Institution's reply to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education for the report made by the External Evaluation Committee concerning the programme of study "Computer Systems & Networking", 2 years / 120 ECTS, Diploma, plus an optional foundation year.

July 13th 2017

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The Administration of Ctl Eurocollege would like to express its gratitude to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education as well as to the External Evaluation Committee for the positive and constructive comments made in the external evaluation report regarding the programme of study "Computer Systems & Networking", 2 years / 120 ECTS, Diploma, plus an optional foundation year**.** The Internal Quality Assurance Committee of the Institution taking into account the comments and suggestions of the External Evaluation Committee has taken the necessary measures and actions which are outlined in the following pages.

1. EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES

Organisation of Teaching Work

Comment of the Committee

a.The facilities provided include laboratories, lecture space, seminar rooms and recreational areas. Although the general facilities are deemed more than adequate some concerns were raised in relation to the availability of sufficient number of special purpose computer workstations. Students mentioned that most of their work is done used own computers but the College must reflect whether this specialist programme may require further investment in computer equipment.

b.Staff responds promptly to student enquiries via email and part time staff may compile frequent questions into lists discussed in class. Students are able to communicate with students also via programme-wide meetings and have several opportunities to participate in evaluation surveys. Students also receive feedback on formative assessment and how to improve their progress with respect to each course. There appears to be sufficient measures and mechanisms for detecting and preventing plagiarism but these could be further disseminated to students.

Reply from the Institution

a.The comment has been noted and the College has taken action to rectify this. Despite the fact that current students of other programmes of study are allowed to use their own laptops if they wish, the Institution has proceeded with the following:

1. Lab 2, which is dedicated for the purposes of the specific programme, has been moved to a more spacious room with an increase of **13.41 m^2**. The number of workstations has been increased by 100% from **three (3)** to **six (6)**. Please refer to Annex "Orders for additional equipment".
2. The number of Pcs in Lab 2 has been increased from **eight (8)** to **thirteen (13)**.
3. We have installed a new Server in the upgraded Lab 2 to meet the needs of the programme with the following specifications:

    - **HPE Server ProLiant ML30**, GEN9, 4U, E3-1220v5, 8 GB 4DIMM, 2X1 TB SAS/SATA/SSD NHP, B140i RAID CONTROLLER, 350W, 3YW
    - HPE Microsoft Windows Server 2012 Foundation ROK – 15 users for ML310

4. We have rented a Windows Server from Windows Azure for fifteen (15) users. Through this cloud technology students are able to connect **remotely** in a real Windows Server environment and practise on a server through a virtual machine.

5. All the required software for all subjects have been installed in the 9 Pcs in the Electronic Research Center. The total number of available Pcs is **forty one (41)**.

Additionally the Institution has increased the Lab hours so that students can use the Computer labs more frequently. More specifically, Lab 1 and Lab 2 will be available from 8.30 until 18.00 except when they are used for teaching and the Electronic Research Center from 8.30 until 18.00. The Labs will be invigilated by Lab assistants during the opening hours. The Lab hours are published on the announcement board and on computer lab doors. Please refer to Annex 8 "Revised Computer lab regulations and safety rules".

b. The comment has been noted and the Institution would like to mention that as per procedure "**Aca_FEP_01_009_1 - Final Project Students' Handbook"** a detailed project guideline is published on College website and a hard copy is provided to students on request when they register for a project. It is stated in the handbook that the term plagiarism is declared ownership of projects and ideas of other authors. Whether it is intended or not, it is plagiarism whenever you use all or part of the work / ideas / concepts of other authors and present them as your own. Please refer to Annex 5 "Final Project Students' Handbook" paragraph 5. Plagiarism.

Also, please note that as per procedure **Aca_OIP_18_001 - Course Outline - Part 7 – Course Regulations and Policies,** it is stated that the lecturer is responsible for checking all students' assignments for plagiarism. In the paragraph Cheating & Plagiarism it is also stated that cheating and plagiarism are serious disciplinary offences and are not tolerated. Students who violate these rules can have their work/examination disqualified and may have to face disciplinary action. Plagiarism is an academic offence and students can risk failing their courses completely (grade F) if they plagiarise. Whenever students use written material, they should always reference the source of that information. The Course Outline is published on the web platform or handed to students during the first week of classes. Please refer to Annex 6 "Aca_OIP_18_001 – Sample of a Course Outline".

Also please note that information about Cheating / Plagiarism is also published in the Students' handbook which is handed to students during their first registration. Please refer to Annex 7 "Students' Handbook". However plagiarism is also explained in detail during Orientation days.

The Institution after having taken into account the recommendations of the Committee, decided to organize seminars addressed to students with the title "How to write a project / assignment" at the beginning of each semester where students receive further information about plagiarism.

Teaching

Comment of the Committee

The students seem to be very happy with the way they are taught and teaching practices seem to be suitable for the learning outcomes. Simple tests are provided as the means for formative assessment and an opportunity to provide feedback to students. Course assessment is

described in programme documentation and marking criteria are disseminated verbally to students. All the necessary resources are available in a well-stocked library, e-library resources, also supported by the Moodle platform. Students seem to be very appreciative of the resources provided and especially the learning resources available from the library.

Reply from the Institution

Please note that the Institution uses the ELMS web platform (Educational Learning Management System) which provides us with both learning and administrative services. The platform was customized to meet the specific needs of the Institution. It facilitates effective and accurate communication between the Administration, the Lecturers and Students. The platform also offers the necessary tools that satisfy the needs of today's Digital Era and it enhances the teaching process as it offers the most modern and interactive way of learning.

Teaching personnel

Comment of the Committee

a.There seems to be a business plan based on certain core members of staff who are full time staff and a pool of specialist staff who are employed part time in order to cover teaching needs. This may pose a risk for staff retention but seems reasonable due to the size of the programme. All staff members have the necessary skills for teaching in the programme, sufficient experience is evident from the CVs provided and the programme seems to be supported by a strong teaching team.

b.There is a limited number of publications from selected members of staff but there is a lot of teaching experience in the relevant fields. The teaching team is balanced and adequate for the support of the programme. The college has indicated the need to increase research activity amongst staff and some initiatives in the form of small research projects were introduced. Core staff members have a teaching workload in line with the national standard, but the college must ensure that administrative roles are not affecting the capacity to conduct research. The programme coordinator has impressive drive and appears to be in command of a very good teaching team, while performing a really effective administrative role from designing the programme curriculum to the deployment of supporting infrastructures.

Reply from the Institution

a. Please note that according to the procedure **Adm_InP_05 - Contracts of Employment** the Administration & Finance Director is responsible for issuing and renewing contracts which all employees must sign. Contracts of employment constitute a bilateral agreement between the employer and the employee.

A contract is terminated:

- By mutual agreement
- By dismissal from employment

If however an employee resigns from his/her position without the consent of the employer, this constitutes a breach of contract and abandonment of position.

Also please note that according to procedure **Hrd_InP_02 - Application for Employment** Expression of interest of employment is welcome throughout the year. All applications are treated with strict confidentiality. Applicants are requested to attend an interview at the end of the academic year. The Academic Dean keeps a data base of successful candidates for whenever need to fill a vacancy.

We wish to underline that the Institution has a policy of investing in human resources and therefore the percentage of full time staff members will be gradually increased.

b.The comment has been noted and we would like to underline that due to the vocational orientation and the level of the programme (2 years, Diploma) the Institution has hired professional experts who are qualified and trained to deliver the 9 subjects aligned with the CISCO Networking Academy, the Microsoft Technology Associate (MTA) Certification and the European Computer Driving Licence.

The Committee also stated in the report page 11, paragraph 3, Research Work and Synergies with teaching, that even though there are limited research and teaching synergies this does not constitute a significant limitation in this case as the particular programme has a strong vocational orientation and is aimed at preparing students for external certifications.

Please also note that Dr. Demetris Kyriacou, member of the Faculty of the programme, has prepared and submitted a 2-year 159,500 euro proposal to the RESTART 2016-2020 programme of the Research Promotion Foundation which centers around improving the learning experience in high-level education using technology, personalization and user modeling techniques. The proposal has been submitted with Dr. Kyriacou as the main researcher and the Open University Cyprus, Cyprus University of Technology and European University Cyprus as partners. The results are expected by September 2017. Dr. Kyriacou will include students of the College in his research team.

In addition, he is currently involved in the JOBIT project which is aimed at innovative teaching methodologies and courseware for software development Vocational Education and Training (VET) to reduce skills gap in IT.

Also please note that Dr. Elena Malkawi as a member of the Faculty staff of Ctl Eurocollege published an article with the title “What is in your basket? in the Cyprus Weekly, Feb 8-14, 2013 p.21

The College has a continuous upgrading policy in the field of research and follows a specific strategy, as shown below:

- Reduction in the number of teaching hours (3-6) for Lecturers involved in research Programmes, or working on their PhD thesis.
- Encouragement to the academic staff to participate in seminars, workshops, or professional meetings held locally or abroad with the Institution's financial support.
- Increase in the yearly budget to encourage academic staff to engage in research programmes and organizations of scientific purpose.
- Granting leave of absence to those members of staff wishing to attend courses leading to higher qualifications than the one they currently hold.

2. PROGRAMME OF STUDY AND HIGHER EDUCATION QUALIFICATIONS

Purpose and Objectives and learning outcomes of the Programme of Study

Comment of the Committee

The programme is designed in such a way so various courses are aligned to certain industry certifications. This programme seems to equip students with very useful skills for the industry by preparing them for certain certifications. However, the programme due to its two-year duration is not applicable for recognition of a professional body.

Reply from the Institution

As stated in the official website of the Technical Chamber of Cyprus (ETEK) holders of a University degree or diploma or other equivalent qualification in the following fields are eligible for registration in this professional body:

Architecture including Landscape Architecture, Civil Engineering including Landscape Engineering, Mechanical Engineering, Electrical Engineering, Electronic Engineering including Information Technology Engineering, Chemical Engineering, Mining and Applied Geology Engineering, Agronomic-Topographic Engineering, Land Surveying and Valuation, Town and Spatial Planning.

Graduates of the Computer Systems & Networking, 2 years, Diploma can further their studies in the Computer Science, 4 years Bachelor of Science programme of study by transferring eight(8) subjects. As holders of a Bachelor of Science are accepted to register in the Technical Chamber of Cyprus. (ETEK).

Structure and Content of the Programme of studies

Comment of the Committee

a.Overall the content of the modules is adequate.

Most of the programme's modules focus more on classic techniques without covering emerging technologies. This is not inadequate given the strong vocational orientation of the programme and the need to keep it aligned with external certifications and enable it to support assessments related to these certifications. For the same reason, the limited number of general modules and the limited scope that the programme provides for student choice of taught subjects do not create a problem.

b.The description of teaching methods appears to be generic and not specialized to the needs of individual modules.

Reply from the Institution

a.Please note that the design of the programme focuses on the following factors:

- its vocational orientation
- its two year duration
- its alignments with CISCO Networking Academy, the Microsoft Technology Associate (MTA) Certification and the European Computer Driving Licence.

Therefore, this is not inadequate as it is stated by the External Evaluation Committee.

b.The comment has been noted and acted upon. The teaching methodology has been revised according to the specialized needs of each module. Please refer to Annex 2 "Revised syllabi".

Connection with the labor market and the society

Comment of the Committee

The programme is comparable with Diploma level programmes in Cyprus and overseas and aligned to professional certifications. It has also clear employability prospects for its students and in this respect, it meets societal needs. The highly multi-cultural profile of the students of Ctl Eurocollege provides also scope for wider societal benefits (multiculturalism, tolerance etc).

Reply from the Institution

The comment has been noted and we would like to refer to the following:

- Recently a seminar was organized on the 9th March 2017 on the topic "Teaching in the multicultural classroom". The seminar not only focused on the differences, but also on the common things that unite us all. Seminars on relevant topics are organised every semester.
- Sports and recreational activities - The College offers a variety of activities that promote wellbeing and enhance lifelong skills.
- Cultural days – students have the chance through folklore music and/or dance to present their culture.
- Cultural cuisine days – students and lecturers prepare dishes that represent their home cuisine.

Through these events we learn how to treat all students with dignity regardless of race, colour, national origin and religion.

However after taking into account the comment of the Committee, the Institution decided to increase the number of such activities to enhance the interaction and the societal benefits that arise through them.

