

**INTERCOLLEGE
CY NICOSIA 14
98524-IC-1-2002-1-CY-ERASMUS-EUC-1**

**European Credit Transfer System
Catalogue**

BBA International Business

October 26, 2004

ECTS Part Two: Information on Degree Programme
Bachelor of Business Administration in International Business
Intercollege, Cyprus

1. Qualification Awarded

Bachelor of Business Administration in International Business

2. Admissions Requirements

Please refer to Part One (Information on Institution).

3. Educational and Professional Goals

At the bachelor level, the Business Administration in International Business program aims to provide students with a solid foundation in the field of international business and prepare them to become effective professionals. The program is based on both theory and practice with emphasis given to the concepts and techniques necessary for the thorough understanding of the international business environment. Upon graduation the student is ready for an entry-level position in the industry and services sectors and for post-graduate studies.

The program aims to provide graduates with the skills and knowledge needed to apply modern business techniques and a sound understanding of the scientific basis on which they are built. The emphasis throughout is on a thorough understanding of the foundations on which modern developments rest.

It has been designed around theoretical core courses encompassing all facets of modern business, a scientific methodological approach to problem handling and presentation of research results, and a practical knowledge and skills needed to produce graduates capable of meeting the challenges in today's global business environment.

The main objectives of the program are:

- ◆ To provide students with a solid basis for further study in the field of business, or for entry level positions in business and industry.
- ◆ To cultivate an inquisitive mind and a scientific methodological approach to problem handling.
- ◆ To provide a sound basis of theoretical knowledge and of practical applications which would support the effective performance, through further work experience, of appropriate professional duties in the industry and the services sectors.
- ◆ To enable graduates of the program to work in an international environment where globalization is a part of life. Students who choose to major in this area will cover subjects from an international perspective such as: international economics, international law, cultural differences, international trade finance, international marketing, information systems, and others.

Towards this end, students will be provided with:

- ◆ A solid foundation of business core courses providing them with a rounded exposure to the basic facets of business administration,
- ◆ A depth in issues related to international business by requiring them to take a number of concentration courses,
- ◆ A breadth of additional business courses beyond the specialized concentration area so that they can interact effectively with other colleagues and understand the multifaceted nature of business problems.

- ◆ A number of capstone courses including strategy and business policy, business simulation and a senior year project that help students integrate the material from various courses into a coherent manner properly applied in the identification and solution of business problems and issues in a dynamic environment, finally
- ◆ A strong element of general education that provides students with a variety of courses in language expression, computer literacy, mathematical and quantitative techniques as well as various aspects of the humanities and the social sciences.

Students are further encouraged and stimulated to develop:

- ◆ A sensitivity to the social, economic, political, ethical and technological environment within which firms and organizations operate and compete, and
- ◆ Personal skills in systematic analysis and critical thinking, argumentation and the communication of ideas, the use of quantitative tools, teamwork and cross-cultural understanding, ethical issues and the application of creativity.

In addition to acquired generic skills, students are provided with a detailed understanding of the international business framework within which the firm operates as well as the ways in which domestic and international economic, political, legal, technological and societal factors affect business decision-making. Students are exposed to:

- Cross-cultural management
- International operations management
- International financial management
- International economic integration
- International Trade Finance
- Risk Management
- Business ethics
- E-business
- Decision-making using quantitative techniques, and
- Global business strategy

Graduates are fully prepared and equipped for entry-level positions in industry and services in the private and public sector. Likely areas for employment include:

- Any local organization that engages in exports or overseas investments
- Any local organization for which the management of its relationships with foreign suppliers or buyers constitute a critical function
- Large, multinational corporations with operations in the countries/regions of interest to the students
- Management consulting organizations
- The public sector, such as the Ministries of Commerce and Industry
- The commercial departments of Embassies

Based on informal feedback from our students and industry employers, the employability record is very high and the quality of their work is highly appreciated.

4. Access to Further Studies

Graduates of the Business Administration in International Business program are ready for entry in post-graduate programs. Our program provides a solid theoretical foundation for students to succeed in postgraduate studies pursuing MBA or specialised MSc programs.

5. The Academic Path – Course Structure.

The Academic Path shows the courses that a student must complete in order to get a Bachelor's Degree in Business Administration in International Business. These courses are grouped into categories which are referred to as "Requirements" or "Electives". In all categories, there is a minimum and maximum number of ECTS that must be satisfied. A Degree is awarded when a student completes all minimum ECTS in each category and a total of 240 ECTS. The Degree is normally completed after 4 years of Full-Time studies. In summary, a student must take:

| | | |
|---------------------------|-------|------|
| Major Course Requirements | 78-84 | ECTS |
| Major Requirements | 42-54 | ECTS |
| Major Business Electives | 18-36 | ECTS |
| Computer Electives | 12-30 | ECTS |
| Math Electives: | 12-24 | ECTS |
| Language Expression: | 9-18 | ECTS |
| Humanities Electives: | 12-30 | ECTS |
| Social Science Electives: | 12-30 | ECTS |
| Total EC Required: | 240 | ECTS |

The Academic Path of the International Business programme is given in the next two pages.

The Academic Path

| A/A | Course | ECTS |
|-----|---|----------------|
| | <u>MAJOR COURSE REQUIREMENTS</u> | 78-84 |
| 1 | ACCT-110 Accounting I | 6R |
| 2 | ACCT-111 Accounting II | 6R |
| 3 | ACCT-211 Managerial Accounting | 6R |
| 4 | BADM-230 Business Law | 6R |
| 5 | BADM-234 Organizational Behavior | 6R |
| 6 | BADM-475 Strategy and Business Policy | 6R |
| 7 | ECON-261 Principles of Microeconomics | 6R |
| 8 | ECON-262 Principles of Macroeconomics | 6R |
| 9 | FIN-266 Managerial Finance | 6R |
| 10 | IMGT-488 Operations Management | 6R |
| 11 | MGT-281 Introduction to Management | 6R |
| 12 | MKTG-291 Marketing | 6R |
| 13 | BADM-431 Research Methods in Business | 6R |
| 14 | BADM-439 Senior Simulation in Business | 6 |
| | OR | |
| | BADM-493 Final Year Project | 6 |
| | <u>MAJOR REQUIREMENTS</u> | (42-54) |
| 15 | BADM-250 International Business | 6 |
| 16 | BADM-450 Global Business Strategy | 6 |
| 17 | BANK-430 International Trade Finance | 6 |
| 18 | BANK-440 Offshore Practice and Administration | 6 |
| 19 | FIN-430 International Financial Management | 6 |
| 20 | ECON-480 International Economic Integration | 6 |
| 21 | MGT-445 Cross Cultural Management | 6 |
| 22 | MKTG-390 E-Commerce | 6 |
| 23 | MKTG-491 International Marketing | 6 |
| 24 | IMGT-486 Quantitative Methods | 6 |
| | <u>MAJOR BUSINESS ELECTIVES</u> | (18-36) |
| 25 | ACCT-350 Business Fraud Prevention | 6 |
| 26 | BADM-435 Business Risk Management | 6 |
| 27 | BADM-491 Special Topics in Business | 2-6 |
| 28 | BANK-445 Insurance | 6 |
| 29 | COMM-321 Public Relations Principles | 6 |
| 30 | COMM-322 Public Relations Methods | 6 |
| 31 | MGT-282 Small Business and Entrepreneurship | 6 |
| 32 | MGT-370 Information Systems and IT Management | 6 |
| 33 | MGT-450 Quality Assurance Management | 6 |
| 34 | MKTG-360 Selling and Sales Management | 6 |
| | <u>GENERAL EDUCATION</u> | |
| | <u>LANGUAGE EXPRESSION</u> | (9-18) |

| | | | |
|----|--|---|----------------|
| 35 | BENG-100 | College English | 6 |
| 36 | ENGL-100 | Basic Writing | 6 |
| 37 | ENGL-101 | English Composition | 6R |
| 38 | BADM-231 | Business Communications | 6R |
| | | OR | |
| | BADM-332 | Technical Writing & Research | 6 |
| 39 | COMM-200 | Business and Professional Communication | 6R |
| | <u>MATH ELECTIVES</u> | | (12-30) |
| 40 | MATH-105 | Intermediate Algebra | |
| 41 | MATH-150 | Finite Mathematics | 6 |
| 42 | MATH-160 | College Algebra | 6 |
| 43 | MATH-190 | Calculus and Analytical Geometry I | 6 |
| 44 | MATH-191 | Calculus and Analytical Geometry II | 6 |
| 45 | MATH-220 | Statistics | 6R |
| 46 | MATH-320 | Advanced Statistics | 6 |
| | <u>COMPUTER ELECTIVES</u> | | (12-30) |
| 47 | COMP-150 | Microcomputer Applications | 6 |
| 48 | COMP-151 | Fundamental Concepts of ICT | 6 |
| 49 | COMP-160 | Introduction to Multimedia | 6 |
| 50 | COMP-161 | Interactive Multimedia Development | 6 |
| 51 | COMP-351 | Information Systems Concepts | 6 |
| | <u>HUMANITIES ELECTIVES</u> | | (12-30) |
| 52 | DES-110 | Introduction to the Visual Arts | 6 |
| 53 | DES-111 | Greek Art | 6 |
| 54 | ENGL-102 | Western World Literature & Comp. | 6 |
| 55 | HIST-201 | World History to 1500 | 6 |
| 56 | HIST-202 | World History since 1500 | 6 |
| 57 | HIST-203 | Modern Europe | 8 |
| 58 | HIST-260 | Cyprus History & Culture | 6 |
| 59 | MUS-110 | Introduction to Music | 6 |
| 60 | PHIL-101 | Introduction to Philosophy | 6 |
| 61 | PHIL-120 | Ethics | 6C |
| 62 | REL-250 | Ancient & Medieval Christian Thought | 6 |
| | <u>SOCIAL SCIENCE ELECTIVES</u> | | (12-30) |
| 63 | ANTH-105 | Cultural Anthropology | 6 |
| 64 | ESCI-200 | Society & Environment | 6 |
| 65 | PSCI-101 | American National Government | 6 |
| 66 | PSY-110 | General Psychology I | 6 |
| 67 | PSY-111 | General Psychology II | 6 |
| 68 | PSY-210 | Social Psychology | 6 |
| 69 | SOC-101 | Principles of Sociology | 6 |
| | TOTAL NUMBER OF ECTS | | 240 |

R = Required

C = Recommended

**Semester Breakdown
Year 1**

| Fall Semester | | | |
|---------------------------------------|-------------|---|-------------|
| Course | ECTS | Course | ECTS |
| ACCT-110 Elementary Accounting I | 6 | ACCT-111 Accounting II | 6 |
| ECON-261 Principles of Microeconomics | 6 | COMP-151 Fund. Concepts of Information Systems and Technology | 6 |
| COMP-150 Microcomputer Applications | 6 | ECON-262 Principles of Macroeconomics | 6 |
| ENG-100 Basic Writing | 3 | ENGL-101 English Composition | 3 |
| COMM-200 Bus & Prof Communication | 3 | BADM-231 Business Communications | 3 |
| PHIL-120 Ethics | 6 | SOC-101 Principles of Sociology | 6 |
| Total ECTS | 30 | | 30 |
| Total ECTS for Year 1 : | | 60 | |

Year 2

| Fall Semester | | Spring Semester | |
|------------------------------------|-------------|---|-------------|
| Course | ECTS | Course | ECTS |
| ACCT-211 Managerial Accounting | 6 | BADM-230 Business Law | 6 |
| BADM-234 Organizational Behavior | 6 | MKTG-291 Marketing | 6 |
| MGT-281 Introduction to Management | 6 | MATH-220 Statistics | 6 |
| MATH-160 College Algebra | 6 | BADM-250 International Business | 6 |
| MUS-110 Introduction to Music | 6 | MGT-282 Small Business and Entrepreneurship | 6 |
| Total ECTS | 30 | | 30 |
| Total ECTS for Year 2 : | | 60 | |

Year 3

| Fall Semester | | Spring Semester | |
|---|-------------|---------------------------------------|-------------|
| Course | ECTS | Course | ECTS |
| FIN-266 Managerial Finance | 6 | IMGT-488 Operations Management | 6 |
| BADM-435 Business Risk Management | 6 | Bank-445 Insurance | 6 |
| BANK-430 International Trade Finance | 6 | BADM-431 Research Methods in Business | 6 |
| ECON-480 International Economic Integration | 6 | MKTG-445 Cross-cultural Management | 6 |
| MKTG-491 International Marketing | 6 | MKTG-390 E-Commerce | 6 |
| Total ECTS | 30 | | 30 |
| Total ECTS for Year 3 : | | 60 | |

Year 4

| Fall Semester | | Spring Semester | |
|--|-------------|---|-------------|
| Course | ECTS | Course | ECTS |
| BADM-475 Strategy and Business Policy | 6 | COMP-493 Final Year Project | 6 |
| FIN-430 International Financial Management | 6 | COMM—321 Public Relations Principles | 6 |
| IMGT-486 Quantitative Methods | 6 | MGT-370 Information Systems and IT Management | 6 |
| BADM-435 Business Risk Management | 6 | ESCI-200 Society & Environment | 6 |
| MGT-450 Quality Assurance Management | 6 | PHIL-121 Business Ethics | 6 |
| Total ECTS | 30 | | 30 |
| Total ECTS for Year 4 : | | 60 | |

Total ECTS Credits: 240

6. Final Examination

A minimum Cumulative Grade Point Average (CPA) of 2.0 (average grade C) is required. A final year project (thesis)/ practicum/etc is also required.

7. Examination and Assessment Regulations*7.1 GENERAL GRADING POLICY*

DETAILS REGARDING THE ASSESSMENT OF EACH INDIVIDUAL COURSE ARE GIVEN IN THE ECTS SYLLABUS OF THE COURSE. THE TABLE BELOW SHOWS THE GENERAL GRADING POLICY OF INTERCOLLEGE.

| <i>Letter Grade</i> | <i>Numerical Grade</i> | <i>Grade Points</i> |
|-------------------------------|-------------------------------|----------------------------|
| <i>A</i> | 93-100 | 4.0 |
| <i>A-</i> | 90-92 | 3.7 |
| <i>B+</i> | 87-89 | 3.3 |
| <i>B</i> | 83-86 | 3.0 |
| <i>B-</i> | 80-82 | 2.7 |
| <i>C+</i> | 77-79 | 2.3 |
| <i>C</i> | 73-76 | 2.0 |
| <i>C-</i> | 70-72 | 1.7 |
| <i>D+</i> | 67-69 | 1.3 |
| <i>D</i> | 63-66 | 1.0 |
| <i>D-</i> | 60-62 | 0.7 |
| <i>F (Fail)</i> | 0-59 | 0.0 |
| <i>I (Incomplete)*</i> | Some work required to pass | |

7.2 RECOMMENDED GRADING POLICY

The recommended Policy of the College with respect to examinations and grading is as follows:

| | |
|----------------------------------|--------|
| Final Examination | 30-50% |
| Tests | 15-30% |
| Term Paper or Projects | 15-30% |
| Mid-Term | 30-40% |
| Homework | 0-20% |
| Quizzes | 0-10% |
| Field Trips | 0-10% |
| Class Attendance & Participation | 0-10% |

8. ECTS Department Co-ordinator

Name: Ms. Georgia Loizia
Telephone: (357) 22-841677
Fax: (357) 22-357481
E-mail: loizia.g@intercollege.ac.cy
Contact Time: 08:00 – 13:00 Monday-Friday

ECTS Course Syllabus

ACCT-110 School of Business Intercollege, Cyprus

| | | |
|---|---|--|
| Course Code ACCT-110 | Course Title Accounting I | ECTS Credits 6 |
| Department Business | Semester Fall, Spring, Summer | Lecturer Melita Stephanou Charitou |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course aims and objectives

The objective of this course is to provide students with the most important accounting procedures.

