

Προς
Δρ. Μαίρη Κουτσελίνη - Ιωαννίδου,
Πρόεδρο Συμβουλίου,
Φορέα Διασφάλισης και
Πιστοποίησης Ποιότητας της Ανώτερης Εκπαίδευσης,
Λευκωσία.

Θέμα: Απάντηση στην Έκθεση Εξωτερικής Αξιολόγησης για την Αξιολόγηση του Προγράμματος Σπουδών «Accounting (2 Years, Plus an Optional Foundation Year/120 ECTS, Diploma)» της σχολής «C.D.A. College» (Πάφος).

Σε απάντηση του email σας ημερομηνίας 28 Ιανουαρίου, 2019 και με βάση το άρθρο 17(3) (iii) και 20 (2)(στ)(ii) των «περί της Διασφάλισης και Πιστοποίησης της Ποιότητας της Ανώτερης Εκπαίδευσης και της ίδρυσης και Λειτουργίας Φορέα για Συναφή Θέματα Νόμου του 2015, και 2016 [N.136 (I)/2015] και N.47(I)/2016», σας υποβάλουμε την απάντηση και τα τεκμηριωμένα στοιχεία για το πιο πάνω πρόγραμμα σπουδών.

Με εκτίμηση

Α. Δ. Χριστοφόρου
(Πρόεδρος)

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Reply to the External Evaluation Report of the Program of Study

“ACCOUNTING (2 Years, Plus an Optional Foundation Year/120 ECTS, Diploma)”

CDA College would like to express its appreciation and gratitude to the External Evaluation Committee (EEC) of the methodical and very detailed report of our programme. The College continuously makes every effort to improve the educational standards and completely fulfil the requirements and standards set by the relevant law of Higher Education and the Cyprus Agency of Quality Assurance and Accreditation of Higher Education (CY.Q.A. A).

During the visit on 25th Jan. 2019, the College welcomed the External Evaluation Committee (EEC) and provided every support and assistance to facilitate their work. After the Cyprus financial crisis of 2013 - 2017, CDA College has rapidly recovered by applying the right strategies without stopping investing and expanding in new programs of study, facilities and equipment. CDA College endeavors financial and educational support to motivate the faculty staff to undertake further research activities. Moreover, the continuous upgrading of the computer laboratories with the latest leading-edge technology and the updating of the Library with new editions of books, data banks, e-libraries, VPN services and other facilities are some of the efforts and upgrades which CDA College undertakes so as to provide students high levels of education standards and support them to gain the most benefit during their studies at CDA College and succeed at their future careers.

The Council and the Academic Committee of CDA College at their meeting held on 12th Feb. 2019, after a thorough discussion with the coordinator of the Program of Study, “Accounting 2 years, Diploma” and the Academic Staff of the program, **have decided and have already fully implemented the suggestions raised by the EEC** so as to further strengthen the College's program of study and educational standards.

QUALITY STANDARDS AND INDICATORS

1. EFFECTIVENESS OF THE TEACHING WORK – AVAILABLE RESOURCES

1.1 Organization of teaching work.

1.1.4 Adequate and modern learning resources are available to the students.

1.1.4.2 Library

The library fulfils the required specifications and standards as per the law which says that the dimensions of a Higher Institution Library should be the 1/10 of the total capacity of the institution. CDA College fully complies to the law. In addition, the College has fully equipped the library with updated editions and scientific journals, new electronic platforms, Databanks, Infotrack, upgraded VPN services for students and academic staff. Additionally, CDA College has four (4) libraries in Pafos, Nicosia,

Larnaca and Limassol capitalizing on interlibrary loans. The students can immediately borrow books from one library to the other. Moreover, the library is regularly upgraded with new editions of textbooks, magazines and e-databases. The new e-libraries EBSCO and Emerald has also many textbooks and scientific journals on Accounting and financial issues. Here below you can find the detailed numbers of books in our libraries. (Appendix 1)

- The number of books in the Pafos library is: 1,291
- **There are 550 books on the Accounting sector and related sectors.**
- Most of the text books editions are from 2000 – 2019.
- The total number of books in the other 3 libraries of the College (Nicosia, Larnaca and Limassol) is 8,569.
- The College is a member of electronic libraries and databases.
- College has an interlibrary loan service with the University of Cyprus, Cyprus University of Technology and several Data Banks.
- The library is using DEWEY a worldwide known library classification system for organizing the library collections,
- Open Abekt a cloud base system for cataloguing, loading and searching of books.
- There are 6 Computers with Internet connection and searching software
- Easy access to books, periodicals, scientific journals and other reference material
- Search Bank databases through its Internet facilities, stock of videos,
- Connected with internet so that students will have free access.
- The library is regularly upgraded with new editions of textbooks, magazines and e-databases.
- CDA Library is also using e-libraries such EBSCO and Emerald and also students have VPN services through these e-learning platforms.
- Additionally, as per the suggestion of the EEC, our library subscribed to the IFRS Foundation (International Financial Reporting Standards) so as to be-updated on the latest Accounting manuals and books.

1.1.10 Academic mentoring processes are transparent and effective and are also taken into consideration for the calculation of academic work load.

The academic mentoring processes of the College are transparent and effective and also taken into consideration when calculating the teaching staff work load. Here below are the transparent and effective processes:

- Advice, coach and guide
- Listening Actively
- Building Trust

- Determining Goals and Building Capacity
- Encouraging & Inspiring
- Advice on balancing teaching, research, service work and other responsibilities
- Training and inside information on the College
- Individual recognition and encouragement
- Informal feedback
- Knowledge of the informal and formal rules for advancement
- Knowledge of the procedures of the College
- Advice on scholarship
- A clear action plan for their career

Additionally, for all the accredited programs of study, CDA College invites guest lecturers/professionals or academics from the industry so as to reinforce the quality of the programs. Furthermore, as per the Lecturers List of the program the College has signed a pre-contact agreement with four (4) professional accountants (ACCA Chartered Accountants) to teach on this Accounting 2-year program of study.

- Theodoros Christodoulides – Limassol & Pafos
- Erodotos Koupatos - Limassol
- Neophytos Polyviou – Pafos
- Arsinoe Konikkou - Pafos

These professional accountants have already been working for many years in the Accounting and Financial sector and they have the appropriate academic and professional qualifications and experience for teaching in a 2-year vocational program. Moreover, since they have signed to teach at the program they would also act as consultants of the specific Program of Study. Thus, they would be evaluating and reviewing the specific Program of Study and based on their findings and suggestions the program would be corresponding to the needs of the accounting and business sector in general. They would also inform and consult the students on the accounting profession, job opportunities, on new accounting developments and encourage them to take other professional examinations since they are all qualified ACCA professionals.

1.2 Teaching

1.2.7 Teaching Material (books, manuals, journals, databases, teaching notes)

The CDA College has fully equipped the library with updated editions and scientific journals, new electronic platforms, Databanks, Infotrack, upgraded VPN services for students and academic staff. Additionally, CDA College has four (4) libraries in Pafos, Nicosia, Larnaca and Limassol capitalizing on interlibrary loans. The students can immediately borrow books from one library to the other. Moreover, the library is

regularly upgraded with new editions of textbooks, magazines and e-databases. The new e-libraries EBSCO and Emerald has also many textbooks and scientific journals on Travel Tourism industry. Here below you can find the detailed numbers of books in the libraries. (Appendix 1)

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- OpenAbekt a cloud base system for cataloguing, loading and searching of books.
- There are 6 Computers with Internet connection and searching software
- Easy access to books, periodicals, scientific journals and other reference material
- SearchBank databases through its Internet facilities, stock of videos,
- Connected with internet so that students will have free access.
- the library is regularly upgraded with new editions of textbooks, magazines and e-databases.
- CDA Library is also using e-libraries such EBSCO and Emerald and also students have VPN services through these e-learning platforms which they provided us with a lot of books, articles and researches on all programs.
- Additionally, as per the suggestion of the EEC, our library subscribed to the IFRS Foundation (International Financial Reporting Standards) so as to be-updated on the latest Accounting manuals and books.

The College has invested a lot in upgrading the computers. There are two (2) computer labs and most of them have large screens with Windows 10. Only one lab has windows 7 and we are planning to upgrade it as soon as possible.

As we have stated above the number of books in the Limassol library is: 1,291, there are **550 books on the Accounting and related sectors** and most of the text books editions are new, from 2000 – 2019. The total number of books in the other 3 libraries of the College (Nicosia, Larnaca and Limassol) is 8,569. Additionally, with the interlibrary loan service that CDA College has with the University of Cyprus, Cyprus University of Technology and several Data Banks are students have many choices of books.

1.3 Teaching Personnel

1.3.4 **Special Teaching personnel and special scientists have the necessary Qualifications, adequate work experience and specialization.**

The EEC graded this criterion with three (3) as a satisfactory level. There are six (6) teaching members assigned to teach at this program. Five (5) of them are full-time and the three (3) of them are professionals in the field of accounting and they all adequately support the programs. There is only one (1) part-time special teaching personnel who will teach corporate law. Because most of the courses are related to accounting the ratio of the number of courses taught by full-time is higher than the part-time personnel. (Appendix 5)

2. THE PROGRAM OF STUDY AND HIGHER EDUCATION QUALIFICATIONS

2.1 Purpose and Objectives and learning outcomes of the Program of Study.

2.1.2 **The purpose and objectives of the program and the learning outcomes are utilized as a guide for the design of the program of study.**

The EEC graded this criterion with three (3) as a satisfactory level. The College has already incorporated the suggestions stated by the EEC to revise the sequence of courses as follows: (Appendix 8)

- ACC461 Investments is now mandatory instead of an elective
- Addition of ECO103 Introduction to Economics (Appendix 2)
- MTH121 Statistics I is now mandatory instead of an elective
- MAR101 Introduction to Marketing and MAR302 Market Research are removed
- BUS361 Business and Corporate Law revised incorporating some issues on Ethics. (Appendix 6)
- MGT323 Introduction to Management revised incorporating some issues on Corporate Governance. (Appendix 7)

2.2 Structure and Content of the Program of Study.

2.2.3 **The program of study is structured in a consisted manner and in sequence, so that concepts operating as preconditions precede the teaching of other, more complex are consistent.**

The content of the curriculum and the sequence of courses is much more reinforced since we have incorporated all the suggestions raised by the EEC. Now, the program of study is structured in a consistent manner and sequence as per 2.1.2 above (Appendix 8)

2.2.5 **The program, in addition to the courses focusing on the specific discipline includes an adequate number of general education courses.**

The EEC graded this criterion with three (3) as a satisfactory level. All the suggestions raised by the EEC have already been incorporated by the College. Now, the revised curriculum besides the major courses, it also consists of an adequate number of general education courses such as: (Appendix 8)

- BUS101 Introduction to Business
- ECO103 Introduction to Economics
- MTH121 Statistics I

2.2.6 The content of courses and modules, and the corresponding educational activities are suitable for achieving the desired learning outcomes with regards to the knowledge, skills, and abilities which should be required by students.

