide a practical implementation of the objectives of CSC 221 unit. Students will be required to implement the theory/

concepts taught in class in a visual programming language.

**SYLLABUS CODE: ACC 301**

**SYLLABUS TITLE: FINANCIAL ACCOUNTING II**

**NUMBER OF CREDITS: 4**

This unit builds upon the core option Financial Accounting already encountered in the previous year. In addition, this unit covers a thorough understanding of the techniques of double entry accounting, the application of principles in recording financial transactions, the adjustment of financial statements and the preparation and presentation of non-complex financial statements.

**SYLLABUS CODE: FIN 301**

**SYLLABUS TITLE: FINANCIAL MANAGEMENT**

**NUMBER OF CREDITS: 4**

This unit builds upon the knowledge previously undertaken in the fundamental course of Finance. The primary purpose is to develop the student's understanding of the application of more advanced financial concepts and approaches to the appraisal of strategic and management level issues and problems in a variety of organisational situations.

**SYLLABUS CODE: MGT 303**

**SYLLABUS TITLE: STRATEGIC MANAGEMENT I**

**NUMBER OF CREDITS: 4**

This unit is designed to integrate and consolidate the studies undertaken on the business dimensions earlier in the course together with the specialised options being studied concurrently in the third year.

A corporate perspective of the organisation and its interaction with its environment is developed. The unit also seeks to develop an understanding of the methods and techniques used to analyse, manage and control the organisation as a corporate whole.

**SYLLABUS CODE: CSC 310**

**SYLLABUS TITLE: OPERATING SYSTEMS**

**NUMBER OF CREDITS: 3**

A conceptual and practical overview of operating systems is covered. Topics include: user interfaces such as graphical user interfaces and command syntax interfaces; task management; file systems; network connectivity and resource sharing; and operating systems installation and maintenance. Students will be exposed to multiple operating systems. Hands-on experience with hardware and software is provided.

**SYLLABUS CODE: ACC 311**

**SYLLABUS TITLE: MANAGEMENT ACCOUNTING I**

**NUMBER OF CREDITS: 4**

This unit seeks to introduce students to the principles and methods on which management accounting is based. It gives students an insight into the practical financial problems that a firm faces in controlling resources and places them into a series of realistic situations. The course mainly examines the role of management accounting in providing information to managers for decision-making, planning and control.

**SYLLABUS CODE: CSC 311**

**SYLLABUS TITLE: DISTRIBUTED SYSTEMS**

**NUMBER OF CREDITS: 3**

This course introduces the students to the principles of Networking and more specifically Distributed Systems. It complements the courses of Networking and Operating Systems and covers issues like concurrency, security and remote procedure calls.

**SYLLABUS CODE: FIN 311**

**SYLLABUS TITLE: ADVANCED FINANCIAL MANAGEMENT**

**NUMBER OF CREDITS: 3**

This unit develops the accounting and finance studies undertaken previously as part of the course. The primary purpose is to develop the student's understanding of the application of advanced financial concepts and approaches to the appraisal of strategic and management level issues and problems in a variety of organisational situations.

**SYLLABUS CODE: ACC 312**

**SYLLABUS TITLE: PRINCIPLES OF TAXATION**

**NUMBER OF CREDITS: 3**

This unit introduces students to the discipline of taxation and develops the necessary knowledge of the core principles and substantial technical and application areas of taxation.

The course will also develop an understanding of the structure and administrative processes and procedures for revenue collection in Cyprus. Furthermore, it will involve a more detailed assessment and computations of different forms of taxation.

**SYLLABUS CODE: CSC 312**

**SYLLABUS TITLE: BUSINESS INFORMATION SYSTEMS**

**NUMBER OF CREDITS: 3**

This module is designed to enable students to further extend their basic understanding acquired in the core modules Quantitative Methods for Management and Information Systems Management, of the potential of information technology as an aid to improving business procedures. An underlying aim of the year is to develop the students' ability to communicate and work effectively with computing personnel in the selection and use of appropriate hardware, software tools and systems development methods for a variety of business applications.

**SYLLABUS CODE: FIN 312**

**SYLLABUS TITLE: FINANCIAL MARKETS**

**NUMBER OF CREDITS: 3**

This option module is designed to provide future graduates wishing to embark on a career in a financial or related sector in Cyprus with the necessary specialist background knowledge. To achieve this, the general aim for students is to acquire a broad appreciation of the structure and likely future developments of the financial services sector in the UK and EU, and then to focus more specifically on the sector in Cyprus at all times comparing and contrasting Cypriot sectors with the financial services sector internationally (emphasis on UK and EU). Towards the end of the year, students should appreciate the extent to which international (especially EU) developments influence developments in the Cypriot sectors. The syllabus focuses on the three sub-sectors of the Financial Services Sector in Cyprus: Commercial Banking, Cooperative Banking and Offshore Banking.

**SYLLABUS CODE: MGT 312**

**SYLLABUS TITLE: OPERATIONS MANAGEMENT**

**NUMBER OF CREDITS: 3**

This unit is designed to develop the knowledge and skills already gained in the quantitative and operational research studies in previous years. The primary emphasis of the unit is towards the application of these in supporting the strategic, management and operational decisions for the corporate and functional areas of a business. A key feature of the approach is the synthesis of the behavioural and qualitative dimensions with these quantitative methods and models.

**SYLLABUS CODE: ACC 313**

**SYLLABUS TITLE: PRINCIPLES OF TAXATION (U.K.)**

**NUMBER OF CREDITS: 3**

This unit introduces students to the discipline of taxation and develops the necessary knowledge of the core principles and substantial technical and application areas of taxation. The course will also develop an understanding of the structure and administrative processes and procedures for revenue collection in the UK. Furthermore, it will involve a more detailed assessment and computations of different forms of taxation.

**SYLLABUS CODE: CSC 313**

**SYLLABUS TITLE: LOGIC PROGRAMMING**

**NUMBER OF CREDITS: 3**

This course is intended to move one step further from the Discrete Mathematics module. The course will introduce students to Logic programming and more specifically to the declarative programming

paradigm; being able to tell the computer “what” we would like to do rather than “how” to do it.

**SYLLABUS CODE: ECN 313**

**SYLLABUS TITLE: MANAGERIAL ECONOMICS**

**NUMBER OF CREDITS: 3**

This unit introduces students to the whole range of economic and financial problems of business, though emphasis placed primarily on problems of decision rather than control. Furthermore, students are introduced to the approach of problem-solving and get equipped with a collection of economic and financial techniques which are applied to solve actual and simulated problems.

**SYLLABUS CODE: FIN 313**

**SYLLABUS TITLE: INTERNATIONAL FINANCE**

**NUMBER OF CREDITS: 3**

This unit is intended to equip students wishing to pursue careers in the Banking and Financial Services sector, with the necessary understanding and underlying concepts, principles and mechanisms operating in the field of international economics, finance and trade. Other students wishing to gain a greater insight into the structure and operations of this aspect of businesses, which has important implications for most business in the Cyprus economy, will also find this a valuable option.

**SYLLABUS CODE: MGT 313**

**SYLLABUS TITLE: STRATEGIC MANAGEMENT II**

**NUMBER OF CREDITS: 4**

This unit is designed to integrate and consolidate the studies undertaken on the business dimensions earlier in the course together with the specialised options being studied concurrently in the third year. A corporate perspective of the organisation and its interaction with its environment is developed. The unit also seeks to develop an understanding of the methods and techniques used to analyse, manage and control the organisation as a corporate whole.

**SYLLABUS CODE: MAT 314**

**SYLLABUS TITLE: STATISTICS AND OPERATIONS RESEARCH**

**NUMBER OF CREDITS: 3**

This module aims to enable the students to develop their skills in selecting and using specialised statistical and operational research techniques in the solution of business problems. Also, to develop the ability of the student to interpret numerical information and to communicate the decisions from quantitative investigations to all levels of management. In addition, to enable students to use and interpret the output from computing packages.

**SYLLABUS CODE: ACC 315**

**SYLLABUS TITLE: AUDITING I**

**NUMBER OF CREDITS: 3**

This unit seeks to introduce students to the specialised accounting area of Auditing. The course is designed to develop the awareness of the purposes, role, procedures and processes employed in auditing.

**SYLLABUS CODE: CSC 315**

**SYLLABUS TITLE: COMMUNICATIONS TECHNOLOGY**

**NUMBER OF CREDITS: 3**

The course introduces the basic concepts of communications technology with an emphasis on providing an understanding of the equipment, techniques and tools used in computer networking and other forms of digital communications. Various applications of communications technology are discussed with an emphasis on the business world.

**SYLLABUS CODE: MGT 315**

**SYLLABUS TITLE: HUMAN RESOURCE MANAGEMENT I**

**NUMBER OF CREDITS: 3**

The unit develops the behavioural and personnel management studies in the cores and options in the first two years of the course. A more in-depth study of behavioural issues, personnel administration and management is undertaken which will be particularly appropriate to students seeking either to specialise in the personnel field or in the general management field.