3. RESEARCH WORK AND SYNERGIES WITH TEACHING

Research Teaching Synergies

Comment of the Committee

There are limited research and teaching synergies as Ctl Eurocollege is a teaching oriented institution, which has only recently undertaken some actions with the aim to develop research activities. This does not constitute a significant limitation in this case as the particular programme has a strong vocational orientation and is aimed at preparing students for external certifications.

Reply from the Institution

The comment has been taken into account and we would like to emphasize that the Institution had already established a Research & Development Committee, a Research Office and a Head of Research. The purpose of this is to increase participation in research by staff and students and to ensure that teaching and learning are enhanced by research.

The Institution is committed to increasing the funding of the academic personnel's research activities and to reinforcing the participation of staff in research.

Please refer to Annex 3 "Research & Development Committee and Research Office".

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

Infrastructure / Support

Comment of the Committee

a.Additional access to both hard copy and e-books is provided through the library and the online subscriptions of the Institution. However, studying the course syllabus, a more updated list of suggested books and a more recent bibliography need to be described and given in almost every course.

b.Special attention is needed for providing to the students access to a laboratory infrastructure for specialized practical assignments or computational equipment enabling students testing the correctness of any programme written for server and network administration. The existing laboratory even if it is dedicated for the specific diploma purposes, it provides limited number of working places with relatively poor computational resources. Courses like Windows Server Administration (CSN – 221) require from students to get practice in real server environments instead of using simulation tools.

Reply from the Institution

a.The comment has been noted and acted upon. The list of suggested books and bibliography has been updated. Please refer to Annex 2 "Revised syllabi"

b. The comment has been noted and the Institution has proceeded with the following:

1. Lab 2, which is dedicated for the purposes of the specific programme, has been moved to a more spacious room with an increase of **13.41 m^2**. The number of workstations has been increased by 100% from **three (3)** to **six (6)**. Please refer to Annex "Orders for additional equipment".
2. The number of Pcs in Lab 2 has been increased from **eight (8)** to **thirteen (13)**.
3. We have installed a new Server in the upgraded Lab 2 to meet the needs of the programme with the following specifications:

    - **HPE Server ProLiant ML30**, GEN9, 4U, E3-1220v5, 8 GB 4DIMM, 2X1 TB SAS/SATA/SSD NHP, B140i RAID CONTROLLER, 350W, 3YW
    - HPE Microsoft Windows Server 2012 Foundation ROK – 15 users for ML310

4. We have rented a Windows Server from Windows Azure for fifteen (15) users. Through this cloud technology students are able to connect **remotely** in a real Windows Server environment and practise on a server through a virtual machine.
5. All the required software for all subjects have been installed in the 9 Pcs in the Electronic Research Center. The total number of available Pcs is **forty one (41)**.

Financial Resources

Comment of the Committee

According to the financial feasibility study given to the committee the teaching labor cost is much lower than operating expenses. In addition, the financial analysis does not cover costs for increasing working places needed for the network and server laboratory of the installation of new computational resources (i.e. windows servers, computers connected to the existing CISCO routers) as explained before.

Reply from the Institution

The comment has been taken into account and the costs of the additional working places and new computational resources are now included in the revised Financial Analysis. Please refer to Annex 4 “Revised Financial Analysis”.

CONCLUSIONS AND SUGGESTIONS OF THE EXTERNAL EVALUATION COMMITTEE

Comment of the Committee

a.The Institution seems to have a significant number of part time staff teaching in the programme and that may create issues if several members of staff decide to terminate their contracts.

b.The Institution has sufficient resources for the delivery of the programme in small scale but there is the need to increase the number of workstations for specialist.

c.The documentation is carefully written and attention to detail is evident. However, It is important to rewrite the teaching methodology section to reflect the different methods followed in each course rather than reusing a generic description.

d.The Industrial placement module is yet another example of how the programme coordinator has demonstrated passion and commitment in putting in place an opportunity to further the careers of the College’s graduates. This excellent practice though needs to be carefully planned. Therefore, the CSN 224 Project/Industrial Placement should be delivered as two optional courses. The project should be assessed via a 5,000 words report, while the industrial placement course should be assessed via a placement log and a 2,500 words report.

Reply from the Institution

a. Please note that according to the procedure **Adm_InP_05 - Contracts of Employment** the Administration & Finance Director is responsible for issuing and renewing contracts which all employees must sign. Contracts of employment constitute a bilateral agreement between the employer and the employee.

A contract is terminated:

- By mutual agreement
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If however an employee resigns from his/her position without the consent of the employer, this constitutes a breach of contract and abandonment of position.

Also please note that according to procedure **Hrd_InP_02 - Application for Employment** Expression of interest of employment is welcome throughout the year. All applications are

treated with strict confidentiality. Applicants are requested to attend an interview at the end of the academic year. The Academic Dean keeps a data base of successful candidates for whenever need to fill a vacancy.

We wish to underline that the Institution has a policy of investing in human resources and therefore the percentage of full time staff members will be gradually increased.

Also please note that the Institution follows the provisions of the Law and complies with the Regulatory Administrative Acts 143/96) where it is specified that the full time Faculty staff should be at least 50% of the total number of the Faculty staff. Please note that total number of the faculty staff of the specific programme of study is 7 of which 4 are full time and 3 are part time personnel. Thus, full time personnel make up 57% (of the total number of the faculty staff).

b. The comment has been noted and the College took action to rectify this. The Institution has proceeded with the following:

1. Lab 2, which is dedicated for the purposes of the specific programme, has been moved to a more spacious room with an increase of **13.41 m^2**. The number of workstations has been increased by 100% from **three (3)** to **six (6)**. Please refer to Annex "Orders for additional equipment".
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4. We have rented a Windows Server from Windows Azure for fifteen (15) users. Through this cloud technology students are able to connect **remotely** in a real Windows Server environment and practise on a server through a virtual machine.
5. All the required software for all subjects have been installed in the 9 Pcs in the Electronic Research Center. The total number of available Pcs is **forty one (41)**.

c. The comment has been noted and acted upon. The teaching methodology has been revised according to the specialized needs of each module. Please refer to Annex 2 "Revised syllabi".

d.The comment has been noted and acted upon. The Project / Industrial Placement is delivered as two separate optional subjects, the CSN 224 Final Project which is assessed via a 5000 words report and the CSN 225 Industrial Placement which is assessed via a placement log and a 2500 words report. Please refer to Annex 1 "Revised Structure of the programme" and Annex 2 "Revised Syllabi".

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Quality Standards and Indicators

Comment of the Committee

Indicator 1.1.4.3 - The laboratories are well organized but there is a concern whether there is sufficient specialist equipment for the specific programme, as well as sufficient number of computers in the computer lab. Students noted they are using their own laptops most of the time.

Reply from the Institution

Please refer to paragraph 1 **- EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES Organisation of Teaching Work answer a.** and also paragraph 4 - **ADMINISTRATION SERVICES, STUDENT WELFARE AND SUPPORT OF TEACHING WORK Infrastructure / Support answer b.**

Comment of the Committee

Indicator 1.1.4.5 – Academic mentoring should be formalized.

Reply from the Institution

As per procedure Adm_InP_06_001 - The Academic Dean has among other the following duties and responsibilities:

1. Giving accurate and timely academic advice to all students.
2. Ensuring that a system of student observation and evaluation of faculty occurs systematically, fairly and regularly.
3. Establishing a formal and informal communication network so that student feedback occurs on significant academic issues and problems.

Additionally throughout the year seminars are organized for career counselling. The last one was held at the Institution's premises on the 6th of April 2017.

Comment of the Committee

Indicator 1.1.10 – The teaching workload is calculated according to the national standards. A more formal mentoring approach might help supporting new staff. The workload is spread across different semesters.

Reply from the Institution

As per procedure Hrd_InP_04 - The Dean gives the "Lecturer's Handbook" to the new member of the Faculty staff.

The handbook explains the procedures and the formalities that the staff needs to follow. Please refer to Annex 10 "Lecturer's Handbook".

The Dean introduces the new member of the Faculty staff to all other staff and gives him/her a tour in the College premises. The Dean is responsible for mentoring and supporting the new members of the Faculty staff.

As per procedure Aca_OIP_17 - Introduction for the new Semester

One week prior to the beginning of classes the Academic Dean sends an e-mail informing all staff about the coming semester. The e-mail is both an introduction to new Faculty staff and a reminder for others.

The e-mail contains the following information:

For New Teaching Staff:
Please do not forget to read the lecturer's handbook handed to you, which contains important information you need to review. Also, please complete the form for the new staff which was also given to you at the same meeting and submit it to the Academic Office as soon as possible.

For New and Existing Teaching Staff:
Before entering the class, please take the keys from the key-holder in the kitchen (if the classroom is locked). Before you leave, please return the file and the key and sign the lecturer's attendance sheet for your teaching hours.

The Academic Officers will contact you to give you guidelines and assistance on how to use the platform. If you have any further questions do not hesitate to ask.

Attendances:
You must input absences on the platform within one week from the date of your class. The system locks automatically after this period and you will not be able to input the absences, at a later stage.

Syllabus form:
This must be completed on the platform on a weekly basis and it should include the teaching content of the particular week.

Test and assignments:
You have to give grades for at least 3 pieces of assessment per course. These consist of 2 tests and 1 assignment or 3 tests without any assignments. Please forward by e-mail all tests and assignments to the Academic Dean. Assignments must be checked for plagiarism. For further

information please contact the Librarian. The corrected tests are submitted to the Academic Office.

Performance Reports:
Tests, assignments' grades, the participation grade and the Final Examination grade should be input into the performance report of each course. These are completed on the platform.

Course Syllabus
The course syllabus has already been sent to you.

Course Outline
The course Outline should be uploaded on the platform or it should be given to your students during the first week from the beginning of classes.

Punctuality
It is very important to be punctual! If you are absent for a reason, please inform your students and the Academic Office promptly so that necessary announcements can be made. Make-ups for missed classes need to be arranged, if necessary.

For further information, please contact the Academic Office.

Comment of the Committee

Indicator 1.1.11 – Students are aware that there is a procedure in place but they are not aware of the exact penalties. The College must reflect whether this is due to lack of explicit reference in the programme handbook or due to the fact that students are not considering plagiarism as an option (e.g. high achievers).

Reply from the Institution

Please refer to paragraph 1 - **EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES Organisation of Teaching Work answer b.**

Comment of the Committee

Indicator 1.2.6 – The use of Moodle is according to national and international standards.

Reply from the Institution

Please refer to paragraph 1 - **EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES Teaching.**

Comment of the Committee

Indicator 1.2.7 – The College provides all the necessary resources for the successful completion of the programme but care is needed for the teaching material to be regularly updated.

Reply from the Institution

Please refer to paragraph 4 - **ADMINISTRATION SERVICES, STUDENT WELFARE AND SUPPORT OF TEACHING WORK Infrastructure / Support answer a.**

Comment of the Committee

Indicator 1.3.1 – The College is based on a significant number of part time staff. Although they adhere to national standards, they should consider whether this practice may affect their ability to address any urgent staff retention issues in the future.

Reply from the Institution

Please refer to paragraph 1 **- EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES Teaching personnel answer a.**

Also please note that the Institution follows the provisions of the Law and complies with the Regulatory Administrative Acts 143/96) where it is specified that the full time Faculty staff should be at least 50% of the total number of the Faculty staff. Please note that total number of the faculty staff of the specific programme is 7 of which 4 are full time and 3 are part time personnel. Thus, full time personnel make up 57% (of the total number of the faculty staff).

Comment of the Committee

Indicator 1.3.2 – All the teaching staff have the relevant qualifications for the courses they deliver. The College is mainly focused on teaching provisions, therefore the research output is not very high.

Reply from the Institution

Please refer to paragraph 3 - **RESEARCH WORK AND SYNERGIES WITH TEACHING Research Teaching Synergies.** Please also refer to Annex 3 “Research & Development Committee and Research Office”.

Comment of the Committee

Indicator 1.3.5 - There is a lack of specialist research personnel due to the focus of the Institution to teaching provision.

Reply from the Institution

Please note that the Indicator 1.3.5 referring to the Special teaching / research personnel is also not applicable for the Institution as it is stated in indicators 1.3.3 and 1.3.4 marked by the Committee.

Please refer to paragraph 1 **- EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES Teaching personnel answer b.**

Comment of the Committee

Indicator 1.3.9 - The teaching load is according to national standards. There should be consideration for further research opportunities for core staff members.