Course Content

It is a fundamental course in accounting with emphasis on the preparation of the major financial statements of the organization, such as the income statement and the balance sheet. This course examines all the necessary steps needed for the preparation of those statements. The accounting cycle processes to be examined include transactions, journal, ledger, adjustments, worksheet, trial balance, and financial statements.

Prerequisite(s)

None

Type of Course

Required: BSc Business Administration .

Elective: *All other Programs*

Teaching Method

The course is structured around lectures, problem and case discussions, individual and group prepared assignments.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Project/homework: 10% Mid-Term: 40% Final Exam: 50%

Required Textbook

Warren, Fees and Reeve, Accounting, 21st Edition, Dryden Press, 2003.

ECTS Course Syllabus

ACCT-111 School of Business Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code ACCT-111 | Course Title Accounting II | ECTS Credits 6 |
| Department Business | Semester Fall, Spring, Summer | Lecturer Ms Marlen Demetriou |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

To introduce students to a variety of Accounting concepts that will enrich their knowledge and understanding of financial accounting and costing decisions that managers usually have to take.

Course Content

Introduction to a variety of Accounting concepts related to cash control systems, receivables, inventories, payroll system, accounting for corporations and cash flow statements. More specifically the following topics are covered: Control of cash receipts, bank accounts and bank reconciliation, petty cash, classification and internal control of receivables, uncollectible receivables and discounting notes receivable. Inventory costing methods under the perpetual and the periodic system as well as comparison of the methods for managerial decisions. Fixed assets and accounting for depreciation, disposal of fixed assets and intangible assets. Payroll and payroll taxes, accounting systems for payroll and employees' fringe benefits. Capital stock transactions and dividends of corporations, issuing of stock and treasury stock transactions as well as reporting of stockholders' equity. Statements of cash flow with the direct and indirect method.

Prerequisite(s)

ACCT-110 Accounting I.

Type of Course

Required: BSc Business Administration

Elective: All other programs

Teaching Method

The course is delivered through a mixture of lectures, and practical exercises and assignments.

Course Teaching Hours

42 lecture hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Homework: 10%, First-Test: 25%, Second-Test: 25%, Final Exam: 40%

Required Textbook

Warren, Fees and Reeve, Accounting, 21st Edition, Dryden Press, 2003

Recommended Reading

WebTutor Advantage on WebCT.

ECTS Course Syllabus

ACCT-211 School of Business Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code ACCT-211 | Course Name Managerial Accounting | ECTS Credits 6 |
| Department Business | Semester Fall, Spring, Summer | Lecturer Ms Melpo Iacovidou |
| Year of Study 2 nd | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

To introduce students to the concepts of Cost and Management Accounting and familiarize them with basic tools for managerial use.

Course Content

It is a fundamental course in accounting with emphasis on cost and managerial accounting. This course examines fundamental issues in cost and Managerial accountingsuch as basic cost terms and cost concepts, costing systems, cost behavior and estimation, cost-volume-profit analysis and Break-even analysis, decision-making, relevant costs, Capital Expenditure decisions and cash flow analysis.

Prerequisite(s)

ACCT-110, Accounting I; ACCT-111 Accounting II

Type of Course

Required: BSc Business Administration

Elective: All other programs

Teaching Method

The course is delivered through a mixture of lectures, tutorials and practical exercises and assignments.

Course Teaching Hours

42 hours (lectures/presentations). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Homework: 15% Mid-Term: 40% Final Exam: 40% Participation 5%

Required Textbook

Garrison and Noreen, Managerial Accounting, , 10 ed, 2000.

Recommended Reading

Horgreen, Sundem, Stratton, Introduction to Management Accounting,.

ECTS Course Syllabus

BADM-230 Business Law School of Business Intercollege, Cyprus

| | | |
|---|---|--|
| Course Code BADM-230 | Course Name Business Law | ECTS Credits 6 |
| Department Business | Semester Fall, Spring, Summer | Lecturer Dr Martha Hayes Sampson |
| Year of Study 2 nd | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

By the end of this course the student will be able to:

1. Understand and discuss the rules of law in the business world;
2. Understand how to make ethical business choices; and
3. Identify legal issues and apply legal principles to problem situations.

Course Content

This course is designed to introduce students to the legal and ethical aspects of doing business. Students are introduced to the concept of law and the process of legal reasoning. The course includes an examination of the law of contract, agency, sales and business organizations.

Prerequisite(s)

None.

Type of Course

required: BSc Business Administration

Elective: All other programs

Teaching Method

The course is delivered through a mixture of lectures, discussions, presentations, and problem-solving activities.

Course Teaching Hours

42 hours (33 hours lectures/presentations + 9 hours problem solving). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Assigned work: 10% Interim tests: 55% Final Exam: 35%

Required Textbook

Miller & Hollowell, Business Law: Text and Exercises, 3rd ed. West, 2002

Jennings & Murphy (ed.), The New York Times Guide to Business Law and the Legal Environment, West, 2001.

Recommended Reading

Miller & Hollowell, Online Legal Research Guide, 4th ed., West, 2001

West's Business Law Internet Activities

Adams, A., Law for Business Students, 3rd ed., Longman, 2003

ECTS Course Syllabus

BADM-234 School of Business Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code BADM-234 | Course Name Organizational Behavior | ECTS Credits 6 |
| Department Business | Semester Fall, Spring, Summer | Lecturer Dr Nikos Kartakoulis |
| Year of Study 2 nd | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

The aim of the course is to develop an understanding of the impact that individuals, groups and structure have on behavior within the organization and apply this knowledge to improve an organization's effectiveness.

Course Contents

The study of behavior in organizations takes place at three levels: The individual (topics include Foundations of Individual Behavior, Values and Attitudes, Job Satisfaction, Personality and Emotions, Perception and Individual Decision Making, Basic Motivation Concepts and Applications) the Group (Foundations of Group Behavior, Understanding Work Teams, Communication, Leadership, Power and Politics, Conflict and Negotiation) and the Organization (Foundations of Organizational Structure, Work Design and Technology, Human Resource Policies and Practices, Organizational Culture, Organizational Change and Stress Management).

Prerequisite(s)

None. Intermediate standing

Type of Course

Required: BSc Business Administration

Elective: All other programs

Teaching Method

The course is delivered through a combination of lectures, real life examples and discussion of fresh research in the area.

Course Teaching Hours

The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Attendance and Participation: 10%, Homework: 20%, Mid-Term: 30%, Final Exam: 40%.

Required Textbook

Robbins S.P. J.L. Organizational Behavior, 10th Edition, Prentice Hall

Recommended Reading

International Journal of Organizational Behavior, Journal of Organizational Behavior Management.

ECTS Course Syllabus

BADM-431 School of Business Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code BADM-431 | Course Name Research methods in business | ECTS Credits 6 |
| Department Business | Semester Fall, Spring | Lecturer Dr Andreas Polemitis |
| Year of Study 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

This course prepares students who plan to do their Senior Year Project. Students develop their ability to conduct research in a systematic manner in all areas of business.

Course Contents

- Introduction to research and the scientific method
- The research process
- Review of literature
- Topic selection and hypothesis formulation
- Research design and expected outcomes
- Sampling
- Data collection methods and questionnaire design
- Data analysis, presentation and interpretation
- The research report
- Report preparation and presentation

Prerequisite(s)

Advanced Standing

Type of Course

Required : BSc Business Administration.

Elective: *All other programs*

Teaching Method

The course is structured around lectures, problem and case discussions, individual and group prepared assignments.

Course Teaching Hours

42 hours (lectures/presentations). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Project/homework:10% Mid-Term: 40% Final Exam: 50%

Required Textbook

- Sekaran, Uma. Research Methods for Business, Wiley,
- Turabian, Kate L. A Manual for Writers of Term Papers, Theses and Dissertations, Chicago, IL: U of Chicago Press

Recommended Reading

- Gibaldi, Joseph. MLA Handbook for Writers of Research Papers, New York: Modern Language Association of America.
- Statistical Package for the Social Sciences (SPSS)

ECTS Course Syllabus

BADM-439 School of Business Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code BADM-439 | Course Name Senior Simulation in Business | ECTS Credits 6 |
| Department Business | Semester Fall, Spring | Lecturer Mr Marios Christou |
| Year of Study 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

To study business problems integrating the study of accounting, economics, finance, management and marketing. A computerized management/marketing simulation is used to synthesize learning experience.

Course Contents

Single product business, Several team (businesses) compete against each other, Several periods are simulated, Decisions made on pricing, output/sales/inventories, advertising, R & D, No of workers, Materials etc.

Prerequisite(s)

Senior Standing.

Type of Course

Required: BSc Business Administration

Elective: All other Programs

Teaching Method

The course is delivered through a hands on experience simulation program.

Course Teaching Hours

42 hours (lectures/presentations). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

CourseWork: 80% Final Presentation:20%

Required Textbook

None. Notes provided by the lecturer.

ECTS Course Syllabus

BADM-475 School of Business Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code BADM-475 | Course Name Strategy and Business Policy | ECTS Credits 6 |
| Department Business | Semester Fall, Spring | Lecturer Dr Panayiotis Laghos |
| Year of Study 3 rd – 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

To help students understand how to integrate their knowledge of the various business disciplines and to apply this knowledge to the planning and managing of strategic business activities. Emphasis is put on real life cases and current events and developments.

Course Contents

The course builds on knowledge acquired by the students in other functional areas and integrates this knowledge to the task of designing and executing company strategy. Throughout the course case studies are used to relate theory to real life situations. Students engage in classroom dialog and presentations that allows them to think critically, to challenge the views of others, and to support their own positions. More specifically the following topics are covered: The Strategic Decision Making Process; Defining the Company's Mission; Analysis of the External and Internal Environments; Formulating Long-term Objectives and Grand Strategies; Strategy Implementation: Strategic Control and Continuous Improvement.

Prerequisite(s)

Advanced standing.

Type of Course

Required: BSc Business Administration

Elective: All other programs

Teaching Method

The course is delivered through a mixture of lectures, class discussions, case studies, assignments and group projects

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Case & Project Assignment: 35% Mid-Term: 20% Final Exam: 35% Class Participation: 10%

Required Textbook

Pearce P.J., Robinson A.B., Strategic Management, 8th Edition. McGraw Hill/Irwin, 2003

Recommended Reading

Other Strategic Management books; business magazines; business sections of newspapers

ECTS Course Syllabus

BADM-493 School of Business Intercollege, Cyprus

| | | |
|---|--|--|
| Course Code BADM-493 | Course Name Final Year Project | ECTS Credits 6 |
| Department Business | Semester Fall, Spring, Summer | Lecturer Dr George Christodoulides |
| Year of Study 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

To provide the student with an opportunity to integrate his/her knowledge and understanding of the various business related courses into a project that can be implementable in a given business situation, or to review a given business problem.

Course Contents

Primary or secondary research; study of a firm or an industry or a business topic both from a theoretical as well as from a practical business point of view; writing a properly structured and documented report in effective English.

The specific topics to be covered would relate to the items contained in the student's Proposal, as it would be approved by the "Student Project Advisor". As the various key chapters of the Report would be prepared, they are submitted for comments by the Advisor. The Project Report, together with a final presentation which is in the form of a 15-20 minutes oral presentation, is assessed by a three-person Committee. Following a satisfactory outcome, the student submits the Final Copy of his/her Report as an evidence of the work done.

Prerequisite(s)

Advanced standing

Type of Course

It is a requirement for graduation that a student should either undertake a Final Year Project or a Business Simulation project

Teaching Method

The Student Advisor offers guidance both through the issue of General and Specific Guidelines as well as by holding 3-4 sessions with the student to review the quality, the structure and the style of the way the various chapters are developed and written.

Course Teaching Hours

The work involved requires a time input by the student equivalent to that of a 6 ECTS course, though the actual number of hours of work would, in practice, be substantially more.

Assessment

The assessment is based on the quality of the work as contained in the Report, on the way the student presents the key items and findings of his project and on the understanding shown of the various concepts involved.

Required Textbook

None is required. However standard Guidelines are issued to the student.

Recommended Reading

None; however past Final Year Projects kept in the Library may help as references.

ECTS Course Syllabus

ECON-261 School of Business Intercollege, Cyprus

| | | |
|---|--|--|
| Course Code ECON-261 | Course Name Principles of Microeconomics | ECTS Credits 6 |
| Department Business | Semester Fall, Spring, Summer | Lecturer Dr Maria Krambia-Kapardis |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

This is an introductory course in microeconomics; it helps students to develop a basic understanding on microeconomic principles and thoughts. In particular, the subject will introduce students to the workings of the economy at the micro level and will provide them with the background information they need to understand and evaluate economic events

Course Contents

Introduction to microeconomic concepts, scarcity, choice, opportunity cost, economic growth, demand and supply models, elasticity, consumer behaviour, efficiency, firm output and costs, perfect competition, monopoly, monopolistic competition, oligopoly, factor markets.

Prerequisite(s)

None

Type of Course

Required: BSc Business Administration

Elective: All other programs

Teaching Method

The course is delivered through a mixture of lectures, practical exercises and assignments.

Course Teaching Hours

42 hours (lectures/presentations). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Midterm (30%), Term paper (15%), Final Exam (45%), Class participation (10%).

Required Textbook

Parkin, M., M. Powell, and K. Matthews, Economics, 5th edition, Addison-Wesley, 2003

Recommended Reading

The Financial Times, The Economist

ECTS Course Syllabus

ECON-262 School of Business Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code ECON-262 | Course Name Principles of Macroeconomics | ECTS Credits 6 |
| Department Business | Semester Fall, Spring, Summer | Lecturer Dr Spyros Hadjidakis |
| Year of Study 1 st d | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

Through an introduction to macroeconomic theory, the course aims to help students develop their analytical and critical skills and their ability to conceptualise real-life economic situations as well as to understand how to use the macroeconomic indicators and the working of the economy.

Course Contents

Introduction to macroeconomic concepts, Gross Domestic Product, Index numbers, inflation employment and unemployment, aggregate supply, aggregate demand, expenditure multipliers, fiscal policy, money in the economy, monetary policy, international trade, balance of payments, exchange rates, European union.

Prerequisite(s)

ECON-261 Principles of Microeconomics (recommended)

Type of Course

Required: BSc Business Administration

Elective: All other Programs

Teaching Method

The course is delivered through a mixture of lectures, practical exercises and assignments.