The EEC graded this criterion with three (3) as a satisfactory level. The content and the sequence of courses and modules as suggested by the EEC and incorporated by the College are suitable for achieving the learning outcomes of the programs of study.

2.2.8 The content of the program's courses reflects the latest achievements in science, arts, research and technology.

The EEC graded this criterion with three (3) as a satisfactory level. The content of the program's courses reflects the latest achievements and technology on the specific discipline.

2.3 Quality Assurance of the Program of Study

No Comments

2.4 Management of the Program of Study

2.4.2 It is ensured that learning outcomes may be achieved within the specified timeframe.

With the revised structure and sequence of courses as suggested by the EEC, the learning outcomes of the program will be achieved within the specified time of 2 years as notified on the Diploma program.

2.4.3 It is ensured that the program's management and development process is an academic process which operates without any non-academic interventions.

As per the Organization and Academic committees of the College, it shows that the management and development is an academic task without any non-academic interventions. (Appendix 3)

2.5 International Dimension of the Program of Study.

Not applicable (N/A) for this program of study since it has not started yet. However, CDA College has already many international collaborations through the ERASMUS + program, visiting professors and students exchange programs. Moreover, CDA College promotes cooperation with other institutions/universities and attracts visitor Professors of recognized academic standing.

Foreign instructors and students visited CDA College:

- 120 foreign instructors visited CDA College the last 4 years
- 150 foreign students from 25 EU universities

CDA Instructors and Students visited foreign Universities:

- 23 CDA Instructors and
- 30 CDA Students

2.6 Connection with the labor market and the society.

2.6.3 Benefits for the society, deriving from the program are significant.

The EEC graded this criterion with three (3) as a satisfactory level. This program will offer the opportunity to people (students) who would like to gain accounting qualifications in two years and be able to join the professional sector. Additionally, this program will give the choice to prospective students to take the examination of other professional bodies and earn a professional certification. If in the future the graduates would like to continue for further studies they will have more experience of the actual working field and be able to pursue further their studies.

3. RESEARCH WORK AND SYNERGIES WITH TEACHING

Not Applicable on a 2-year program of study.

4. ADMINISTRATION SERVICES, STUDENT WELFARE AND SUPPORT OF TEACHING WORK

4.1 Administrative Mechanisms.

4.1.2 Statutory administrative mechanism for monitoring and supporting students.

The EEC graded this criterion with three (3) as a satisfactory level. Besides the academic members, and all the Coordinators of the programs of study, there are also many administrative members assigned for monitoring and supporting students. First of all, there are three (3) administrative staff (secretarial) in the front desk who are very enthusiastic and capable in helping and supporting students. They are the first to guide students, show them around and assist them at all times. Moreover, there is also other

administrative staff such as Mrs. Karolina Kyprianou who is the PR Officer and Students Consultant. She is responsible for advising and supporting students on the College programs, their daily problems, but also on their future employment.

Additionally, Dr. Valentina Christodoulou International students' affairs officer responsible for the foreign students, Moodle platform, Ms. Eleni Demetriou responsible for the students' registration and guidance and the financial matters of the College, Mrs Ioanna Christodoulide secretarial duties at the front desk and Mrs. Marilia Kalargyrou executive secretary dealing with the preparation of the documentation of the College. Also Mrs Alexia Chralambous a qualified librarian providing any assistance to students regarding books, journal and online sites. Additionally, the Principal of the College Mr. Michael Efstathios is very sensible to meet, hear and provide any assistance to students on all the matters.

4.2 Infrastructure / Support

4.2.1 Suitable books and journals to support the program

The library at CDA College is fully equipped with updated editions and scientific journals, electronic platforms, Databanks, Infotrack, VPN services for students and academic staff. CDA College has four (4) libraries in Limassol, Nicosia, Larnaca and Pafos capitalizing on interlibrary loans. The students can immediately borrow books from one library to the other. Additionally, the library is regularly upgraded with new editions of textbooks, magazines and e-databases. Here below you can find the detailed numbers of books in the libraries. (Appendix 1)

- The number of books in the Pafos library is: 1,291
- **There are 550 books on the Accounting sector and related sectors.**
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- The College is a member of electronic libraries and databases.
- College has an interlibrary loan service with the University of Cyprus, Cyprus University of Technology and several Data Banks.
- The library is using DEWEY a worldwide known library classification system for organizing the library collections and
- OpenAbekt a cloud base system for cataloguing, loading and searching of books. Both classification systems are also used by the University of Cyprus and Cyprus University of Technology.
- There are 6 Computers with Internet connection and searching software
- Easy access to books, periodicals, journals and other reference material
- SearchBank databases through its Internet facilities, stock of videos,

- Connected with internet so that students will have free access.
- CDA Library is also using e-libraries such EBSCO and Emerald and also students have VPN services through these e-learning platforms.
- Additionally, as per the suggestion of the EEC, our library subscribed to the IFRS Foundation (International Financial Reporting Standards) so as to be updated on the latest Accounting manuals and books.

4.2.5 Teaching material (books, manuals, scientific journals, databases) are adequate.

The EEC graded this criterion with three (3) as a satisfactory level. Same as per 4.2.1 above.

4.2.6 Teaching materials (books, manuals, scientific journals, databases) are updated regularly with the most recent publications.

The EEC graded this criterion with three (3) as a satisfactory level. The library at CDA College is fully equipped with updated regularly with recent editions and scientific journals, electronic platforms, Databanks, Infotrack, VPN services for students and academic staff. CDA College has four (4) libraries in Limassol, Nicosia, Larnaca and Pafos capitalizing on interlibrary loans. The students can immediately borrow books from one library to the other. Additionally, the library is regularly upgraded with new editions of textbooks, magazines and e-databases. Moreover, the students and academic staff can also search scientific articles, statistics on travel and tourism issues from our new e-libraries EBSCO and Emerald. (Appendix 1)

4.2.7 The teaching personnel are provided with training opportunities in teaching method, in adult education, and in new technologies on the basis of a structured learning framework.

The College continually encourages and supports the faculty staff to participate in training workshops and seminars. Additionally, once a year all faculty staff attends a seminar on adult education and learning the latest adult teaching strategies and techniques. (Appendix 4)

4.3 Financial Resources

No comment

5. DISTANCE LEARNING PROGRAMS (N/A)

Not Applicable

6. DOCTORAL PROGRAMS OF STUDY (N/A)

Not Applicable

FINAL REMARKS - SUGGESTIONS

The Academic Committee and the Management of CDA College has seriously studied the report and suggestions of the External Evaluation Committee (EEC) and **has fully implemented all the suggestions raised** so as to enhance the educational standards of the program of study.

A. Addition of Quantitative Skills in Economics, Statistics, and Investments

The College has already incorporated the suggestions raised by the EEC by revising the curriculum of the program of study with the addition of the following courses:

- BUS101 Introduction to Business
- ECO103 Introduction to Economics
- MTH121 Statistics I
- ACC461 Investments

B. Revised Sequence of the Program of Study

The College has already incorporated the suggestions stated by the EEC by revising the sequence of courses as follows: (Appendix 5)

- ACC461 Investments is now mandatory instead of elective
- Addition of ECO103 Introduction to Economics (Appendix 2)
- MTH121 Statistics I is now mandatory instead of elective
- MAR101 Introduction to Marketing and MAR302 Market Research are eliminated
- BUS361 Business and Corporate Law revised incorporating some issues on Ethics. (Appendix 6)
- MGT323 Introduction to Management revised incorporating some issues on Corporate Governance. (Appendix 7)

C. Upgrading of the Library

One of the major strategies of CDA College is to continuously upgrade the library. That is why CDA College has fully equipped the library with updated editions and scientific journals, new electronic platforms, Databanks, Infotrack, upgraded VPN services for students and academic staff. Additionally, CDA College has four (4) libraries in Limassol, Nicosia, Larnaca and Pafos capitalizing on interlibrary loans. The students can immediately borrow books from one library to the other. Additionally, the library is regularly upgraded with new editions of textbooks, magazines and e-databases. Here below you can find the detailed numbers of books in the libraries.

Latest Upgraded Library Services for Students and Academic Members

- Cooperation with EBSCO Electronic Library
- Insertion of the Internet Program openAbekt cloud system for classification

- Upgrade our Virtual Private Network (VPN) and offering upgraded VPS services to students and academic staff
- Upgrading our Electronic Platform Moodle & Electronic Evaluation

Additional Upgraded Teaching Material in the Library:

- The number of books in the Pafos library is: 1,291
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- The total number of books in the other 3 libraries of the College (Nicosia, Larnaca and Limassol) is 8,569.
- The College is a member of electronic libraries and databases.
- College has an interlibrary loan service with the University of Cyprus, Cyprus University of Technology and several Data Banks.
- The library is using DEWEY a worldwide known library classification system for organizing the library collections and
- OpenAbekt a cloud base system for cataloguing, loading and searching of books. Both classification systems are also used by the University of Cyprus and Cyprus University of Technology.
- There are 6 Computers with Internet connection and searching software
- Easy access to books, periodicals, journals and other reference material
- SearchBank databases through its Internet facilities, stock of videos,
- Connected with internet so that students will have free access.
- CDA Library is also using e-libraries such EBSCO and Emerald and also students have VPN services through these e-learning platforms.
- Additionally, as per the suggestion of the EEC, our library subscribed to the IFRS Foundation (International Financial Reporting Standards) so as to be-updated on the latest Accounting manuals and books.

D. Accounting Experts

For all the accredited programs of study, CDA College invites guest lecturers/professionals or academics from the industry so as to reinforce the quality of the programs. Furthermore, as per the Lecturers List of the program the College has signed a pre-contact agreement with four (4) professional accountants (ACCA Chartered Accountants) to teach on this Accounting 2-year program of study.