Reply from the Institution

Please refer to paragraph 1 **- EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES Teaching personnel answer b.**

Comment of the Committee

Indicator 1.3.10 – The College needs to consider the impact of unexpected staff retention issues to its provision of such a specialist programme.

Reply from the Institution

Please refer to **CONCLUSIONS AND SUGGESTIONS OF THE EXTERNAL EVALUATION COMMITTEE answer a.**

Comment of the Committee

Indicator 2.1.4 – The teaching methodology must be changed in each course to provide specific guidelines of how students will be taught and assessed.

Reply from the Institution

Please refer to paragraph 2 - **PROGRAMME OF STUDY AND HIGHER EDUCATION QUALIFICATIONS Structure and Content of the Programme of studies answer b.** Please also refer to Annex 2 “Revised syllabi”.

Comment of the Committee

Indicator 2.2.6 – The module content is adequate. The description of teaching methods however is not specialized to the needs of individual modules and should be revised to reflect these needs. Furthermore, the CSN 224 module should be split in two separate modules: one focusing on project and one focusing on the industrial placement. The report that the students should produce for the project should be at least 5000 words to enable the students to describe with sufficient detail their projects and the assessors to assess it. Students who choose to do an industrial placement should also produce a report of no less than 2500 words describing the technical/computing aspects of the work that they did during their placement.

Reply from the Institution

Please refer to paragraph 2 - **PROGRAMME OF STUDY AND HIGHER EDUCATION QUALIFICATIONS Structure and Content of the Programme of studies answer b.** Please refer to Annex 2 "Revised syllabi".

The comment has been noted and acted upon. The Project / Industrial Placement is delivered as two separate optional subjects, the CSN 224 Final Project which is assessed via a 5000 words report and the CSN 225 Industrial Placement which is assessed via a placement log and a 2500 words report. Please refer to Annex 1 "Revised Structure of the programme" and Annex 2 "Revised Syllabi"

Comment of the Committee

Indicator 2.2.8 – Some of the programme's modules focus more on classic techniques without covering emerging technologies. For example, CSC 218 does not cover NoSQL databases. This is adequate given the strong vocational orientation of the programme, and the need to keep it align with external assessments related to Microsoft's and CISCO's certifications. CSN 222 does not cover cloud computing despite the title of the module. This mismatch could be addressed by either introducing cloud computing materials into the module or removing the reference to cloud computing from the title of the module.

Reply from the Institution

The comment is noted and acted upon. Please refer to Annex 2 "Revised Syllabi".

Comment of the Committee

Indicators 2.5.1, 2.5.2, 2.5.3 – Ctl Eurocollege has actively tried to create a framework of agreements that would enable it to participate in the ERASMUS+ exchange programme (ECHE) The Institution has been selected as an Erasmus+ Charted Institute offering exchange opportunities to staff, students and programmes of study. Initial agreements appear to have been set up with overseas Universities (e.g. University of Barcelona) for this purpose.

Reply from the Institution

The comment has been noted and we underline that the Institution has been selected and awarded the Erasmus+ Charter for Higher Education in 2016, consequently the Institution is now offering exchange opportunities to staff, students and programmes of study during 2017.

The institution's strategic objective is to organize and implement international cooperation projects within the framework of Erasmus+ Programme (Key action 1, key action 2, key action 3, Jean Monet and Sports). The institution aims to form academic and business networks in order to participate in research and development. The Erasmus+ Programme would greatly support the institution's effort to design projects with international partners. This strategic approach creates an opportunity for staff and students to become part of international project teams. The institution anticipates earning recognition from its contribution to academic excellence and research development.

One of the Erasmus+ Programmes is the Key Action 2: Strategic Partnerships. Key Action 2 is a prospective action that the institution could participate in developing an innovation project for education with higher education institutions and enterprises. The engagement of staff with other members of organizations in the innovation process could create invaluable research outcomes.

The institution supports and plans its cooperation with international partners for the Erasmus+ Programmes. This internationalization process is a very important step in improving the quality of programmes, and of research and contributing to society in a more substantial way.

Comment of the Committee

Indicators 3.1.1, 3.1.2, 3.1.8, 3.1.9 – The programme has a strong vocational orientation and is aimed at preparing its graduates for technical careers requiring the use of particular technologies. Hence, although these criteria is addressed only to a limited extent, this is not a problem for the particular programme.

Reply from the Institution

Indicators 3.1.1, 3.1.2, 3.1.9 - The comment has been noted and we underline that this is a new programme of study that has not been offered yet.

Indicator 3.1.8 - The comment has been noted and we underline that this is a new programme of study that has not been offered yet. Please also refer to paragraph 1 **- EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES Teaching personnel answer b.**

Comment of the Committee

Indicator 3.1.4 - There isn't evidence of any significant research activity of the academic personnel of the Institution.

Reply from the Institution

Please refer to paragraph 1 **- EFFECTIVENESS OF TEACHING WORK – AVAILABLE RESOURCES Teaching personnel answer b.**

Comment of the Committee

Indicator 3.1.5 - There is no external research funding

Reply from the Institution

Focused efforts are made to receive external funding.

Comment of the Committee

Indicator 3.1.6 - There seems to be some seed level internal research funding for activity related to e-commerce. The management of the Institution indicated its willingness to develop research and to set a small research budget for this purpose.

Reply from the Institution

The Institution is committed to support research activities with internal funding until it's focused efforts to receive external funding is achieved.

Comment of the Committee

Indicators 4.2 - Additional access to both hard copy and e-books is provided through the library and the online Subscriptions of the Institution. However, studying the course syllabus, a more updated list of suggested books and a more recent bibliography need to be described and given in almost every course.

Special attention is needed for providing to the students access to a laboratory infrastructure for specialized practical assignments or computational equipment enabling students testing the correctness of any programme written for server and network administration. The existing laboratory even if it is dedicated for the specific diploma purposes, it provides limited number of

working places with relatively poor computational resources. Courses like Windows Server Administration (CSN – 221) require from students to get practice in real server environments instead of using simulation tools.

Reply from the Institution

Please refer to paragraph 4 - **ADMINISTRATION SERVICES, STUDENT WELFARE AND SUPPORT OF TEACHING WORK Infrastructure / Support answers a and b.**

Comment of the Committee

Indicators 4.3 – The remuneration of the permanent teaching personnel follows the scaling defined by government bodies. Visiting teaching staff salary levels have a relatively low rate based only on contact hours without taking into account content preparation and examination workload. According to the financial feasibility study given to the committee the teaching labour cost is much lower than operating expenses. In addition, the financial analysis does not cover costs for increasing working places in the network and server laboratory or the installation of new computational resources (i.e. windows servers, computers connected to the existing CISCO routers) as explained in the previous section 4.2.

Reply from the Institution

Please refer to paragraph 4 - **ADMINISTRATION SERVICES, STUDENT WELFARE AND SUPPORT OF TEACHING WORK Financial resources.**

Also please note that the remuneration of visiting teaching staff, apart from the teaching hours, includes the following:

- Preparation of a new syllabus : payment based on the teaching rate of each Lecturer
- Preparation of examination paper: €20 per paper.
- Invigilation of examinations: payment based on the teaching rate of each Lecturer

FINAL REMARKS – SUGGESTIONS

Comment of the Committee

- Revising the existing infrastructure to ensure there are sufficient computing resources for the specialist networking courses but also personal computers for the main lab.

Reply of the Institution

The comment has been noted and the Institution took action to rectify this. The Institution has proceeded with the following:

1. Lab 2, which is dedicated for the purposes of the specific programme, has been moved to a more spacious room with an increase of **13.41 m^2**. The number of workstations has been increased by 100% from **three (3)** to **six (6)**. Please refer to Annex "Orders for additional equipment".
2. The number of Pcs in Lab 2 has been increased from **eight (8)** to **thirteen (13)**.
3. We have installed a new Server in the upgraded Lab 2 to meet the needs of the programme with the following specifications:

    - **HPE Server ProLiant ML30**, GEN9, 4U, E3-1220v5, 8 GB 4DIMM, 2X1 TB SAS/SATA/SSD NHP, B140i RAID CONTROLLER, 350W, 3YW
    - HPE Microsoft Windows Server 2012 Foundation ROK – 15 users for ML310

4. We have rented a Windows Server from Windows Azure for fifteen (15) users. Through this cloud technology students are able to connect **remotely** in a real Windows Server environment and practise on a server through a virtual machine.
5. All the required software for all subjects have been installed in the 9 Pcs in the Electronic Research Center. The total number of available Pcs is **forty one (41)**.

Comment of the Committee

- Rewriting the teaching methodology section of each course to ensure that they provide specific reference to the exact learning and assessment activities that will be taking place.

Reply from the Institution

The comment has been noted and acted upon. The teaching methodology has been revised according to the specialized needs of each module. Please refer to Annex 2 "Revised syllabi".

Comment of the Committee

- Splitting the CSN 224 Project / Industrial Placement into two optional courses. The project course should be assessed via a 5000 words report, while the industrial placement course should be assessed via a placement log and a 2500 words report.

Reply of the Institution

The comment has been noted and acted upon. The Project / Industrial Placement is delivered as two separate optional subjects, the CSN 224 Final Project which is assessed via a 5000 words report and the CSN 225 Industrial Placement which is assessed via a placement log and

a 2500 words report. Please refer to Annex 1 “Revised Structure of the programme” and Annex 2 “Revised Syllabi”.

ANNEX 1 – REVISED STRUCTURE OF THE PROGRAMME

COMPUTER SYSTEMS & NETWORKING, 2 years, Diploma plus an optional foundation year
120 ECTS

1ST SEMESTER				**30 ECTS**
	Code	Course Description		
1.	CSN 111	IT TROUBLESHOOTING	**R**	**6**
2.	CSN 112	ENGLISH FOR NETWORKING	**R**	**6**
3.	CSC 101	ICT I	**R**	**6**
4.	CSN 114	INTRO TO PROGRAMMING	**R**	**6**
5.	CSN 115	OPERATING SYSTEMS I	**R**	**6**
2ND SEMESTER				**30 ECTS**
1.	CSN 121	OPERATING SYSTEMS II	**R**	**6**
2.	CSN 122	COMPUTER NETWORKING I	**R**	**6**
3.	CSN 123	COMPUTER & NETWORK ARCHITECTURE	**R**	**6**
4.	CSC 123	SYSTEM ANALYSIS & DESIGN I	**R**	**6**
5.	CSN 124	TECHNICAL WRITING & DOCUMENTATION	**R**	**6**
3RD SEMESTER				**30 ECTS**
1.	CSC 211	DATA STRUCTURES I	**R**	**6**
2.	CSN 212	COMPUTER NETWORKING II	**R**	**6**
3.	CSC 218	DATABASE MGT SYSTEMS	**R**	**6**
4.	CSN 211	SECURITY FUNDAMENTALS	**R**	**6**
5.	MGT 223	ORGANISATIONAL BEHAVIOUR	**R**	**6**

4TH SEMESTER				**30 ECTS**
1.	CSN 221	WINDOWS SERVER ADMINISTRATION	**R**	**6**
2.	CSN 222	FUNDAMENTALS OF DISTRIBUTED & CLOUD COMPUTING		**6**
3.	CSN 223	NETWORK INSTALLATIONS	**R**	**6**
4.		One optional from **Table A**	**R**	**12**