Course Teaching Hours

42 hours (lectures/presentations). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Midterm (30%), Term Paper (15%), Final Exam (45%), Class Participation (10%).

Required Textbook

Parkin, M., M. Powell, and K. Matthews, Economics, 5th edition, Addison-Wesley, 2003

Recommended Reading

The Financial Times, The Economist

ECTS Course Syllabus

FIN-266
School of Business
Intercollege, Cyprus

| | | |
|---|--|--|
| Course Code FIN-266 | Course Name Managerial Finance | ECTS Credits 6 |
| Department Business | Semester Fall, Spring | Lecturer Melita Stephanou Charitou |
| Year of Study 2 nd | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

the objective of this course is to provide students with a sound understanding and critical appreciation of the principles of financial management. the course describes both the theory and practice of financial decision making by corporations, and shown how financial theory can be used to address practical problems and illuminate institutional aspects of financial world.

Course Contents

It is a fundamental course in finance with emphasis on financial analysis, valuation concepts, investment decisions, long term financing, and working capital management. Specific topics to be covered, include (NPV) and its application to capital budgeting investment, portfolio theory and the CAPM, dividend policy, capital structure, and valuation of financial securities.

Prerequisite(s)

ACCT-111 Accounting I; ECON-262 Principles of Macroeconomics; MATH-220 Statistics

Type of Course

Required: BSc Business Administration

Elective: All other programs.

Teaching Method

The course is structured around lectures, problem and case discussions, individual and group-prepared assignments. A real application of the concepts learned in the course will be applied to real foreign and Cypriot organizations.

Course Teaching Hours

56 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (4 hours/week).

Assessment

Project:10% Mid-Term: 40% Final Exam: 50%

Required Textbook

Besley and Brigham, Essentials of Managerial Finance, 12th Edition, Dryden, 2000.

Recommended Reading

Financial Times and The Economist.

ECTS Course Syllabus

IMGT-488 Department of Management and MIS Intercollege, Cyprus

| | | |
|--|---|---|
| Course Code IMGT-488 | Course Name Operations Management | ECTS Credits 6 |
| Department Management and MIS | Offered Fall, Spring | Lecturer Panikos Constanti |
| Year of Study 3 rd or 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

The aim of the course is to provide an understanding of the operations function and develop the awareness of the skills and methods required to create value by transforming inputs into outputs.

Course Content

Topics discussed in the course include: Operations and Productivity, Operations Strategy in a Global Environment, Project Management, Forecasting, Location Strategies, Layout Strategies, Human resources and Job Design, Work Measurement, Inventory Management, Aggregate Planning, Short-term Scheduling, Just in Time, Maintenance.

Prerequisite(s)

MATH-220, MGT-281

Co requisites(s)

None

Type of Course

Compulsory: Business Administration

Elective: All Programs

Teaching Method

The course is delivered through a mixture of lectures, computer lab tutorials and practical exercises and assignments.

Course Teaching Hours

42 hours (14-weeks, 3 hours/week).

Assessment

Attendance and Participation: 10%, Homework: 20%, Mid-Term: 30%, Final Exam: 40%.

Required Textbook

Heizer J., Render B., Operations Management 7th Edition, Prentice Hall

Recommended Reading

The book's website (www.prenhall.com/heizer) for homework problems, tests, video cases and recent articles and research.

ECTS Course Syllabus

MGT-281 School of Business Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code MGT-281 | Course Name Introduction to Management | ECTS Credits 6 |
| Department Management and MIS | Offered Fall, Spring | Lecturer Harry Kogetsidis |
| Year of Study 2 nd | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

This course aims to provide an introduction to the basic principles of management and to give students an understanding of the basic management functions of planning, organising, leading and controlling.

Course Content

Managers & Management. Management & National Culture. Foundations of Planning. Foundations of Decision Making. Decision Making Methods. Basic Organisation Designs. Staffing & Human Resource Management. Managing Change & Innovation. Understanding Individual Behaviour & Work Teams. Motivating Employees. Leadership. Foundations of Control.

Prerequisite(s)

Sophomore standing.

Co requisites(s)

None.

Status of Course

Compulsory: Business Administration Concentration Management

Elective: All other programs

Teaching Method

The course is delivered through a combination of lectures and seminar work, with group work and student interaction being important parts of the learning process. Students will be asked to form small groups and discuss management issues using the material introduced in the lecture as a guide.

Course Teaching Hours

42 hours a semester inclusive of formal lectures and seminar work. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Test 1: 20%, Test 2: 30%, Final examination: 50%

Required Textbook

Griffin, Ricky W. Management 7th ed. Boston: Houghton Mifflin Company. 2002.
(ISBN 0-618-11360-6)

Robbins, S. and D. Decenzo, Fundamentals of Management, Updated Edition, Prentice Hall, 2004.

Recommended Reading

Students are encouraged to refer to other management textbooks, as well as the business section of newspapers and other business magazines, and to use them as additional reading for this course. The Internet also provides a great source of interesting material directly related to the course

ECTS Course Syllabus

MKTG-291 Department of Business Administration Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code MKTG-291 | Course Name Marketing | ECTS Credits 6 |
| Department Business Administration | Offered Fall, Spring | Lecturer Dr Alkis Thrassou |
| Year of Study 2nd | Level of Course Intermediate | Language of Instruction English |

Course Aims

To provide the students with a comprehensive understanding of the Marketing Concept, Philosophy, Practice and Processes. Major emphasis is placed on the elements of the Marketing Mix.

Course Contents

The course provides a first contact with Marketing, its philosophy, its principles, its processes and its terminology. It covers most major aspects of the subject such as The Marketing Concept & Philosophy, Strategic Market Planning, The Marketing Environment, Consumer Buyer Behaviour, Marketing and Society, Marketing Information & Research, and especially a comprehensive study of the elements of the Marketing Mix (Product, Price, Place, Promotion).

Prerequisite(s)

None

Type of Course

Requirement: All Business Programmes

Teaching Method

The course is to be delivered through a mixture of lectures, discussions, project-work & presentations, article reviews, case studies and external/guest lecture(s)

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

| | |
|-----------------------------|-----|
| Mid-Term Exam | 30% |
| Project Work / Presentation | 10% |
| Final Exam | 50% |
| Class Participation | 10% |

Required Textbook

Kotler, Armstrong, Saunders & Wong: Principles of Marketing, 3rd European Edition, Prentice Hall 2002, ISBN 0-273-64662-1

Recommended Reading

Marketing & management-related academic journals, The Financial Times, Local Economy & Finance Newspapers

ECTS Course Syllabus

BADM 250 School of Business Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code BADM-250 | Course Name International Business | ECTS Credits 6 |
| Department Business | Semester Fall, Spring, | Lecturer Dr Marios Katsioloudis |
| Year of Study 2 nd | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

Introducing the students to the nature of international business, in terms of international trade and foreign investment worldwide.

Course Contents

This course aims at introducing the students to the nature of international business in terms of international trade and foreign investment worldwide. Topic areas include economic theories on international trade, international sociocultural and socioeconomic environmental parameters, political and legal limitations and incentives. This course places emphasis on international and in particular exporting trade, while concentrating on international marketing policies and practices.

Prerequisite(s)

MGT-281 Introduction to Management; ECON-262 Macroeconomics

Type of Course

Concentration Elective: Business Administration (Management and Marketing)

Elective: All other programs

Teaching Method

The course is delivered through a mixture of lectures, and practical exercises and assignments.

Course Teaching Hours

42 hours (18 hours lectures/presentations + 24 hours laboratory work). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Homework: 30% Mid-Term: 30% Final Exam: 40%

Required Textbook

Ball Donald A. and Wendell H. McCulloch Jr. International Business: The Challenge of Global Competition. 8th ed. Irwin McGraw-Hill, 2002.

Recommended Reading

Business Journals, Magazines and Newspapers.

ECTS Course Syllabus

BADM-450 Global Business Strategy Department of Management and MIS Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code BADM-450 | Course Name Global Business Strategy | ECTS Credits 6 |
| Department Management and MIS | Offered As needed | Lecturer Dr. M. Katsioloudes |
| Year of Study 3 rd or 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

This course aims to expose students to key global environmental factors and issues impacting on the development of international business. Major topics include: globalization of business; national differences in the political, social and legal environment; political and country risk; cultural differences and their impact on international business; ethical issues in international business; international trade issues; theory and politics of foreign direct investment; international competitiveness; the internationalization of business activities and the development of multinational enterprises; foreign exchange markets; the international monetary system and development of the global capital market.

Course Content

1. Global Business Environment
2. Managing Across Cultures
3. Global Political and Economic Analysis
4. Multinational Operations
5. Managerial Decisions and Control
6. International Trade Issues
7. Foreign Exchange Markets
8. Global Capital Markets
9. Global Marketing Management
10. Regional Business Environments

Prerequisite(s)

Senior Standing

Type of Course

Compulsory: Business Administration International Business

Elective: Other programs

Teaching Methods

The course is delivered through a mixture of lectures, case studies discussions and presentations.

Course Teaching Hours

42 hours.

Assessment

Assignments: 20% Tests: 30-40% Final Exam: 40-50%

Required Textbooks

R. E. Grosse (Ed), [Thunderbird on Global Business Strategy](#), Wiley, John & Sons, Incorporated / January 2000

J. R. Smith and P. A. Golden, Corporation: A Global Business Simulation 3RD, Prentice Hall, 1998.

R. John, N. Grimwade and H. Cox (Eds), [Global Business Strategy](#), Thomson Learning 1997

ECTS Course Syllabus

BANK-430 International Trade Finance **Department of Accounting & Banking** **Intercollege, Cyprus**

| | | |
|---|--|---|
| Course Code BANK-430 | Course Title International Trade Finance | ECTS Credits 6 |
| Department Accounting & Banking | Semester Fall, Spring | Lecturer Mr Costas Loizides |
| Year of Study 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

To develop knowledge and understanding of the ways in which international trade is undertaken, settled and financed, and understand the international payment system.

Course Contents

The course covers topics such as the risk management services, multilateral versus bilateral trade, types and uses of bills of exchange, methods of trading promotion, financial services from banks and other sources..

Prerequisite(s)

None

Type of Course

Major: Banking, Business Administration.

Teaching Methods

The course is delivered through a mixture of lectures, presentations, tutorials and practical exercises and assignments.

Course Teaching Hours

42 hours (24 hours lectures/presentations + 18 hours tutorials and practical exercises). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Homework: 20% Mid-Term: 30% Final Exam: 50%

Required Textbook

Chartered Institute of Bankers (CIB), International Trade Finance, 2004.

Recommended Reading

ECTS Course Syllabus

BANK-440 Offshore Practice and Administration **Department of Accounting & Banking** **Intercollege, Cyprus**

| | | |
|---|---|---|
| Course Code BANK-440 | Course Title Offshore Practice and Administration | ECTS Credits 6 |
| Department Accounting & Banking | Semester Fall, Spring | Lecturer Mr Avraam Hadjihannas |
| Year of Study 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

To develop knowledge and understanding of the principles involved including company administration, trusteeship, investment work, and an introduction to offshore pension and unit trusts.

Course Contents

The course covers topics such as the introduction to offshore business, offshore company management, trustee business, and offshore investment management..

Prerequisite(s)

None

Type of Course

Major: Banking, Business Administration.

Teaching Methods

The course is delivered through a mixture of lectures, presentations, tutorials and practical exercises and assignments.

Course Teaching Hours

42 hours (24 hours lectures/presentations + 18 hours tutorials and practical exercises). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Homework: 20% Mid-Term: 30% Final Exam: 50%

Required Textbook

Chartered Institute of Bankers (CIB), Offshore Practice and Administration, 2004.

Recommended Reading

ECTS Course Syllabus

ECON-480 School of Business Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code ECON-480 | Course Name International Economic Integration | ECTS Credits 6 |
| Department Business | Semester Spring | Lecturer Dr Spyros Hadjidakis |
| Year of Study 3 rd - 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

The basic objective of this course is to examine the theory and implications of economic integration and the various efforts around the world to form free trade areas, common markets and other regional economic groups. Special emphasis is given to the European Union, its development, policies, challenges and future.

Course Contents

Theory of economic integration, customs unions, trade creation, trade diversion, monetary integration, optimum currency areas, economics of the single market, competition and industrial policies, regional policy, common agricultural policy, social policy, monetary union and the euro.

Prerequisite(s)

ECON-262 Principles of Macroeconomics

Type of Course

Concentration elective: Economics and Finance, Management (BSc Business Administration).

Elective: All other Programs

Teaching Method

The course is delivered through a mixture of lectures, problem and case discussions.

Course Teaching Hours

42 hours (lectures/presentations and tutorials). The course is delivered during the Spring semester in 14-weeks (3 hours/week).

Assessment

Midterm (20%), Term Paper (30%), Final Exam (40%), Class Participation (10%).

Required Textbook

HITIRIS, T., EUROPEAN UNION ECONOMICS, 5TH EDITION, PRENTICE HALL, 2003

Recommended Reading

El-Agraa, Ali M., The European Union: Economics and Policies, Financial Times/Prentice Hall, 2001

<http://europa.eu.int>

ECTS Course Syllabus

FIN-430 School of Business Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code FIN-430 | Course Name International Financial Management | ECTS Credits 6 |
| Department Business | Semester Fall | Lecturer Mr Marios Christou |
| Year of Study 3 rd - 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

To introduce students to the international dimension in the financial environment, exchange rates and risks, short-term assets and long-term asset management as well as in banking.

Course Content

Introduction to the following topics: Multinational Financial Management, International Flow of Funds and Financial Markets, Exchange Rates, Futures and Options, Exchange Rate Behavior, Government Influence on Inflation, Exchange Rate Risk Exposure and Management, International Short-Term Financing and Cash Management, Direct Foreign Investment, Multinational Capital Budgeting and Long-Term Financing, Country Risk Analysis, International Banking.

Prerequisite(s)

ECON-262 Macroeconomics, FIN-266 Managerial Finance

Type of Course

Concentration Elective: Economics and Finance (BSc Business Administration)

Elective: All other programs

Teaching Method

The course is delivered through a mixture of lectures and assignments.

Course Teaching Hours

42 hours (lectures/presentations). The course is delivered during the Fall semester in 14-weeks (3 hours/week).

Assessment

Assignments:20%, Participation:10%, Midterm Examination: 30%, Final Exam: 40%

Required Textbook

Cheol, E., International Financial Management, 2nd ed., McGraw Hill, 2002.

Recommended Reading

Financial Management, Paper 14 ACCA,

Lecturer's Notes.

ECTS Course Syllabus

IMGT-486 Department of Management and MIS Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code IMGT-486 | Course Name Quantitative Methods | ECTS Credits 6 |
| Department Management and MIS | Offered Fall, Spring | Lecturer Harry Kogetsidis |
| Year of Study 3 rd or 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

This course aims to provide an introduction to Quantitative Methods, as they are used in Business and Management. The course takes a business perspective and concentrates on how quantitative methods can be used in decision making and problem solving.

Course Content

The course has three parts. The first part introduces students to the basic principles of *forecasting* and familiarises them with a number of statistical forecasting methods. The second part introduces students to the basic principles of *linear programming* and shows how optimisation techniques can be used to solve both maximisation and minimisation problems concerning the allocation of resources. The third part introduces students to the basic ideas of *project scheduling* and shows how managers can make use of project scheduling tools in order to plan and schedule projects that consist of numerous tasks or activities.