**SYLLABUS CODE: ACC 316**

**SYLLABUS TITLE: ADVANCED ACCOUNTING PRACTICE**

**NUMBER OF CREDITS: 4**

The unit is designed to further develop the studies on financial accounting undertaken in previous years. The purpose is to ensure a thorough knowledge and understanding of accounting principles, concepts and techniques and to equip the student to apply these effectively in the preparation, presentation, interpretation and evaluation of financial accounting statements.

**SYLLABUS CODE: MGT 316**

**SYLLABUS TITLE: ORGANISATIONS AND MANAGEMENT**

**NUMBER OF CREDITS: 3**

This module aims to provide students with theoretical knowledge in, and understanding of, the human resources in business organisations, and to acquire the communication and interpersonal skills needed to analyse and resolve conflicts involving staff. The emphasis in the module is on practical application of principles learnt through extensive use of case study material. Such application is intended to be made largely by the students themselves in guided student-centred learning sessions.

**SYLLABUS CODE: MKT 317**

**SYLLABUS TITLE: MARKETING OPERATIONS**

**NUMBER OF CREDITS: 3**

Marketing Operations is built on the framework of Marketing Principles and Concepts. It introduces students to Marketing Management, the Marketing Organisation, and the benefits of a Marketing Oriented Organisation. Besides, the emphasis of the course is placed on the actual implementation of the Concepts covered during Marketing Principles and especially the formation of a Research Project and an Advertising Campaign. This unit also develops the skills for the student wishing to either embark on a Marketing Career or a degree in Marketing Management.

**SYLLABUS CODE: CSC 318**

**SYLLABUS TITLE: SYSTEMS ANALYSIS AND DESIGN**

**NUMBER OF CREDITS: 4**

This course is intended to provide a comprehensive, balanced and up-to-date coverage of systems

analysis and design. The course maintains the dual focus on the concepts and techniques from both the traditional, structured approach and the object-oriented approach to systems development.

**SYLLABUS CODE: CSC 319**

**SYLLABUS TITLE: DATABASE DESIGN AND MANAGEMENT**

**NUMBER OF CREDITS: 3**

This course introduces the standards for designing relational databases. Design criteria include first, second, and third normal forms to eliminate modification anomalies. Discussions review the capabilities of three major types of data models - hierarchical, network, and relational - as they apply to hypothetical sets of data objects. Experiences include the creation of a logical design, and translation into a physical database using the relational model. Queries will be performed using both a host language interface and Structured Query Language.

**SYLLABUS CODE: MGT 320**

**SYLLABUS TITLE: INNOVATION, CREATIVITY & ENTERPRISE DEVELOPMENT I**

**NUMBER OF CREDITS: 3**

This unit introduces to students the notion of business in the context of entrepreneurship. It also introduces the key issues, concepts and processes involved in creativity and innovation and inculcates in the student an understanding of the creativity, innovativeness, risk taking and personal aptitudes necessary to successfully establish and develop a new business venture.

**SYLLABUS CODE: MKT 320**

**SYLLABUS TITLE: ADVERTISING AND PUBLIC RELATIONS**

**NUMBER OF CREDITS: 3**

This module helps the prospective business managers who want to know how to use advertising as a tool in marketing products and services. Besides, the primary focus lies in providing the manager of advertising with a specific process to follow in developing effective advertising programmes. The second part of this module deals with public relations management, whether in-house or consultancy, skills in planning, direction and evaluation. At the same time, it calls for the widest knowledge of all the media and techniques available.

**SYLLABUS CODE: ACC 321**

**SYLLABUS TITLE: MANAGEMENT ACCOUNTING II**

**NUMBER OF CREDITS: 3**

This unit builds upon the knowledge previously taken in Management Accounting I. The course is mainly a continuation of Management Accounting I. Students are encouraged to apply and further develop the concepts, knowledge and expertise gained previously, to the production, preparation and interpretation of Management Accounting information designed to support the internal decision making, planning and control of organisations.

**SYLLABUS CODE: CSC 321**

**SYLLABUS TITLE: PROGRAMMING LANGUAGES III**

**NUMBER OF CREDITS: 3**

This unit is intended to add depth and breadth to the material covered in the first two modules of program-

ming units (CSC 120, CSC 121). The programming problems presented to the students will be more advanced and diverse than those dealt with in earlier relevant modules.

This course broadens the skills of an object-oriented language programmer by examining sophisticated concepts such as templates, exceptions, memory management, advanced inheritance issues, disambiguation of overloaded functions, private and protected inheritance, binary i/o and class libraries. Students will also gain an awareness of general matters relating to the production and provision of software.

**SYLLABUS CODE: MGT 321**

**SYLLABUS TITLE: ENTREPRENEURSHIP AND THE SMALL BUSINESS I**

**NUMBER OF CREDITS: 3**

This module is intended to develop an understanding of the role and contribution of entrepreneurship and SMEs within the economy and society, demonstrating the diversity of their provisions, their contribution and issues associated with their support and management. The role of government in supporting, developing and controlling the SME sector will be also examined. A feature of the approach employed will be to address the parallel experiences and developments internationally.

**SYLLABUS CODE: MKT 321**

**SYLLABUS TITLE: GLOBAL MARKETING**

**NUMBER OF CREDITS: 3**

This module recognises that many prospective business managers operating in Cyprus will be involved in both the initiation and response to marketing developments with international companies operat-

ing both inside and outside the country. The prevailing term internationally is global marketing which is reflected in this syllabus.

**SYLLABUS CODE: ACC 322**

**SYLLABUS TITLE: TAXATION THEORY AND PRACTICE**

**NUMBER OF CREDITS: 4**

This unit seeks to develop the specialised accounting area of Taxation. The course will not only develop an understanding of the structure and administrative machinery for revenue collection in Cyprus, but will also involve more detailed assessment and computations of different forms of taxation.

**SYLLABUS CODE: CSC 322**

**SYLLABUS TITLE: PROGRAMMING LANGUAGES IV**

**NUMBER OF CREDITS: 3**

This unit is intended to further expand the students' knowledge on the selected programming language introduced earlier in the course. The role of operating systems in the provision of a suitable machine environment will be explored in much greater detail and related to the students' experience.

**SYLLABUS CODE: MGT 322**

**SYLLABUS TITLE: CONTEMPORARY MANAGEMENT: THEMES AND ISSUES I**

**NUMBER OF CREDITS: 3**

This module is designed to provide students with knowledge on contemporary issues and themes associated with management practices and the approaches necessary to achieve effective management. This is the first of two modules and the focus is on identifying contemporary management



issues and themes and exploring the general nature of these and their implications on business performance. The subsequent module will address similar themes and issues although the focus will be to develop understanding in more depth, consider the practical dimensions of the issues and reflect on the nature of management in today's global marketplace.

**SYLLABUS CODE: MKT 322**

**SYLLABUS TITLE: MARKETING MANAGEMENT**

**NUMBER OF CREDITS: 3**

This unit is designed to further develop the marketing studies encountered earlier in the course and to expand the elements of marketing strategy covered in the Strategic Management core. The particular approach adopted will seek to develop an appropriate blend of conceptual and practical studies, involving live projects and assignments where possible. It will also enhance the students' appreciation of the type of quantitative and qualitative information required and the application of this by marketing decision makers in the management and control of the marketing strategy and the marketing mix. The examination of alternative media for the persuasive communication of information to customers and clients will be undertaken together with an evaluation of the key issues involved in effective marketing communications. Experience and examples from both the Cypriot and the UK situation will be utilised to permit comparative evaluation of differing approaches. Where possible, reference to European or international examples will be made.

**SYLLABUS CODE: ACC 323**

**SYLLABUS TITLE: TAXATION THEORY AND PRACTICE (U.K.)**

**NUMBER OF CREDITS: 4**

This unit seeks to develop the specialised account-

ing area of Taxation. The course will not only develop an understanding of the structure and administrative machinery for revenue collection in the UK, but will also involve more detailed assessment and computations of different forms of taxation.

**SYLLABUS CODE: CSC 323**

**SYLLABUS TITLE: INTERNET PROGRAMMING I**

**NUMBER OF CREDITS: 2**

This course will provide students with a thorough study of traditional and emerging Internet technologies. Topics include Internet fundamentals, Internet applications, Internet client/server information delivery systems, client server scripting and Internet client/server computing. Students will have hands-on experience with a number of Internet applications, including rudimentary programming in an Internet environment.

**SYLLABUS CODE: MGT 323**

**SYLLABUS TITLE: BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY I**

**NUMBER OF CREDITS: 3**

This introductory module on Business Ethics and Corporate Social Responsibility (CSR) seeks to explore and define the general issues and principles associated with ethics and CSR. Furthermore, it considers both general and specific issues in business ethics and examines their general application and contribution to business. The subsequent module will provide a more focused and in-depth analysis of ethics and CSR and their effective application and management within the company.