R stands for required

TABLE A Core Requirements Optional subjects

	Code		**ECTS**
1	CSN 224	FINAL PROJECT	12
2	CSN 225	INDUSTRIAL PLACEMENT	12

ANNEX 2 - REVISED SYLLABI

Course Title	**IT TROUBLESHOOTING**				
Course Code	**CSN 111**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**1ST YEAR / 1ST SEMESTER**				
Teacher's Name	**DORA CONSTANTINOU**				
ECTS	**6**	Lectures / week	**2**	Laboratories / week	**1**
Course Purpose and Objectives	This course covers the fundamentals of computer hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a networked environment. New topics in this version include mobile operating systems, OS X, Linux, and client side virtualization. Expanded topics include Microsoft Windows operating systems, security, networking, and troubleshooting. By the end of the course, students will be ready to take the external exams of CISCO Networking Academy, Netacad Exam – IT ESSENTIALS and CompTIA A+ certification exams 220-901 and 220-902, which will take place within 10 days after the completion of their final examination. The aim of this course is to introduce students to computer hardware and software, as well as operating systems, networking concepts, mobile devices, IT security, and troubleshooting. The online course materials will assist students in developing the skills necessary to work as a technician in the field of IT.				
Learning Outcomes	1. Select the appropriate computer components to build, repair, or upgrade personal computers. 2. Explain how to use tools correctly and work safely in a lab. 3. Use components to build, repair, or upgrade personal computers. 4. Explain how to perform preventive maintenance and troubleshooting on personal computers. 5. Use Windows operation systems. 6. Implement management and maintenance of Windows operating systems. 7. Configure computers to communicate on a network. 8. Configure devices to connect to the Internet and Cloud services. 9. Explain how to use, configure, and manage laptops and mobile devices. 10. Explain how to configure, secure and troubleshoot mobile, OS X,				

	and Linux operating systems. 11. Install and share a printer to meet requirements. 12. Implement basic host, data, and network security. 13. Explain the roles and responsibilities of the IT professional. 14. Troubleshoot advanced hardware and software problems.		
Prerequisites	**NONE**	Required	**NO**
Course Content	**Chapter 1. Introduction to the Personal Computer** 1.1 Personal Computer Systems. 1.2 Select the appropriate computer components. 1.3 Configurations for Specialized Computer Systems. **Chapter 2. Lab Procedures and Tool Use Introduction** 2.1 Safe Lab Procedures. 2.2 Proper Use of Tools. **Chapter 3. Computer Assembly** 3.1 Assemble the Computer Build a computer. 3.2 Boot the Computer. 3.3 Upgrade and Configure a Computer. **Chapter 4. Overview of Preventive Maintenance and the Troubleshooting Process** 4.1 Preventive Maintenance. 4.2 Troubleshooting Process. **Chapter 5. Windows Installation** 5.1 Modern Operating Systems. 5.2 Operating System Installation. **Chapter 6. Windows Configuration and Management** 6.1 Windows Desktop, Tools, and Applications Perform routine system management tasks with common Microsoft Windows tools. 6.2 Client-Side Virtualization. Configure virtualization on a computer. 6.3 Common Preventive Maintenance Techniques for Operating Systems. 6.4 Basic Troubleshooting Process for Operating Systems. **Chapter 7. Network Concepts Explain the operation of networks** 7.1 Principles of Networking. 7.2 Networking Standards. 7.3 Physical Components of a Network. 7.4 Basic Networking Concepts and Technologies Configure network connectivity between PCs. **Chapter 8. Applied Networking** 8.1 Computer to Network Connection. Connect a computer to wired and wireless networks. 8.2 ISP Connection Technologies. 8.3 Internet Technologies. 8.4 Common Preventive Maintenance Techniques Used for Networks. 8.5 Basic Troubleshooting Process for Networks.		

	Chapter 9. Laptops and Mobile Devices 9.1 Laptop Components. 9.2 Laptop Configuration. 9.3 Laptop Hardware and Component Installation. 9.4 Mobile Device Hardware Overview. 9.5 Common Preventive Maintenance Techniques for Laptops and Mobile Devices. 9.6 Basic Troubleshooting Process for Laptops and Mobile Devices. **Chapter 10. Mobile, Linux, and OS X Operating Systems** 10.1 Mobile Operating Systems. 10.2 Methods for Securing Mobile Devices. 10.3 Network Connectivity and Email. 10.4 Linux and OS X Operating Systems. 10.5 Basic Troubleshooting Process for Mobile, Linux, and OS X Operating Systems. **Chapter 11. Printers** 11.1 Common Printer Features. 11.2 Installing and Configuring Printers. Install a printer. 11.3 Sharing Printers. Configure printer sharing. 11.4 Maintaining and Troubleshooting Printers. **Chapter 12. Security Implement basic host, data, and network security.** 12.1 Security Threats. Explain security threats. 12.2 Security Procedures. Configure IT security. 12.3 Common Preventive Maintenance Techniques for Manage IT security on an on-going basis. 12.4 Basic Troubleshooting. Process for Security. **Chapter 13. The IT Professional** 13.1 Communication Skills and the IT Professional. 13.2 Ethical and Legal Issues in the IT Industry. 13.3 Call Centre Technicians. **Chapter 14. Advanced Troubleshooting** 14.1 Computer Components and Peripherals. Troubleshoot computer components and peripherals. 14.2 Operating Systems. Troubleshoot operating systems. 14.3 Networks Troubleshoot networks. 14.4 Troubleshoot security.
Teaching Methodology	<u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology. <u>Web Supported Learning:</u> All the teaching material and the Lecturer's

<table>
<tr><td></td><td>presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

<u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

<u>Teaching Methods:</u> Lectures, presentations, use old computer stations to explore their components and carry out maintenance, packet tracer tool and Virtual Activity Desktop software. This is a simulator which can be used by students to learn how to assemble and disassemble the components of a PC in a virtual environment.</td></tr>
<tr><td>Bibliography</td><td>Required Bibliography:
<table><tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr><tr><td>1</td><td>https://www.netacad.com</td><td>IT ESSENTIALS ONLINE BOOK</td><td>---</td><td>---</td><td>---</td></tr></table></td></tr>
<tr><td>Assessment</td><td>The final course grade is made up of:

Coursework 35%
Attendance & Participation 5%
Final Examination 60%
The pass mark is 50%

<u>Coursework:</u>
There are 3 tests in this course. The 1st test covers chapters 1-4, the 2nd covers chapters 5-8 and the 3rd covers chapters 9-14. The 3 tests represent the coursework grade which has a weighting of 35%. In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade.

<u>External examination</u>:
The external examination is not mandatory. Students who wish to sit the external examination need to take part in assessments. These assessments are in the form of homework and they must be completed outside teaching hours.

There are 14 weekly assessments, one per chapter, which consist of multiple choice questions. All students must also sit a pre-test examination to assess if they are ready for the certification examination.

The external examination grade is a separate grade and does not count towards the final course grade at Ctl Eurocollege.</td></tr>
<tr><td>Language</td><td>ENGLISH</td></tr>
</table>

Course Title	**ENGLISH FOR NETWORKING**				
Course Code	**CSN 112**				
Course Type	**GENERAL EDUCATION REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**1ST YEAR / 1ST SEMESTER**				
Teacher's Name	**HENRY LARA**				
ECTS	**6**	Lectures / week	**3**	Laboratories / week	**0**
Course Purpose and Objectives	This is both a functional and theoretical course which has been designed for students studying in the field of information technology or for employees who are in training at work. It is a pre-intermediate (CEF levels A2 – B1) course and participating students should have an elementary knowledge of English at the very least. During the course, students are exposed to and engaged in topics which reflect the latest developments in the field. In addition, students hone their speaking and listening skills while participating in practical tasks based on real-life situations from the field of internet technology. They are taught grammar as well as technical terms and other vocabulary commonly used in this field. The aim of this course is to develop students' communication skills by improving their grammatical knowledge, introducing them to a wide range of relevant vocabulary and giving them the confidence they require to become better communicators in order to help them to develop their speaking and listening skills.				
Learning Outcomes	1. Describe specific jobs and duties, and what companies do. 2. Provide information, instructions and specifications. 3. Describe different types of multimedia and explain installations. 4. Discuss problems and the advantages and disadvantages of services and products. 5. Explain how to use databases and discuss costs, as well as make suggestions and recommendations.				
Prerequisites	**NONE**	Required	**NO**		
Course Content	**FUNCTION** 1 Discussing jobs, duties, rules, making suggestions, and agreeing/disagreeing. 2 Giving specifications and instructions, and discussing different types of media and OS installations. 3 Describing problems, discussing networking concepts and advantages of products, and specifying information about e-mails.				

<table>
<tr><td></td><td>4 Talking about past actions, and describing how to use databases, sequencing of systems, and how problems occurred.

5 Discussing costs, and comparing, researching and recommending products.

LANGUAGE
1 Adverbs of frequency and time expressions / present simple questions / modals and imperative / How about….? Perhaps…… I’m afraid……

2 Numbers / imperatives, softeners, and sequencers for giving instructions / sentences with two objects / expressing reason and purpose.

3 Present simple vs. present continuous / relative clauses / zero and first conditionals / definite and indefinite articles.

4 Past simple / by + -ing / while, before, after / past continuous and past simple.

5 Comparatives and superlatives / talking about money / asking polite questions: indirect questions / recommendations.</td></tr>
<tr><td>Teaching Methodology</td><td><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes’ requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

<u>Web Supported Learning:</u> All the teaching material and the Lecturer’s presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

<u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

<u>Teaching Methods:</u> Lectures, presentations, videos, problem and case study discussions related to the programme of studies, discussion on relevant articles, independent and private study, fieldwork and group work.</td></tr>
<tr><td>Bibliography</td><td>Required Bibliography:
<table><tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr><tr><td>1</td><td>Maja Olejniczak</td><td>English for information technology: Level</td><td>Pearson Longman /</td><td>---</td><td>978-1-4082-</td></tr></table></td></tr>
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<tr><td></td><td>
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<tr><td></td><td></td><td>1: Vocational English Course Book</td><td>2011</td><td></td><td>6996-1
978-1-4082-5198-0:CD-ROM</td></tr>
<tr><td>2</td><td>David Hill</td><td>English for information technology: Level 2: Vocational English Course Book</td><td>Pearson Longman / 2012</td><td>---</td><td>978-1-4082-6990-9
978-1-4082-5201-7: CD-ROM</td></tr>
</table>
</td></tr>
<tr><td>Assessment</td><td>The final course grade is made up of:
Coursework 35%
Attendance & Participation 5%
Final Examination 60%
The pass mark is 50%
Class/homework and additional tests/quizzes may be used as further forms of assessment throughout the semester by the Lecturer. Coursework for this course consists of 2 tests and 1 assignment (essay type). In addition, class participation is taken into consideration and accounts for 5% of the final course grade.
The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.</td></tr>
<tr><td>Language</td><td>ENGLISH</td></tr>
</table>

Course Title	**ICT I**				
Course Code	**CSC 101**				
Course Type	**GENERAL EDUCATION REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**1ST YEAR / 1ST SEMESTER**				
Teacher's Name	**THEODOROS CHRISTOFIDES**				
ECTS	**6**	Lectures / week	**1**	Laboratories / week	**2**
Course Purpose and Objectives	This hands-on course is designed to give students an understanding of information technology principles as well as a hands-on experience of using PCs. Students will be able to use Windows OS to perform everyday tasks, create and manipulate documents, prepare presentations as well as create and use Spreadsheets efficiently. In this course students use a Windows Operating System and recognize and analyse the use of hardware, software and storage components. They also operate basic functions of the OS, such as install/uninstall a printer, search files and folders, modify a file's attributes, compress / uncompress folders.				
Learning Outcomes	1. Recognize and analyse the use of software, hardware and storage components. 2. Use a Windows OS efficiently. 3. Prepare and edit documents. 4. Prepare and edit spreadsheets 5. Prepare and edit presentations.				
Prerequisites	**NONE**		Required	**NO**	
Course Content	1) Computer Essentials a. Computer and Devices i. ICT ii. Hardware iii. Software and Licensing iv. Start up Shut Down b. Desktop, Icons, Settings i. Desktops and Icons ii. Using Windows iii. Tools and Settings c. Outputs i. Working with Text ii. Printing d. File Management i. Introducing Files and Folders				

	ii. Organising Files and Folders iii. Storage and Compression e. Networks i. Network Concepts ii. Network Access f. Security and Well-Being i. Protecting Data and Devices ii. Malware iii. Health and Green IT 2) Word Processing a. Using the Application i. Working with Documents ii. Enhancing Productivity iii. Document Creation iv. Enter Text v. Select, Edit b. Formatting i. Text ii. Paragraphs iii. Styles iv. Objects v. Table Creation vi. Table Formatting vii. Graphical Objects c. Mail Merge i. Preparation ii. Outputs d. Prepare Outputs i. Setup ii. Check and Print 3) Spreadsheets a. Using the Application i. Working with Spreadsheets ii. Enhancing Productivity iii. Cells iv. Insert, Select v. Edit, Sort vi. Copy, Move, Delete b. Managing Worksheets i. Rows and Columns ii. Worksheets c. Formulas and Functions i. Arithmetic Formulas ii. Functions d. Formatting i. Numbers/Dates ii. Contents

	iii. Alignment, Border Effects e. Charts i. Create ii. Edit f. Prepare outputs i. Setup ii. Check and Print 4) Presentation a. Using the Application i. Working with Presentation ii. Enhancing Productivity b. Developing a Presentation i. Presentation Views ii. Slides iii. Master Slide c. Text i. Handling Text ii. Formatting iii. Lists iv. Tables d. Charts i. Using Charts ii. Organisation Charts e. Graphical Objects i. Insert, Manipulate ii. Drawing f. Prepare Outputs i. Preparation ii. Check and Deliver
Teaching Methodology	In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology. Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool. Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen. Teaching Methods: Lectures, presentations, weekly tasks in class on every