- Theodoros Christodoulides – Limassol & Pafos
- Erodotos Koupatos - Limassol
- Neophytos Polyviou – Pafos
- Arsinoe Konikkou – Pafos

These professional accountants have already been working for many years in the Accounting and Financial sector and they have the appropriate academic and professional qualifications and experience for teaching in a 2-year vocational program. Moreover, since they have signed to teach at the

program they would also act as consultants of the specific Program of Study. Thus, they would be evaluating and reviewing the specific Program of Study and based on their findings and suggestions the program would be corresponding to the needs of the accounting and business sector in general. They would also inform and consult the students on the accounting profession, job opportunities, on new accounting developments and encourage them to take other professional examinations since they are all qualified ACCA professionals.

Finally, CDA College firmly believes that all the observations/suggestions raised by the EEC have been fully materialized. Based on the aforementioned reasons and under the legislation, the College believes that it has responded very satisfactorily to all EEC comments. The College is grateful for the constructive criticism and suggestions of the EEC. All suggestions and comments have already been implemented and strongly believe that they will further reinforce, improve and upgrade the Accounting sector. The College strongly believes that the program will continue having outstanding graduates and strengthening the Business/Accounting/Finance industry. Also the College will be able to offer high quality educational services to the students and it will also contribute to the local socio-economic development of Pafos area and Cyprus in general.

Sincerely,

A. D. Christoforou
(Chairman)

Attachments 8

Attachment 1 Library Resources: Text Books and Online Platforms

Upgraded Library Services For Students And Academic members

- Cooperation with EBSCO Electronic Library
- Insertion of the Internet Program openAbekt cloud system for classification
- Add of Virtual Private Network (VPN) and upgraded VPS services
- Electronic Platform Moodle & Electronic Evaluation

CDA College has fully equipped the library with updated editions and scientific journals, new electronic platforms, Databanks, Infotrack, upgraded VPN services for students and academic staff. Additionally, CDA College has four (4) libraries in Limassol, Nicosia, Larnaca and Pafos capitalizing on interlibrary loans. The students can immediately borrow books from one library to the other. Additionally, the library is regularly upgraded with new editions of textbooks, magazines and e-databases. Here below you can find the detailed numbers of books in the libraries.

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- SearchBank databases through its Internet facilities, stock of videos,
- Connected with internet so that students will have free access.
- CDA Library is also using e-libraries such EBSCO and Emerald and also students have VPN services through these e-learning platform.
- Additionally, as per the suggestion of the EEC, our library subscribed to the IFRS Foundation (International Financial Reporting Standards) so as to be updated on the latest Accounting manuals and books.

Both the faculty staff and students have mutual and effective communication through Moodle the global electronic platform. All staff and students can find the current and new editions on books, journals and periodicals through the College computers, Wi-Fi access or from their home. They all have their personal login username and password. They can immediately borrow books from one library to the other. Additionally, the library is regularly upgraded with new editions of textbooks, magazines and e-databases.

LIST OF DATABASES AND ELECTRONIC JOURNALS

Below there is a list of online magazines, articles and books, databases and catalogues of academic libraries, online encyclopedias and general informational websites where the libraries of CDA College either have access or a subscription. Further below there is a list for accessing the library catalogues and the databases of online books and magazines of the University of Cyprus, the Technological University and the Neapolis University of Pafos that our college works with and have given us access to them.

- Περιοδικά-άρθρα/Journals-Articles: 72
- Ηλεκτρονικά Βιβλία/EBooks: 26
- Βάσεις Δεδομένων/Databases: 25
- Πανεπιστήμιο Κύπρου Βιβλιοθήκη/University of Cyprus
- Τεχνολογικό Πανεπιστήμιο Κύπρου/ΤΕΡΑΚ
- Ελληνικό Ανοικτό Πανεπιστήμιο/Open University of Greece
- Νεάπολης Πανεπιστήμιο Πάφου/Neapolis University of Pafos
- Γενικοί Πληροφοριακοί Ιστότοποι/General Information Sites: 15
- Συλλογικοί Κατάλογοι Ακαδημαϊκών Βιβλιοθηκών/Union Catalogue Academic
- Libraries: 8
- Εγκυκλοπαίδειες/Encyclopedias: 2
- Journals in Library: 27

LIST OF ACADEMIC DATABASES AND SEARCH ENGINES

This page contains a representative list of major databases and search engines useful in an academic setting for finding and accessing articles in [academic journals](#), [repositories](#), archives, or other collections of [scientific](#) and [other](#) articles. As the distinction between a [database](#) and a [search engine](#) is unclear for these complex [document retrieval systems](#), see:

- the general [list of search engines](#) for all-purpose search engines that can be used for academic purposes
- [bibliographic databases](#) for information about databases giving bibliographic information about finding books and journal articles.

All the following databases have Free Access:

Name	Discipline(s)	Provider(s)
AGRIS: Agricultural database	Agriculture	Produced by the Food and Agriculture Organization of the United Nations . AGRIS National Science Digital Library and the Analytical Chemistry Division of the American Chemical Society ^[12]
Analytical sciences digital library	Analytical chemistry	Royal Anthropological Institute ^[13] German Archaeological Institute & the University of Cologne ^[15]
Anthropological Index Online	Anthropology	Tsinghua University ^[16]
Arachne	Archaeology , Art history	Cornell University ^[18]
Arnetminer	Computer Science	Harvard University ^[20]
arXiv	Physics , Mathematics , Computer science , Nonlinear sciences , Quantitative biology and Statistics	Air University ^[22]
Astrophysics Data System	Astrophysics , Geophysics , Physics	Bielefeld University ^[23]
AULIMP: Air University Library's Index to Military Periodicals	Military Science	Revista Diacronia ^[24]
BASE: Bielefeld Academic Search Engine	Multidisciplinary	Available from Liebel-Lab KIT Karlsruhe Institute of Technology
BDD: Diacronia Bibliometric Database	Linguistics, philology	Pennsylvania State University ^[32]
Bioinformatic Harvester	Biology , Bioinformatics	
ChemXSeer	Chemistry	

CHBD: Circumpolar Health Bibliographic Database	Medicine	University of Calgary ^[37]
Citebase Search	Mathematics, Computer science, Physics	University of Southampton ^[38]
CiteULike	Computer science	
CiteSeer	Computer Science	Pennsylvania State University ^[39]
CiteSeerX	Computer science, Statistics, Mathematics , becoming Multidisciplinary	Pennsylvania State University ^[40]
CogPrints: Cognitive Sciences Eprint Archives	Science (General)	University of Southampton ^[41]
The Collection of Computer Science Bibliographies	Computer science	Alf-Christian Achilles ^[42]
Directory of Open Access Journals	Journals	Lund University ^[48]
DBLP	Computer science	University of Trier, Germany Produced by the ZBW-German National Library of Economics– Leibniz Information Centre for Economics (ZBW) ^[49] Produced by the United States Department of Education . ^[53] Also available by subscription from OCLC, CSA .
EconBiz	Economics	London Metropolitan University ^[55]
ERIC: Educational Resource Information Center	Education	Google ^[58] Transinsight ^[59] Alf Eaton ^[60]
GENESIS	Women's history	Index Copernicus International ^[63]
Google Scholar	Multidisciplinary	United States Department of Energy, Office of Scientific and Technical Information ^[64]
GoPubMed	Medicine	Intute ^[70]
PubMed	Medicine	JamJar Story ^[71]
Index Copernicus	Multidisciplinary science	Jurn ^[74]
Information Bridge: Department of Energy Scientific and Technical Information	Multidisciplinary	
Intute	Multidisciplinary	
JamJar Story	Multidisciplinary	
Jurn	Multidisciplinary	

MedlinePlus	Medicine	Produced by the United States National Library of Medicine , the United States National Institutes of Health , and the United States Department of Health and Human Services ^[78]
Mendeley	Multidisciplinary	Mendeley ^[79]
Microsoft Academic Search	Multidisciplinary	Microsoft
NBER: National Bureau of Economic Research	Economics	National Bureau of Economic Research ^[85]
National Criminal Justice Reference Service ^[86]	Criminology, Sociology	United States Department of Justice, Office of Justice Programs ^[87]
Neliti	Multidisciplinary	Neliti ^[89]
OAlster	Multidisciplinary	OCLC ^[90]
OpenSIGLE	Grey literature	Institut de l'information scientifique et technique ^[91]
PhilPapers	Philosophy	PhilPapers ^[93]
POPLINE	Population, Family Planning, Reproductive Health	Knowledge for Health, Center for Communication Programs, Johns Hopkins Bloomberg School of Public Health ^[94]
Psychology's Feminist Voices	Psychology	Based at York University , Toronto, Canada. ^[98]
PubChem	Chemistry	National Center for Biotechnology Information and the U.S. National Library of Medicine ^[99]
PubMed	Biomedical	National Institutes of Health and the U.S. National Library of Medicine ^[100]
PubPsych	Psychology	Leibniz Institute for Psychology Information
RePEc: Research Papers in Economics	Economics	Volunteer Collaboration ^[104]
Retina medical search	Biomedical	Retina medical search ^[105]
Russian Science Citation Index	Scientific journals	Scientific Electronic Library ^[107]
SafetyLit	Multidisciplinary	Graduate School of Public Health, San Diego State University ^[108] and the World Health Organization 's Department of Violence and Injury Prevention ^[109]

SciELO	Journals	
Science.gov	Multidisciplinary	
Science Accelerator	Multidisciplinary	
SearchTeam	Multidisciplinary	Zakta ^[114]
SSRN: Social Science Research Network	Social science	Social Science Electronic Publishing, Inc. ^[117]
INSPIRE-HEP	Physics, (High Energy)	CERN, DESY, Fermilab, SLAC and IHEP ^[118]
VET-Bib	Social Science, Education	European Centre for the Development of Vocational Training ^[121]
WorldWideScience	Multidisciplinary	The WorldWideScience Alliance, a multilateral partnership, consists of participating member countries and provides the governance structure for WorldWideScience. United States Department of Energy, Office of Scientific and Technical Information serves as the operating agent for WorldWideScience . ^[125]

LIST OF ONLINE DATABASES

This is a list of [online databases](#) accessible via the Internet.