**SYLLABUS CODE: MKT 323**

**SYLLABUS TITLE: PRODUCT AND BRAND MANAGEMENT**

**NUMBER OF CREDITS: 3**

Product Management and product decisions are extremely critical for the firm's long term survival and growth. The purpose of this module is to offer a systematic coverage of the product policy area - its major concepts, methods and strategies. This module will help the potential product manager to understand the concept of product, its life cycle, and especially how new products are developed.

**SYLLABUS CODE: CSC 324**

**SYLLABUS TITLE: INTERNET PROGRAMMING II**

**NUMBER OF CREDITS: 2**

This course will provide students with the knowledge and skills to design, implement, and manage a database-driven web application. Topics will include the study of databases and web servers in e-commerce, transaction processing, and client-side and server-side Web scripting. Students will be involved in the practical creation of a database-driven web application.

**SYLLABUS CODE: MKT 324**

**SYLLABUS TITLE: MARKETING RESEARCH**

**NUMBER OF CREDITS: 3**

This module introduces students to Marketing Research. Marketing Research obtains information about the dynamics of marketing and is an aid to management decision-making. In this case, the response might involve changes in product policy, distribution, advertising and other forms of sales promotion and pricing.

**SYLLABUS CODE: ACC 325**

**SYLLABUS TITLE: AUDITING II**

**NUMBER OF CREDITS: 4**

This unit builds upon the knowledge previously obtained in Auditing I. The course is basically a continuation of Auditing I and it is designed to develop the awareness of the Statement of Financial Position and Statement of Profit or Loss Audit, to explain the use of Computer Assisted Audit Techniques (CAATs), to discuss the issues involved in forming an audit opinion, to set out the main elements in an audit report and to deal with small companies reporting. Finally, the course discusses the auditor's liability and other types of audit and current issues.

**SYLLABUS CODE: MKT 325**

**SYLLABUS TITLE: PERSONAL SELLING AND SALES MANAGEMENT**

**NUMBER OF CREDITS: 3**

The goal of this course is to examine the elements of an effective sales force as a key component of the organisation's total communications and marketing effort. The course is designed to broaden the students' basic marketing skills and knowledge by focusing on the primary means through which marketing strategy is executed; personal selling and sales management. Consequently, the course examines managerial issues surrounding personal selling and sales force management.

**SYLLABUS CODE: CSC 329**

**SYLLABUS TITLE: DATABASE SYSTEMS**

**NUMBER OF CREDITS: 3**

This course is designed to provide students with

the knowledge and skills needed to write PL/SQL procedures. The procedures will incorporate SQL statements to create and manage PL/SQL program units and database triggers. Students will work in both the Procedure Builder and SQL \*Plus environments. Students will use advanced features of PL/SQL to design and interface with the database and other applications.

**SYLLABUS CODE: CSC 351**

**SYLLABUS TITLE: PROGRAMMING  
LANGUAGES III-LAB**

**NUMBER OF CREDITS: 1(2)**

The aim of this unit is to provide a practical implementation of the objectives of CSC 321 unit. Students will be required to implement the theory/concepts taught in class in a scientific programming language.

**SYLLABUS CODE: CSC 352**

**SYLLABUS TITLE: PROGRAMMING  
LANGUAGES IV-LAB**

**NUMBER OF CREDITS: 1(2)**

The aim of this unit is to provide a practical implementation of the objectives of CSC 322 unit. Students will be required to implement the theory/concepts taught in class in an application programming language.

**SYLLABUS CODE: CSC 353**

**SYLLABUS TITLE: INTERNET  
PROGRAMMING I-LAB**

**NUMBER OF CREDITS: 1(2)**

This one-credit (two class contact sessions) module will be used to facilitate the implementation of the objectives of CSC 323.

**SYLLABUS CODE: CSC 354**

**SYLLABUS TITLE: INTERNET  
PROGRAMMING II-LAB**

**NUMBER OF CREDITS: 1(2)**

This one-credit (two class contact sessions) module will be used to facilitate the implementation of the objectives of CSC 324.

**SYLLABUS CODE: CSC 358**

**SYLLABUS TITLE: SAD PROJECT  
IMPLEMENTATION**

**NUMBER OF CREDITS: 3(4)**

This course will provide experience analysing and designing an entire system in a cooperative team environment. It is intended to be a capstone course in which many of the ideas and skills learned in other courses are brought to bear. Students will learn about information systems, the system development life cycle and representative methodologies to implement the life cycle. The course emphasises the tools and techniques that the systems analyst can use to document information systems. A primary goal of this course is to increase awareness of and to develop the students' learning and problem solving skills, as well as their efficiency when working in project groups. To successfully complete the course, students working in teams must be able to communicate with workers relatively unfamiliar with computers, analyse their current system, propose new computerised systems, convince them that these new systems will be beneficial, write and test a prototype of the new system, and explain it to the users of the current system.

**SYLLABUS CODE: DIS 400**

**SYLLABUS TITLE: DISSERTATION - PART A**

**NUMBER OF CREDITS: 4**

This unit is designed to provide the students with the means necessary to undertake an effective final year research dissertation. Initially, it will encourage an understanding of both the purpose of intensive and independent research and the qualities needed to be a good researcher. More specifically, the course will build on information provided in earlier years concerning the various stages involved in the research process and the numerous options open to the researcher at each stage. Students will be given valuable practical advice in order to further develop their oral presentation techniques as well as their report writing skills.

**SYLLABUS CODE: CSC 401**

**SYLLABUS TITLE: STRATEGIC INFORMATION TECHNOLOGY MANAGEMENT**

**NUMBER OF CREDITS: 3**

This element gives emphasis to the role of computing as a service within organisations. Students will study the organisation and its component parts, which lead to the consideration of the organisation as a complete system comprising various subsystems. Within this context, the need exists to understand sociological interactions within organisations, as well as environmental ones. The element also seeks to develop an understanding on the role of technological and information technology developments towards achieving corporated objectives. The element looks at the strategic and environmental influences on technological systems at the organisational level.

**SYLLABUS CODE: DIS 401**

**SYLLABUS TITLE: DISSERTATION - PART B**

**NUMBER OF CREDITS: 4**

This unit is designed to provide the students with the means necessary to undertake an effective final year research dissertation. Initially, it will encourage an understanding of both the purpose of intensive and independent research and the qualities needed to be a good researcher. More specifically, the course will build on information provided in earlier years concerning the various stages involved in the research process and the numerous options open to the researcher at each stage. Students will be given valuable practical advice in order to further develop their oral presentation techniques.

**SYLLABUS CODE: FIN 401**

**SYLLABUS TITLE: INVESTMENT**

**NUMBER OF CREDITS: 4**

This unit is intended to equip students with extensive knowledge on savings and investment opportunities available to the general public, investors as well as corporate officers and managers.

**SYLLABUS CODE: MKT 401**

**SYLLABUS TITLE: STRATEGIC MARKETING MANAGEMENT I**

**NUMBER OF CREDITS: 3**

Marketing is increasingly recognised as a crucial function within organisations. For most of them, marketing represents the most important element for success. Being in the 21<sup>st</sup> century, we experience dramatic changes in technology, communications, markets, consumers as well as more intense competition. All these, make the necessity for applying strategic marketing and management concepts a

critical factor in all organisations.

Therefore, senior management staff must be in a position to evaluate the changing trends and implement strategies, particularly in marketing, that will enable their organisation to survive the competitive pressures and generate profits through customer satisfaction.

**SYLLABUS CODE: CSC 402**

**SYLLABUS TITLE: HUMAN COMPUTER INTERACTION I**

**NUMBER OF CREDITS: 3**

This module develops the concepts of Human Computer interfaces and applies them to the development of interactive environments using an array of modern tools.

**SYLLABUS CODE: FIN 402**

**SYLLABUS TITLE: INTERNATIONAL TRADE FINANCE**

**NUMBER OF CREDITS: 4**

This unit is intended to equip students wishing to pursue careers in the Financial Services sector, with the necessary understanding and underlying concepts, principles and mechanisms operating in the field of international trade finance. Other students wishing to gain a greater insight into the structure and operations of this aspect of business, which has important implications for all businesses in the Cyprus economy, will also find this a valuable option.

**SYLLABUS CODE: MKT 402**

**SYLLABUS TITLE: RETAILING OF FINANCIAL SERVICES**

**NUMBER OF CREDITS: 3**

This module provides the forum for the application of marketing theory and principles to the retailing of

financial services, concentrating mainly on areas/markets such as the personal sector and the small business.

**SYLLABUS CODE: ACC 403**

**SYLLABUS TITLE: FINANCIAL ACCOUNTING AND REPORTING**

**NUMBER OF CREDITS: 5**

This unit builds upon the core option Financial Accounting already encountered in the previous years. The student is encouraged to apply and develop further these studies to the preparation of a complete set of financial statements for single entities and for groups in conformity with International Accounting Standards.