<table>
<tr><td></td><td>module, practice on ECDL Exams Demonstration tool.</td></tr>
<tr><td>Bibliography</td><td>Required Bibliography:
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<tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr>
<tr><td>1</td><td>IT Courseware Cheltenham Computer Training</td><td>Basic Concepts Of It – Windows/Word / Power Point /Spreadsheets</td><td>Cheltenham Courseware Ltd - spiral / 2010</td><td>---</td><td>---</td></tr>
</table></td></tr>
<tr><td>Assessment</td><td>The final course grade is made up of:
Coursework 35%
Attendance & Participation 5%
Final Examination 60%
The pass mark is 50%
Coursework consists of 3 tests.
Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these are incorporated within the two categories of reported assessment described above, and their weight in each reported grade (test or assignment) is based at the discretion of the Lecturer. In addition, class participation is taken into consideration and accounts for 5% of the final course grade.
The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.</td></tr>
<tr><td>Language</td><td>ENGLISH</td></tr>
</table>

Course Title	**INTRODUCTION TO PROGRAMMING**				
Course Code	**CSN 114**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**1ST YEAR / 1ST SEMESTER**				
Teacher's Name	**DORA CONSTANTINOU**				
ECTS	**6**	Lectures / week	**1**	Laboratories / week	**2**
Course Purpose and Objectives	The course CSN 114 is aligned with the course CPA: Programming Essentials in C++ from Cisco NetAcad. This course covers all the basics of programming in the C++ programming language as well as the fundamental concepts and techniques used in object-oriented programming. The course starts with some universal basics, without relying on object concepts, and gradually extends to the advanced issues the student will encounter when using the objective approach. The CPA: Programming Essentials in C++ curriculum is designed for students who want to learn the fundamentals of programming through the C++ language. The CPA: Programming Essentials in C++ curriculum helps students to get prepared for the CPA – C++ Certified Associate Programmer certification exam. C++ Certified Associate Programmer (CPA) is a professional certification that measures the ability to accomplish coding tasks related to the basics of programming in the C++ language and the fundamental notions and techniques used in object-oriented programming. The aim of the course is to introduce students to compiling and software development, basic scalar data types, operators, flow control, streamed input/output, conversions. Students will be familiarize with declaring, defining and invoking functions, function overloading, data aggregates, strings processing, exceptions handling, dealing with namespaces. They will also use object-oriented approach and its vocabulary. They will deal with classes and objects, class hierarchy and inheritance and they will be able to define overloaded operators, self-defined operators, exceptions. They will also get to know the fundamentals of STL.				
Learning Outcomes	1. Describe the universal concepts of computer programming. 2. Use the syntax, semantics, and basic data types of the C++ language. 3. Understand the principles of the object-oriented model and its implementation in the C++ language. 4. Solve typical implementation problems using standard C++ language libraries.				

	5. Prepare the students to become Certified Associate Programmer, by giving the exam of Institute CPA – C++.		
Prerequisites	**NONE**	Required	**NO**
Course Content	**0.** Installing and using your programming environment a. Introduction to compiling and software development. **1.** Introduction to computer programming a. machine and high-level programming languages, compilation process, b. obtaining machine code: compilation process, c. writing simple programs, d. variables, e. integers: values, literals, operators, f. characters: values, literals, operators, g. dealing with streams and basic input/output operations. **2.** Advanced flow control and data Aggregates a. how to control the flow of the program, b. floating point types: values, literals, operators, c. more integer types: values and literals, d. loops and controlling loop execution, e. logic, bitwise and arithmetic operators, f. structures. **3.** Extending expressive power: a. pointers, functions and memory b. pointers, pointers vs arrays, c. functions, declaring and invoking functions, side effects, d. different methods of passing parameters and their purpose, e. default parameters, f. inline functions, overloaded functions, g. sorting, memory on demand. **4.** Accessing different kinds of data a. converting values of different types, b. strings: declarations, initializations, assignments, c. the string as an example of an object: introducing methods and properties, d. namespaces: using and declaring, e. dealing with exceptions. **5.** Object programming essentials a. class, objects, class components, b. constructors, c. referring to objects, d. static members, e. classes and their friends. **6.** Inheritance		

<table>
<tr><td></td><td>
a. base class, superclass, subclass,
b. inheritance: how it works,
c. types of inheritance,
d. inheriting different class components,
e. multiple inheritance,
f. polymorphism: notion and purpose,
g. virtual methods: declaration and usage,
h. inheriting virtual methods,
i. abstraction and abstract classes.

7. Exceptions
a. what is an exception,
b. catching and throwing exceptions,
c. different classes exceptions and hierarchies,
d. defining your own exceptions.

8. Operators and enumerated types
a. defining and overloading operators,
b. using operators with complex classes,
enumerated types.
</td></tr>
<tr><td>Teaching Methodology</td><td>
<u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

<u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

<u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

<u>Teaching Methods:</u> Lectures, ready-made presentations and other material provided by CISCO networking Academy, use of DEV C++ software to implement applications and use of Cygwin to execute "learn the compilation steps" in a LINUX environment.
</td></tr>
<tr><td>Bibliography</td><td>
Required Bibliography:
<table>
<tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr>
<tr><td>1</td><td>http://education.cppinstitute.org/users/login</td><td>ONLINE COURSE MATERIALS</td><td>Cppinstitute</td><td>Latest</td><td>---</td></tr>
</table>
</td></tr>
</table>

Recommended Further Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	P.J.Deitel & H.M.Deitel	C++ How to Program	Pearson Prentice Hall / 2017	10th edition	978-129215 3452

Assessment

The final course grade is made up of:

Coursework	35%
Attendance & Participation	5%
Final Examination	60%
The pass mark is	50%

There are 8 tests in this course and each one lasts for 10-15 minutes. The 8 tests represent the coursework grade which has a weighting of 35%. In addition, there are weekly assessments which the students must complete at home. These assessments together with the attendance mark account for 5% of the final course grade. The Final Examination (theoretical & practical) has a weighting of 60%.

External examination:

The external examination is not mandatory. Students who wish to sit the external examination need to take part in assessments. These assessments are in the form of homework and they must be completed outside teaching hours.

There are 9 weekly assessments. Test 1 & 2 cover the introductory chapter and chapter 1. These tests assess if the student has understood the introductory material (10 questions each test). The remaining 7 tests (chapters 2-8) show if the students have mastered the material taught in chapters 2-8 (20 questions each test).

All students must participate in a mock test (40 questions) to see if they are ready for the pre-test examination.

Students who pass the mock test then have to sit a pre-test examination (50 questions) to assess if they are ready for the certification examination with Pearson VUE. A 50% discount voucher on the examination is offered to students who obtain 70% or more in the pre-test examination.

The external examination grade is a separate grade and does not count towards the final course grade at Ctl Eurocollege.

Language

ENGLISH

Course Title	**OPERATING SYSTEMS I**				
Course Code	**CSN 115**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**1ST YEAR / 1ST SEMESTER**				
Teacher's Name	**NICOLAS ZACHARAKIS**				
ECTS	**6**	Lectures / week	**2**	Laboratories / week	**1**
Course Purpose and Objectives	The course CSN 115 – Operating Systems I, covers the theoretical aspects of Processes and Scheduling to help the students understand the way in which an OS operates. The particular course is aligned with Chapters 1-6 of the course NDG Linux Essentials of CISCO Networking Academy. In that particular course, a first meet with the Linux environment is established and then further knowledge on that environment will be earned in the course CSN 121. The content of this course, developed by experts, a Linux virtual machine and step-by-step labs, gives students a hands-on access to practice Linux command line concepts. Through this course students overview the types of OS systems and understand the terms deadlock, starvation, parallelism and multiprocessing. Students use synchronization to solve deadlocks. They also use basic Linux commands.				
Learning Outcomes	1. Define the types of OS. 2. Describe the terms deadlock and starvation, parallelism and multiprocessing. 3. Describe and use of synchronization in solving deadlocks. 4. Explain the differences between multitasking and multithreading. 5. Use Linux basic commands.				
Prerequisites	**NONE**		Required	**NO**	
Course Content	1. Introduction to Linux a. Open source Philosophy (Android, Debian, Ubuntu (LTS), CentOS, openSUSE, Red Hat, Linux Mint, Scientific Linux) b. Distributions c. Embedded Systems d. Windows, Mac, Linux differences (GUI versus command line, desktop configuration) e. Distribution life cycle management 2. Processes a. Process description and control b. Threads, SMP, and Microkernels c. Concurrency: mutual exclusion and synchronization d. Concurrency: Deadlock and Starvation e. Solving synchronization problems (e.g. dinning philosophers,				

	crossroad) f. Process management 3. Scheduling a. Uniprocessor scheduling b. Multiprocessor and real-time scheduling 4. Open Source Applications and Licenses: a. Desktop Applications (OpenOffice.org, LibreOffice, Thunderbird, Firefox, GIMP) b. Server Applications (Apache HTTPD, NGINX, MySQL, NFS, Samba) c. Development Languages (C, Java, Perl, shell, Python, Samba) d. Package Management Tools and repositories (dpkg, apt-get, rpm, yum) e. Licensing (GPL, BSD, Creative Commons) f. Free Software Foundation (FSF), open source Initiative (OSI) 5. Using Linux: a. Desktop Skills (Using a browser, privacy concerns, configuration options, searching the web and saving content) b. Getting to the Command Line (Terminal and Console, Password issues, Privacy issues and tools) c. Industry uses of Linux, Cloud Computing and Virtualization 6. Command Line Skills: a. Basic shell b. Command line syntax(Bash, echo, history) c. Variables (PATH env variable, export, type) d. Globbing e. Quoting 7. Getting Help: a. Running help commands and navigation of the various help systems (Man,man,info,Man pages,/usr/share/doc/, locate) 8. Working with Files and Directories a. Files, directories b. Hidden files and directories c. Home d. Absolute and relative paths (ls, cd, and, home and ~)
Teaching Methodology	In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology. Web Supported Learning: All the teaching material and the Lecturer's

presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

Teaching Methods: Lectures, ready-made presentations and other material provided by CISCO academy, which is updated frequently, use of Linux OS environment for students to practice on after they have enrolled in www.netacad.com.