A - B

A

- [Abandoned & Little-Known Airfields](#)
- [Acronym Finder](#)
- [Aeiou Encyclopedia](#)
- [African American Registry](#)
- [Airdisaster.com](#)
- [Airiti Inc](#)
- [Airliners.net](#)
- [All Media Guide](#)
- [Allgame](#)
- [Allmovie](#)
- [Allmusic](#)
- [American National Corpus](#)
- [Amiga Games Database](#)
- [Animal Diversity Web](#)
- [Animal Genome Size Database](#)
- [Arachne \(archaeological database\)](#)
- [ArchINFORM](#)
- [Archive site](#)
- [ArtCyclopedia](#)

B

- [Bank of English](#)
- [Beilstein database](#)
- [BiblioPage.com](#)
- [Bibliotek.dk](#)
- [Big Cartoon DataBase](#)
- [Big Comic Book DataBase](#)
- [Bioinformatic Harvester](#)
- [BoardGameGeek](#)

C - F

C

- [CAMPUS \(database\)](#)
- [Catholic-Hierarchy.org](#)
- [CellarTracker](#)
- [ChEBI](#)
- [Chemical Abstracts Service](#)
- [Chessgames.com](#)
- [China Pollution Map Database](#)
- [CIDOB Foundation](#)
- [Cinema and Science](#)
- [CiteSeer](#)
- [Collection of Computer Science Bibliographies](#)
- [Comic book price guide](#)
- [Comics Buyer's Guide](#)
- [Credo Reference](#)
- [Croatian National Corpus](#)
- [Current Biography](#)

D

- [DBLP](#)
- [DIALOG](#)
- [Dictionary of Canadian Biography](#)

E

- [Earth Human STR Allele Frequencies Database](#)
- [EMBASE](#)
- [Encyclopedia Astronautica](#)
- [Encyclopedia Mythica](#)
- [English Short Title Catalogue](#)
- [Entrez](#)
- [Everyone's a Critic](#)

F

- [Factiva](#)
- [Facts on File](#)
- [Fashion Model Directory](#)
- [Filmarchives online](#)
- [Find a Grave](#)

- [FINDbase](#) (the Frequency of INherited Disorders database)
- [FishBase](#)
- [Flags of the World](#)
- [Flora Europaea](#)

G - I

G

- [Gallica](#)
- [GameRankings](#)
- [GeneNetwork](#)
- [GEO-LEO](#)
- [Gesamtkatalog der Wiegendrucke](#)
- [GetCITED](#)
- [Getty Thesaurus of Geographic Names](#)
- [Golm Metabolome Database](#)
- [Google](#)
- [Grand Comics Database](#)

H

- [Hoover's](#)
- [HotPads.com](#)

I

- [INDUCKS](#)
- [IBISWorld](#)
- [Incunabula Short Title Catalogue](#)
- [IndexMaster](#)
- [Indian Railways Fan Club](#)
- [Inorganic Crystal Structure Database](#)
- [Interment.net](#)
- [International Directory of Philosophy](#)
- [Internet Archive](#)
- [The Internet Book Database](#)
- [The Internet Book Database of Fiction](#)
- [Internet Broadway Database](#)
- [Internet Movie Database](#)
- [Internet Movie Firearms Database](#)
- [Internet Off-Broadway Database](#)
- [Internet Public Library](#)
- [Internet Speculative Fiction Database](#)
- [Internet Theatre Database](#)
- [ISBNdb.com](#)

J - N

J

- [JibJab](#)
- [JamJar Story](#)

K

- [Kdo byl kdo](#)
- [Killer List of Videogames](#)

L

- [Lesson Planet](#)
- [LexisNexis](#)
- [The Literary Encyclopedia](#)

M

- [Maven Semantic Healthcare Database](#)
- [MedlinePlus](#)
- [Metacritic](#)
- [Metropolitan Travel Survey Archive](#)
- [MICAD](#)
- [Mindat.org](#)
- [MobyGames](#)
- [Movie Review Query Engine](#)
- [MovieTome](#)
- [MSDSonline](#)

N

- [Names Database](#)
- [NEO CANDO](#)
- [Newsknowledge](#)
- [Nichigai WHO](#)
- [NNDB](#)
- [NoorderSoft Waterways Database](#)

O - S

O

- [On-Line Encyclopedia of Integer Sequences](#)
- [Open Source Vulnerability Database](#)

P

- [Paradisec](#)
- [PHI-base](#)
- [Philosophy Research Index](#)
- [Plant DNA C-values Database](#)
- [Plants for a Future](#)
- [Price guide](#)
- [ProQuest](#)
- [Proteomics Identifications Database](#)
- [Psephos](#)
- [PsycINFO](#)
- [PubChem](#)
- [Public Radio Fan](#)
- [PubMed Central](#)

Q
R

- [RedLightGreen](#)
- [Roud Folk Song Index](#)

S

- [Scots Law Times](#)
- [SeatGuru](#)
- [Sherdog](#)
- [Sing365.com](#)
- [SmealSearch](#)
- [Svenskt Diplomatarium](#)

T - Z
T

- [TCM Movie Database](#)
- [Textfiles.com](#)
- [Tocsearch](#)
- [TOSEC](#)
- [The Simpsons Archive](#)
- [Transterm](#)
- [TV.com](#)

U

- [Uchronia: The Alternate History List](#)
- [Ultimate Guitar Archive](#)

V

- [VET-Bib](#)
- [Virtuoso Universal Server](#)
- [Vastari](#)

W

- [Web of Science](#)
- [Who's Who \(UK\)](#)
- [WinCustomize](#)
- [Wind ENergy Data & Information \(WENDI\) Gateway](#)
- [Wikipedia](#)
- [World Biographical Information System Online](#)
- [WorldCat](#)
- [WorldWide Molecular Matrix](#)

Z

- [Zabasearch.com](#)
- [Zillow](#)
- [ZINC database](#)

LIST OF ONLINE DICTIONARIES

An **online dictionary** is a [dictionary](#) that is accessible via the [Internet](#) through a [web browser](#). They can be made available in a number of ways: free, free with a paid subscription for extended or more professional content, or a paid-only service. Some online dictionaries are organized as lists of words, similar to a [glossary](#), while others offer search features, [reverse lookups](#), and additional language tools and content such as verb conjugations, grammar references, and discussion forums.

Selected online English dictionaries

The following is a concise list of online English dictionaries whose definitions are based upon well-established content.

- [Collins Online Dictionary](#) *Collins Unabridged English Dictionary; Collins Unabridged Thesaurus; Collins Webster's American English Dictionary*
- [Dictionary.com](#) *Dictionary.com Unabridged v. 1.1 and American Heritage Dictionary of the English Language, Fourth Ed.*
- [Merriam-Webster OnLine](#) *Merriam-Webster Online Dictionary*
- [Oxford Dictionaries Online](#) *Oxford Dictionary of English; New Oxford American Dictionary; Oxford Thesaurus of English; Oxford American Writer's Thesaurus*

Advanced learner dictionaries

- [Cambridge Dictionaries Online](#) *Cambridge Advanced Learner's Dictionary*
- [Longman](#) *Longman Dictionary of Contemporary English*
- [Macmillan](#) *Macmillan English Dictionary for Advanced Learners*
- [Oxford University Press](#) *Oxford Advanced Learner's Dictionary*

Other examples

Multilingual

- [dictindustry](#) free technical and business multilingual online dictionary for twenty languages (German, English, French, Spanish, Italian, and more) incl. example sentences and pictures
- [dict.cc](#) a free user-run multilingual dictionary centered around English and German, with the capacity to translate to Spanish, French, Icelandic, Esperanto, Albanian, Italian and many more.
- [LEO \(website\)](#) free multilingual collaborative dictionary for German
- [Madura English-Sinhala Dictionary](#) free English to [Sinhala](#) and vice versa online dictionary.
- [Multitran](#) a multilingual Internet-based dictionary centered on Russian, and provides an opportunity of adding your own translation
- [Ultralingua](#) free and premium multilingual dictionary
- [Webster's Online Dictionary: The Rosetta Edition](#): a multilingual online dictionary which compiles different online dictionaries and encyclopedia including Wiktionary and Wikipedia.
- [Wiktionary](#) a collaborative project run by the Wikimedia Foundation
- [WWWJDIC](#) Japanese–English

English language

- [Free On-line Dictionary of Computing](#)
- [Logos Dictionary](#) Free online with additional premium content
- [Online Etymology Dictionary](#)
- [Pseudodictionary](#) Dictionary of user submitted made-up words (humour)
- [Reference.com](#) Word and language tool portal
- [Urban Dictionary](#) Dictionary of slang.
- [WordNet](#) a word database.
- [Wordnik](#)
- [Wordweb](#) Free and premium online English thesaurus and dictionary for Windows.

Other specific languages

- [Academic Dictionary of Lithuanian](#)
- [Dictionary of the Scots Language](#)
- [Ekşi Sözlük](#) Turkish collaborative dictionary
- [Plattmakers](#) Low Saxon online dictionary
- [Susning.nu](#) Free Swedish online dictionary, opened 2001, now defunct
- [Svenska Akademiens ordbok](#)
- [Van Dale](#) Dictionary of the Dutch language
- [William Whitaker's Words](#) Latin dictionary
- [Woordenboek der Nederlandsche Taal](#) Dictionary of the Dutch language (free registration required)
- [Yeminlisozluk](#) Turkish translators' dictionary

LIST OF INTERNET ENCYCLOPEDIAS

This is a **list of encyclopedias accessible on the Internet**. Access Free

General references

Site	Language	Description
Appropedia	English	Collaborative systems for sustainability, poverty reduction and international development
Baidu Baike	Chinese	Collaborative online encyclopedia hosted by the major Chinese search engine Baidu
Banglapedia	Bengali , English	General interest
The Canadian Encyclopedia	English, French	General interest (original content of the hard copy Canadian Encyclopedia)
Citizendium	English	General interest, wiki
Columbia Encyclopedia	English	General interest
Conservapedia	English	American conservative and Christian interests
Den Store Danske Encyklopædi	Danish	General interest