**SYLLABUS CODE: CSC 403**

**SYLLABUS TITLE: SOFTWARE DEVELOPMENT STRATEGIES AND TOOLS**

**NUMBER OF CREDITS: 4**

This unit is intended to introduce students to a range of methodologies and techniques, tools and technologies employed during the development of a software. In addition, it examines how to choose appropriate tools and how to use them in order to overcome software development difficulties and to reduce the risk of project failure.

**SYLLABUS CODE: FIN 403**

**SYLLABUS TITLE: CORPORATE FINANCE**

**NUMBER OF CREDITS: 4**

The unit develops the studies previously undertaken in the accounting and finance cores in Year 1, 2 and 3 (i.e. Financial Accounting, Financial Management). The primary purpose is to develop the student's understanding of the application of advanced financial

concepts and approaches to the appraisal of strategic and management level issues and problems in a variety of organisational situations.

**SYLLABUS CODE: MKT 403**

**SYLLABUS TITLE: FINANCIAL SERVICES MARKETING**

**NUMBER OF CREDITS: 3**

This module aims to enable students to apply the theory and practice of marketing within organisations that provide financial services. Students are required to have taken at least one other marketing subject at an earlier stage of their studies.

**SYLLABUS CODE: ACC 404**

**SYLLABUS TITLE: AUDIT AND ASSURANCE I**

**NUMBER OF CREDITS: 5**

This unit develops students' knowledge on issues pertinent to assurance, the assurance process, matters of professional ethics and internal controls and review. Furthermore, it enhances students awareness and comprehension on issues and concepts learned in Auditing I and Auditing II. The course is also designed to evaluate and exercise judgement on current practices and developments in the area of audit and assurance services.

**SYLLABUS CODE: CSC 404**

**SYLLABUS TITLE: COMPUTER NETWORKS**

**NUMBER OF CREDITS: 3**

This unit is designed to substantially develop the understanding of computer networks, distributed systems and their related areas. Computer system and network components are analysed with their relevant characteristics of cost, speed and capacity. Consideration is given to system characteristics and

applicability. Communication software, hardware and protocols are related to a complete network and system by both functional and application considerations. Where possible, examples of on-site systems will be incorporated to reinforce theoretical work.

**SYLLABUS CODE: FIN 404**

**SYLLABUS TITLE: INTERNATIONAL FINANCIAL MANAGEMENT**

**NUMBER OF CREDITS: 4**

This unit is intended to equip students wishing to pursue careers in the international finance sector, with the necessary understanding and underlying concepts, principles and mechanisms operating in the field of international financial management. Further, this module helps students to acquire the necessary knowledge on how multinational corporations compete in the global financial markets environment, properly managed to apply their comparative advantages in foreign countries and manage their exposure to the various forms of risk as they capitalise on their international business opportunities.

**SYLLABUS CODE: MKT 404**

**SYLLABUS TITLE: RETAILING AND DISTRIBUTION**

**NUMBER OF CREDITS: 3**

This unit introduces students to the management of marketing channels - what they are, how they are developed, how they operate, problems that occur in marketing channels and the administration. The second part of this module is dedicated to Retailing since most business start-ups each year are retail stores. Through this unit however we will not only teach the student how to enter the field but especially how to stay in business.

**SYLLABUS CODE: ACC 405****SYLLABUS TITLE: ADVANCED FINANCIAL REPORTING PRACTICE****NUMBER OF CREDITS: 5**

This unit is designed to cover more complex areas of Financial Accounting. The student is expected to critically appraise accounting theories and concepts and to be able to deal with complex group structures. The student will also be required to produce, prepare, analyse and interpret financial statements and accounting information, namely through the use of individual financial statements such as the Statement of profit or loss and other comprehensive income and Statement of financial position and through the preparation of the Statement of cash flows and accounting ratios.

**SYLLABUS CODE: CSC 405****SYLLABUS TITLE: SOFTWARE ENGINEERING****NUMBER OF CREDITS: 4**

This unit builds on the Systems Analysis and Design unit. It revisits the process of software development previously studied and deals with it in an integrated, deeper and more formal manner. Software Engineering methods, procedures and tools are analysed across a wide spectrum of applications to explore the concept of developing well engineered, reliable software obtained economically.

**SYLLABUS CODE: MKT 405****SYLLABUS TITLE: MARKETING COMMUNICATIONS****NUMBER OF CREDITS: 3**

The purpose of this module is to outline the major components of the marketing communication pro-

cess. It presents the basic information to the theory of communications and those aspects of the behaviour of people as individuals and purchasers, in small groups and in larger organisations of particular concern to the business communicator. The organisation and management of such aspects of marketing communication as innovation, selling, public relations, advertising and promotion are considered alongside their place in the promotion mix. Attention is drawn to the particular problems of communicating with external organisations and the need for organisations to be aware of and receptive to a wide range of communications from the market.

**SYLLABUS CODE: CSC 406****SYLLABUS TITLE: COMPILERS DESIGN****NUMBER OF CREDITS: 3**

This is a theoretical and practical course whose primary goal is to develop an understanding of the operation of compilers and the development and specification of computer-based languages. The course pulls together threads from the underlying theory, most notably from Logic and from Data Structures and Algorithms, and builds on these a practical exercise in which students create a compiler of their own, using commonly available compiler development tools.

**SYLLABUS CODE: MKT 406****SYLLABUS TITLE: CONSUMER BEHAVIOUR****NUMBER OF CREDITS: 3**

Consumer Behaviour is, according to Solomon (2004), the study of the processes involved when individuals or groups select, purchase, use, or dispose of products, services, ideas, or experiences to satisfy needs and desires. Consumers come in



many forms and sizes ranging from an eight-year old child begging his mother for a toy action figure to an executive in a large corporation deciding on a multimillion-dollar yacht. The objects that are consumed can include anything from canned peas, a message, democracy or rap music, to other people (movie stars). The aim of this module is to help students understand marketing from a sociological and psychological perspective. The module will focus particularly upon how the roles of personality, motivation, perception, belief, culture and attitude congruently affect, guide and influence the development of marketing activity.

**SYLLABUS CODE: CSC 407**

**SYLLABUS TITLE: ARTIFICIAL INTELLIGENCE**

**NUMBER OF CREDITS: 4**

This course is intended to move one step further from the Logic Programming module. It will introduce students to the fundamental concepts of Artificial Intelligence (AI). It will examine and analyse the main techniques and theories developed in some of the major areas of the field: problem solving and search, problem decomposition and graphs, knowledge representation, expert systems, machine learning, game playing, and natural language understanding. Practical implementation exercises in a declarative programming language will be used throughout the course to accommodate the study of the various AI algorithms and techniques.

**SYLLABUS CODE: MKT 407**

**SYLLABUS TITLE: INTERNET MARKETING**

**NUMBER OF CREDITS: 4(5)**

The purpose of this module is to provide an intro-

duction to the field of internet marketing, as a major component of electronic commerce, the fastest growing area of business. The internet has emerged as a key platform to facilitate commerce and communication on a global basis. It continues to grow at exponential rates, transforming the value chain of virtually every industry. With the introduction of the internet concepts to the development of e-marketing tools, the student will be able to evaluate the benefits and risks of the internet as a choice of doing business and marketing. The student will integrate marketing techniques with technology. Students will be trained how to specifically use the internet to strategise and implement the research, advertising, selling, merchandising, customer service, and other marketing-mix related functions. This is a practical, hands-on course. It explores internet technologies in various ways including: as products; as a mass and personal communications tool; and as distribution/transaction channels. It will also address user characteristics and behaviour, direct marketing and online strategies for relationship marketing. Lastly, the basics of website design will be introduced. The course will be taught using a combination of lecture, discussion and computer lab sessions.

**SYLLABUS CODE: CSC 408**

**SYLLABUS TITLE: COMPUTER GRAPHICS**

**NUMBER OF CREDITS: 4**

This course is an introduction to the basic principles of Computer Graphics and covers the appropriate knowledge needed to the practical creation of virtual graphical worlds starting from scratch. By taking up this unit, students will be able to define a three dimensional virtual world, by entering the geometry, colour information, lights and the camera model and producing the corresponding two dimensional im-

age. Students will be taught on how to implement a ray-tracer as well as on how to use graphics libraries such as OPENGGL and modelling languages such as VRML.

**SYLLABUS CODE: MKT 408**

**SYLLABUS TITLE: SPORTS MARKETING**

**NUMBER OF CREDITS: 3**

This course applies basic principles of marketing to the unique context of the sports industry. Emphasis is on all the issues and challenges involved in the marketing of athletes, teams, leagues, and special events, but attention is also drawn on the marketing of sports-related products and equipment. The course is designed to enable students to effectively develop sports marketing plans through an understanding of how each marketing element interacts with the others. Particular emphasis is placed on the sports communications mix, but students are also exposed to issues of marketing research, selecting and targeting consumer segments, and positioning athletes, teams, and events in the industry.