Bibliography

Required Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Abraham Silberschatz, Peter Baer Galvin, Greg Gagne	Operating system concepts	John Wiley & Sons / 2013	9th edition	978-111809 3757
2	William Stallings	Operating Systems: Internals and Design Principles	Prentice Hall / 2014	8th edition	978-129206 1351
3	www.netacad.com	Online Book	CISCO Networking Academy	---	---

Recommended Further Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Lecturer	Operating Systems I Notes	Lecturer	---	---

Assessment

The final course grade is made up of:

Coursework	35%
Attendance & Participation	5%
Final Examination	60%
The pass mark is	50%

Coursework:

The coursework consists of 3 tests. There is one test for every two chapters. All tests follow the CISCO exam structure which is based on multiple choice

	questions. Further practical assesments for the Linux OS are at the Lecturer's discretion. These assessments together with the attendance mark account for 5% of the final course grade. **External Examination:** The external examination is not mandatory. Students who wish to sit the external examination need to take part in assessments. These assessments are in the form of homework and they must be completed outside teaching hours. **Students need to successfully complete the following assessments:** **Six multiple choice tests covering chapters 1-6 and/or** practical assements using LINUX OS. Students must obtain a mark of 75% in each test in order to participate in the External examination. These assessments carry a weighting of 40% towards the External examination. *Students have to complete Operating Systems II (CSN 121) before they can participate in the External Examination.*
Language	**ENGLISH**

Course Title	**OPERATING SYSTEMS II**				
Course Code	**CSN 121**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**1ST YEAR / 2ND SEMESTER**				
Teacher's Name	**NICOLAS ZACHARAKIS**				
ECTS	**6**	Lectures / week	**1**	Laboratories / week	**2**
Course Purpose and Objectives	The course CSN 121 – Operating Systems II is aligned with the course NDG Linux Essentials of CISCO Networking Academy. In this course, the remaining 9 chapters of the course NDG Linux Essentials are covered (Chapter 7-16). To attend this particular subject is a prerequisite to have already, successfully passed the CSN 115 course which covered the first 6 chapters of the course NDG Linux Essentials. The content of this course developed by experts, a Linux virtual machine and step-by-step labs give to students a hands-on access to practice Linux command line concepts. By the end of the course, students will be ready to participate in the external exams of CISCO Networking Academy which will take place within 10 days after the completion of their final examination.				
Learning Outcomes	1. Examine and extract data from Linux files. 2. Use basic scripting. 3. Use components of desktop and server computers. 4. Recognize where data is stored on a Linux system. 5. Query vital network settings for a Linux computer on a Local Area Network 6. Recognize various types of users on a Linux system 7. Producing users and groups on a Linux system 8. Controlling Linux file permissions and ownership 9. Controlling Special Linux directories and files				
Prerequisites	**CSN 115 – Operating Systems I**			Required	**YES**
Course Content	9. Archiving and Compression Archiving files in the user home directory (terms/commands: tar, Common tar options, gzip, bzip2, zip, unzip) 10. Pipes, Redirection, and REGEX Search and extract data from files in the home directory a. Command line pipes b. I/O re-direction c. Basic Regular Expressions ., [ ], *, ? (terms/commands: grep, less, cat, head, tail, sort, cut, wc)				

11. Basic Scripting
    Turning repetitive commands into simple scripts
    a. Basic shell scripting
    b. Awareness of common text editors
    (terms/commands: #! (shebang), /bin/bash, Variables, Arguments, for loops, echo, Exit status)

12. Understanding Computer Hardware
    Familiarity with the components that go into building desktop and server computers
    (terms/commands: Motherboards, processors, power supplies, optical drives, peripherals, Hard drives and partitions, /dev/sd*, Drivers)

13. Managing Packages and Processes
    Where various types of information are stored on a Linux system.
    a. Programs and configuration, packages and package databases
    b. Processes, memory addresses, system messaging and logging
    (terms/commands: ps, top, free, syslog, dmesg, /etc/, /var/log/, /boot/, /proc/, /dev/, /sys/)

14. Network Configuration
    Querying vital networking configuration and determining the basic requirements for a computer on a Local Area Network (LAN)
    a. Internet, network, routers
    b. Querying DNS client configuration
    c. Querying Network configuration
    (terms/commands: route, ip route show, ifconfig, ip addr show, netstat, ip route show, /etc/resolv.conf, /etc/hosts, IPv4, IPv6, ping, host)

15. System and User Security
    Various types of users on a Linux system
    a. Root and Standard Users
    b. System users
    (terms/commands: /etc/passwd, /etc/group, id, who, w, sudo, su)

16. Managing Users and Groups
    Creating users and groups on a Linux system
    a. User and group commands
    b. User IDs
    (terms/commands: /etc/passwd, /etc/shadow, /etc/group, /etc/skel/, id, last, useradd, groupadd, passwd)

17. Ownership and Permissions
    Understanding and manipulating file permissions and ownership settings
    a. File/directory permissions and owners
    (terms/commands: ls -l, ls –a, chmod, chown)

	18. Special Permissions, Links and File Locations Special directories and files on a Linux system including special permissions a. Using temporary files and directories b. Symbolic links (terms/commands: /tmp/, /var/tmp/ and Sticky Bit, ls –d, ln –s)
Teaching Methodology	In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology. Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool. Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen. Teaching Methods: Lectures, ready-made presentations and other material provided by CISCO academy, which is updated frequently, use of Linux OS environment for students to practice on after they have enrolled in www.netacad.com.
Bibliography	Required Bibliography:

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1	Abraham Silberschatz, Peter Baer Galvin, Greg Gagne	Operating system concepts	John Wiley & Sons / 2013	9th edition	978-111809 3757
2	William Stallings	Operating Systems: Internals and Design Principles	Prentice Hall / 2014	8th edition	978-129206 1351
3	www.netacad.com	Online Book	CISCO Networking Academy	---	---

Assessment	The final course grade is made up of: Coursework 35% Attendance & Participation 5% Final Examination 60% The pass mark is 50% **<u>Coursework:</u>** The coursework consists of 3 tests. There is one test for every three chapters. All tests follow the CISCO exam structure which is based on multiple choice questions. In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade. Further practical assesments for the Linux OS are at the Lecturer's discretion. These assessments together with the attendance mark account for 5% of the final course grade. **External Examination:** The external examination is not mandatory. **Students need to successfully complete these assessments:** **Multiple choice tests covering chapters 7-16 and/or** practical assessments in Packet tracer. Students must obtain a mark of 75% in each test in order to participate in the External examination. These assessments carry a weighting of 40% towards the External examination.The External examination lasts for 1 hour and 15 minutes and carries a weighting of 50%. The pass mark for the External examination is 60%. *Students have to complete Operating Systems II (CSN 121) before they can participate in the External Examination.* Students who wish to sit the external examination need to take a pre-test examination to assess if they are ready for the certification examination. The pre- test examination is taken before the course begins to assess students' previous knowledge on the topic (if any). Upon the completion of this course, students retake the pre-test examination in order to compare their mark with the one obtained in the first pre-test examination. The pass mark of the pre-test examination is 75%. The pre-test examination carries a weighting of 10%. The external examination grade is a separate grade and does not count towards the final course grade at Ctl Eurocollege*. There is **<u>no</u>** examination fee for this course.*
Language	**ENGLISH**

Course Title	**COMPUTER NETWORKING I**				
Course Code	**CSN 122**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**1ST YEAR / 2ND SEMESTER**				
Teacher's Name	**DORA CONSTANTINOU**				
ECTS	**6**	Lectures / week	**2**	Laboratories / week	**2**
Course Purpose and Objectives	The course CSN 122 – Computer Networking I, IS aligned with the course of CISCO Networking Academy: Introduction to Networks. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be ready to take the external exams of CISCO Networking Academy which will take place within 10 days after the completion of their final examination.				
Learning Outcomes	1. Describe the devices and services used to support communications in data networks and the Internet. 2. Describe the role of protocol layers in data networks. 3. Describe the importance of addressing and naming schemes at various layers of data networks in IPv4 and IPv6 environments. 4. Design, calculate, and apply subnet masks and addresses to fulfil given requirements in IPv4 and IPv6 networks. 5. Explain fundamental Ethernet concepts such as media, services, and operations. 6. Construct a simple Ethernet network using routers and switches. 7. Use Cisco command-line interface (CLI) commands to perform basic router and switch configurations. 8. Apply common network utilities to verify small network operations and analyse data traffic.				
Prerequisites	**NONE**	Required	**NO**		
Course Content	**1 Exploring the Network** 1.1 Globally Connected 1.2 LANs, WANs, and the Internet 1.3 The Network as a Platform 1.4 The Changing Network Environment **2 Configuring a Network Operating System** 2.1 IOS Bootcamp				

	2.2 Getting Basic 2.3 Addressing Schemes **3 Network Protocols and Communications** 3.1 Rules of Communication 3.2 Network Protocols and Standards 3.3 Moving Data in the Network **4 Network Access** 4.1 Physical Layer Protocols 4.2 Network Media 4.3 Data Link Layer Protocols 4.4 Media Access Control **5 Ethernet** 5.1 Ethernet Protocol 5.2 Address Resolution Protocol 5.3 LAN Switches **6 Network Layer** 6.1 Network Layer Protocols 6.2 Routing 6.3 Routers 6.4 Configuring a Cisco Router **7 Transport Layer** 7.1 Transport Layer Protocols 7.2 TCP and UPD **8 IP Addressing** 8.1 IPv4 Network Addresses 8.2 IPv6 Network Addresses 8.3 Connectivity Verification **9 Subnetting IP Networks** 9.1 Subnetting an IPv4 Network 9.2 Addressing Schemes 9.3 Design Considerations for IPv6 **10 Application Layer** 10.1 Application Layer Protocols 10.2 Well-Known Application Layer Protocols and Services 10.3 The Message Heard Around The World **11 It's a Network** 11.1 Create and Grow 11.2 Keeping the Network Safe 11.3 Basic Network Performance 11.4 Managing IOS Configuration Files 11.5 Integrated Routing Services

<table>
<tr><td>Teaching Methodology</td><td>
<u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

<u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

<u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

<u>Teaching Methods:</u>

Lectures, ready-made presentations and other material provided by CISCO Networking academy, use of packet tracer simulator to design and troubleshoot scenarios given in class for practice.
</td></tr>
<tr><td>Bibliography</td><td>
Required Bibliography:
<table>
<tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr>
<tr><td>1</td><td><u>https://www.netacad.com</u></td><td>INTRODUCTION TO NETWORKS
ONLINE BOOK
CCNA</td><td>CISCO</td><td>---</td><td>---</td></tr>
</table>
</td></tr>
<tr><td>Assessment</td><td>
The final course grade is made up of:

Coursework 35%
Attendance & Participation 5%
Final Examination 60%
The pass mark is 50%

The coursework consists of 2 tests and 1 assignment. The first test covers chapters 1-6 and the second test covers chapters 7-11. A packet tracer scenario is given to students as assignment, which is similar to the practical examinations (internal and external). In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade.

The lecturer can provide further packet tracer scenarios for practice and these assessments together with the attendance mark account for 5% of the final course grade. The Final Examination (theoretical & practical) has a weighting of 60%.
</td></tr>
</table>

	External Examination: The external examination is not mandatory. Students who wish to sit the external examination need to take part in assessments. These assessments are in the form of homework and they must be completed outside teaching hours. **Students need to successfully complete the following assessments:** **11 multiple choice tests covering chapters 1-11 and/or** practical assessments in Packet tracer. Students must obtain a mark of 75% in each test in order to participate in the External examination. These assessments carry a weighting of 40% towards the External examination. The External examination (theoretical) consists of 52 questions, lasts for 1 hour and 15 minutes and carries a weighting of 25%. The pass mark for the External examination (theoretical) is 60%. The External examination (practical) lasts for 2 hours and 30 minutes and carries a weighting of 25%. The pass mark for the External examination (practical) is 50%. Students who wish to sit the external examination need to take a pre-test examination to assess if they are ready for the certification examination. The pre- test examination is taken before the course begins to assess students' previous knowledge on the topic (if any). Upon the completion of this course, students retake the pre-test examination in order to compare their mark with the one obtained in the first pre-test examination. The pass mark of the pre-test examination is 75%. The pre-test examination carries a weighting of 10%. The external examination grade is a separate grade and does not count towards the final course grade at Ctl Eurocollege. There is an examination fee of €55 for students who wish to sit this exam.
Language	**ENGLISH**

Course Title	**COMPUTER & NETWORK ARCHITECTURE**				
Course Code	**CSN 123**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**1ST YEAR / 2ND SEMESTER**				
Teacher's Name	**DEMETRIS KYRIACOU**				
ECTS	**6**	Lectures / week	**3**	Laboratories / week	**0**
Course Purpose and Objectives	The course introduces basic principles of computer architecture, such as Central Processing Unit, Memory, Input / Output organization and computer software at low level. In addition, the course presents data communication systems, communication techniques, networks architectures and network security. Current and contemporary issues are also discussed. The course introduces to students the way that hardware components are connected together to form a computer system. The structure, behaviour and interaction of various computer modules are also presented. Also, the course provides an overview of the broad and constantly emerging field of data communications and computer networks. Data communication is discussed as the necessary tool for understanding computer communication networks.				
Learning Outcomes	1. Describe the hardware units found in a typical CPU and its overall operations. 2. Illustrate how different design methodologies affect the CPU performance. 3. Explain the basic IO operation and memory management issues. 4. State and identify concepts relating to data communications; communication protocols and layered protocol architectures. 5. Explain and discuss data link control protocols and their functionality.				
Prerequisites	**CSN 115 – Operating Systems I**		Required		**YES**
Course Content	1) Transfer of data from memory and I/O to registers and transfer of data from register to register. Overview of microoperations (Arithmetic, Logic, Shift). 2) Basic Computer Organization and Design. Instruction Codes, Computer registers/business, Computer Instructions, Timing and Control, Instruction Cycle, Input Output and Interrupt, Design of a basic computer.				