Prerequisite(s)

MATH-220.

Co requisites(s)

None.

Type of Course

Major Elective: Business Administration Concentration: Management

Elective: Business Administration (Marketing, and Management Information Systems).

Teaching Method

The course is delivered through a combination of lectures and seminar work. All sessions include a number of problems, which aim to give students the opportunity to apply the methods introduced in the lecture to business problems and to propose policy alternatives.

Course Teaching Hours

42 hours a semester inclusive of formal lectures and seminar work. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Mid-term examination: 40% Final examination: 60%

Required Textbook

The Quantitative Methods Course Handbook written by the lecturer is used as the required text for this course. This is 136-page document, which includes all the material covered in this course.

Recommended Reading

Students are encouraged to refer to any quantitative methods / management science textbooks which cover the topics of forecasting, linear programming and project scheduling and to use them as additional reading for this course.

ECTS Course Syllabus

MGT-445 Cross Cultural Management Department of Management and MIS Intercollege, Cyprus

| | | |
|--|---|---|
| Course Code MGT-445 | Course Name Cross Cultural Management | ECTS Credits 6 |
| Department Management and MIS | Offered As needed | Lecturer Dr. M. Katsioloudes |
| Year of Study 3 rd or 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

This course aims to provide participants with an intellectual and an experiential forum for developing the interpersonal, intercultural communications and interaction skills necessary for international managers. As we move into the 21st century, where globalization is dramatically shifting and demographics are changing, it is vital that our workforce has a solid and practical understanding of the interrelationships between the self and world economy. The ability to communicate cross culturally and understand diverse perspectives is a necessity in order to achieve a competitive advantage in our global economy. This course is much more than the study of cross-cultural communication. It involves the study of international business practices and managing diversity in the context of understanding multicultural and international affairs

Course Content

1. Social construct of culture, Cultural analysis model
2. Workforce Trends
3. Negotiation skills and strategies, Styles of negotiations
4. Cross Cultural Negotiations, Understanding Chinese and Japanese
5. Culture shock, Acculturation issues, re-entry issues
6. Global leadership and business ethics
7. Doing business with North Americans
8. Doing business with Latin Americans and Asians
9. Cross Cultural Management Case Study Presentations

Prerequisite(s)

Senior Standing

Type of Course

Compulsory: Business Administration International Business

Elective: Other programs

Teaching Methods

The course is delivered through a mixture of lectures, case studies discussions and presentations.

Course Teaching Hours

42 hours.

Assessment

Assignments: 20% Tests: 30-40% Final Exam: 40-50%

Required Textbooks

Philip R. Harris and Robert T. Moran, Managing Cultural Differences (MCD), Gulf Publishing Company, Fifth Edition., 2000.

ECTS Course Syllabus

MKTG-390 Department of Business Administration Intercollege, Cyprus

| | | |
|--|---|---|
| Course Code MKTG-390 | Course Name E-Commerce | ECTS Credits 6 |
| Department Business Administration | Offered Not offered yet | Lecturer |
| Year of Study 2 nd to 4 th | Level of Course Intermediate / Advanced | Language of Instruction English |

Course Aims :

To enable students gain an understanding in the following areas:

- Foundations of electronic Commerce
- Retailing in E-Commerce
- Marketing information systems
- Internet consumers and market research
- Advertisements in E-Commerce
- E-Commerce for service industries
- Business-to-business E-Commerce
- Intranet and extranet
- Marketing potential of multimedia and the Internet
- Electronic payment systems
- E-Commerce strategy and implementation
- Economic and other issues in E-Commerce

Course Description:

The course emphasizes the utilization of recent developments in Information Technology (IT) within the context of business globalization. It critically examines all aspects of marketing such as promotion, advertising, distribution, sales and after-sales service with regard to the advantages and disadvantages of E-Commerce. The course also examines the design and development of Marketing Information Systems.

Prerequisite(s)

MKTG-291

Type of Course

Requirement: BSc in Business Administration (Marketing) and BBA in Marketing

Elective: All other Business Programmes

Teaching Method

The course is structured around lectures, problem and case discussions, individual and group prepared assignments.

Course Teaching Hours

42 hours.

Assessment

Project/homework: 10% Mid-Term: 40% Final Exam: 50%

Required Textbook

- Turban, E., Lee, J., King, D. and Chung, H.M. Electronic Commerce: A Managerial Perspective. Prentice-Hall, 2000.

Recommended Reading

- Greenstein, M. and Feinman, T. M. Electronic Commerce: Security, Risk Management and Control. McGraw-Hill, 2000.
- O'Connor, J. and Clavin, E. Marketing and Information Technology - The Strategy, Application and Implementation of IT in Marketing. Pitman Publishing, 1998.

ECTS Course Syllabus

MKTG-491 Department of Business Administration Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code MKTG-491 | Course Name International Marketing | ECTS Credits 6 |
| Department Business Administration | Offered Fall, Spring | Lecturer Dr Alkis Thrassou |
| Year of Study 3 rd - 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims

For the students to obtain a broad overview of the dynamic & complex subject of international marketing, to distinguish between international marketing and marketing in the domestic context, to show how different nations are interdependent within the world economy, and to show how the above theory applies to businesses and how the various marketing functions are modified to suit an international spectrum of operations

Course Description

The course delivers knowledge on a variation of aspects relating to the subject, such as: Scope, Context & Challenge of International Marketing, International Markets and their Interrelationship, People & Culture across the World, Politics and Laws affecting International Marketing, Global Marketing Strategy, International Marketing Intelligence, International Product Policy, Entering a Foreign Market, International Marketing Communication, Pricing for International Markets, International Marketing of Services, Information Technology for International Marketing, and International Marketing Management.

Prerequisite(s)

None

Type of Course

Requirement: BSc in Business Administration (Marketing) and BBA in Marketing

Elective: All other Business Programmes

Teaching Method

The course is to be delivered through a mixture of lectures, discussions, project-work & presentations, article reviews, case studies and external/guest lecture(s).

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

| | |
|-----------------------------|-----|
| Mid-Term Exam | 30% |
| Project Work / Presentation | 10% |
| Final Exam | 50% |
| Class Participation | 10% |

Required Textbook

Vern Terpstra, Ravi Sarathy, International Marketing, Dryden Press / Harcourt College Publishers, Eighth Edition

Recommended Reading

Marketing & Management-related academic journals, The Economist, The Financial Times, International Economy & Finance Newspapers etc

ECTS Course Syllabus

ACCT-350 Business Fraud Prevention Department of Accounting & Banking Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code ACCT-350 | Course Title Business Fraud Prevention | ECTS Credits 6 |
| Department Accounting & Banking | Semester Fall, Spring | Lecturer Dr Maria Kapardis |
| Year of Study 3 rd | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

To develop knowledge and understanding of the different types of fraud, its aetiology, how it can be prevented and detected.

Course Contents

The course covers topics such as the emergence of corporate fraud, crime, law and other agendas, accounting for corporate fraud, regulating and punishing corporations, aetiology of fraud, profiling the offender, prevention issues, investigation techniques, and fraud auditing.

Prerequisite(s)

This is an elective for Business students with sophomore standing.

Type of Course

Major: Accounting, Business Administration.

Teaching Methods

The course is delivered through a mixture of lectures, presentations, tutorials and practical exercises and assignments.

Course Teaching Hours

42 hours (24 hours lectures/presentations + 18 hours tutorials and practical exercises). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Homework: 20% Mid-Term: 30% Final Exam: 50%

Required Textbook

Slapper G and Tombs S (1998), Corporate Crime, Longman.

Recommended Reading

Kapardis M, Kapardis A, Kourakis N (2001), Economic Crime in Cyprus and Greece, Sakkoulas, Athens.

ECTS Course Syllabus

BADM-435 School of Business Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code BADM-435 | Course Name Business Risk Management | ECTS Credits 6 |
| Department European Business Studies; Finance and Economics | Semester Spring | Lecturer Dr Maria Kapardis |
| Year of Study 3 rd - 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

Given that many businesses have grown and the owners are not necessarily the managers it is imperative that management does behave in an ethical manner and apart from carrying his/her normal management tasks he/she also assesses all business risks ranging from entrepreneurial (i.e. when the business gets its forecasts wrong and loses money) and or non-entrepreneurial (i.e. fire, pollution or fraud).

Course Contents

The course covers topics such as risk management; defining and assessing risk; ensuring quality and avoiding liability; preventing environmental pollution; protection against fire; maintaining security; fraud; staying financially healthy; avoiding computer disaster; market leadership through risk management; code of Conduct in business.

Prerequisite(s)

Advanced standing

Type of Course

Major Business Elective : BSc Business Administration in European Business Studies; BSc Business Administration in Finance and Economics..

Elective: All other programs

Teaching Method

The course is structured around lectures, problem and case discussions, individual and group prepared assignments.

Course Teaching Hours

42 hours (lectures/presentations). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Project/homework:10% Mid-Term: 40% Final Exam: 50%

Required Textbook

Sadgrove K., The complete Guide to Business Risk Management, Gower, 2004.

Recommended Reading

Paine L.S., Cases in Leadership, Ethics, and Organizational Integrity, McGraw Hill, 1997.

Fridson M.S., Financial Statement Analysis, A Practitioner's Guide, John Wiley, 1996

Schilt H.M., Financial Shenanigans: How to Detect Accounting Gimmick and Fraud in Financial Reports, McGraw Hill, 1993.

ECTS Course Syllabus

BADM-491 School of Business Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code BADM-491 | Course Name Special Topics in Business | ECTS Credits 6 |
| Department Business | Semester Fall, Spring | Lecturer Dr Andreas Polemitis |
| Year of Study 3 rd - 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

- IMPORTANCE OF AREA OR TOPIC
- Recent developments
- Linkages to established disciplines
- Recent research findings
- Prospects for further study or research

Course Content

This course allows students and faculty to explore new areas not normally covered in any other courses or study specific topics that are interdisciplinary, of great interest or recently evolving. The course is taught in the form of seminars where students are expected to contribute material and participate in class discussion. A written project is normally expected.

Prerequisite(s)

Advanced Standing

Type of Course

Required: BSc Business Administration.

Elective: *All other programs*

Teaching Method

The course is structured around lectures, problem and case discussions, individual and group prepared assignments.

Course Teaching Hours

42 hours (lectures/presentations). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Project/homework:10% Mid-Term: 40% Final Exam: 50%

Required Textbook

No particular textbook is required but students are expected to use a variety of materials including electronic databases, other secondary data and possibly primary data. Use of Search bank and Internet access is required.

ECTS Course Syllabus

BANK-445 Insurance Department of Accounting & Banking Intercollege, Cyprus

| | | |
|---|------------------------------------|---|
| Course Code BANK-445 | Course Title Insurance | ECTS Credits 6 |
| Department Accounting & Banking | Semester Fall, Spring | Lecturer Mr Lakis Adamides |
| Year of Study 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

To develop knowledge and understanding of the development and role of the insurance industry, the various classes of insurance and types of provider, and the legislative environment.

Course Contents

The course covers topics such as the scope and purpose of insurance, insurance contract, classes of insurance, personal insurances, pensions, mortgage, motor and commercial insurance, and authorization and regulation of intermediaries.

Prerequisite(s)

None

Type of Course

Major: Banking, Business Administration.

Teaching Methods

The course is delivered through a mixture of lectures, presentations, tutorials and practical exercises and assignments.

Course Teaching Hours

42 hours (24 hours lectures/presentations + 18 hours tutorials and practical exercises). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Homework: 20% Mid-Term: 30% Final Exam: 50%

Required Textbook

Chartered Institute of Bankers (CIB), Insurance, 2004.

Recommended Reading

ECTS Course Syllabus

COMM- 321 Principles of Public Relations Department of Communications Intercollege, Cyprus

| | | |
|---|---|--|
| Course Code COMM-321 | Course Title Principles of Public Relations | ECTS Credits 6 |
| Department Communications | Semester Fall, Spring, Summer | Lecturer Dr Nayia Roussou |
| Year of Study 3 rd | Level of Course Advanced | Language of Instruction Greek, English |

Course Aims and Objectives

The course aims at Introducing the fundamentals and practices of public relations with emphasis on the concepts, theories and techniques relevant to the practice of Public Relations. Included in the course aims are the information about marketing and advertising approaches, enabling the student to write press releases, as well as giving them a general knowledge of communication media – PR and Mass Media.

Course Contents

The course includes the Introduction: History and development of Public Relations, as well as the Organizational, Social and Ethical Context of Public Relations. Model Governments for PR, involving Research, Planning and Action Programs are studied, together with Research in PR, as to Research Types, Samples, Usefulness. Different theories and models of communications are studied, affecting Public Opinion and Communication. Other areas cover Public Relations/Advertising/Marketing/Propaganda, Media Characteristics and Techniques, Case studies, Internal and External Publics and Publics and Media. Profit and Non-profit PR is studied, special trends in PR today, PR for multi-cultural Communities and special uses of PR today and Problem solving for crisis situations and contingency plans for emergency situations are also part of the course material.

Prerequisite (s)

BENG.100

Type of course

Major Requirement course for Communications BSc. Elective for other Programs.

Teaching Methods

The course is delivered through lectures, practical exercises and viewing video and audio tapes about PR practices and issues and discussion/analysis of these.

Course Teaching Hours

42 hours of lecturing, combined with all other teaching methods. The course is delivered during the Fall and Spring semesters in 14 weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (7 hours/week.)

Assessment

First Exam: 20% Mid-term: 35% Final Exam: 45%

Required Textbook

Fraser P Seitel, The Practice of Public Relations, 6th Edition, 1995, Macmillan Publishing Co. and / or Frank Jefkins, Public Relations, 4th Edition, 1992, Pitman Publishing Co

ECTS Course Syllabus

COMM-322 Public Relations Methods Department of Communications Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code COMM-322 | Course Title Public Relations Method | ECTS Credits 6 |
| Department Communications | Semester Fall, Spring, Summer | Lecturer Ms Tao Papaioannou |
| Year of Study 3 rd | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

To help students in developing, improving and refining public relations writing skills and media communication techniques. It also provides students with practical skills and knowledge needed to plan, manage and evaluate public relations events and programs.

Course Contents

Research and analyze issues and integrate information into a public relations plan; write, prepare/produce and distribute public relations materials; complete a portfolio of collateral materials such as direct mail, news releases, backgrounders, fact sheets, feature stories, invitations, newsletters and brochures; and plan and organize a public relations program

Prerequisite(s)

COMM-321: Introduction to Public Relations, Fundamental Knowledge of practicing public relations with an emphasis on the various functions of Public relations.

Type of Course

Compulsory: Communications

Elective: All other Programs

Teaching Method

The course is delivered through a mixture of lectures, student discussions and presentations, practical exercises and assignments.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 6 weeks (6 hours/week).

Assessment

Case study: 25% Project: 25% Mid-Term: 25% Final Exam: 25%

Required Textbook

Wilcox, D. & Nolte, L. (2001). Public relations writing and media techniques. Harper Collins: New York.