Site	Language	Description
Digital Universe	English	Collection of articles on educational, cultural, and scientific topics
Doosan Encyclopedia	Korean	General interest
EcuRed	Spanish	General interest. Cuban
Ekşi Sözlük	Turkish	General interest
Encyclopedia of China	Chinese	General interest
Encyklopedia Internautica	Polish	General interest
Enciclopedia Italiana di scienze, lettere ed arti	Italian	General interest. Published by the Istituto dell'Enciclopedia Italiana Treccani
Enciclopedia Libre Universal en Español	Spanish	Fork of the Spanish Wikipedia, using wiki software, released under the GFDL
Everything2	English	General interest, users can submit articles on the topic of essentially anything
Gran Enciclopèdia Catalana	Catalan	General interest
Grand Larousse encyclopédique	French	General interest
Great Soviet Encyclopedia	Russian, English	General interest, often from the former official Soviet viewpoint.
Holocaust Encyclopedia	English, Arabic , Persian , French, Spanish	Holocaust-related articles, published by the United States Holocaust Memorial Museum
Hudong	Chinese	General interest. China's largest wiki
Encyclopedia of Ukraine	English	General interest
Internetowa encyklopedia PWN	Polish	General interest
Kdo byl kdo	Czech	Biographies on notable Czech and Slovak people
Keyinpedia	Chinese	General interest
King Abdullah Abdul Aziz Health Encyclopedia	Arabic , English	Health encyclopedia
Marathi Vishwakosh	Marathi	General Interest
Marefa	Arabic	General interest
Metapedia	Hungarian , German, English, Spanish, Swedish , Romanian , Estonian , French, Slovenian , Czech , Portuguese , Norwegian , Croatian , Danish , Greek , Dutch	Far right-wing, white nationalist and neo nazi encyclopedia
Meyers Konversations-	German	General interest

Site	Language	Description
Lexikon 4. ed. 1888 - 1892		
Proleksis Encyclopedia	Croatian	General and national encyclopedia
Sarvavijnanakosam	Malayalam	General interest
Scholarpedia	English	Articles are written by scholars and peer-reviewed for accuracy
Store norske leksikon	Norwegian (Bokmål)	General interest
Tamil Encyclopedia	Tamil	General Interest
Từ điển Bách khoa toàn thư Việt Nam	Vietnamese	General interest. State-sponsored encyclopedia.
Uncyclopedia	Multilingual	Humour encyclopedia
Vikidia	English, French, Italian, Russian, Spanish	Articles designed for children ages 8–13
WIEM Encyklopedia	Polish	General interest
Wikipedia	See list here	General interest, wiki

Attachment 2 ECO103 Introduction to Economics

Course Title	Introduction to Economics			
Course Code	ECO103			
Course Type	Compulsory			
Level	Diploma			
Year / Semester of Study	1 st Year A Semester			
Lecturer's Name				
ECTS	6	Lectures / week	3	Labs / week
Course's Aim and Objective	The course illustrates the way in which economists view the world. You will learn about basic tools of micro- and macroeconomic analysis and, by applying them, you will understand the behavior of households, firms and government. Problems include: trade and specialization; the operation of markets; industrial structure and economic welfare; the determination of aggregate output and price level; fiscal and monetary policy and foreign exchange rates.			
Learning Outcomes	<ul style="list-style-type: none"> • Master basic economic terminology and use it in appropriate contexts. • Understand how markets and the price mechanism function. • Describe the behavior of economic agents (consumers, firms, governments...) • Understand economic welfare and producer and consumer surplus. • Recognize the major macro-economic indicators for economic activity. • Appraise the role of macroeconomic policies on firms and households. In terms of skills • Think through economic decisions faced in personal and professional life. • Apply mathematical tools to formulate and solve economic problems. 			
Prerequisites	None			
Course Syllabus	Weeks	Content of the Course		
	1	Introduction to Economics - Key Principles of Economics. Optimization of utility, profit and cost.		
	2	Demand, Supply, and Market Equilibrium. Consumer and Producer Surplus. Social welfare maximization. The effect of taxes and subsidies.		
	3	Elasticity and its applications. Price, Income and Cross Elasticity of Demand. Normal goods, necessities and luxuries.		

		Complementary and substitute goods.	
	4	Production and Costs. Total, average and marginal values. The constructional relationship between Average and Marginal.	
	5	Perfect Competition and Monopoly markets. Price control.	
	6	Monopolistic Competition, and Oligopoly. Differentiation and Prices.	
	7	Revision for Mid Term – Mid- Term Examination	
	8	Market Failure and Externalities. Positive and negative externalities. Internalization and optimization.	
	9	Macroeconomics. Macroeconomic Indicators. GDP and GDP per capita. Real vs Nominal GDP. GDP deflator. CPI, PPI, PPF	
	10	Unemployment and Inflation. The Phillips curve.	
	11	Aggregate Demand and Aggregate Supply Model. Economic Growth. Solow and Ramsey models.	
	12	Fiscal Policy – Money and the Banking System.	
	13	Monetary Policy and Inflation– International Trade and Finance.	
	14	Revision for the Final Examination	
Methodology	Lectures, presentations, articles discussion, independent and private study, preparation of projects, fieldwork and group work. Preparation for mid-term and final examinations		
Bibliography	<p><u>REQUIRED TEXTBOOKS:</u></p> <ul style="list-style-type: none"> - O'Sullivan, A., Sheffrin, S., & Perez, S., (2019). Survey of Economics: Principles, Applications, and Tools, 8th Edition, Boston: Pearson Education (Older editions are OK; the digital version is much cheaper). - Krugman, P., Wells, R., & Graddy, K., (2016). Essentials of Economics, 4th Edition, New York: Worth Publishers (3rd edition is fine but 1st and 2nd are outdated). <p><u>RECOMMENDED TEXTBOOKS:</u></p> <ul style="list-style-type: none"> - O'Sullivan, A., Sheffrin, S., & Perez, S., (2017). Economics: Principles, Applications, and Tools, 8th Edition, Boston: Pearson Education. (Contains all the chapters from the compulsory textbook plus some material that will not be covered in class, but it is usually cheaper). - Hubbard, G., & O'Brien, A., (2019). Economics, 7th Edition, Boston: Pearson Education. - Mankiw, G., (2018). Principles of Economics, 8th Edition, Boston: Cengage Learning. 		
Evaluation	40% coursework and 60% final examination.		
Language	English		

Attachment 3 Revised Academic Hierarchy and Committees at CDA College

1. THE BOARD OF GOVERNORS

The membership of the Board shall be as decided by the founder from time to time. It consists of the Chairman and three members.

The Chairman: Christoforou Athanasios
Member: Christoforou Goudi Chrysa
Member: Ioannou Pantelis

Secretary to the Board: Charalambous Irene

Duties and Responsibilities

- To decide the policy to be pursued by the College.
- To appoint the Director.
- To appoint the Finance Director.
- To establish and dissolve such other Committees or Councils, and their constitution as the Board deems necessary to fulfil the objectives of the College or the requirements of statute.
- To secure the financial resources to support the goals and policies of the College.
- To receive and act upon, as necessary, reports of the Academic, Administrative, Disciplinary and Finance Committees.
- The Board shall meet not less than twice per academic year.

2. THE FINANCE COMMITTEE

The Finance Committee shall operate under the Chairmanship of the Financial Director.

The membership of the Committee shall be as decided by the Board at Governors, but as all times shall include:

- The Finance Director
- The Chairman of the College
- A member of the Governors

DUTIES AND RESPONSIBILITIES:

The Committee shall be responsible to the Board of Governors for:

- the financial stability of the College
- the preparation of an annual budget and its subsequent control
- the financial support necessary for the proper operation of the programmes of study
- the operation of the accounting system within the College and its annual audit
- the terms of contracts and conditions of employment of staff the remuneration and other benefits of the staff.

3. THE ACADEMIC COMMITTEE

The membership of the Committee shall be as decided by the Board of Governors.
Members:

- The General Director (Academic Affairs & Administration)

- Higher Adm. Officer, Assistant to the General Director
- The Assistant Director (Admissions)
- The Finance Director
- The Limassol, Larnaca and Paphos Precinct Principal
- The Heads of the Departments
- Two members of the faculty
- One member of the Administrative Staff
- The Librarian
- One member of the Students Union.

DUTIES AND RESPONSIBILITIES:

- To make recommendations to the Board of Governors for the board academic policy to be pursued by the College.
- To receive reports from its standing Subcommittees and to make recommendations there on.
- To receive reports from the Assessment Board to note.
- To receive qualitative reports upon the operation, of the academic and professional programmes offered by the College, and to make recommendations thereon.
- To receive and consider reports upon the academic progress of the student body.
- Assessing existing and developing new programs of study.
- Setting up and continuously monitoring academic standards.
- Setting up and supervising the implementation of admission requirements.
- Reviewing regularly the college admission requirements.
- Developing, assessing and modifying methods of teaching.
- Setting up examination procedures and regulations.
- Upgrading methods of student assessment.
- Establishing the graduation requirements for all degrees and diplomas.
- Modifying, reviewing, developing and accessing programs of study.
- Establishing criteria for scholarships and awards.
- Allocating academic responsibilities to members of the faculty.
- Dealing with all matters affecting educational policy and
- Recommending the recruitment of new faculty members.
- The Committee shall normally meet not less than two times per academic year.

The Committee may refer such matters to its Standing Committee as are consistent with its, and their responsibilities, and as decided by the Director.

4. THE ADMINISTRATIVE COMMITTEE

The membership of the Committee shall be as decided by the Board of Governors.

Members:

- The General Director (Academic Affairs & Administration)
- Higher Adm. Officer, Assistant to the General Director
- The Assistant Director (Admissions)
- The Finance Director
- The Limassol, Larnaca and Paphos Precinct Principal
- The Registrar
- The Librarian
- The Technical Manager
- The Heads of the Departments

- Two members of the faculty
- Two members of the Administrative Staff
- Two members of the Students Union

DUTIES AND RESPONSIBILITIES:

- To make recommendations to the Board of Governors for the broad administrative policy to be carried out by the College.
- To receive reports from its standing Subcommittees and to make recommendations there on.
- To receive qualitative reports upon the operation, of the academic and professional
- To receive and consider reports upon the conduct in general of the student body.
- The Committee shall normally meet not less than three times per academic year.

5. THE DISCIPLINARY COMMITTEE

The membership of the Committee shall be as decided by the Board of Governors.
Members

- The General Director (Academic Affairs & Administration)
- Higher Adm. Officer, Assistant to the General Director
- The Assistant Director (Admissions)
- Three Heads of Department
- Four faculty members
- Two members of the Student Union

DUTIES AND RESPONSIBILITIES:

The Committee shall report, and make recommendations, to the Director on

- student affairs in conflict with the Code of Student Conduct
- any breach of the Assessment Regulations.