3) Computer software. Assembly language and the assembler. Instruction sets. Machine instructions characteristics. Types of operand, operations.

4) Central Processing Unit organization. Processor bus organization. Arithmetic and Logic Unit. Stack organization. Instruction Formats, Addressing modes. Register organization. The instruction cycle. Instruction pipelining. Microprocessor organization. CISC VS RISC Architecture. Overview of typical Real Life processors (i.e INTEL, MIPS, Motorola, JVM)

5) Control Unit operations. Microprogram control organization. Microinstruction sequencer, execution, formats.
6) Computer Arithmetic. The arithmetic and logic unit. Integer arithmetic operations (comparison, subtraction, addition, multiplication algorithms). Arithmetic with signed-2's complement numbers. Floating-point arithmetic operations.

7) Input-Output organization. External devices. The external device interface. Programmed and interrupt driven I/O. Direct memory access. I/O channels and Processors.

8) View of computer's memory organization. Internal and external memory. Organization of Main Memory and Cache Memory. Virtual and associative memory. Various categories of secondary storage devices.

9) Communication systems, entities and components. Computer networks as communication system; their topologies and types. Communication protocols, layered communications and protocols architectures. The OSI/RM and TCP/IP standards

10) Data communication systems; transmission, impairments and media Data transmission basics; frequency concepts, bandwidth, spectrum; data rate and bandwidth. Analog and digital transmission; wired transmission impairments. Transmission media and impairments for both wired (UTP, STP, Coaxial, Fiber) and wireless (Microwave, Radio, Infrared). Signal encoding techniques; analog-to-digital (and visa-versa) data-to-signal conversion

11) Communication techniques; Data Link Control; Multiplexing Synchronous & asynchronous transmission, Error control: types, detection and correction. Flow control: Stop-and-wait, Sliding-window, Automatic Repeat Request. The High-level Data Link Control protocol: modes, frame types and operation. Frequency Division Multiplexing, Synchronous and Statistical Time Division Multiplexing, multiplexing applications (CATV, ADSL)

12) Local area networks; wired and wireless LAN topologies, protocols and the IEEE 802 standards; LAN interconnection, bridges, hubs, switches. Ethernet versions. Cellular systems: frequency reuse,

capacity increase, operation. Wireless LANs: applications/types and transmission technologies

13) Network security Requirements; types of attacks; symmetric and asymmetric encryption techniques and their algorithms; Secure Socket Layer; IPv4 and IPv6 security; wireless protected access

14) Recent developments and contemporary issues pertaining to the subject-matter of the course.

Teaching Methodology

In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

Teaching Methods: Lectures, presentations, discussion on articles referring to the new technologies and on the architecture types used, independent and private study.

Bibliography

Required Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Linda Null , Julia Lobur	The Essentials of Computer Organization & Architecture	Jones and Bartlett	4th ed., 2015	978-128404 6731
2	William Stallings	Data and computer communications	Pearson	10th ed., 2013	978-013350 6488

Recommended Further Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	M. Morris R. Mano	Computer System Architecture	Prentice Hall	3rd ed., 1992	9780131755635
2	Andrew S Tanenbaum , David J. Wetherall	Computer Networks	Pearson Prentice Hall	5th ed., 2014	9781292024226

Assessment

The final course grade is made up of:

Coursework	35%
Attendance & Participation	5%
Final Examination	60%
The pass mark is	50%

The coursework consists of 2 tests and 1 assignment. An article can be provided as an assignment to students to work in groups, referring to new technologies and its architecture for analysis and presentation. In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade. Further assessments can be provided by the lecturer. These assessments together with the attendance mark account for 5% of the final course grade.

Language

ENGLISH

Course Title	**SYSTEMS ANALYSIS & DESIGN I**				
Course Code	**CSC 123**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**1ST YEAR / 2ND SEMESTER**				
Teacher's Name	**DEMETRIS KYRIACOU**				
ECTS	**6**	Lectures / week	**3**	Laboratories / week	**0**
Course Purpose and Objectives	System Analysis and Design is a vital course for all students who are studying in any program related to IT (Information Technologies). In this course students will familiarize themselves with existing enterprise systems. Furthermore a detailed analysis will be given for the basic steps of SDLC. Upon the completion of this course, students will be able to respond to a system analysis and design task. This course will familiarize students with existing enterprise systems and they will understand and analyse the basic steps of SDLC. They will also apply system analysis techniques modelling tools in realistic cases.				
Learning Outcomes	1. Identify the differences between the several Information System types and define their functionalities. 2. State and analyze the basic Steps of the SDLC. 3. Describe the informational gathering techniques. 4. Describe the modelling tools use in Design phase of SDLC. 5. Use the modelling tools in realistic cases.				
Prerequisites	**NONE**		Required		**NO**
Course Content	**1. Introduction in Information Systems and System Analysis:** a. Identify the System Stakeholders, Business drivers and Technology drivers. b. Define and review the characteristics of some IS (Information Systems). Transaction Processing Systems. Management Information Systems. Decision Support Systems. Expert Systems. Office Information Systems. c. The role and the characteristics of System Analyst. d. The importance of system analysis and Design. e. Systems development life cycle (SDLC) steps. **2. System Analysis Phase:** a. Scope Definition. b. Problem Analysis. c. Requirement Analysis.				

	d. Design Analysis. e. Decision Analysis. **3. Requirements Discovery:** Information Gathering. i. Interactive Methods Questionnaires, interviews. ii. Unobtrusive Methods: Observations. iii. Rapid prototyping. **4. Modelling:** a. Use-Cases Diagrams: identify actors and cases relationships. b. Data Modelling: how the entities – attributes – relationships interacts. c. Process Modelling: External Agents – Data Flows – Data Stores, data flow diagram, functional decomposition diagram, primitive diagrams. d. Object Oriented Analysis using UML, static structure, interaction, state and implementation diagrams. **5. Systems Design:** a. Modern Structured Design, Information Engineering (IE). b. Prototyping, Joint Application, Development (JAD). c. Rapid Application Development (RAD). d. Object-Oriented Design (OOD). e. FAST Systems Design Methods.
Teaching Methodology	In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology. Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool. Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen. Teaching Methods: Lectures, presentations, introduce software for implementing use-case, UML and Gantt chart diagrams, independent and private study, preparation of projects, fieldwork and group work.

Bibliography

Required Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Kenneth Kendall, Julie Kendall	Systems Analysis and Design	Pearson/Prentice Hall / 2013	9th edition	978-027378 7105

Recommended Further Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Jeffrey Whitten, Lonnie Bentley	Systems Analysis and Design Methods	McGraw Hill / 2004	6th edition	0-07-121521-2 0-07-247467-x:CD
2	Lecturer	System Analysis & Design Notes	Lecturer	Latest Edition	---

Assessment

The final course grade is made up of:

Coursework	35%
Attendance & Participation	5%
Final Examination	60%
The pass mark is	50%

The coursework consists of 2 tests and 1 assignment. As assignment students are asked to analyze and form a scenario which is provided to them by the Lecturer. Students work in groups and must be involved in every step of SDLC, taking responsibilities to implement a specific part of each step which is randomly assigned by the Lecturer. In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade.

Language

ENGLISH

Course Title	**TECHNICAL WRITING & DOCUMENTATION**				
Course Code	**CSN 124**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**1ST YEAR / 2ND SEMESTER**				
Teacher's Name	**DEMETRIS KYRIACOU**				
ECTS	**6**	Lectures / week	**2**	Laboratories / week	**1**
Course Purpose and Objectives	The course presents the topic of proper writing of technical reports and documentation. It includes technical and ethical writing, documentation and requirements specification along with report and article composition in professional publication format. Current and contemporary issues are also discussed. This course emphasizes technical documentation directed to engineers and computer specialists. Its goal is to train students to create documentation and communication material that spans the cycle of technology product development. Attention is paid primarily to writing design and functional specifications, argumentative prose for technical explanations, algorithm descriptions and program documentation, proposal writing, progress reports, formal technical reports, and creating oral presentation aimed at audiences that work in the high-tech industries.				
Learning Outcomes	1. Discuss ethics in writing. 2. Produce design and specification documents for software and hardware. 3. Produce correct and elegant code commenting. 4. Produce elementary academic discourse papers. 5. Produce technical documentation such as user manuals.				
Prerequisites	**CSN 112 – English for Networking**	Required	**YES**		
Course Content	**Technical Writing** Definition of the writing style for computer science and engineering, examples of documents used by academics and practitioners in the fields of computer science and engineering, first look at specific writing styles for specific needs inside the computer science and engineering professions, establishing the audience. **Ethical writing:** Definitions of plagiarism, cheating, and fabrication. Ethics and technical report writing, IEEE Ethics, ACM Ethics. **Requirements Specification:** Tabulating the client's needs, performing the requirements specification				

	interview, writing the software requirements document, writing the formal specification document. **Documentation:** Dissecting algorithms and providing effective documentation, code commenting guidelines, user manual writing. **Proposal writing**: Writing proposals for receiving grants both in practice and academia. Writing the executive summary, effectively communicating the innovations and main ideas, tabulation and communication of project management, argumentative prose. **Report writing:** Progress report writing, establishing credibility in describing work performed, describing milestones and achievements, convincing the audience that progress is made, explaining problems and requesting assistance or guidance. **Academic writing:** Literature review, citations, and reference styles, paper structure, writing about methodology, writing about experiments, writing conclusions and discussion, describing future work. **Recent developments and contemporary issues** pertaining to the subject-matter of the course.
Teaching Methodology	In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology. Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool. Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen. Teaching Methods: Lectures, presentations, use of Latex editor and Miktex compiler to produce technical reports, problem and case study discussions, discussion on relevant articles, independent and private study, preparation of reports, fieldwork and group work.

Bibliography

Required Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Heather Silyn-Roberts	Writing for Science and Engineering: Papers, Presentations and Reports	Elsevier / 2013	2nd edition	978-0-08-098285-

Recommended Further Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Justin Zobel	Writing for Computer Science	Springer / 2014	3rd edition	9781447166382
2	Thomas N. Huckin , Leslie A. Olsen	Technical Writing and Professional Communication: For Nonnative Speakers of English	McGraw-Hill / 1990	2nd edition	9780070308251

Assessment

The final course grade is made up of:

Coursework	35%
Attendance & Participation	5%
Final Examination	60%
The pass mark is	50%

Coursework consists of 2 tests and 1 assignment. The assignment has a practical form and is using the software introduced in class to produce reports. In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade. Further practical assessments and practice exercises can be provided by the lecturer. These assessments together with the attendance mark account for 5% of the final course grade.

Language

ENGLISH

Course Title	**DATA STRUCTURES I**				
Course Code	**CSC 211**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**2ND YEAR / 3RD SEMESTER**				
Teacher's Name	**DORA CONSTANTINOU**				
ECTS	**6**	Lectures / week	**1.5**	Laboratories / week	**1.5**
Course Purpose and Objectives	Data Structures is an essential course for all computing students. In this course students will get fundamental knowledge on algorithms complexity, data structures (Lists, Stacks, Queues) and algorithms (Sorting and Searching). Understand and verify what an algorithm is. The course analyses the complexity of an algorithm. Students will recognize an inefficient algorithm and apply all the required changes for improvement. They will also understand what a data structure is and implement lists, stacks and queues. Through the course students will learn the linear and binary sorting algorithm and be able to implement them. They will also learn the elementary (e.g. Bubble sort) and some of the efficient searching algorithms (e.g. Quick sort). Students will compare algorithms and find solutions to improve the complexity of an algorithm using specific software (Cygwin).				
Learning Outcomes	1. Define the time complexity of an algorithm and apply modification for improvement 2. Use searching algorithms in programming. 3. Use sorting algorithms in programming. 4. Implement and manage data structures such as lists, stack and queues in programming 5. Count the execution time of an algorithm.				
Prerequisites	**CSN 114 – Introduction to Programming**			Required	**YES**
Course Content	**1. ALGORITHM AND COMPLEXITY ANALYSIS** Computational and Asymmetric Complexity Big – O notation and its properties Ω and Θ notations Best, Average and Worst Cases Examples of Complexities **2. REVISION IN C++** Abstract Data Types Encapsulation				

	Inheritance Standard Template Library (STLs) Arrays: Define a table and Insert data into it Pointers: Passing pointers to functions, use pointers to manage tables (insert and read data) **3. LISTS, STACKS, AND QUEUES** List (Insert, Search, Delete) Stack and Queue in STL Stack (Implementation using lists, Insert, Search, Delete) Queue (Implementation using list, Insert, Search, Delete) **4. SEARCHING** Sequential Search Binary Search **5. SORTING ALGORITHMS** Implementations and Analysis of: **Elementary Sorting Algorithms** Insertion sort Selection sort Bubble sort **Efficient Sorting Algorithms** Quick sort Heap Sort Merge Sort **6. REAL TIME EXECUTIONS** Use of Cygwin to: Measure the execution time of all searching algorithms implemented Measure the execution time of all sorting algorithms implemented Re-execute the algorithms in several computers with different specifications Compare the results and produce general
Teaching Methodology	<u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology. <u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool. <u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the

<table>
<tr><td></td><td>profession they have chosen.