Recommended Reading

The associated press stylebook and libel manual. Associated Press: New York.

Wilcox, D. (2000). Public relations: Strategies and tactics. Longman: New York.

ECTS Course Syllabus

MGT-282 School of Business Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code MGT-282 | Course Name Small Business & Entrepreneurship | ECTS Credits 6 |
| Department Management and MIS | Offered Not offered yet | Lecturer Yiannos Maltezos |
| Year of Study 2 nd | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

This course aims to provide students with a conceptual framework for all aspects of entrepreneurship.

Course Content

Study of role of the entrepreneur in the developmental success of a small business. Topics such as choosing the form of a small business; how to start, acquire, or dispose of a small business; how to achieve goals through other people; and the ingredients for success are discussed.

- Elements of entrepreneurship
- The Environment of Business
- Failure and success in small business
- Forms of Business Organization
- Market Positioning
- Getting the Right idea
- Family Business
- Evaluating Business Ideas
- Buying an Ongoing Business
- Preparing a Feasibility Study
- Starting a new Small Business
- Raising Capital
- Obtaining a loan
- Location & Layout
- Purchasing Methods
- Marketing and Merchandising
- Advertising and Promotion
- Human Resource Management
- Inventory Control
- Accounting Records and Control
- Valuing a Business for Sale
- Business Expansion
- Mergers Acquisition
- Becoming a Limited Company
- Tax Management
- Current Issues in Small Business

Prerequisite(s)

MGT-281

Co requisites(s)

None

Type of Course

Compulsory: Business Administration Concentration Management

Teaching Method

The course is structured around lectures, problem and case discussions, individual and group prepared assignments.

Course Teaching Hours

42 hours.

Assessment

Project/homework: 10% Mid-Term: 40% Final Exam: 50%

Required Textbook

Richard M Hodgetts, Donald F Kuratku, Effective Small Business Management 6th edition 1998

Recommended Reading

Dan Sternhoff and John F. Burgers Small Business Management Fundamentals 6th edition, 1993, McCrawn Hill

ECTS Course Syllabus

MGT-370 Information Systems and IT Management Department of Management and MIS Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code MGT-370 | Course Name Information Systems and IT Management | ECTS Credits 6 |
| Department Department of Management and MIS | Offered Not offered yet | Lecturer Dr. S. Louca |
| Year of Study 3 rd or 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

The course aims to introduce students to the issues of how information technology can be exploited, tuned into a strategic resource and managed successfully in an organization. It examines the importance not only of technology per se, but of people and processes as well, in particular, the role of the top management team, how IT value can be assessed, the structure and capabilities needed in modern IT functions, the role of users and specialists in information systems development and how to make IT sourcing decisions and monitor the results.

Course Contents

- Competitive advantage through IT.
- End-user computing and management of information centers.
- Marketing and IT.
- Information technology and organizations - impact and changes.
- Organizational transformation and managing change.
- Sourcing IT and IT outsourcing in Europe and the USA.
- IT strategy and management of strategic projects.
- Managing information systems organizations.

Prerequisite(s)

MGT281 and COMP-151

Type of Course

Elective: Business Administration (Management Information Systems)

Teaching Methods

The course is structured around lectures, case studies and presentations.

Course Teaching Hours

42.

Assessment

Test A: 15%, TEST B: 20%, Project: 25%, Final Exam: 40.

Required Textbook

Turban, E. McLean, E. and Wetherbe, J. Information Technology for Management, John Wiley & Sons, Inc. 2004, ISBN 0-471-22967-9.

Recommended Reading

Brady, J. A. Monk, E. and Wagner, B. J. Concepts in Enterprise Resource Planning, Pitman Course Technology Thomson Learning, 2001, ISBN 0-619-01593-4.

ECTS Course Syllabus

MGT -450 School of Business Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code MGT -450 | Course Name Total Quality Management | ECTS Credits 6 |
| Department Management and MIS | Offered Not offered yet | Lecturer |
| Year of Study 3 rd or 4 th | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

This course aims to address all issues related to total quality management from the perspective of management, employees, customers and suppliers. It also aims to enable students design, organize and measure quality as well as prepare for the ISO 9000 system.

Course Content

- Leadership and commitment
- Customer focus and contacts
- Supplier quality
- Organizing for quality
- Measurement of quality.
- Benchmarking
- Employee involvement, training and reward
- Design of products and services for quality
- Planning for quality and system design
- Process management improvement
- System assessment
- ISO 9000

Prerequisite(s)

MGT -281

Co requisites(s)

None

Type of Course

Compulsory: Business Administration Concentration Management.

Elective: All other Programs

Teaching Method

The course is structured around lectures, problem and cases discussions, individual and group prepared assignments.

Course Teaching Hours

42 hours.

Assessment

Project/homework:10% Mid-Term: 40% Final Exam: 50%

Required Textbook

George Stephen and Weimerskirch, Arnold. Total Quality Management: Strategies and Techniques Proven at Today's Most Successful Companies, John Wiley, 1998.

Recommended Reading

Costin, Harry. Strategies for Quality Improvement: TQM, Reengineering and ISO 9000, 2nd ed. Dryden Press, 1999.

Oakland, John S. Total Quality Management: the route to improving performance. Butterworth-Heinemann, 1993.

Creech, Bill. The Five Pillars of TQM: How to make total quality management work for you. Penguin Books. 1994.

ECTS Course Syllabus

MKTG-360 Department of Business Administration Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code MKTG-360 | Course Name Selling and Sales Management | ECTS Credits 6 |
| Department Business Administration | Offered Not Offered yet | Lecturer |
| Year of Study 2 nd to 4 th | Level of Course Intermediate / Advanced | Language of Instruction English |

Course Aims and Objectives

To enable students gain an understanding in the following areas:

- The sales perspective
- Sales strategies and techniques
- The personal selling process
- Preparation: prospecting and approaching
- Presentation and handling objections
- Closing, confirming and after-sale follow-up
- Relationship selling
- Retail store selling
- Recruitment and selection of salespersons
- Orientation and training
- Organization, motivation and compensation
- Assessing sales performance
- Automated selling, telemarketing and Internet marketing
- Sales forecasting and budgeting

Course Description:

This course prepares students to master the art of selling as a relationship process as well as the management of the sales force including selection, training, compensation and control.

Prerequisite(s)

MKTG-291 Marketing, Fundamental Knowledge of Marketing

Type of Course

Requirement: BSc in Business Administration (Marketing) and BBA in Marketing

Elective: All other Business Programmes

Teaching Method

The course is structured around lectures, problem and case discussions, individual and group prepared assignments.

Course Teaching Hours

42 hours.

Assessment

Project/homework: 10% Mid-Term: 40% Final Exam: 50%

Required Textbook

JOBBER, DAVID AND LANCASTER, GEOFFREY. SELLING & SALES MANAGEMENT, 5TH ED. PRENTICE-HALL, 2000

Recommended Reading

Manning, Gerald and Reece, Barry. Selling Today: Building Quality Partnerships. 7th ed. Prentice-Hall, 1998.

Jobber, David. The CIM Handbook of Selling and Sales Strategy. Butterworth-Heinemann, 1997.

Use of educational videos.

ECTS Course Syllabus

BENG 100: College English Department of Languages Intercollege, Cyprus

| | | |
|--------------------------------|---|---|
| Course Code BENG-100 | Course Title College English | ECTS Credits 3 |
| Department Language | Semester Fall, Spring, Summer | Lecturer Dr Maria Kogetsides |
| Year of Study 1,2 | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

To improve the students reading and writing skills to better equip them with the demands of academic writing and research.

Course Contents

The course is an upper-intermediate level grammar and skills course, focusing on reading and writing in an academic context. The course cover areas of complex grammar, including reported speech and conditionals, sentence structure (simple, complex and compound), paragraph and rudimentary composition skills.

Prerequisites

BENG90 or NEPTON (English placement test)

Type of Course

Required all degrees

Teaching Methods

Facilities are available for PowerPoint lecture presentations, VCRs, Online Computers, Computer Labs and Language Lab. Teachers may also use a mix of lectures, tutorials, case studies, student presentations, group work, role play, and field visits and have visiting specialists give lectures.

Course Teaching Hours

Fall and Spring: 6 hours a week over a thirteen week semester. Summer: 10 hours a week over seven weeks.

Assessment

Final exam 40%, Midterm 30%, Continuous 30%

Required Textbook

Bolton, David and Noel Goodey, *English Grammar in Step*, London: Richmond 1996

Cortina, Joe and Janet Elder *Opening Doors: Understanding College Reading*, London: McGraw Hill 1998.

ECTS Course Syllabus

ENGL 100: Basic Writing Department of Languages Intercollege, Cyprus

| | | |
|---------------------------------|---|---|
| Course Code ENGL-100 | Course Title Basic Writing | ECTS Credits 3 |
| Department Language | Semester Fall, Spring, Summer | Lecturer Dr Paul Stewart |
| Year of Study 1,2,3,4 | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

The course is designed to ground the students in the fundamentals of good writing practice in English and to introduce the student to a diversity of essay styles.

Course Contents

The course focuses on the paragraph and essay and covers such issues as organization, the writing process, appropriate use of diction, topic sentences and thesis statements. The essay styles covered include: description, narration, comparison and contrast, process analysis and argument.

Prerequisites

BENG100 College English

Type of Course

Required all degrees

Teaching Methods

Facilities are available for PowerPoint lecture presentations, VCRs, Online Computers, Computer Labs and Language Lab. Teachers may also use a mix of lectures, tutorials, case studies, student presentations, group work, role play, literature review, analysis of research data, and field visits and have visiting specialists give lectures.

Course Teaching Hours

Fall and Spring: 3 hours a week over a thirteen week semester. Summer: 6 hours a week over seven weeks.

Assessment

Final exam 40%, Midterm 30%, Continuous 30%

Required Textbook

Evergreen with Readings, by Fawcett and Sandberg, sixth edition (Houghton and Mifflin)

ECTS Course Syllabus

ENGL 101: Composition Department of Languages Intercollege, Cyprus

| | | |
|--------------------------------|--|---|
| Course Code ENGL-101 | Course Title Composition | ECTS Credits 3 |
| Department Language | Semester Fall., Spring, Summer | Lecturer Dr Paul Stewart |
| Year of Study 3,4 | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

To equip the student with the skills of written discourse, emphasizing expository and persuasive prose as well as research techniques and proper documentation methods .

Course Contents

The course is designed to improve the essay-writing abilities of the student, particularly within an academic context. Areas focussed upon include: the writing process, organisation of essays, diction, critical thought, argument, the research paper and referencing (MLA style).

Prerequisites

ENGL-100: Basic Writing

Type of Course

Required all degrees

Teaching Methods

Facilities are available for PowerPoint lecture presentations, VCRs, Online Computers, Computer Labs and Language Lab. Teachers may also use a mix of lectures, tutorials, case studies, student presentations, group work, role play, literature review, analysis of research data, and field visits and have visiting specialists give lectures.

Course Teaching Hours

Fall and Spring: 3 hours a week over a thirteen week semester. Summer: 6 hours a week over seven weeks.

Assessment

Final exam 40%, Midterm 30%, Continuous 30%

Required Textbook

Writing With A Purpose, *Joseph F. Trimmer, (New York: Houghton Mifflin, 2001*

ECTS Course Syllabus

BADM 231: Business Communication Department of Languages Intercollege, Cyprus

| | | |
|--------------------------------|--|---|
| Course Code BADM-231 | Course Title Business Communications | ECTS Credits 3 |
| Department Languages | Semester Fall, Spring, Summer | Lecturer Ms. Andry Sophocleous |
| Year of Study 2,3,4 | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

To improve the students' business writing skills, as well as strengthen their business communication skills.

Course Contents

The student will become acquainted with the methods of communications prevalent within a business context. The skills of letter writing, drafting proposals, report writing and public speaking are covered.

Prerequisites

ENGL101 English Composition

Type of Course

Required all degrees

Teaching Methods

Facilities are available for PowerPoint lecture presentations, VCRs, Online Computers, Computer Labs and Language Lab. Teachers may also use a mix of lectures, tutorials, case studies, student presentations, group work, role play, literature review, analysis of research data, and field visits and have visiting specialists give lectures.

Course Teaching Hours

Fall and Spring: 3 hours a week over a thirteen week semester. Summer: 6 hours a week over seven weeks.

Assessment

Final exam 40%, Midterm 30%, Continuous 30%

Required Textbook

Bovee, C. and Thill, J. V. (2003) Business Communication Today (7th Edition), New Jersey: Prentice Hall

ECTS Course Syllabus

BADM 332: Technical Writing and Research Department of Languages Intercollege, Cyprus

| | | |
|--------------------------------|---|---|
| Course Code BADM-332 | Course Title Technical Writing and Research | ECTS Credits 3 |
| Department Language | Semester Fall, Spring | Lecturer Mr James Mollison |
| Year of Study 3,4 | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

The student will learn the skills associated with applied writing, research design and development, electronic communication and research reporting and planning.

Course Contents

The course focuses on how to research and write technical documents as well as how to critically evaluate reports, articles and other documents written by others. Areas covered include: communication needs, problem solving, document structures, oral presentations and visuals, report and essay documentation.

Prerequisites

ENGL101 English Composition

Type of Course

Required all degrees

Teaching Methods

Facilities are available for PowerPoint lecture presentations, VCRs, Online Computers, Computer Labs and Language Lab. Teachers may also use a mix of lectures, tutorials, case studies, student presentations, group work, role play, literature review, analysis of research data, and field visits and have visiting specialists give lectures.

Course Teaching Hours

3 hours a week over a thirteen week semester.

Assessment

Final exam 40%, Midterm 30%, Continuous 30%

Required Textbook

John M. Lannon, *Technical Communication*

Recommended Reading

ECTS Course Syllabus

COMM 200: Business and Professional Communication Department of Languages Intercollege, Cyprus

| | | |
|--------------------------------|--|---|
| Course Code COMM-200 | Course Title Business And Professional Communication | ECTS Credits 3 |
| Department Language | Semester Fall, Spring, Summer | Lecturer Ms Kathrine Fincham |
| Year of Study 2,3,4 | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

This course is designed for the student who anticipates a career in business or a profession. The student will study business and human communication theories and effective reading and listening techniques. Non-verbal symbols are also discussed. Students will be taught how to conduct an effective interview.

Course Contents

In order to understand the importance of improving communication skills and to understand the human communication process, students will become acquainted with business and human communication theories, effective reading and listening techniques, the importance of Nonverbal Symbols and interview conduct.

Prerequisites

ENGL101 English Composition

Type of Course

Required all degrees

Teaching Methods

Facilities are available for PowerPoint lecture presentations, VCRs, Online Computers, Computer Labs and Language Lab. Teachers may also use a mix of lectures, tutorials, case studies, student presentations, group work, role play, literature review, analysis of research data, and field visits and have visiting specialists give lectures.

Course Teaching Hours

Fall and Spring: 3 hours a week over a thirteen week semester. Summer: 6 hours a week over seven weeks.