**SYLLABUS CODE: CSC 409**

**SYLLABUS TITLE: E-BUSINESS TECHNOLOGIES**

**NUMBER OF CREDITS: 3**

The Internet is changing the way companies do business, including an examination of the Digital Economy and the forces shaping the new media economy. This course will provide an introduction to the basics of electronic business to business that takes place online. Online business is increasingly important in our networked world of global transactions and global competition. The course focuses on how e-business is carried out, including marketing,

web design, and electronic retailing, as well as the advantages and disadvantages of this form of commerce, the infrastructures in place to support this type of electronic business and the global economy within which it takes place.

**SYLLABUS CODE: MKT 409**

**SYLLABUS TITLE: SERVICES MARKETING**

**NUMBER OF CREDITS: 3**

This module focuses on service organisations and explores their nature and marketing mix strategies. The premise of the course is that service organisations, such as banks, hotels, hospitals, restaurants, insurance companies, law firms, theme parks, movie theaters, hospitals, hair salons, transportation companies, educational institutions, advertising agencies, consulting companies and others, require a distinctive approach to the development and implementation of their marketing strategy. This is due to the intangible nature of their core product, which means that service organisations essentially manage their customers' experiences. Considering that the EU has transformed to a largely services-based economy, and given the growth of the services sector in Cyprus, this course is designed to give students both expert knowledge on service marketing and the opportunity to apply their knowledge in the EU and Cypriot market.

**SYLLABUS CODE: ACC 411**

**SYLLABUS TITLE: ADVANCED MANAGEMENT ACCOUNTING**

**NUMBER OF CREDITS: 4**

This unit builds upon the core and specialist option studies (e.g. Costing, Managerial Economics and Management Accounting) already encountered in

previous years. The student is encouraged to apply and further develop these studies to the production, preparation and interpretation of Management Accounting information designed to support Management Accounting Systems; to support the planning, control and decision making of organisations. This option will focus on the process of performance measurement for both the large and small-scale organisations in the manufacturing and service sectors.

**SYLLABUS CODE: CSC 411**

**SYLLABUS TITLE: INFORMATION:  
TECHNOLOGIES AND SERVICES**

**NUMBER OF CREDITS: 3**

The Information Technology and Services sector plays a significant role in all developed economies. This unit seeks to explore the nature, structure and key developments within this sector and to analyse the major strategic issues facing organisations in this sector. In addition to drawing comparisons between this sector in Cyprus and other developed countries, an evaluation of the factors influencing the rate and effectiveness of adopting such technologies by organisations will be undertaken.

**SYLLABUS CODE: MKT 411**

**SYLLABUS TITLE: STRATEGIC MARKETING  
MANAGEMENT II**

**NUMBER OF CREDITS: 3**

Strategic Marketing Management II is all about those companies who wish to make things happen. Those companies which engage in strategic marketing, display a business philosophy dedicated to proactively anticipating their future requirements and actions in light of an ever changing marketing place. This

course examines some of the major issues affecting strategic marketing in the modern marketplace such as the changing relationships between seller and buyer in both consumer and industrial markets, as well as how many companies are incorporating the Internet into their marketing strategies rather than just using it as another form of advertising. Another area of interest is the evolution of the whole idea of marketing in today's market.

**SYLLABUS CODE: ACC 412**

**SYLLABUS TITLE: TAX COMPLIANCE I**

**NUMBER OF CREDITS: 5**

This unit is designed to develop further the studies on Taxation undertaken in the fourth year. It also includes some new areas such as: Immovable Property Tax, Stamp Duty, Land Transfer fees for the Cyprus Taxation and Inheritance Taxes for UK and advance aspects of Personal Tax. The main purpose is to ensure that emphasis is given to simple planning to minimise or defer tax. Further to this, there will be exercises which require the applications of tax knowledge to problems encountered in practice which will test the inter-relationship of taxes.

**SYLLABUS CODE: CSC 412**

**SYLLABUS TITLE: HUMAN COMPUTER  
INTERACTION II**

**NUMBER OF CREDITS: 3**

This module is intended to provide students with a thorough understanding of the issues involved in the user interface design and with the knowledge to, and methodologies for user interface design.

**SYLLABUS CODE: ACC 413**

**SYLLABUS TITLE: CORPORATE REPORTING**

**NUMBER OF CREDITS: 4**

This unit is designed to cover more complex areas of Financial Accounting. The student is expected to critically appraise accounting theory concepts and to be able to deal with foreign undertakings of local companies. The student will also be required to produce complex group accounts and to display, analyse and appraise financial and related information in great detail.

**SYLLABUS CODE: ACC 414**

**SYLLABUS TITLE: AUDIT AND ASSURANCE II**

**NUMBER OF CREDITS: 5**

This unit develops students' knowledge on issues pertinent to assurance, the assurance process, matters of professional ethics, evaluation and review of evidence, and reporting. Furthermore, it enhances students' awareness and comprehension on issues and concepts learned in Auditing I, Auditing II and Audit and Assurance I. The course is also designed to evaluate and exercise judgement on current practices and developments in the area of audit and assurance services.

**SYLLABUS CODE: ACC 415**

**SYLLABUS TITLE: TAX PLANNING APPLICATIONS**

**NUMBER OF CREDITS: 4**

This unit is designed to develop further the studies on Cyprus Taxation undertaken in the fourth year. It also includes some new areas such as: Personal Tax and advanced aspects of Corporate Taxation and other taxes such as Stamp Duty and Land Transfer Fees. The main purpose is to ensure that

emphasis is given to simple planning to minimise or defer tax. Further to this, there will be exercises which require the applications of tax knowledge to problems encountered in practice which will test the inter-relationship of taxes.

**SYLLABUS CODE: MGT 415**

**SYLLABUS TITLE: HUMAN RESOURCE MANAGEMENT II**

**NUMBER OF CREDITS: 3**

The unit further develops the behavioural and personnel management studies in the cores and options in the first two years. It builds on the knowledge acquired during Human Resource Management I to provide additional understanding of crucial human resource issues, such as training and development, compensation, benefits, health and safety.

**SYLLABUS CODE: MGT 416**

**SYLLABUS TITLE: E-BUSINESS MANAGEMENT**

**NUMBER OF CREDITS: 4**

E-business Management is a course directed mainly to business students with minimal technical expectations. The focus of the unit is to equip students with the knowledge necessary to manage the development, running and maintenance of an e-commerce initiative.

**SYLLABUS CODE: MGT 418**

**SYLLABUS TITLE: ADVANCED MANAGEMENT AND STRATEGIES**

**NUMBER OF CREDITS: 3**

This unit is designed to integrate and consolidate the studies undertaken on the business dimensions earlier in the course, together with the specialised

options being studied concurrently in the final year. A corporate perspective of the organisation and its interaction with its environment is developed. The purpose of this subject is for students to draw on their knowledge in order to improve their own management competence within their organisation.

**SYLLABUS CODE: MGT 420**

**SYLLABUS TITLE: INNOVATION,  
CREATIVITY AND ENTERPRISE  
DEVELOPMENT II**

**NUMBER OF CREDITS: 4**

This unit is designed to introduce to students the notion of business in the context of entrepreneurship. The introductory module on Innovation, Creativity and Enterprise Development sought to introduce the key issues, concepts and processes involved in creativity and innovation, and to inculcate in the student an understanding of the creativity, innovativeness, risk taking and personal aptitudes necessary to successfully establish and develop a new business venture. This module builds on the earlier platform and provides a vehicle to enable the students to integrate and synthesise their knowledge related to strategic, functional and operational aspects of business management and development and to apply these in a practical and dynamic setting of the early stages of business creation and development.





**SYLLABUS CODE: MGT 421**

**SYLLABUS TITLE: ENTREPRENEURSHIP AND THE SMALL BUSINESS II**

**NUMBER OF CREDITS: 4**

This module is designed to further develop student knowledge on the context and environment within which the entrepreneur operates and the broader strategic context facing the small business manager. Furthermore, the unit provides more of a micro focus within this macro backcloth. The module develops an understanding of the issues, roles, responsibilities and challenges facing the entrepreneur and SME management in initiating, developing and sustaining their business. The essence of the approach is a practical one seeking to address real-life concerns and problems and to examine the application of analytical tools and concepts to the context of the smaller organisation.

**SYLLABUS CODE: ACC 422**

**SYLLABUS TITLE: TAX COMPLIANCE II**

**NUMBER OF CREDITS: 5**

This unit is designed to develop further the studies on Taxation undertaken in the fourth year. It also includes some new areas such as: Overseas aspects, advance aspects of Corporate Taxation and ethics and law. The main purpose is to ensure that emphasis is given to simple planning to minimise or defer tax. Further to this, there will be exercises which require the applications of tax knowledge to problems encountered in practice which will test the inter-relationship of taxes.