How the Academic, Administrative and Disciplinary committees function

The Committees meet regularly, at least 4 times a year, after invitation of their Chairman. The invitation of the members of the Committee and the subjects of the daily agenda in the regular meeting are made known in writing, at least one week prior to the meeting day of the Committee.

The Committees are in quorum when at least half of its members plus one are present. The decisions of the Committees are taken by a simple majority of the present members. If there is a tie vote then the decision of the Chairman of the Committee is taken into consideration.

The decisions of each Committee are taken down in the special minutes book by the Chairman and the secretary. A member of the Teaching Staff acts as the secretary of the Committee, after being elected by the Chairman during the first meeting of the Committee. The Chairman is responsible of keeping the minutes.

Because of the small size of the College, the Academic and the Administrative Committee are the same for the place of business as well as for its branches. However, there are four different Disciplinary Committees – one for the place of business in Nicosia, one for the Limassol branch and one for the Larnaca branch and one for the Pafos branch.

6. THE PROFESSIONAL PROGRAMMES STANDING COMMITTEE

- The Head of Department – Chairman
- The Course Co-ordinator
- The members of staff substantially involved on the programme
- One member of Student's Union

DUTIES AND RESPONSIBILITIES:

To report and make recommendations to the Academic Committee on:

- the establishment and maintenance of academic quality within the College educational programmes
- the development of the existing professional and the introduction of new programmes of study
- considering and making recommendations upon, the assessment policy to be conducted within the College.
- Assessing existing and developing new professional programs of study.
- Setting up and continuously monitoring academic/professional standards.

7. THE STAFF DEVELOPMENT STANDING COMMITTEE

- The General Director
- The Personal Assistant to the General Director
- The Registrar
- The Limassol, Larnaca and Paphos Precinct Principal
- The Head of Departments
- Two faculty members
- One member of the Student's Union

DUTIES AND RESPONSIBILITIES:

To report and make recommendations to the Academic Committee on:

- the sufficiency of the staff necessary to support the programmes of study in order to achieve the stated aims of the College
- satisfactory procedures for the selection, appointment personal and professional development and personal evaluation of staff
- the operation and effectiveness of the staff self-evaluation plans and any action that should flow from it
- the policy for the appointment of part time members of staff
- the sufficiency of the staff necessary to support the administration and operational efficiency of the College as a whole.

8. THE RESOURCES STANDING COMMITTEE

- The General Director (Academic Affairs & Administration)
- The Technical manager
- The Limassol, Larnaca and Paphos Precinct Principal
- The Librarian
- Two Heads of Department
- One member of Student's Union

DUTIES AND RESPONSIBILITIES:

To report and make recommendations to the Administrative Committee on:

- the condition and maintenance of its building stock and any alterations necessary to improve and support the teaching activity
- the sufficiency and suitability of the equipment necessary for the implementation of the programmes of study
- the sufficiency and suitability of the accommodation necessary for the location of the programmes of study
- the smooth running of the operations of the College

9. THE LIBRARY STANDING COMMITTEE

- The Librarian (Chairman)
- Two Heads of the Departments
- Two members of the Student's Union.

DUTIES AND RESPONSIBILITIES:

To report and make recommendations to the Administrative Committee on:

- the literary stock necessary to support the professional needs of the programmes of study
- the personnel required to support the efficient operation of the library
- the teaching and learning equipment necessary to support the programme of study
- the mode of the library as a learning resource.

10. THE STUDENT AFFAIRS STANDING COMMITTEE

- The Assistant Director for Admissions
- The Registrar
- The General Director (Academic Affairs & Administration)
- The Personal Assistant to the General Director
- Three Heads of Department
- Two members of the Administration Staff
- Two members of the Student's Union

DUTIES AND RESPONSIBILITIES:

To report and make recommendations to the Academic Committee on:

- the preparation of the Student Handbook
- policies to be pursued to raise the quality of student life and enhance staff/student relationship
- the implementation and review of the Code of Student Conduct.

11. THE INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC)

- The General Director (Academic Affairs & Administration) (Chairman)
- Three Members of the Teaching Staff
- Two Members with quality assurance knowledge
- One Representative of the Student's Union and for Masters two students (one bachelor and one master).

The Internal Quality Assurance Committee shall be decided by the Board of Governors.

- The IQAC shall meet regularly, at least 6 times a year. Additional meetings are set before each External Accreditation after invitation of their Chairman. The invitation of the members of the Committee and the subjects of the daily agenda in the regular meeting are made known in writing, at least one week prior to the meeting day of the Committee.
- The Committees are in quorum when at least half of its members plus one are present. The decisions of the Committees are taken by a simple majority of the present members. If there is a tie vote then the decision of the Chairman of the Committee is taken into consideration.
- The decisions of each Committee are taken down in the form of minutes. A member of the Teaching Staff acts as the secretary of the Committee, after being elected by the Chairman during the first meeting of the Committee. The Chairman is responsible of keeping the minutes.
- The members of the IQAC are written down in the internal regulations of the College and are published in the College Website.

DUTIES AND RESPONSIBILITIES:

- Responsible to apply all the requirements mentioned in the article 12 & 14 of educational quality assurance set by The Cyprus Agency of Quality Assurance and Accreditation in Higher Education.
- Coordinate the preparation of Self-evaluation Reports related to the External Accreditations
- Responsible to prepare the General Accreditation Reports of the College to be sent to "Foreas"
- In the General Accreditation Reports should include the internal mechanisms maintaining the quality assurance in the College
- It controls the general direction of instruction, research, and examination, and awards degrees, diplomas and certificates as well as receive reports from all standing and special committees. For the time being, It undertakes the following:
 - approves the organisation of faculties, institutions, and other academic units;
 - plans, develops and reviews academic programmes;
 - regulates the admission of persons to programmes of study and their attendance at such programmes and examinations;
 - appoints and instructs examiners and Boards of Examiners, and oversees examinations;
 - awards degrees, diplomas, certificates, scholarships, prizes, and medals;
- to review, evaluate and recommend changes to the general curriculum structure:
 - existing and new programmes of studies
 - consider and approve minor changes to programmes requirements regarding curriculum and assessment as well as to approve new modules within existing programmes;
 - set guidelines and procedures pertaining to the administration of programmes, examinations;
 - approve results of the students and award degrees to students who meet the degree requirements in accordance with the Regulations.
 - establish guidelines and procedures pertaining to the administration of programmes and graduate student matters;
 - approve the allocation of the Research Scholarship budget

- review and evaluate other educational policy issues including admissions and advance placement criteria, calendar, issuance of degrees, and rationalisation of teaching across departments.
- evaluates and recommends changes on the teaching methods of each programme
- they receive relevant information from the Faculty Evaluation
- evaluates the staff teaching behavior and methods.

The outcomes are regularly monitored and evaluated through:

- the 30 quality assurance mechanisms outcomes
- Student Complaint Form
- The College will also introduce the Surveys and Opinion Polls by current students and Alumni Opinion Polls.
- Students' Faculty Evaluation Results
- Faculty Classroom Observation Results
- Faculty Other Academic Matters Results
- Faculty Overall Evaluation Results
- Internal Examiner's Comments

12. THE INTERNAL QUALITY ASSURANCE COMMITTEE BY DEPARTMENT

- a) the President or Vice President of the Department / Division
- b) a member of the Departmental / Sectoral academic staff, preferably experienced in quality assurance procedures
- c) an undergraduate or a student of the Department / Sector who is in the third year of study.

13. THE FINAL PROJECT (THESIS) COMMITTEE (FPC)

- The Director of the Campus (Chairman)
- The Head of the Department
- The Supervisor of the Project
- One Member of the Teaching Staff

DUTIES AND RESPONSIBILITIES:

- It comprises of 3 faculty members, the head of the programme, the Thesis Supervisor and another faculty member of the programme.
- They meet once or twice per year to review the final projects
- They assess/evaluate the graduate students' final projects/thesis/work

14. THE STUDENTS' TRANSFER COMMITTEE (STC)

- The Director of the Campus (Chairman)
- The Assistant Director (Admissions)
- The Personal Assistant to the General Director
- The Head of the Department
- The Head of the Administration
- One member of the faculty staff

DUTIES AND RESPONSIBILITIES:

- It comprises of 3 faculty members, the head of the programme, the Thesis Supervisor and another faculty member of the programme.

- They meet once or twice per year to review
- They compare and assess the transfer students' certificates, diplomas and detail transcript with the relevant programme of studies.

15. THE RESEARCH COMMITTEE

- The Head of the Research Centre
- The Limassol, Larnaca and Paphos Precinct Principal
- The Heads of the Departments
- Three Members of the Teaching Staff

DUTIES AND RESPONSIBILITIES:

- It's conducted once per semester
- To carry out academic research in order to support the college's teaching and project activities.
- To carry out pure research in collaboration with domestic and international institutions, in order to enhance expertise of the Research Team of the College.
- To undertake research projects covering issues, that have an impact on the Social, Economic and Technical developments of the Public and Private sectors in Cyprus and abroad; and
- To Provide Independent Research Services to external organizations.
- Committed to developing and promoting research activity.
- Research and advancement of knowledge as intellectual activities, are an integral part of our educational environment that fosters innovation and enthusiasm for excellence.
- All the Lecturers should undertake research each year and the research department will keep records for each research output.
- Lecturers will get teaching hours off for the research undertaken or an amount paid for a completed research is based on the research length and quality.
- Additionally lecturers will get extra payment if they entered into EU Funding Research Projects.
- Encourage lecturers to participate to seminars and all expenses paid by the college.
- To established collaborations with research centres abroad.
- Attendance at local relevant conferences, seminars, lectures, symposia is encouraged and strongly recommended.
- The College encourages and supports its faculty members to gain national and international recognition for excellence in their areas of expertise.