Assessment

Participation: 15%. Assignments 20%. Presentations: 15%. Mid-Term: 20%. Final Exam: 30%

Required Textbook

Bradley and Baird, *Communication for Business and Professions*, 2nd Edition

Recommended Reading

Sorrels, *Business Communication Fundamentals*

Hayes and Baird, *Communication for Business and Professions*

ECTS Course Syllabus

COMP-150 Microcomputer Applications Department of Computer Science Intercollege, Cyprus

| | | |
|---|---|--|
| Course Code COMP-150 | Course Title Microcomputer Applications | ECTS Credits 6 |
| Department Computer Science | Semester Fall, Spring, Summer | Lecturer Maria Hadjiparaskeva Adamides |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

This course is designed to introduce students to the basic concepts of computers, acquaint them with windows, popular application software and expose them to the Internet.

Course Contents

Students gain knowledge on the Essentials of Computing Concepts, Microsoft Windows, and Internet. They deal with different software categories using programs that are included in the Microsoft Office Package and are also exposed to the Internet. More specifically the topics of the course include: Word Processors (Microsoft Word), Spreadsheets (Microsoft Excel), Presentation Graphics (Microsoft PowerPoint), Database Management Systems (Microsoft Access), World Wide Web and Electronic Mail.

Prerequisite(s)

None

Type of Course

Elective: In all the non-science programs.

Teaching Methods

The course is delivered through a mixture of lectures, lab presentations, lab tutorials and practical exercises, assignments and project(s). Additional media and student/lecturer supplements are used.

Course Teaching Hours

42 hours (42 hours lectures/lab presentations/lab tutorials). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Class Participation: 0-5% Homework/Project(s): 10-20% Mid-Term(s): 40-50% Final Exam: 40-50%

Required Textbook

Robert T. Grauer and Maryann Barber, Exploring Office XP, Volume I, Enhanced Edition, Prentice Hall Inc., 2002. ISBN 0-13-182405-8.

ECTS Course Syllabus

COMP-151 Fundamental Concepts of Computers and Information Technology Department of Computer Science Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code COMP-151 | Course Name COMP-151Fund Conc. of Info & Comp | ECTS Credits 6 |
| Department Computer Science | Offered Fall, Spring, Summer | Lecturer Dr Lefteris Economou |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

To introduce students to the basic concepts of Computers and Information Technology

Course Contents

This course is an introduction to computers and information processing. It covers computer literacy topics including a brief history of computing, examination of information technology, the processing unit, computer number systems and data representation, input/output media and devices, primary and secondary storage, application and systems software, systems development life cycle, computer programming languages, files and databases, data communications, future trends in technology and introduction to the Internet and the impact of computers on society.

Prerequisite(s)

None

Type of course

Compulsory: Computer Science and Business Administration (Management Information Systems)

Elective: All other Programs

Teaching Methods

The course is delivered through a mixture of lectures, projects and assignments.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Homework-Assignments: 10% Test:15% Mid-Term: 25% Final Exam: 50%

Required Textbook

L. Long and N. Long, Computers, 2002, 9th Edition, Prentice Hall, (ISBN: 0-13-092980-8)

Recommended Reading

Computers: Tools for an Information Age, Eighth Edition

by H. L. Capron, J. A. Johnson Prentice Hall; 8th edition (May 23, 2003) ISBN: 0131405640

ECTS Course Syllabus

COMP-160 Introduction to Multimedia Department of Computer Science, Multimedia Program Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code COMP-160 | Course Title Introduction to Multimedia | ECTS Credits 3 |
| Department Computer Science | Semester Fall, Spring | Lecturer Mrs Liza Pieridou |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

The course introduces the student to the basic concepts of multimedia and investigates on how multimedia is changing our world. The students have the opportunity to learn and use the cutting edge technology of Multimedia hardware and software through the final project.

Course Contents

- Intro to Multimedia (Categories, Evolution, Applications)
- Multimedia and the Internet
- Multimedia Graphics (creation, manipulation, Adobe Photoshop)
- Animation (uses, types, methods and tools, Macromedia Flash)
- Video (frame rate and editing, Premier)
- Sound (Wavelab)
- Text and Typography
- Designing a Multimedia Application

Prerequisite(s)

None

Type of Course

- Compulsory for Multimedia program
- Elective: Business Administration (Management Information Systems), Communications, Computer Science, Design, Hotel Management and all other programs.

Teaching Methods

The teaching method consists of lectures, software demonstration, CD-ROM exploration of relevant material, practical exercises based on personal or teamwork, assignments and individual guidance.

Course Teaching Hours

42 hours (18 hours lectures/presentations + 24 hours laboratory work). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

- PRACTICAL EXERCISES, PARTICIPATION, ATTENDANCE.....30%
- Comprehensive Mid-term test.....30%
- Final practical project, presentation.....40%

Required Textbook

C. COOROUGH, *"Multimedia and the Web"*, Harcourt College Publishers, 2001
(ISBN: 0-03-032188-3)

Recommended Reading

Kymerlee Weil, *"Macromedia Flash MX, Hands On Training"*, ISBN:0-321-11272-5

ECTS Course Syllabus

COMP-161 Interactive Multimedia Development Department of Computer Science Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code COMP-161 | Course Title Interactive Multimedia Development | ECTS Credits 3 |
| Department Computer Science | Semester Fall, Spring | Lecturer Ms Elina Pavlides |
| Year of Study 2 nd | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

To introduce students to the concepts and techniques of Interactive Multimedia Development through the creation of functional interfaces. The course enables students to develop a better understanding of multimedia and explore the possibilities it has to offer with the use of the Macromedia Flash software.

Course Contents

The course introduces the students to the creation of basic navigational interaction through the understanding of usability tips. Students will also learn to review several web sites carrying both Good and Bad design features where they are expected to create creative thinking as to situate their final project into a more functional interface. More specifically the following topics are covered: Target audience, Navigational structures, Design features, Interface styles, Rollover buttons, Guide layers, Interaction with labels, Non-linear structures of narrative.

Prerequisite(s)

COMP-160

Type of Course

Required: Multimedia, *Elective:* Graphic Communication

Teaching Methods

The teaching method will consist of lectures, CD-ROM exploration, web site critique, projection of relevant material, practical exercises based on personal or team work, assignments and individual guidance.

Course Teaching Hours

42 hours (18 hours lectures/presentations + 24 hours laboratory work). The course is delivered during the Fall or Spring semesters in 14-weeks (3 hours/week).

Assessment

Practical project 1, presentation.....20%
Comprehensive Mid-Term test.....30%
Final project, presentation.....50%

Required Textbook

Kymberlee Weil, Macromedia Flash MX 2004- Hands on Training, Peach Pit Press, December 2003.

Recommended Reading

Macromedia Flash On-line Help.

ECTS Course Syllabus

COMP-351 Information System Concepts Department of Computer Science Intercollege, Cyprus

| | | |
|--|---|---|
| Course Code COMP-351 | Course Name Information System Concepts | ECTS Credits 6 |
| Department Computer Science | Offered Fall | Lecturer Christos Loizou |
| Year of Study 2 nd or 3 rd | Level of Course Intermediate | Language of Instruction English |

Course Aims

To introduce students the concepts of the Information Systems and how may be applied to a business professional environment for creating a competitive advantage.

Course Description

With this course the students should be able to understand the challenges involved in applying information technology successfully. This includes identifying the different components of an information system (customers, product, business process, participants, information, and technology), different types of information systems, related issues (communication, decision making, ethics, etc.), information system planning, building and maintaining an information system, and information system security and control. The course will be delivered as a mixture of lectures, case study discussions, exercises and assignments. You are advised to consult the relevant reading material before coming to class so that you can participate in class discussion.

Prerequisite(s)

COMP-151A: Fundamental Concepts of Information and Computer Technology

Type of Course

Elective: Computer Science, Business Administration (Management Information Systems) and all other programs

Teaching Method

The course is delivered through a mixture of lectures, presentations, practical case analyses and assignments.

Course Teaching Hours

42 hours lectures and presentations. The course is delivered during the Fall semester in 14-weeks (3 hours/week).

Assessment

Homework: 20% Mid-Term: 30-40% Final Exam: 40-50%

Required Textbook

Required: James A. O'Brien, Introduction to information systems. Essentials for the e-Business enterprise. 12th Edition, McGraw-Hill Irwin, 2005. (ISBN: 0-07-289042-8)

Recommended Reading

James A. O'Brien, Introduction to information systems. Essentials for the e-Business enterprise. 11th Edition, McGraw-Hill Irwin, 2003. (ISBN: 0-07-247264-2).

Any general computer or business magazine.

ECTS Course Syllabus

MATH-105 Intermediate Algebra Department of Computer Science Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code MATH-105 | Course Title Intermediate Algebra | ECTS Credits 6 |
| Department Computer Science | Semester Fall, Spring, Summer | Lecturer Dr Stavros Pouloukas |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

This course provides the students with basic algebra skills.

Course Contents

Areas covered include real number properties, polynomials and factoring, rational expressions, solving equations, graphs of linear equations and inequalities, exponents and radicals, second-degree equations and inequalities

Prerequisite(s)

None.

Type of Course

Elective: In Business Administration and other programs

Teaching Method

The course is delivered through a mixture of lectures, tutorials, practical exercises, assignments and quizzes. Additional media and student/lecturer supplements are also used.

Course Teaching Hours

42 hours (42 hours lectures/presentations/tutorials). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Class Participation/Homework/Quizzes: 10% Mid-Terms: 50% Final Exam: 40%

Required Textbook

Dugopolski, Intermediate Algebra, Fourth Edition, McGraw Hill, 2004. ISBN: 0-07-244393-6.

ECTS Course Syllabus

MATH-150 Finite Mathematics Department of Computer Science Intercollege, Cyprus

| | | |
|---|---|--|
| Course Code MATH-150 | Course Title Finite Mathematics | ECTS Credits 6 |
| Department Computer Science | Semester Fall, Spring, Summer | Lecturer Maria Hadjiparaskeva Adamides |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

This course is designed to give the students a background in mathematics as a tool for making effective business decisions.

Course Contents

The material of this course can be grouped into two main themes: Linear Algebra and Applications; Combinatorics, Probability and applications. More specifically the following topics are covered: Linear Equations, Systems of Linear Equations, Matrices, Linear Programming (Geometric Approach and Simplex Method), Sets, Counting Techniques, Probability, Markov Chains and Game Theory.

Prerequisite(s)

MATH-105 (Intermediate Algebra) or MATH-160 (College Algebra) or Pass the Mathematics Placement Test 105 (MPT-105) or Pass the Mathematics Placement Test 160 (MPT-160)

Type of Course

Elective: In Business Administration and other programs

Teaching Methods

The course is delivered through a mixture of lectures, tutorials, practical exercises, assignments and quizzes. Lab presentations and lab tutorials using an appropriate mathematical software and/or demonstrations by a graphic calculator are also used.

Course Teaching Hours

56 hours (56 hours lectures/presentations/tutorials). The course is delivered during the Fall and Spring semesters in 14-weeks (4 hours/week). During the Summer session the course is delivered in 7 weeks (8 hours/week).

Assessment

Class Participation/Homework/Quizzes: 0-30% Mid-Term(s): 30-50% Final Exam: 40-50%

Required Textbook

Mizrahi and Sullivan, Finite Mathematics/An Applied Approach, 8th edition, New York: John Wiley & Sons Inc., 2000. ISBN 0-471-32202-4.

ECTS Course Syllabus

MATH-160 College Algebra Department of Computer Science Intercollege, Cyprus

| | | |
|---|---|--|
| Course Code MATH-160 | Course Title College Algebra | ECTS Credits 6 |
| Department Computer Science | Semester Fall, Spring, Summer | Lecturer Maria Hadjiparaskeva Adamides |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

This course is designed to give the students a background in the algebra and trigonometry elements necessary for any other subsequent mathematics courses in the curriculum.

Course Contents

This course develops the fundamental concepts of algebra and trigonometry. More specifically, the course covers the following topics: Equations and Inequalities, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Trigonometric Functions, and Graphs.

Prerequisite(s)

None

Type of Course

Elective: In Computer Science and Computer Engineering.

Teaching Methods

The course is delivered through a mixture of lectures, practical exercises, assignments, quizzes, and tutorials. Additional media and student/lecturer supplements are also used.

Course Teaching Hours

42 hours (42 hours lectures/presentations/tutorials). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week). During the Summer session the course is delivered in 7 weeks (6 hours/week).

Assessment

Class Participation/Homework/Quizzes: 5-20% Mid-Term(s): 30-45% Final Exam: 40-50%

Required Textbook

Michael Sullivan, Algebra & Trigonometry, Pearson Education, Inc., 7th Edition, New Jersey, 2005. ISBN 0-13-143073-4.

ECTS Course Syllabus

MATH-190 Calculus and Analytic Geometry I Department of Computer Science Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code MATH-190 | Course Title Calculus and Analytic Geometry I | ECTS Credits 6 |
| Department Computer Science | Semester Fall, Spring, Summer | Lecturer Dr George Portides |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

This course introduces the student to the concept of infinitesimal calculus with both theory and applications. It also prepares the student for the continuation of calculus in the next two calculus courses (MATH-191 and MATH -270).

Course Contents

The course includes a thorough reference to the fundamental concepts of infinitesimal calculus such as limits, derivatives, and integrals. More specifically the following topics are covered: Basic theory of real valued functions, limits and continuity, the derivative and some of its applications, implicit differentiation, L'Hopital's rule, analysis of functions, Rolle's Theorem, Mean value theorem, and elementary theory of integration.

Prerequisite(s)

MATH-160: College Algebra OR Pass the Mathematics Placement 160 (MPT-160); minimum efficiency in algebra and trigonometry.

Type of Course

Compulsory: In Applied Mathematics, Computer Science and Computer Engineering.

Elective: In all other programs.

Teaching Methods

The course is delivered through a mixture of lectures, handouts, tutorials, practical exercises and assignments.

Course Teaching Hours

56 hours (56 hours lectures/presentations/tutorials). The course is delivered during the Fall and Spring semesters in 14-weeks (4 hours/week). During the Summer session the course is delivered in 7 weeks (8 hours/week).

Assessment

Class Participation/Homework/Quizzes: 0-30% Mid-Term(s): 30-50% Final Exam: 40-50%

Required Textbook

Howard A. Anton, Irl Bivens, Stephen Davis, Calculus, Seventh Edition, Wiley 2002. ISBN: 0-471-38157-8.

ECTS Course Syllabus

MATH-191 Calculus and Analytic Geometry II Department of Computer Science Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code MATH-191 | Course Title Calculus and Analytic Geometry II | ECTS Credits 6 |
| Department Computer Science | Semester Fall, Spring | Lecturer Dr George Chailos |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

This course provides the student with further study of calculus in both theory and applications. It also prepares the student for the next course in calculus as well as other science courses.

Course Contents

The course offers a thorough study of the concepts introduced in MATH-190 course and in addition it introduces the student to new notions. More specifically, the following topics are covered: Applications of the definite integral in geometry, science and engineering, principles of integral evaluation and improper integrals, mathematical modeling with differential equations, the theory of infinite and power series, analytic geometry in calculus and introduction on the conic sections.