**SYLLABUS CODE: CSC 422**

**SYLLABUS TITLE: ACCOUNTING INFORMATION SYSTEMS**

**NUMBER OF CREDITS: 3**

This unit seeks to enhance the understanding of the issues, concepts and approaches to developing and managing an effective accounting information system within a business organisation. It is designed to complement the other specialist options linking Computing and Accounting and to focus on the application of these to the Accounting Information Systems.

**SYLLABUS CODE: MGT 422**

**SYLLABUS TITLE: CONTEMPORARY MANAGEMENT: THEMES AND ISSUES II**

**NUMBER OF CREDITS: 4**

The introductory module on Contemporary Management sought to identify the key issues and themes and explore their general nature and implications for management and business performance. This module will address a similar set of themes and issues although the focus will be to develop understanding in more depth, consider the practical issues and their management and to reflect on the nature of management in today's global marketplace. The overall effort is to develop an in-depth understanding of contemporary issues and themes associated with management practices and the approaches necessary to achieve effective management.

**SYLLABUS CODE: MGT 423**

**SYLLABUS TITLE: BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY II**

**NUMBER OF CREDITS: 4**

This unit builds upon the knowledge previously

taken in Business Ethics and Social Responsibility I. It further enhances the principles learned and understanding gained by students in the introductory module and explores in more depth the application to business and the consequences for effective management of the business and business performance. The approach employed recognises that this is a rapidly developing and dynamic field and that certain issues may dominate management thinking at certain times. Hence, the approach seeks to reflect the contemporary issues facing management in Cyprus, Europe and internationally.

**SYLLABUS CODE: MGT 424**

**SYLLABUS TITLE: TOURISM  
MANAGEMENT**

**NUMBER OF CREDITS: 3**

The course aims to develop the student into a professional with broad knowledge and understanding of the tourism environment and business through the interweaving of acquired skills and real life information. On completion of the course, the students will have acquired skills and knowledge related to this field of study, with major emphasis placed on Cyprus, its role as a tourist destination and the multifaceted effects on its economy and society in general.

**SYLLABUS CODE: ACC 432**

**SYLLABUS TITLE: BUSINESS  
PLANNING-TAXATION I**

**NUMBER OF CREDITS: 5**

This unit is designed to develop advanced tax planning for individuals on tax efficient strategies to minimise or defer tax. The main purpose is to ensure that emphasis is given to advanced planning to minimise

or defer tax. Further to this, there will be exercises which require the applications of technical knowledge and professional skills to resolve tax issues, explain and evaluate alternative tax treatments and determine appropriate solutions.

**SYLLABUS CODE: ACC 433**

**SYLLABUS TITLE: BUSINESS  
PLANNING-TAXATION II**

**NUMBER OF CREDITS: 5**

This unit is designed to develop advanced tax planning for companies on tax efficient strategies to minimise or defer tax. The main purpose is to ensure that emphasis is given to advanced planning to minimise or defer tax. Further to this, there will be exercises which require the applications of technical knowledge and professional skills to resolve tax issues, explain and evaluate alternative tax treatments and determine appropriate solutions.

**SYLLABUS CODE: CSC 438**

**SYLLABUS TITLE: ADVANCED SYSTEMS  
ANALYSIS AND DESIGN**

**NUMBER OF CREDITS: 3**

This unit develops the student's knowledge of theories of information, formal analysis and design methodologies and recent system development strategies and gives an appreciation of some managerial aspects of systems work.

COLLEGE ➞

# ADMINISTRATION



## COLLEGE BOARD

The College Board consists of six members as follows:

- The Owner - Director of the College, Dr A. Z. Patsalides
- The Course Coordinator, Mr D. Toumbas
- The Registrar and Administrative Officer, Mrs M. N. Vassiliades
- Mr F. Loizou, Representative of the Academic Staff
- The President or Representative of the Students' Union

## ACADEMIC BOARD

The Academic Board interprets and implements the Regulations of the College.

The Academic Board is composed of the following members:

- The Course Coordinator, Mr D. Toumbas
- The Heads of Departments/Senior Tutors:
  - ▶ Business Administration, Mr F. Loizou
  - ▶ Business Computing, Dr M. Markou
- The Registrar, Mrs M. N. Vassiliades
- Representative of the Academic Staff , Ms L. Sergiou
- The President or Representative of the Students' Union

## BOARD OF EXAMINERS

The Academic Board may be expanded to include the members of the Academic Staff when it takes the form of the Board of Examiners. The input by the academic staff is considered very useful in order to ensure

that students receive fair treatment in terms of the determination of their final grades, particularly in the cases where the discretion of the Board may need to be applied according to the Regulations.

## COURSE COMMITTEES

The Academic Board may be expanded to include those members of the academic staff involved in the delivery of a particular programme, taking the form of an appropriate Committee.

The purpose of the Committee is to review the operation of each Course/Programme and make decisions or propose measures to handle a problem or improve the programme. Under normal circumstances the Committee may convene once a term. A joint course committee session may be called in case the subjects under consideration are of general interest or affect the majority of the students or the programmes/courses or the staff.

## ADMINISTRATIVE TEAM

The Administrative Team advises the Director on the smooth functioning of the College and on the welfare of staff and students.

The Administrative Team is composed of:

- The Course Coordinator, Mr D. Toumbas
- The Heads of Departments/Senior Tutors:
  - ▷ Business Administration, Mr F. Loizou
  - ▷ Business Computing, Dr M. Markou
- The Registrar, Mrs M. N. Vassiliades
- Representative of the Academic Staff, Dr E. Atta Ioannidou
- The President or Representative of the Students' Union

## DISCIPLINARY COMMITTEE

The Disciplinary Committee deals with breaches of College Regulations.

The Disciplinary Committee is composed of:

- Dean of Student Affairs, Chairman  
Mr D. Toumbas
- The Registrar, Mrs M. N. Vassiliades
- The Heads of Departments:
  - ▷ Business Administration, Mr F. Loizou
  - ▷ Business Computing, Dr M. Markou
- The Student's Tutor
- Representative of the Academic Staff,  
Ms M. Constantinou
- The President or Representative of the Students' Union

*Note:*

*The Students' Union is normally represented by its President, who is elected annually every October.*

## RESEARCH COMMITTEE

The Research Committee consists of six members as follows:

- The Director of the College, Dr A. Z. Patsalides
- The Head of Research and Development,  
Dr A. Piki
- The Course Coordinator, Mr D. Toumbas
- The Heads of Departments:
  - ▷ Business Administration, Mr F. Loizou
  - ▷ Business Computing, Dr M. Markou
- Representative of the Academic Staff (Elected),  
Dr E. Atta Ioannidou

## ERASMUS COMMITTEE

- Head of Research, Dr A. Piki, Chairperson
- Director, Dr A. Patsalides
- Course Coordinator, Mr D. Toubas
- Heads of Departments/Directors of Programmes of Study:
  - ▶ Business Administration, Mr F. Loizou
  - ▶ Business Computing, Dr M. Markou
- The Erasmus Coordinator, Dr E. Atta Ioannidou
- The Assistant Erasmus Coordinator, Ms L. Andreou
- Representative of the Academic Staff (Elected), Ms L. Sergiou
- Students' Union Representative, The President of the Students' Union

## INTERNAL QUALITY ASSURANCE

### COMMITTEE

The Internal Quality Assurance Committee is responsible to review and implement the quality assurance practices of the College.

The Committee is composed of the following members:

Chairman:

- Mr D. Toubas, Course Coordinator, Dean of Academic Affairs

Members:

- Mr F. Loizou, Business Administration Programme Director
- Dr M. Markou, Business Computing Programme Director
- Dr A. Piki, Head of Research and Development Department

- Ms L. Sergiou, Representative of the Academic Staff
- The President or Representative of the Students' Union
- Ms M. N. Vassiliades, Academic Registrar

## ACADEMIC STAFF MEETINGS

Day-to-day updating on operational issues or upcoming activities/events takes place on a regular basis during academic staff meetings held usually on Thursday afternoons. Faculty members have the opportunity to review issues of common concern and share information and experiences, which could be utilised either towards the handling of problems or the improvement of programmes.

## COLLEGE FACILITIES

P.A. College provides the following facilities:

## ADMINISTRATION OFFICES

- Director
- Course Coordinator
- Registrar/Administrative Officer
- Accounts
- Head of Business Administration
- Head of Business Computing
- Head of Research and Development
- Office for Administrative Staff
- Individual Offices for Secretaries
- Faculty
- Consultation

## CLASSROOMS

Twelve classrooms for general use

Three computer labs/classrooms

One Lecture Theatre

## LIBRARY

Main library room

Electronic Records room

Study room

Printing room

## CAFETERIA

The Cafeteria occupies the entire fifth floor of the building. It incorporates the main seating area, the games room as well as the First Aid room. Refectory services are available to students and staff.

## STUDENTS' UNION OFFICE

The Students' Union office is used for meetings by the Executive Committee.