16. THE COORDINATORS OF THE PROGRAMS OF STUDY

1. Sectetarial Studies and Higher Diploma in Office Administration

Evi Papachristiforou
Nicosia

Dorita Chrysanthou
Limassol - Pafos

Katerina Ioannou
Larnaca

2. MBA Master in Business Administration and BA Bachelor in Business

Administration

Dr. Pantelis Ioannou
Nicosia

Dr. Iosif Kafkalas
Limassol

Dr. Amvrosios Prodromou
Pafos

3. BA Bachelor in Police Management

Christina Agathangelou
Nicosia - Limassol

4. BA Bachelors in Travel and Tourism Management

Dr. Eleni Asprogenous
Limassol - Pafos

Dr. Nicos Rodosthenous
Larnaca

5. Diploma in Travel and Tourism Administration

Athina Koliandri
Nicosia

Dr. Eleni Asprogenous
Limassol - Pafos

Dr. Nicos Rodosthenous
Larnaca

Iordanis Koutemliades
Pafos

6. Diploma in ICT Information and Communication Technology

Dr. Pavlos Panayi – Petros Efthymiou (Assistant)
Nicosia

Olga Pelekanou
Limassol

7. Diploma in Beauty Therapy

Dr. Alexandra Tsigonia – Director of School of Aesthetics and Hairdressing
Nicosia – Limassol – Larnaca – Pafos

Andri Pattichi
Larnaca

Fani Xanthopoulou
Limnassol

Irene Tziortzi
Nicosia

Panagiota Filippou
Pafos

8. Master in Beauty Therapy Care and Exercise in Health Promotion and Stress Management

Dr. Alexandra Tsigonia – Director of School of Aesthetics and Hairdressing
Nicosia – Limassol – Larnaca – Pafos
Dr. Dimitra Florou
Limassol

9. Diploma in Fashion

Athanasia Amvrosiou - Susan Elfving (Assistant)
Limassol

10. Higher Diploma in Hairdressing

Dr. Alexandra Tsigonia – Director of School of Aesthetics and Hairdressing
Nicosia – Limassol – Larnaca – Pafos

Artemis Angelidou
Nicosia

Christos Michael
Limassol - Pafos

Irene Tziortzi - Artemis Angelidou (Assistant)
Larnaca

Principles of Adult Learning CDA College Seminar

ADULTS IN GENERAL

- Bring prior experience and knowledge with them. Validate where people are. Create allies, not pupils.
- Want to know what's in it for them (WIFM)
- Enjoy speaking to one another, not just listening to the sound of your voice
- Have preference and prejudices that may not be overcome in a one-shot training
- Like to assist you and feel like an active part of the learning process
- Expect to be respected
- Enjoy active learning, small group exercise and moving around the room. Vary training activities
- Expect to be able to use what they learn immediately. Make information applicable
- Learn at different speeds and through different methods. Be flexible
- Need feedback and constructive criticism. The emphasis is on building the person not tearing them down
- Like to laugh

PRINCIPLES OF ADULT LEARNING WORK

Some Strategies and Learning Techniques for achieving the conditions under which adults learn best:

1. To create supportive environment
2. To emphasize personal benefits of training
3. To use training methods that require active participation
4. The use of variety of teaching methods
5. To provide structured learning opportunities
6. To provide immediate feedback on practice
7. To meet trainee's individual learning needs
8. To make course content relevant and coherent

STRATEGIES AND TECHNIQUES

A. Create supportive Environment

1. Convey respect for individuals and the belief and value in the learning process. Draw on previous experience of participants.
2. Techniques:
 - a) Call each trainee by name throughout training
 - b) Listen to each person's questions and viewpoints

- c) Never belittle an individual
- d) Always be courteous and patient
- e) Assure individuals that mistakes are part of the learning process
- f) Look for opportunities to validate each person
- g) Encourage trainees to support one another in learning endeavors
- h) Ensure that the physical space is as comfortable as possible

B. Emphasize Personal Benefits of Training

1. Adult learners need to know the course relates to their immediate work and will help them reach personal and professional goals- what's init for them (WIFM)
2. Techniques:
 - a) Have each participant develop their own personal goals for this training
 - b) Encourage participants to write down specific actions they will take in response to this training.

C. Use a Variety of Teaching Methods

1. Not all people learn the same way. In fact research shows there are many different learning styles – characteristic ways that adults prefer to learn. Individual learning styles are influenced by personality, intelligence, education, experience, culture and sensory and cognitive preferences.
2. To engage all learners. It is best to vary the methods in which information is communicated
3. Training methods:
 - a) Group discussion (small and large)
 - b) Skill practice (role-play)
 - c) Lecture
 - d) Case study
 - e) Laboratory
 - f) Panel/guest expert
 - g) Game structured note-taking (accelerated learning)
 - h) Individual coaching
 - i) Question/answer
 - j) Demonstration
 - k) Technology (media, video, computer, interactive)

D. Provide Structured Learning Opportunities

1. Empower trainees to be self-directed learners as they strive to fulfill objectives of the training by teaching them how to master the content and to become aware of their own learning process.
2. Techniques:
 - a) Teach trainees to learn by implementing learning tools into the curriculum

- i. Structures note-taking
 - ii. Problem-solving exercises
 - iii. Brainstorming
 - iv. Progress logs
 - v. Evaluation own work and the work of others
- b) Identify learning and assist trainees in becoming aware of their own preferred style e.g.
- i. Have them analyze the way they went about doing a learning project
 - ii. Encourage participants to support/train one another

E. Provide Immediate Feedback on Practice

1. Providing timely corrective feedback leads to successful learning and mastery of content and skills
2. Sensitive feedback helps trainees correct errors and reinforces good behaviors. Adult learners want gentle, contractive criticism.
3. Techniques:
 - a) Self-feedback
 - b) Peer feedback
 - c) Trainer feedback

F. Meet Trainee’s Individual Learning Needs

1. Effective trainers never forget they have a group of individual learners with varying abilities, experiences, and motivation.
2. Techniques:
 - a) Get to know trainees
 - b) Consider each trainee’s capabilities and interests
 - c) Encourage individual creativity and initiative
 - d) Pay attention to individual communication
 - e) Acknowledge cultural difference

G. Make Course Content/Relevant and coherent

1. Begin with the basic and build on each part in sequential order when, presenting course content.
2. Be sure that exercises and content can be applied to real-life situations fo the trainee (WIFM)
3. Techniques:
 - a) Provide overview of course with objectives
 - b) Relate each new component to previous component
 - c) When presenting new material present overall concept first
 - d) Utilize an Experiential Learning Model
 - e) Provide examples of concept that are relevant to trainee’s work

Adults Learn Best when they:

1. Are in a supportive environment
2. Learners are allowed to define their own needs
3. See personal growth opportunities in the training
4. Material presented is relevant to perceived needs
5. Participate actively in cooperative and individual exercises
6. Educator respects the life experience of the learner
7. Material can be immediately related to learner's experience
8. Direction of learning made explicit at the outset
9. Instructions for learning activities are clear
10. Experience a variety of training methods and media
11. Are empowered with learning skills
12. Receive timely feedback on practice activities
13. Learners receive positive reinforcement for accomplishments
14. Have their individual needs met
15. Are taught course content that is relevant and in integrated patterns
16. Learners feel free to question and challenge
17. Learner's self-esteem and ego are respected

ACCOUNTING
(2 Years, Plus An Optional Foundation Year, Diploma in Accounting/120 ECTS)

C.D.A. College Pafos

	Lecturers Names & Qualifications	Modules to Teach	F/T or P/T
1.	Theodoros Christodoulides Head of the Program <i>Senior Lecturer</i> MBA Business BA Accounting & Finance ACCA Chartered Accountant	ACC220 Introduction to Auditing ACC431 Financial Services Management ACC320 Advanced Auditing & Internal Review	F/T
2.	Dr. Maria Alexandrou <i>Asst. Professor</i> PhD in Pure Mathematics (University of Manchester) MSc in Pure Mathematics (University of Manchester) BSc in Mathematics	MTH121 Statistics I	F/T
3.	Neophytos Polyviou <i>Senior Lecturer</i> MBA Finance Post graduate Certificate Accounting & Finance BA Accounting & Finance Banking Diploma CPA Certified Public Accountant	ACC210 Advanced Cost & Management Accounting ACC310 Business Taxation ACC420 Advanced Business Taxation ACC421 Financial Reporting ACC410 Performance Management ACC422 Financial Management & Control	F/T
4.	Arsinoe Konikkou <i>Lecturer</i> BA Accounting & Finance ACCA – Chartered Accountant	ACC101 Introduction to Accounting ACC122 Introduction to Managerial Accounting ACC102 Financial Accounting ACC235 Introduction to Finance ACC313 International Finance ACC461 Investments	F/T
5.	Amvrosios Prodromou <i>Professor</i> Doctorate Business Administration (C) – Swiss Management University – Switzerland MBA – St. Mark and St. John University BA Business Administration (BBA – Hons) –	BUS101 Introduction to Business ECO103 Introduction to Economics MGT323 Introduction to Management	F/T

	European Institute of Education Professional Postgraduate Diploma in Business Administration - NCFE UK		
6.	Demetrakis Savvides <i>Senior Lecturer</i> PhD (c) Law, MSc Justice Studies MBA Business Administration L.L.B Law	BUS361 Business and Corporate Law	P/T

Attachment 6

Revised BUS361 Business and Corporate Law

Course Title	Business and Corporate Law			
Course Code	BUS361			
Course Type	Compulsory			
Level	Diploma			
Year / Semester of Study	1st Year A Semester			
Lecturer's Name	Demetrakis Savvides			
ECTS	6	Lectures / week	3	Labs / week
Course's Aim and Objective	Throughout the centuries law has been an integral part of all civilized societies. This remains true today where the law encroaches on every aspect of daily life. It plays an ever increasing part in business and commercial transactions and those aware of the rules and regulations governing the transactions which they are taking part in or considering are often placed at an advantage over those less knowledgeable.			
Learning Outcomes	<ul style="list-style-type: none"> • To provide the student with an understanding of legal history • To understand legal institutions and the most important principles • To learn the rules of court procedure and evidence • To define the general principles of the law of contract and sales of goods which are relevant to business professional courses • To realize the great importance of each legal system in a different business environment 			
Prerequisites	None			
Course Syllabus	Week	Content of the Course & Learning Outcomes		
	1	Discuss the nature and history of English law State the differences between Criminal and Civil Law Discuss Common Law and Equity, and Equitable Remedies Discuss the main sources of English Law, legislation, the main rules of judicial interpretation, forms of Delegated legislation and advantages/criticisms State and discuss subsidiary sources of law Define Case Law (Judicial Precedent) and discuss the development of Judicial Precedent, the way in which the system works, advantages and disadvantages and law reporting Discuss the ways in which EU law is created and the effect of EU in the UK/Effect of Human Rights Act 1998.		
	2	Discuss the Legal Institutions/Judiciary in Criminal and Civil Courts State the hierarchy of the Criminal/Civil courts Discuss other Courts and Tribunals, reasons for their creation, advantages and disadvantages Arbitration - advantages and disadvantages		
	3	Define Legal Personality State different forms of Natural and Legal Persons Discuss Capacity.		