Prerequisite(s)

MATH-190: Calculus and Analytic Geometry I

Type of Course

Compulsory: In Applied Mathematics, Computer Science and Computer Engineering.

Elective: In all other programs.

Teaching Methods

The course is delivered through a mixture of lectures, handouts, tutorials, practical exercises and assignments.

Course Teaching Hours

56 hours (56 hours lectures/presentations/tutorials). The course is delivered during the Fall and Spring semesters in 14-weeks (4 hours/week).

Assessment

Class Participation/Homework/Quizzes: 0-30% Mid-Term(s): 30-50% Final Exam: 40-50%

Required Textbook

Howard A. Anton, Irl Bivens, Stephen Davis, Calculus, Seventh Edition, Wiley 2002. ISBN: 0-471-38157-8.

ECTS Course Syllabus

MATH-220 Statistics Department of Computer Science Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code MATH-220 | Course Title Statistics | ECTS Credits 6 |
| Department Computer Science | Semester Fall, Spring, Summer | Lecturer Dr Stavros Pouloukas |
| Year of Study 2 nd | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

To familiarize students with basic concepts of statistics and their application. To treat statistics as an aid to decision making.

Course Contents

The course includes a thorough reference to descriptive statistics, a brief reference to probability theory and probability distributions and an introduction to statistical inference. More specifically the following topics are covered: Data Summarizing, Histograms, Frequency Distributions, Measures of Central Tendency, Measures of Variation, Introduction to Probability Theory, Discrete Probability Distributions, The Normal Distribution, Sampling Distributions, Parameter Estimation, Confidence Intervals and Hypothesis Testing.

Prerequisite(s)

MATH-105 (Intermediate Algebra) or MATH-160 (College Algebra) or Pass the Mathematics Placement Test 105 (MPT-105) or Pass the Mathematics Placement Test 160 (MPT-160)

Type of Course

Compulsory: In Business Administration

Elective: In other programs

Teaching Methods

The course is delivered through a mixture of lectures, tutorials, practical exercises, assignments and quizzes. Lab presentations and lab tutorials using an appropriate mathematical software and/or demonstrations by a graphic calculator are also used.

Course Teaching Hours

56 hours (56 hours lectures/presentations/tutorials). The course is delivered during the Fall and Spring semesters in 14-weeks (4 hours/week). During the Summer session the course is delivered in 7 weeks (8 hours/week).

Assessment

Class Participation/Homework/Quizzes: 0-30% Mid-Term(s): 30-50% Final Exam: 40-50%

Required Textbook

Brace and Brace, Understandable Statistics, 7th Edition, Houghton Mifflin, 2003. ISBN 0-618-20554-3.

ECTS Course Syllabus

MATH-320 Advanced Statistics Department of Computer Science Intercollege, Cyprus

| | | |
|---|--|---|
| Course Code MATH-320 | Course Title Advanced Statistics | ECTS Credits 6 |
| Department Computer Science | Semester Fall, Spring | Lecturer Dr Haritini Tsangari |
| Year of Study 3 rd | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

To familiarize students with advanced statistical tests specially designed for applications in business problems. This course is a continuation of Introductory Statistics.

Course Contents

The following topics are covered: Correlation and Regression Analysis, Analysis of Qualitative Data, Analysis of Variance, Nonparametric tests, Time Series Analysis.

Prerequisite(s)

MATH-220: Statistics

Type of Course

Compulsory: In Applied Mathematics.

Elective: In all other programs.

Teaching Methods

The course is delivered through a mixture of lectures, handouts, tutorials, practical exercises and assignments.

Course Teaching Hours

42 hours (42 hours lectures/presentations/tutorials). The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Class Participation/Homework/Quizzes: 0-30% Mid-Term(s): 30-50% Final Exam: 40-50%

Required Textbook

Mason, Lind and Marchal, Statistical Techniques in Business and Economics, Irwin-Mc Graw-Hill, 1996. ISBN: 0-073-03929-2

ECTS Course Syllabus

DES – 110 Introduction to the Visual Arts Department of Design Intercollege, Cyprus

| | | |
|--|---|---|
| Course Code DES-110 | Course Name Introduction to the Visual Arts | ECTS Credits 6 |
| Department Liberal Arts | Offered Fall, Spring | Lecturer Thereza Spanos |
| Year of Study 1 st Year | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

To promote discussion and reflection, to encourage the spirit of research and learning whilst helping the students gain a lifelong appreciation of art. The student is also encouraged to undertake a journey of self exploration through art.

Course Contents

Introduction to the Visual Arts is a survey course which examines developments in art starting from the Cave paintings and ending with the early Renaissance. The early arts of India and China are also covered. Emphasis lies on (1) the meanings and functions assigned to the visual arts during the periods which we will be considering and (2) various characteristics of the works we are looking at – e.g. the “style”, subject matter”, in which they were made – related to these prevailing towards art and its meanings.

Prerequisite(s)

None

Type of Course

Elective

Teaching Method

The course is delivered through lectures, workshops, projects, practical exercises, study journals and assignments.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Projects: 40% Participation/Attendance: 10% Final Exam: 50%

Required Textbooks

E.H. Gombrich, The story of Art, Phaidon Oxford

Recommended Reading

Honour and Fleming, A World History of Art, Macmillan Publishers

Johnson, Art: A new History, Phoenix Publishers

Buser, Experiencing Art Around us, West Publishing Company, U.S.

ECTS Course Syllabus

DES-111 Greek Art Department of Design Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code DES-111 | Course Name Greek Art | ECTS Credits 6 |
| Department Design | Offered Fall, Spring | Lecturer Spanos Thereza |
| Year of Study 1 st Year | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

To introduce to the students the development of Greek Art through the ages and its vital importance as the foundation for western thought and visual perception.

Course Contents

This introduction to Greek Art, follows a development of art from early cycladic art to the art of the Hellenistic age. Various art forms such as architecture, sculpture, painting and pottery are covered with reference to society, politics, philosophy, religion, symbol and myth. Form and function are also related to fundamental issues of Greek thought such as: “Man is the measure for all things”, “Protagoras” which encourages an understanding of critical thinking and aesthetics which claims such a pivotal role in the subsequent development of the western world.

Prerequisite(s)

None

Type of Course

Elective

Teaching Method

The course is delivered through lectures, projects and assignments.

Course Teaching Hours

42 hours (14-weeks 3 hours/week).

Assessment

Homework/Attendance: 20% Mid-Term: 30% Final Exam: 50%

Required Textbook

Spivey, J. Greek art, Art and Ideas.

Recommended Reading

Osborne, R. Archaic and Classical Greek Art, Oxford History of Art.

Laisne, C. Art of Ancient Greece

Preziosi, V. Aegean Art and Architecture, Oxford History of Art

ECTS Course Syllabus

ENGL 102: Introduction to Western World Literature and Composition Department of Languages Intercollege, Cyprus

| | | |
|--------------------------------|--|---|
| Course Code ENGL-102 | Course Title Introduction To Western World Literature And Composition | ECTS Credits 6 |
| Department Languages | Semester Fall, Spring, Summer | Lecturer Dr Paul Stewart |
| Year of Study 3,4 | Level of Course Advanced | Language of Instruction English |

Course Aims and Objectives

The course seeks to ground the student in the diversity of western literature and the techniques of literary criticism appropriate to fiction and poetry.

Course Contents

Through a study of a wide range of prose and poetry, in English or in English translation, the student should be able to understand, criticise and evaluate literary texts. A knowledge of the terminology of literature will be acquired. Many issues of a broader nature will be raised, which may include such subjects as personal and ethnic identity, religion, politics (in its broadest sense), myth, the need for literature, the role of the author, psychoanalysis, biography, and postmodern thought.

Prerequisites

ENGL101 English Composition

Type of Course

Elective all degrees

Teaching Methods

Facilities are available for PowerPoint lecture presentations, VCRs, Online Computers, Computer Labs. Teachers may also use a mix of lectures, tutorials, case studies, student presentations, group work, role play, literature review, analysis of research data, and field visits and have visiting specialists give lectures.

Course Teaching Hours

Fall and Spring: 3 hours a week over a thirteen week semester. Summer: 6 hours a week over seven weeks.

Assessment

Final exam 40%, Midterm 30%, Continuous 30%

Required Textbook

Literature: An Introduction to Fiction, Poetry and Drama, X.J. Kennedy & Dana Gioia, compact ed. (New York: HarperCollins, 2000).

Recommended Reading

ECTS Course Syllabus

HIST-201 World History to 1500 Department of International Relations Intercollege, Cyprus

| | | |
|--|---|---|
| Course Code HIST-201 | Course Name World History to 1500 | ECTS Credits 6 |
| Department International Relations | Offered Fall, Spring | Lecturer Dr Hubert Faustmann |
| Year of Study 2 nd Year | Level of Course Intermediate | Language of Instruction English |

Course Aims

This course provides the student with an understanding of the major themes in world history from ancient times to 1500 AD.

Course Description

It focuses on the emergence, evolution and interaction of world civilizations.

Prerequisite(s)

None

Type of Course

Elective in all programs

Teaching Method

The course is delivered through a mixture of lectures, practical exercises and assignments.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Midterm I (40%), Term paper (15%), Final Exam (40%), Class participation (5%).

Required Textbook

McKay, History of World Societies, 5th edition, Houghton-Mifflin, ISBN 0395-944902

Recommended Reading

John Fine, The Early Medieval Balkans, The University of Michigan Press, 1991

Bernard Lewis, The Arabs in History, Harper Torchbooks (various editions)

Halil Inalcik, The Ottoman Empire: The Classical Age 1300-1600, Weidenfeld and Nicholson Ltd), 1973

Michael Grant, The Rise of the Greeks, Charles Scribner's Sons) New York, 1987

Spyros Vryouis, Byzantium and Europe, Weidenfeld and Nicholson Ltd), 1966

ECTS Course Syllabus

HIST-202 World History Since 1500 Department of International Relations Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code HIST-202 | Course Name World History since 1500 | ECTS Credits 6 |
| Department International Relations | Offered Fall | Lecturer Dr Hubert Faustmann |
| Year of Study 2 nd Year | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

Attention is paid to developing the students understanding of the historical roots of contemporary global realities. They will also become familiar with various philosophical developments and conceptual models developed by ancient civilisations.

Course Contents

This course provides the student with a survey of the major themes of world history after 1500 AD.

Prerequisite(s)

None

Co requisites(s)

None

Type of Course

Elective in all programs

Teaching Method

The course is delivered through a mixture of lectures, practical exercises and assignments.

Course Teaching Hours

42 hours. The course is delivered during the Fall semester in 14-weeks (3 hours/week).

Assessment

Midterm (30%), Essay/Presentations (30%), Participation/attendance (10%), Final Exam (30%).

Required Textbook

Roberts, J.M., The Penguin History of the World. (London et al.: Penguin, 1995)

RECOMMENDED READING

Bazoun, Jacques: Form Dawn to Decadence. 500 Years of Western Cultural Life (New York: HarperCollins, 2000)

Bell, P.M.H.: The World since 1945. An International Study. (London: Arnold, 2001)

ECTS Course Syllabus

HIST-203 Modern Europe Department of International Relations Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code HIST-203 | Course Name Modern Europe | ECTS Credits 8 |
| Department International Relations | Offered Fall | Lecturer Dr Hubert Faustmann |
| Year of Study 2 nd Year | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

Attention is paid to developing the students understanding of the historical roots of contemporary European realities. They will also become familiar with various philosophical developments and conceptual models shaping the modern history of Europe.

Course Contents

This course is an introduction to the history of Modern Europe. Beginning with the French revolution an analysis of the major events and developments of European history will be conducted. Special emphasis will be given to the development of political thought and the different ideologies which shaped European history from the Enlightenment until today.

Prerequisite(s)

None

Type of Course

Elective in all programs

Teaching Method

The course is delivered through a mixture of lectures, practical exercises and assignments.

Course Teaching Hours

42 hours (42 hours lectures/presentations and tutorials). The course is delivered during the Fall semester in 14-weeks (3 hours/week).

Assessment

Midterm (30%), Essay/Presentations (30%), Participation/attendance (10%), Final Exam (30%).

Required Textbook

John Merriman: Modern Europe. From the Renaissance to the Present (New York)/London: W.W. Norton, 1996

Recommended Reading

Bazoun, Jacques: From Dawn to Decadence. 500 Years of Western Cultural Life (New York: HarperCollins, 2000)

Bell, P.M.H.: The World since 1945. An International Study. (London: Arnold, 2001)

ECTS Course Syllabus

HIST-260 Cyprus History and Culture Department of International Relations Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code HIST-260 | Course Name Cyprus History and Culture | ECTS Credits 6 |
| Department International Relations | Offered Fall, Spring | Lecturer Mr. Emilios Solomou |
| Year of Study 2 nd Year | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

The course aims to cover important aspects of Cyprus History and Culture and through these enable students to understand present-day political, social, economic and cultural realities on the island. The approach adopted will also encourage the development of critical thinking and tolerance towards other peoples and civilizations.

Course Contents

The course will cover the political and cultural history of Cyprus and its historical monuments in order to enable students to understand the age-long development of the island and its people and relate these to today's reality and the Cyprus problem.

Prerequisite(s)

None

Type of Course

Elective

Teaching Method

The course is delivered through a mixture of lecturers, video presentations, student presentations, group discussion and assignments.

Course Teaching Hours

The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Coursework 20%, Mid-Term 25%, Attendance & Participation 10%, Final Exam 45%.

Required Textbook

Hadjidemetriou, K. (2002) *A history of Cyprus*: Nicosia, Hermes Media Press.

Recommended Reading

Alastos, D., (1955). *Cyprus in History*, London:Zeno.

Georgiades, C. P. *History of Cyprus*. Nicosia: Demetrakis Christoforou.

Hill, G. (1972). *A History of Cyprus*. Vol: 1-4. Cambridge: Cambridge University Press.

Hunt, Sir David, ed. (1982). *Footprints in Cyprus: An Illustrated History*. London: Trigraph.

Karageorghis, Vassos, (1982). *Cyprus: From the Stone Age to the Romans*: London, Thames and Hudson.

Tatton-Brown, Veronica., (1997). *Ancient Cyprus*. London: British Museum.

ECTS Course Syllabus

MUS-110 INTRODUCTION TO MUSIC Department of Communication Intercollege, Cyprus

| | | |
|---|---|---|
| Course Code MUS-110 | Course Name Introduction to Music | ECTS Credits 6 |
| Department Communications | Offered - | Lecturer Dr Panikos Giorgoudes |
| Year of Study 1 st | Level of Course Introductory | Language of Instruction English |

Course Aims

To introduce students to Music and to the concepts of music-understanding within a specific culture and social context.

Course Description

This course presents a chronological survey of the Western world's great classical and jazz music, with an emphasis on listening to specific elements of music, and on the relationship of music to cultural and social context of its time. Units on American popular music and non-Western music may be included.

Prerequisite(s)

None

Status of Course

Elective in other programs

Teaching Method

The course is delivered through a mixture of lectures, listening and presentations, lab tutorials and assignments.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Homework: 20% Mid-Term: 30% Final Exam: 50%

Required Textbook

1. Rowell Lewis, *Thinking about Music, An Introduction to Philosophy of Music*, The University of Massachusetts, Amherst, 1983
2. Course notes will be given and a variety of Audio CD's will be presented, which are not necessary to be bought by the students.