## OTHER FACILITIES

- Covered parking space is available to staff.
- Parking provisions have been made for students and visitors.
- Ground and first floor veranda space is available for outdoor events and activities.

## FACILITIES FOR SOCIAL

### EVENTS

There is ample space in the cafeteria for students to socialise with their colleagues or to organise social events. In cooperation with the Students' Union, a variety of table games were introduced in the games room for students to use during their free time.

The organisation and operation by the Union of special interests clubs (music, theatre, photography etc.) is also another entertainment opportunity available to the Student Community. The College and the Academic Staff, if requested, provide their full support.

## SPORTS FACILITIES

The College does not currently have its own sporting facilities. P.A. College has made arrangements for its students to use the facilities of the Academies Sports Center of AEK Larnaca. Permission has been granted by the General Director of AEK Larnaca through a letter on 20/05/2019.



## **FACULTY**

**(ACADEMIC YEAR 2020-2021)**

### **DIRECTOR**

#### **DR ANDREAS Z. PATSALIDES**

Doctor of Technology (DTech), Honourary award by Staffordshire University, UK

Postgraduate Diploma in Computer Studies (Dist.), North Staffordshire Polytechnic, UK

Diploma in Mathematics, Statistics & Computing, North Staffordshire Polytechnic, UK

Chartered IT Professional (CITP) and Member of the British Computer Society (MBCS)

Member of the Institute for the Management of Information Systems (MIMIS)

Chartered Mathematician (C. Math. MIMA)

Fellow of the Chartered Management Institute (FCMI)

Fellow of the Royal Statistical Society (FSS)

## **FACULTY (ALPHABETICALLY)**

#### **MS ANDREOU LEONTIA**

**Full-Time Lecturer**

Undergraduate studies (BSc in Mathematics and Statistics, 2011) and postgraduate studies (M.A. in Didactics and Methodology of Mathematics, 2013) at the University of Cyprus. In studying for her Master's degree, Ms Andreou specialised in specific techniques and pedagogical methodologies relating to the instruction of students for the purpose of acquiring comprehensive mathematical knowledge. Employment record includes delivering private lessons in Mathematics to students of different educational levels (2011-2014), as well as teaching Mathematics at

lyceums in Larnaca as part of the Supporting Lessons in Mathematics programme of the Ministry of Education (2011-2014). Employed as a full-time Lecturer in Mathematics and Statistics at P.A. College since September 2015. Ms Andreou is also Assistant Erasmus Coordinator at P.A. College since June 2018. Research interests include the development of innovative methods regarding the development of students' mathematical skills in higher education.

#### **DR ATTA-IOANNIDOU ELEFThERIA**

**Associate Professor**

Doctoral studies at UCL Institute of Education, University of London (Doctor of Education, 2017) in the field of Sociology of Education. Postgraduate studies at Southern Illinois University, Carbondale, Illinois, U.S.A (M.A in Teaching English to Speakers of other Languages, 2004 with Summa Cum Laude). Undergraduate studies at Spalding University, Louisville, Kentucky, U.S.A in English Literature, 2002 (with Magna Cum Laude), receiving a number of scholarships and academic awards. Employment includes teaching assistantship on English Composition to Non-native Speakers of English at the Department of Linguistics, Southern Illinois University (2003-2004), Writing Center Consultant at Spalding University (1999-2002), teacher of English at a private institute and at P.A. College as a full time lecturer since September 2004. Her administrative responsibilities include an ECTS Coordinator since 2013, an Erasmus Coordinator and a Coordinator of Staff and Development Center since 2017 at P.A. College. Dr Atta has published in renowned academic journals in the area of gender and education and has presented her research in several conferences in Cyprus and abroad. Dr Atta is an executive member of Gender and Education Association since 2018 in the capacity of regional representative and promotions person in Cyprus and region. She also acts as a reviewer for Gender and Education Journal and several other journals of her field. Her Doctoral thesis entitled 'Gendered Academic Subjectivities in Cyprus: A Psychosocial Approach to the Affective Performances of Academic Staff and their

Investments in Neoliberal and Postfeminist Discourses' explored the masculinities and femininities as they are negotiated by men and women academics in Cyprus uncovering gendered issues around the ways academics negotiate neoliberal and postfeminist discourses relating to issues of stress, anxiety and competition shown through their affective performances. Research interests include gender and HE, gendered academic subjectivities, HE policy in a global context, policies on access and equity in HE as well as academic work and subjectivity construction. Also highly interested in issues relevant to feminist education in schools and the affective intensities of sexism towards developing a strong backbone of gender education, tackle gender inequalities and influence policy makers.

### **MS CHARALAMBOUS KYRIAKI, ACA** **Full-Time Lecturer**

Undergraduate studies at the University of Cyprus (BSc Public and Business Administration (major in accounting), 2010). Qualified Associate Chartered Accountant (ACA) since 2013. Member of the Institute of Chartered Accountants in England and Wales (ICAEW) and the Institute of Certified Public Accountants of Cyprus (ICPAC). Worked for Deloitte Cyprus as an Assistant Manager in the Audit and Assurance department for seven years. She is highly experienced in preparing and reviewing financial statements prepared under IFRSs, evaluation of companies' internal control procedures, preparation of audit plan and risk assessment of audit engagements, performance of detailed audit procedures, draft of audit reports and communication of audit results to clients' management. Has also been responsible for the training and coaching of junior audit members and supervising and leading of audit engagement teams. She has exposure to the following industries: gaming, manufacturing, retail/consumer, construction, electro-mechanical services, automotive, oil, investment holding. Joined P.A. College as a full time lecturer in September 2017.

### **MS CONSTANTINOU MARIA** **Assistant Professor**

Undergraduate studies at Indiana University of Pennsylvania, USA (BSc (Summa Cum Laude) in General Management; minor in Economics, 2000). Member of the Honorary Society Phi Kappa Phi. Postgraduate studies at the Indiana University of Pennsylvania, USA (MBA, Business Administration and Marketing, 2003). Employment record includes: a Marketing internship with the Eberly College of Business at Indiana University of Pennsylvania; a Business Consulting position with Small Business Institute in Indiana, PA; an Executive Sales Assistant's position with MANA products, a leading cosmetics manufacturer in New York; a Marketing Coordinator's position with Quintech Electronics in Pennsylvania and a Student Affairs Director's position with a Tertiary Education Institution in Cyprus. Employed as a full-time, Marketing lecturer at P.A. College since October 2007 and as an Assistant Professor since October 2016. Has taught International Marketing at Paris Graduate School of Management, ESG Business School Unit, through the Erasmus Teaching Mobility Program. Research work and publications on restaurant servicescape and its impact on customer behavioural intentions and satisfaction in the Cyprus International Journal of Management. Research interests also include services marketing, fashion marketing and branding strategies. Has acted as a manuscript reviewer for the Journal of Hospitality Marketing and Management and the Journal of Marketing Intelligence and Planning. Also, a member of the American Marketing Association.

### **MS DEMETRIOU KONSTANTINA** **Full-Time Lecturer**

Undergraduate studies at Manchester Metropolitan University, UK (B.A. Honours in Accounting and Finance, 2014). Member of the Association of Chartered Certified Accountants (ACCA) and The Institute of Certified Public Accountants of Cyprus (ICPAC). Worked in the Internal Audit Department of K. Treppides & Co Ltd for 5 years. Specialised in a range

of Internal Audit services including the outsourcing of the Internal Audit function, independent review of the control and compliance procedures followed by entities, and specialised consultations and trainings dedicated to regulated entities such as Investment Firms and Investment Funds, Payment Institutions and Electronic Money Institutions, Banks and Insurance Companies. Also, she has gained significant experience on the internal audit and advisory services of governmental entities such as Municipalities and Quasi-Governmental Organisations by undertaking relevant projects.

## **MR DOROTHEOU DOROS**

### **Part-Time Lecturer**

Undergraduate studies at Staffordshire University, UK (B.A. Business Administration and Management, 1993), postgraduate studies at the University of Hull (MBA, 1994), Diploma in Marketing (Chartered Institute of Marketing, 1993). Employed as Assistant VP-Senior Auditor at CITI, New York, USA (1997-1999), VP-Product Manager at CITI, London, UK (1999-2000), Head of CRL Financial Services Ltd (2000-2001), Head of BOC CISCO-Ammochostos (2001-2003), BOC Manager Business Centre CRO (2004-2008), Head of Ammochostos District-Retail Banking at Astrobank (2008-2019) and Head of Larnaca and Ammochostos District-Retail Banking at Astrobank (2019-date). As of October 2015, employed at P.A. College, Larnaca as a part-time lecturer.