		<p>Discuss the different forms of Business Organization, advantages/disadvantages</p> <p>Discuss Corporations, methods of creation and the doctrine of separate legal personality</p> <p>Features of artificial personality</p> <p>Discuss situations where lifting the "veil" of incorporation is permissible</p> <p>Define Unincorporated associations</p> <p>Partnerships, Formation, relation between partners and outsiders, relation of partners to each other</p> <p>Discuss the methods of dissolution of a partnership</p> <p>Limited partnerships, Various types of companies in Cyprus law.</p>
	4	<p>Definition of Contract</p> <p>Explain and analyze the importance of contract law, the requirements for the formation of a contract, of the remedies for breach of contract and of the main principles of contract law.</p> <p>Discuss the essential elements of a contract</p> <ul style="list-style-type: none"> • Definition of Offer and Acceptance • Definition and Distinction between an Offer and an Invitation to treat • Communication of Offer • Duration of Offer • Manner of acceptance, communication, exceptions
	5	<p>Define Consideration</p> <p>Define and discuss Executory and Executed consideration.</p> <p>State and discuss the rules as to consideration</p> <ul style="list-style-type: none"> • it must not be past, exceptions • it must move from the promisee • it need not be adequate • it must be real • a promise by a person to perform an existing duty is no consideration • equitable or promissory estoppel
	6	<p>Define and discuss Intention to create legal relations</p> <ul style="list-style-type: none"> • Domestic and social arrangements • arrangements between husband and wife • Commercial Agreements • Collective agreements. <p>Define Capacity</p> <p>Discuss the capacity of minors, infants, mentally disordered, drunken persons and corporations to contract</p> <p>Define Misrepresentation</p> <p>Define and differentiate between fraudulent misrepresentation, negligent misrepresentation and innocent misrepresentation.</p>
	7	<p>Define and Discuss Duress</p> <p>Define and Discuss Undue influence.</p> <p>Define and Discuss Mistake, Common mistake, Mutual Mistake and Unilateral mistake</p> <p>Discuss Illegal Contracts:</p> <ul style="list-style-type: none"> • contracts illegal by statute • contracts illegal common law <p>Discuss the consequences of illegality</p> <p>Define and differentiate Void Contracts, contracts in restraint of</p>

	<p>trade and voidable contract Discuss methods of Discharge of Contracts</p> <ul style="list-style-type: none"> •discharge by performance •discharge by agreement •discharge by frustration or subsequent impossibility •discharge by breach <p>Discuss Remedies available for breach of contract</p> <ul style="list-style-type: none"> •Damages • Specific performance •Injunction •Quantum Meruit
8	<p>Revision. Mid-Term Examination.</p>
9	<p>Law of Sales Discuss the seller`s obligations and the buyer's remedies State and discuss the implied condition and warranties in sale of goods Discuss the buyer`s obligations and the sellers remedies Discuss the transfer of property between seller and buyer; passing of property in specific goods; passing of property in unascertained goods; passing of risk; transfer of title by a non-owner. Distinguish between the role of the board and the role of the shareholder.</p>
10	<p>Agency Creation and termination of Agency; authority of agent; duties of agent to principal; duties of principal to agent; principal and agent and third parties. Compare between shares and debentures. Apply the procedures to register and liquidate a company.</p>
11	<p>Negotiable Instruments Discuss the concept of negotiability Define Bills of Exchange Discuss the transfer and negotiation of bills of exchange; the right of a holder: dishonour of bills and rights of recourse; matters affecting a holder's rights; discharge of bills of exchange;</p>
12	<p>Define and discuss cheques; crossing on cheques; protection of paying and collecting bankers duties of agent to principal; duties of principal to agent; principal and agent and third parties. Insurance Contracts Define and discuss insurable interest and subrogation, duty to disclose, contribution formation of policies; duties of insured and duties of insurer. Identify and explain the main employment legislation</p>
13	<p>Accounting Ethics, the legislation governing the presentation of financial accounting information and standards of accounting practice. To illustrate Ethical issues facing the accountant, in the preparation of corporate reports. Code of Ethics for professional accountants: Fundamental Principles. Assess any Consequences of unethical behaviour by accountants when preparing corporate reports. Ethical Principles - Led by international bodies such as the</p>

		International Federation of Accountants (IFAC) and ACCA Code on Ethics and Conduct, CIMA's code of ethics and its many member associations and institutes, several principles have been identified as being of crucial importance to the profession: Professional Skill and Competence, Confidentiality of Information, Honesty and Integrity Standards, Independence and Objectivity and Professionalism and Demeanor
	14	Revision for the Final examinations
Methodology	Lectures, presentations, problem and case studies discussion, articles discussion, independent and private study, preparation of projects, fieldwork and group work.	
Bibliography	<p>Required Textbook</p> <p><i>Keenan and Riches' Business Law</i>, Sarah Riches and Vida Allen, Longman 11th 2013 ISBN: 9781447923008</p> <p>Textbooks, References, Other Bibliography</p> <ol style="list-style-type: none"> 1. <i>Glanville Williams: Learning the Law</i>, A.T.H. Smith, Sweet & Maxwell, 16th 2016 ISBN: 9780414051935 2. <i>Outlines of English Law</i>, Marsh & Soulsby, McGraw-Hill Edition: 5th, 2000 	
Evaluation	50% coursework and 50% final examination.	
Language	English	

Attachment 7

Revised MGT323 Introduction to Management

Course Title	Introduction to Management			
Course Code	MGT 323			
Course Type	Compulsory			
Level	Diploma			
Year / Semester of Study	1 st Year B Semester			
Lecturer's Name	Dr. Amvrosios Prodromou			
ECTS	6	Lectures / week	3	Labs / week
Course's Aim and Objective	The course aims to examine the basis of Global Management theory and practice, its evolution and underlying nature. It introduces the student to the basic managerial functions of planning, organizing, and staffing, leading and controlling of the contemporary, global environment.			
Learning Outcomes	<ul style="list-style-type: none"> • Acquire a general understanding of the managerial functions of planning, organizing, staffing, leading and controlling; • Be able to relate the science, theory and principles of management to the practice of management; and • Be able to demonstrate an ability to exercise and evaluate the managerial functions in the light of a contemporary, global, competitive environment. 			
Prerequisites	None			
Course Syllabus	Week	Content of the Course & Learning Outcomes		
	1	Define the nature of Management. State its importance, history, environment and the Challenge. Underline the management functions.		
	2	Discuss the Systems Approach to Management and the Contingency Approach; Compare the External and Internal Environment; Explain organizational and Social Responsibility and Business Ethics in Management.		
	3	Demonstrate the planning process; Explain planning through Management by Objectives and the Concept and Process of Strategic Management.		
	4	Explain the importance of SWOT Analysis and demonstrate the Formulation of Corporate, Business, and Functional-Level Strategies; Exemplify the Decision-Making Process.		
	5	Define organizing and compare between formal and informal structures.		
	6	Point the importance of responsibility, authority, delegation and accountability. Compare Centralization versus Decentralization. Revision for mid-term examination		
	7	Mid-term examination Identify Human Resource Management Functions.		

	8	Discuss recruitment and selection Process, development and evaluation and compensation.
	9	Define leading, and distinguish between Motivation Theories, Philosophies of Human Nature, Need Theories, Cognitive Theories and Reinforcement Theory.
	10	Explain leadership traits, Behaviors and the Communication Process.
	11	Discuss the importance of Controls and explain the Controlling Process.
	12	Demonstrate the importance of International Management and discuss its Nature. Explain the ways of adapting to Cultural Differences and identify Global implications and perspectives
	13	The Role of Accounting in Corporate Governance Corporate governance pertains to the system of rules businesses use to direct their decisions and justify their actions. It acts as the foundation through which corporations determine and go after their goals within the social, legal and market environment. Because the core function of accounting tasks is to track the company's financial performance, these tasks play an important role in determining how a company fulfills its corporate governance policies: Project Planning, Public Responsibility, Shareholder Responsibility and Income Management
	14	Revision for final examination
Methodology	Lectures, presentations, problem and case studies discussion, articles discussion, independent and private study, preparation of projects, fieldwork and group work.	
Bibliography	<p>Required Textbook <i>Contemporary Management</i>, Gareth R. Jones & Jennifer M. George, McGraw – Hill 9th edition 2016</p> <p>Textbooks, References, Other Bibliography <i>Management: A Concise Introduction Paperback –2012</i></p>	
Evaluation	50% coursework and 50% final examination.	
Language	English	

Attachment 8 Revised Structure of Accounting (2 Years/Diploma)

**Accounting
(2 Years, Plus An Optional Foundation Year, Diploma/120 ECTS)**

All Courses are Mandatory

A/A	Course Code and Name		Periods per Week	ECTS
	1st YEAR			
	Semester A			
1.	ACC 101	Introduction to Accounting	3	6
2.	BUS 101	Introduction to Business	3	6
3.	BUS 361	Business and Corporate Law	3	6
4.	MTH 121	Statistics I	3	6
5.	ECO 103	Introduction to Economics	3	6
	Semester B			
6.	ACC 310	Business Taxation (Cyprus)	3	6
7.	ACC 102	Financial Accounting	3	6
8.	ACC 122	Introduction to Managerial Accounting	3	6
9.	ACC 235	Introduction to Finance	3	6
10.	ACC 220	Introduction to Auditing	3	6
	2nd YEAR			
	Semester C			
11.	MGT323	Introduction to Management	3	6
12.	ACC 210	Advanced Cost & Management Accounting	3	6
13.	ACC 410	Performance Management	3	6
14.	ACC 431	Financial Services Management	3	6
15.	ACC 313	International Finance	3	6
	Semester D			
16.	ACC 320	Advanced Auditing & Internal Review	3	6
17.	ACC 420	Advanced Business Taxation	3	6
18.	ACC 421	Financial Reporting	3	6
19.	ACC 461	Investments	3	6
20.	ACC 422	Financial Management & Control	3	6