Recommended Reading

Stravinsky Igor, *Poetics of Music in the Form of Six Lessons*, Repr. New York: Vintage Books, 1956
Schuldt Afnes Crawford, *The Voices of Time in Music*, in *American Scholar* 45 (1976): 549-559

ECTS Course Syllabus

PHIL-101 Introduction to Philosophy Department of Liberal Arts Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code PHIL-101 | Course Name Introduction to Philosophy | ECTS Credits 6 |
| Department Liberal Arts | Offered Fall, Spring | Lecturer Dr Sofronis Sofroniou |
| Year of Study 1 st Year | Level of Course Introductory | Language of Instruction English |

Course Aims

We shall be concerned with philosophical problems as they have been dealt with by philosophers of the past and as they have been reformulated in more recent times. The student will be expected to appreciate, to reproduce, and to be able to criticize the arguments provided.

Course Description

To examine some of the most important philosophical problems such as origin, nature and extent of knowledge, self and the world.

Prerequisite(s)

None

Status of Course

Elective in all programs

Teaching Method

The course is delivered through a mixture of lectures, discussions, assignments, tests.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semester in 14-weeks (3 hours/week) in each semester.

Assessment

Assignments/Mid Terms: 40% Contribution and Attendance: 10% Final Exam: 50%

Required Textbook

Wall, Thomas F. Thinking Critically about Philosophical Problems: An Introduction, Wadsworth, 2001

Recommended Reading

None

ECTS Course Syllabus

PHIL-120 Ethics Department of Liberal Arts Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code PHIL-120 | Course Name Ethics | ECTS Credits 6 |
| Department Liberal Arts | Offered Fall, Spring | Lecturer Dr Sofronis Sofroniou |
| Year of Study 1 st Year | Level of Course Introductory | Language of Instruction English |

Course Aims

We shall be examining problems in the origin, the foundations, and the nature of ethics as well as problems arising in the applications of ethics in various concrete contexts. Different approaches to ethics will be examined critically and their bearing on individual and social behavior will be assessed. The student will be expected to be able to use fluently both the language and the arguments of moral philosophy.

Course Description

To introduce the problems and arguments of moral and political philosophy.

Prerequisite(s)

None

Status of Course

Elective in all programs

Teaching Method

The course is delivered through a mixture of lectures, discussions, assignments, tests.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semester in 14-weeks (3 hours/week) in each semester.

Assessment

Assignments/Mid Terms: 40% Contribution and Attendance: 10% Final Exam: 50%

Required Textbook

Wall, Thomas F. Thinking Critically about Philosophical Problems: An Introduction, Wadsworth, 2001

Recommended Reading

None

ECTS Course Syllabus

REL-250 Ancient & Medieval Christian Thought Department of Liberal Arts Intercollege, Cyprus

| | | |
|--|--|---|
| Course Code REL-250 | Course Name Ancient & Medieval Christian Thought | ECTS Credits 6 |
| Department Liberal Arts | Offered Fall, Spring | Lecturer Dr Andreas Jacovides |
| Year of Study 2 nd Year | Level of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

The aim of the course is a survey of the History of Christian Theology from the beginnings of Christianity as a systematic reflection of the human faith. It focuses on the ideas of theologians in connection with the Church, its institutions, creeds, liturgies, and people.

Course Contents

Early and Medieval Thought focuses upon the development of Christian Thinking from apostolic times to the eve of the protestant Reformation and beyond. It centers on those individuals of the period who influenced thinking and practice in their own as well as subsequent times. It also focuses upon important historical, social and political events that interacted with Christian dogma throughout the centuries.

Prerequisite(s)

None

Type of Course

Elective: In all other programs

Teaching Method

The course is delivered through lectures, assignments, discussions.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Research Paper: 15%, Mid-Term Exam: 35% Attendance: 5% Final Exam: 45%

Required Textbooks

A History of Christian Theology: An Introduction, by William C. Placher, Westminster Press, Philadelphia, Pennsylvania, U.S.A., 1983

ECTS Course Syllabus

ANTH 105 Cultural Anthropology Department of Psychology Intercollege, Cyprus

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| Course Code ANTH-105 | Course Name Cultural Anthropology | ECTS Credits 6 |
| Department Liberal Arts | Offered Fall, Spring | Lecturer Dr Marios Sarris |
| Year of Study 1 st Year | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

This course introduces students to cultural diversity in human societies. It explores the way in which societies deal with universal human problems – courtship, sex, marriage and the family, work and play, identity, meaning, religion and death. The aim of the course is to render unfamiliar societies more understandable, and to help the student re-assess some of their own cultural assumptions.

Course Contents

The course will consider a number of themes, or topics, from both a theoretical and an empirical point of view:

- race and ethnicity
- the concept of culture and its limitations
- fieldwork as a method of understanding
- kinship and descent
- sex and gender
- reciprocity and exchange
- politics, stratification and social control
- religion, myth and ritual
- pollution and taboo

Prerequisite(s)

None

Type of Course

Elective

Teaching Method

The course is delivered through a mixture of lectures, class discussions, class presentations, and use of selected audio-visual materials.

Course Teaching Hours

42 hours .The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Homework: 20% Mid-Term: 30% Final Exam: 50%

Required Textbooks

Eriksen, Thomas H. Small Places, Large Issues: an Introduction to Social and Cultural Anthropology
[further reading will be required and designated later]

Recommended Reading

Eriksen, the first four chapters.

ECTS Course Syllabus

ESCI-200 Society and Environment Department of Liberal Arts Intercollege, Cyprus

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| Course Code ESCI-200 | Course Name Society and Environment | ECTS Credits 6 |
| Department Liberal Arts | Offered Fall, Spring | Lecturer Dr Costas Papastavros |
| Year of Study 2 nd Year | Level of Course Intermediate | Language of Instruction English |

Course Aims

To introduce students to some of the most pressing social and environmental issues that the world is facing today, focusing on the relationship between human societies and the natural environment.

Course Description

This course examines some of the most pressing social and environmental problems that the world is facing today. It explores issues such as poverty and wealth, globalization, population growth, urbanization, food and agriculture, pollution, biodiversity conservation, environmental justice, and sustainable development. Through readings, documentaries, and class discussion, the course addresses the origins of these problems and explores alternative approaches for attaining a more sustainable future.

Language of Instruction

English

Prerequisite(s)

None

Co requisites(s)

None

Status of Course

General Elective

Teaching Method

The course is delivered through lectures, documentaries, class discussion, and a research assignment.

Course Teaching Hours

42 hours of lecture. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Mid-term Test: 25% Research Paper: 25% Final Exam: 35% Class Participation: 15%

Required Textbooks

Seitz, John, L. 2001 (2nd edition). *Global Issues: An Introduction*. Blackwell Publishers.

Starke, Linda (Ed.). 2003. *State of the World 2003*. New York, USA: W. W. Norton & Company Ltd./The Worldwatch Institute.

Recommended Reading

Agyeman, Julian, Robert D. Bullard, Bob Evans, and Mark A. Gluck. 2003. *Just Sustainabilities: Development in an Unequal World*. London: Earthscan Publications Limited.

Carley, Michael and Philippe Spapens. 1998. *Sharing the World: Sustainable Living and Global Equity in the 21st Century*. London: Earthscan Publications Limited.

ECTS Course Syllabus

PSCI - 101 Department of International Relations Intercollege, Cyprus

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|-------------------------|------------------------------|--------------------------------|
| Course Code | Course Name | ECTS Credits |
| PSCI-101 | American National Government | 6 |
| Department | Offered | Lecturer |
| International Relations | Spring | Dr Martha Sampson |
| Year of Study | Level of Course | Language of Instruction |
| 1 st Year | Introductory | English |

Course Aims and Objectives

To introduce students to a concise yet comprehensive picture of the American National Government. To help the student develop a critical understanding of the national government and the political process.

Course Contents

Study of the federal government in its origins and development. Attention is given to political, economic and philosophical factors in the formation of the Constitution and the role of the federal government in the present American system.

Prerequisite(s)

None

Type of Course

Humanities Elective:

Teaching Method

The course is delivered through a mixture of lectures, practical exercises and assignments.

Course Teaching Hours

42 hours . The course is delivered during the Spring semester in 14-weeks (3 hours/week).

Assessment

Midterm I (40%), Term paper (15%), Final Exam (40%), Class participation (5%).

Required Textbook

Gitelson, Dudley and Dubnick, American Government, 6th edition, Houghton Mifflin Copyright 2001, USA ISBN 0-618-05103-1

ECTS Course Syllabus

PSY-110 General Psychology I Department of Social Sciences Intercollege, Cyprus

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|--|---|---|
| Course Code PSY-110 | Course Title General Psychology I | ECTS Credits 6 |
| Department Social Sciences | Semester Fall, Spring | Lecturer Xenia Hadjicharalambous, PhD |
| Year of Study 1 st Year | Level Of Course Introductory | Language of Instruction English |

Course Aims and Objectives

This introductory course in psychology is designed to clearly set forth the principles and processes of psychological research in a way, which is sensitive to the students' capabilities and interests. Students are expected to gain an insight into those questions that stimulate investigation into the complexities of human behavior and mental processes and develop a sensitive and critical approach to current theories.

Course Contents

This course is a part of a two-term sequence in Introductory Psychology. This course will introduce students to the psychological processes that differentiate human behavior. Psychology is the scientific study of human behavior. This course offers review and discussion on special topics, theories and methods in different areas of contemporary psychology such as developmental psychology, social psychology, health psychology, clinical psychology, cognitive psychology. It will seek to engage students in raising important psychological questions and attempt to answer them. More specifically the following topics will be covered: Psychology's scientific methods, biological foundations of behavior, human development, sensation and perception, states of consciousness, learning, memory, thinking and language.

Prerequisite(s)

None

Type of Course

Required

Teaching Methods

Lectures, lab presentations, video films, students' participation and interaction.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Test 1: 15%, Test 2: 25%, Final exam: 35%, Coursework 15%, Attendance-participation: 10%.

Required Textbook

Santrock, J.W. (2002) Psychology, 7th Edition. US: McGraw-Hill

ECTS Course Syllabus

PSY-111 General Psychology II Department of Social Sciences Intercollege, Cyprus

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| Course Code PSY-111 | Course Title General Psychology II | ECTS Credits 6 |
| Department Social Sciences | Semester Fall, Spring | Lecturer George A. Georgiou, PhD |
| Year of Study 1 st Year | Level Of Course Introductory | Language of Instruction English |

Course Aims

To introduce students to the study of human development, motivation, emotions, personality, and health psychology. Historical background, major theoretical approaches, and research findings are highlighted and covered.

Course Description

This course is part of a two-term sequence in Introductory Psychology. This course will introduce students to the psychological processes that differentiate human behaviour. Psychology is the scientific study of human behaviour. This course offers review and discussion on special topics, theories, and methods in different areas of contemporary psychology and scientific research. It will seek to engage students in raising important questions and help them answer them. More specifically, the following topics will be covered: Human development, motivation, cognitive process, emotion and stress, human personality, social psychology, abnormal psychology, psychological therapies, cultural psychology. This course will also discuss the practical implications of applied psychological theory.

Prerequisite(s)

PSY-110

Status of Course:

Required

Teaching Methods

The course is delivered through lectures, lab presentation, and student participation and interaction.

Course Teaching Hours

42 hours. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Test 1: 15%, Test 2: 25% Final Exam: 35%, Final project: 15%, Participation/Attendance: 10%

Required Textbook

Santrock, John W., *Psychology* (7th Edition). McGraw-Hill (2002).

Recommended Reading

Atkinson, D., Morton, G., & Sue, D. (1998). *Counselling American minorities*. Boston: McGraw-Hill.

Bandura, A. (1997). *Self-efficacy*. New York: W.H. Freeman.

Bonvillain, N. (1998). *Women and men: Cultural constructs of gender*. Upper Saddle River, NJ: Prentice Hall.

ECTS Course Syllabus

PSY-210 Social Psychology Department of Social Sciences Intercollege, Cyprus

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| Course Code PSY-210 | Course Title Social Psychology | ECTS Credits 6 |
| Department Social Sciences | Semester Spring | Lecturer Steven Price |
| Year of Study 2 nd Year | Level Of Course Intermediate | Language of Instruction English |

Course Aims and Objectives

This introductory course in social psychology is designed to clearly set forth the principles and the processes of social psychological research in a way that is sensitive to the students' capabilities and interests.

Students are expected to gain an insight into those questions that stimulate investigation into the complexities of human social behavior and develop a sensitive and critical approach to current explanations.

Course Contents

The course will cover the unique social psychological approach and major conceptual and theoretical areas like: social perception, social roles, rules and norms, attitude formation and change, group structure and dynamics. These will be applied in important areas of social psychology that are of interest to the students, e.g. interpersonal attraction, conformity, aggression, and pro-social behavior.

Prerequisite(s)

Psy-110 and Psy-111

Type of Course

Required

Teaching Methods

Lectures, discussions, on-line quiz work, group work, assigned readings, projects, and video films.

Course Teaching Hours

42 hours. The course is delivered during the Spring semester in 14-weeks (3 hours/week).

Assessment

Midterm exam: 20%, Final Exam: 35%, Project: 30%, Quiz and group work: 15%

Required Textbook

Meyers, David (2004), *Exploring Social Psychology*, 3rd Ed. International, McGraw-Hill.

ECTS Course Syllabus

SOC 101 Principles of Sociology Department of Liberal Arts Intercollege, Cyprus

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| Course Code SOC 101 | Course Name Principles of Sociology | ECTS Credits 6 |
| Department Liberal Arts | Offered Fall, Spring | Lecturer Dr Stelios Stylianou |
| Year of Study 1st Year | Level of Course Introductory | Language of Instruction English |

Course Aims and Objectives

To introduce students to the “sociological imagination,” i.e., a way of thinking that emphasizes the connection between the individual and wider society. Special emphasis is placed on how social and cultural forces affect the individual and students are expected to expand their social thinking by considering these forces as a major part of the explanation of social behavior.

Course Contents

The course introduces students to the most important concepts in sociology and the major theoretical perspectives (functionalism, conflict theory, and symbolic interactionism). Theoretical thinking is applied on various substantive themes, such as culture and socialization, deviance and social control, social stratification, global inequalities, gender inequalities, race and ethnic relations, social institutions (e.g., family, religion, economy), social change and social movements, and population and the environment.

Prerequisite(s)

None

Type of Course

Compulsory: Social Sciences students (majoring in sociology and/or psychology)
Elective: All other Programs

Teaching method

The course is delivered through interactive lectures.

Course Teaching Hours

42 hours of interactive lectures. The course is delivered during the Fall and Spring semesters in 14-weeks (3 hours/week).

Assessment

Three quizzes: 3 X 15 = 45%, Cumulative Final Exam: 40%, Class participation: 15%

Required Textbook

Schaefer, Richard T. 2001 *Sociology* (eighth edition) Boston: McGraw-Hill.

Recommended Reading

None