## **MR LOIZOU FILIPPOS**

### **Professor**

Undergraduate studies at Arizona State University, USA (B.Sc. Engineering (Electrical Engineering), 1989), postgraduate studies at Western Illinois University, USA (M.B.A., 1991). Additional qualifications include studies at Aachen Institute of Technology, West Germany (Language Diploma). Employed as Teaching Instructor at Western Illinois University (1990-1991) and as Full-time Lecturer at P.A. College,

Larnaca since 1992. Has been appointed as the Director of Programme of Studies of the Business Administration Department since 1993, Assistant Professor from 2004 to 2011, Associate Professor from 2012 to 2014 and Professor since 2015. Has published a number of articles in the Cyprus International Journal of Management. Is a member of the ICAEW Academia and Professional Community Steering Committee since April 2017. Has been a member of the Larnaca Municipality Steering Committee for the “European Union USUDS for Larnaca” project. Has supervised/coordinated the ICPAC project: “The Role of Corporate Governance in Cypriot Public Limited Companies”. Has planned, and organised a series of training programmes delivered to faculty members at P.A. College under the sponsorship of the Human Resource Development Authority (2009-2013). Teaching interests include research methods, finance, financial management, investments and SME risk management. Research interests reflect a fundamental interest in exploring business/finance related issues, time series analysis, non-linear dynamics, behavioural finance, evolutionary finance, experimental finance and SME risk management.

## **DR MARKOU MARKOS**

### **Assistant Professor**

### **Business Computing Department Head**

Postgraduate studies at the University of Exeter (PhD Computer Science, 2005 and MSc. Computer Science, 1999) and undergraduate studies at P.A. College (BSc. Business Computing, First Class Honours, 1998). Employed at the University of Exeter as a teaching assistant (1999-2003), teaching artificial intelligence related subjects to postgraduate students. While at the University of Exeter, Markos collaborated with the British Ministry of Defence to develop completely autonomous, intelligent surveillance and targeting agents for military aircrafts. Before joining P.A. College, Markos worked as a special scientist at the University of Cyprus on a Cyprus Research Promotion Foundation funded project, in collaboration with the Transmission System Operator of Cyprus to develop an artificial

intelligence framework for automatic short-term electrical load demand forecasting in Cyprus. Markos is a member of the British Computer Society (BCS), PAR Group and the IEEE, USA. He is employed as a full-time lecturer at P.A. College since October 2013. Markos is an active researcher in the area of artificial intelligence and image processing and has published his work in reputable journals and conference proceedings. His research interests include artificial neural networks, video frame analysis and pattern recognition, and autonomous agents. He is a reviewer for IEEE Trans. on Knowledge and Data Engineering, IEEE Trans. on Pattern Analysis and Machine Intelligence, IEEE Trans. on Neural Networks and Elsevier Pattern Recognition and Pattern Recognition Letters journals.

### **DR PIKI ANDRIANI** **Assistant Professor**

Undergraduate studies (BSc in Computer Science, 2005) at the University of Cyprus. Postgraduate studies (MSc in Business Information Systems, 2006) completed with distinction at Royal Holloway University of London leading to a full research scholarship to pursue a Doctoral degree (PhD in Educational Technology, 2012) at the same institution. Dr Piki also successfully completed the Programme in Skills of Teaching to Inspire Learning and received the UK Higher Education Academy teaching accreditation (2009). Dr Piki is currently employed as an Assistant Professor in Business Computing and Computer Science at P.A. College (since October 2013). She is the Head of Research at P.A. College, an Associate Member of the Higher Education Academy (UK), and acts as a Reviewer in a number of academic journals. Previous employment record includes a Postgraduate Teaching Assistant position (2008-2010) at the School of Management (Royal Holloway University of London) where she supervised MSc dissertations and taught both undergraduate and postgraduate modules in the fields of business information systems and project management. Dr Piki has published

articles in various academic journals and presented her research in reputable European and International conferences including the World Conference on Mobile and Contextual Learning (2017, Cyprus), International Conference on Human-Computer Interaction (2014, Greece), World Conference on Educational Multimedia, Hypermedia and Telecommunications (2010, Canada), Social Intelligence Design (2010, UK), and European Conference on Information Management and Evaluation (2009, Sweden). Dr Piki's research interests are centred on computer-supported collaborative learning, learner engagement, mobile and contextual learning, educational technology, employability skills and transferrable skills development.

### **MS SAVVA SOFIA** **Part-Time Lecturer**

Undergraduate and postgraduate studies at the University of Leicester (LLB Law (Hons), 2011 and Master of Laws in International Commercial Law, 2012). Member of the Cyprus Bar Association since 2013 and worked as a litigation lawyer from October 2013 – September 2016. Since September 2016 she is working as the internal legal advisor of an international banking institution in Cyprus. Joined P.A. College as a part-time lecturer in January 2015. Future plans include undertaking a Ph.D.

### **MS SERGIOU LOUKIA** **Associate Professor of Accounting**

Undergraduate studies at City University, UK (B.A. Honours in Accounting and Finance, 1998), graduate studies at University of Manchester in Science and Technology University (UMIST) and Manchester University, UK (M.Sc. in Accounting and Finance, 1999). Academic member of the Association of International Accountants (AIA) and the Institute of Management Accountants (IMA). Member of the ACCA teach and finance professionals, Accountancy

Age, the American Taxation Association, Accounting Educator's Journal, and Journal of Accounting and Management. She is collaborating with academics from the department of Accounting and Finance at the Manchester Business School. Attended presentations on Communication and Psychology of students (UMIST University), Research Methods and Publications (Manchester Metropolitan University), The role of ISAS in the accounting profession (P.A. College). Employed as Accountant in one of the big 4 accounting/auditing firms, as Lecturer in Accounting and Economics (2000-2004) at a private institute, at P.A. College as part time lecturer (2001-2004) and as a full-time lecturer since September 2004 at P.A. College. Has published articles on VAT and SME's, ISO and TQM, CSR and product innovation, quality of teaching and learning in Europe's Higher Education Institutions, the adequacy of the Accounting Mandatory Disclosures in Cyprus as well as VAT Carousel fraud in a number of Journals. Forthcoming paper to be completed in 2020: Corporate Social Responsibility (CSR): its impact in Cyprus companies after the financial crisis. Research interests include Educational Psychology, TQM and Quality Assurance in teaching, Tax Systems, Conceptual Frameworks, VAT fraud, Tax Harmonisation and Taxation Impact on SME's. Future plans include undertaking a Ph.D.

## **MR TOUMBAS DEMETRIS**

### **Associate Professor**

Undergraduate studies at Michigan State University, Lansing, Michigan, USA (B.A. (Honours) Hotel, Restaurant, Institutional Management, Honours College, 1985), postgraduate studies at Staffordshire University, UK (M.Phil., 1997). Additional qualifications include studies at the Hotel and Catering Institute, Nicosia, Cyprus (Front Office Operations Certificate), National Institute of Foodservice Industry, USA (Applied Foodservice Sanitation Certificate). Employed in the hotel industry until 1989 when recruited as Full-time Lecturer at P.A. College; currently teaching management and business environment modules. Appointed as Course Coordinator since 1992, Senior Lecturer since January 2001, Assistant Professor since 2004 and Associate Professor since 2014. During 2009-10, 2010-11 and 2011-12 presented a series of seminars to faculty and other members of staff at P.A. College as part of the staff training programme of the College sponsored by HRDA. Has published a number of research articles in the Cyprus International Journal of Management and "Tourism Chronicles". Member of the Editorial Board for the Cyprus International Journal of Management from 1996-2017. Research interests include aspects of management and operations in organisations.





## MS VASSILIOU ELENA

### Full-Time Lecturer

Undergraduate studies at the University of Essex, UK (BA in Accounting and Finance, First Class Honours, 2010-2013). She was awarded also for the “The Routledge Law Price” in 2013 by the University of Essex as the best performer in the Law modules. She is a member of the Institute of Chartered Accountants in England and Wales (ICAEW) since 2014, and she is a Qualified Associate Chartered Accountant (ACA Qualification, December 2019). She was working for KPMG in Nicosia as a Senior in the Audit and Assurance department (2013-2017). She was in charge for listed clients in Cyprus and abroad in regards of interim and final audits, by incorporating also discussions with client senior management in preparation of the final partner clearance. Currently

she is employed as a full-time lecturer at P.A. College, teaching Finance, Financial Management, Corporate Finance, International Financial Management, and Principles of Microeconomics and Macroeconomics since October 2017. She also attended the “Erasmus Mobility Programme” in March 2018 with the Birmingham City University in UK, for providing lectures and shadowing in Financial Management and Economics modules to undergraduate students. Further, she has research interests in the fields of Corporate Finance, Microeconomics, and Financial Management.





# APPENDIX (ΠΑΡΑΡΤΗΜΑ)

Συμμόρφωση προς το άρθρο 25 των περί Σχολών Τριτοβάθμιας Εκπαίδευσης Νόμων του 1996 έως 2019  
ΟΔΗΓΟΣ ΣΠΟΥΔΩΝ (PROSPECTUS) ΙΔΙΩΤΙΚΩΝ ΣΧΟΛΩΝ (Σύμφωνα με το άρθρο 25 των περί Σχολών  
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