<u>Teaching Methods:</u> Lectures, presentations, use DEV C++ software to implement programmes (algorithms and data structures). Use of Cygwin to execute the programmes and compare the execution time to prove the effectiveness of each algorithm.</td></tr>
<tr><td>Bibliography</td><td>Required Bibliography:

<table>
<tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr>
<tr><td>1</td><td>Adam Drozdek</td><td>Data Structures & Algorithms in C++</td><td>Cengage Learning / 2013</td><td>4th edition</td><td>978-113360 8424</td></tr>
<tr><td>2</td><td>Mark Allen Weiss</td><td>Data Structures and Algorithm Analysis in C++</td><td>Pearson / 2014</td><td>4th edition</td><td>0-273-76938-3</td></tr>
</table>

Recommended Further Bibliography:

<table>
<tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr>
<tr><td>1</td><td>P.J.Deitel & H.M.Deitel</td><td>C++ How to program</td><td>Pearson Prentice Hall / 2017</td><td>10th edition</td><td>978-129215 3452</td></tr>
<tr><td>2</td><td>Lecturer</td><td>CSC 211 – Data Structures Notes</td><td>---</td><td>---</td><td>---</td></tr>
</table>
</td></tr>
<tr><td>Assessment</td><td>The final course grade is made up of:

Coursework 35%

Attendance & Participation 5%

Final Examination 60%

The pass mark is 50%

Coursework consists of 2 tests and 1 assignment (complete programmes including data structures and algorithms learnt in this course). In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade. Weekly assessments are given as homework. These assessments together with the attendance mark account for 5% of the final course grade.</td></tr>
<tr><td>Language</td><td>ENGLISH</td></tr>
</table>

Course Title	**COMPUTER NETWORKING II**				
Course Code	**CSN 212**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**2ND YEAR / 3RD SEMESTER**				
Teacher's Name	**DORA CONSTANTINOU**				
ECTS	**6**	Lectures / week	**2**	Laboratories / week	**2**
Course Purpose and Objectives	The course CSN 212 – Computer Networking II, is aligned with the course of CISCO Networking Academy: Routing and Switching Essentials. This course describes the architecture, components, and operations of routers, and explains the principles of routing and routing protocols. Students learn how to configure a router for basic and advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and resolve common issues with RIPv1, RIPng, EIGRP, and OSPF in both IPv4 and IPv6 networks. By the end of the course, students will also be ready to take the external exams of CISCO Networking Academy which will take place within 10 days after the completion of their final examination.				
Learning Outcomes	1. Describe the purpose, nature, and operations of a router, routing tables, and the route lookup process. 2. Describe dynamic routing protocols, distance vector routing protocols, and link-state routing protocols. 3. Configure, and troubleshoot static routing and default routing (RIP and RIPng. 4. Configure and troubleshoot routers in a complex routed IPv4 or IPv6 network using single-area OSPF, multiarea OSPF, and Enhanced Interior Gateway Routing Protocol (EIGRP). 5. Configure, and troubleshoot access control lists (ACLs) for IPv4 and IPv6 networks. 6. Control Cisco IOS Software licensing and configuration files.				
Prerequisites	**CSN 122 – Computer Networking I**			Required	**YES**
Course Content	1 Introduction to Switched Network 1.1 LAN Design 1.2 The switch environment 2 Basic Switching Concepts and Configuration 2.1 Basic Switch Configuration 2.2 Switch Security: management and Implementation 3 VLAN's 3.1 VLAN segmentation				

	3.2 VLAN implantations 3.3 VLAN security and Design 4 Routing Concepts 4.1 Initial Configuration of a Router 4.2 Routing Decisions 4.3 Router Operation 5 Inter-VLAN Routing 5.1 Inter VLAN Routing Configuration 5.2 Troubleshooting Inter-VLAN Routing 5.2 Layer 3 Switching 6 Static Routing 6.1 Static Routing Implementation 6.2 Configuring Static & Default Routers 6.3 Review of CIDR and VLSM 6.4 Configure Summary and Floating Static Routers 6.5 Troubleshoot Static and Default Router Issues 7 Routing Dynamically 7.1 Dynamic Routing Protocols 7.2 Distance Vector Routing Protocols 7.3 RIP and RIPng Routing 7.4 Link-State Dynamic Routing 7.5 The Routing Table 8 Single Area OSPF 8.1 Characteristics of OSPF 8.2 Configure Single Area OSPFv2 8.3 Configure Single Area OSPFv3 9 Access Control Lists 9.1 IP ACL Operation 9.2 Standard IPv4 ACLs 9.3 Extended IPv4 ACLs 9.4 Troubleshoot ACLs 9.5 IPv6 ACLs 10 DHCP 10.1 Dynamic Host Configuration Protocol v4 10.2 Dynamic Host Configuration Protocol v6 11 Network Access Translation for IPV4 11.1 NAT Operation 11.2 Configuration NAT 11.3 Troubleshooting NAT
Teaching Methodology	In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with

<table>
<tr><td></td><td>the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

Teaching Methods: Lectures, ready-made presentations and other material provided by CISCO Networking academy, use of packet tracer simulator to design and troubleshoot scenarios which are given in class for practice. At this level students are required to familiarize themselves with real CISCO routers and switch. Therefore, at least one scenario is provided to students for practice in real environment, either in the form of homework or in class as practice.</td></tr>
<tr><td>Bibliography</td><td>Required Bibliography:
<table><tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr><tr><td>1</td><td>https://www.netacad.com</td><td>Routing and Switching Essentials– CCNA

ONLINE BOOK</td><td>CISCO</td><td>---</td><td>---</td></tr></table>
Recommended Further Bibliography:
<table><tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr><tr><td>1</td><td>Lecturer</td><td>Lecturer Notes

Routing and Switching Essentials– CCNA</td><td>---</td><td>---</td><td>---</td></tr></table></td></tr>
<tr><td>Assessment</td><td>The final course grade is made up of:

Coursework 35%
Attendance & Participation 5%
Final Examination 60%
The pass mark is 50%</td></tr>
</table>

	The coursework consists of 2 tests and 1 assignment. The first test covers chapters 1-6 and the second test covers chapters 7-11. A packet tracer scenario is given to students as assignment, which is similar to the practical examinations (internal and external). In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade. The lecturer can provide further packet tracer scenarios for practice and these assessments together with the attendance mark account for 5% of the final course grade. The Final Examination (theoretical & practical) has a weighting of 60%. The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content. **External Examination:** The external examination is not mandatory. Students who wish to sit the external examination need to take part in assessments. These assessments are in the form of homework and they must be completed outside teaching hours. **Students need to successfully complete the following assessments:** **11 multiple choice tests covering chapters 1-11 and/or** practical assessments in Packet tracer. Students must obtain a mark of 75% in each test in order to participate in the External examination. These assessments carry a weighting of 40% towards the External examination. The External examination (theoretical) consists of 52 questions, lasts for 1 hour and 15 minutes and carries a weighting of 25%. The pass mark for the External examination (theoretical) is 60%. The External examination (practical) lasts for 2 hours and 30 minutes and carries a weighting of 25%. The pass mark for the External examination (practical) is 50%. Students who wish to sit the external examination need to take a pre-test examination to assess if they are ready for the certification examination. The pre- test examination is taken before the course begins to assess students' previous knowledge on the topic (if any). Upon the completion of this course, students retake the pre-test examination in order to compare their mark with the one obtained in the first pre-test examination. The pass mark of the pre-test examination is 75%. The pre-test examination carries a weighting of 10%. The external examination grade is a separate grade and does not count towards the final course grade at Ctl Eurocollege. There is an examination fee of €55 for students who wish to sit this exam.

Language	**ENGLISH**

Course Title	**DATABASE MANAGEMENT SYSTEMS**				
Course Code	**CSC 218**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**2ND YEAR / 3RD SEMESTER**				
Teacher's Name	**MICHALES IOANNOU**				
ECTS	**6**	Lectures / week	**1**	Laboratories / week	**2**
Course Purpose and Objectives	The course of CSC 218 Database Management Systems is aligned with Microsoft Technology Associated. Upon the completion of this course students will be ready for the MTA 98-364 exam. Students will be able to create Database Objects and they will also understand data storage.				
Learning Outcomes	1. Identify Core Database Objects. 2. Produce Tables and Views. 3. Control data, insert, edit, delete. 4. Apply normalizations, keys and index. 5. Controlling a database.				
Prerequisites	**NONE**	Required	**NO**		
Course Content	**1) UNDERSTANDING CORE DATABASE OBJECTS** a. Understand how data is stored in tables. Understand what a table is and how it relates to the data that will be stored in the database; columns/fields, rows/records. b. Understand relational database concepts. Understand what a relational database is, the need for relational Database management systems (RDBMS), and how relations are established. c. Understand data manipulation language (DML). Understand what DML is and its role in databases. d. Understand data definition language (DDL). Understand how T-SQL can be used to create database objects, such as tables and views. **2) CREATING DATABASE OBJECTS** a. Choose data types. Understand what data types are, why they are important, and how they affect storage requirements. Understand tables and how to create them. Purpose of tables; create tables in a database by using proper ANSI SQL syntax. b. Create views. Understand when to use views and how to create a view by using T-				

	SQL or a graphical designer. c. Create stored procedures and functions. Select, insert, update, or delete data. **3) MANIPULATING DATA** Use queries to select and insert data, update data and databases, delete data. a. Select data. Utilize SELECT queries to extract data from one table, extract data combine result sets by using UNION and INTERSECT. b. Insert data. Understand how data is inserted into a database, how to use INSERT statements. c. Update data. Understand how data is updated in a database and how to write the updated data to the database by using the appropriate UPDATE statements, update by using a table. d. Delete data. Delete data from single or multiple tables, ensure data and referential integrity by using transactions. **4) UNDERSTANDING DATA STORAGE** a. Understand normalization. Understand the reasons for normalization, the five most common levels of normalization, how to normalize a database to third normal form. b. Understand primary, foreign, and composite keys. Understand the reason for keys in a database, choose appropriate primary keys, select appropriate data type for keys, select appropriate fields for composite keys, understand the relationship between foreign and primary keys. c. Understand indexes. Understand clustered and non-clustered indexes and their purpose in a database. **5) ADMINISTERING A DATABASE** Secure databases, backup and restore databases. a. Understand database security concepts. Understand the need to secure a database, what objects can be secured, what objects should be secured, user accounts, and roles. b. Understand database backups and restore. Understand various backup types, such as full and incremental, importance of backups, how to restore a database.
Teaching Methodology	<u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

Teaching Methods: Lectures, presentations, and practice on a SQL Server. An account in windows azure is given to students at the beginning of this course. This account has 65 hours available (13 weeks x 5 hours) for practice. Students have the ability to access a real SQL server environment at a convenient place and time of their choice by using cloud technology and its advantages.

Bibliography

Required Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Microsoft Official Academic Course	Exam 98-364: MTA Database Administration Fundamentals (Microsoft Official Academic Course)	John Wiley & Sons / 2012	---	9780470889169

Recommended Further Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Ramez Elmasri, Shamkant B. Navathe	Fundamentals of Database Systems	Pearson/Addison Wesley / 2016	7th edition	978-1292097619
2	David M.Kroenke & David J.Auer	Database Concepts	Prentice Hall / 2015	7th edition	978-1292076232

Assessment

The final course grade is made up of:

Coursework	35%
Attendance & Participation	5%
Final Examination	60%
The pass mark is	50%

Coursework consists of 2 tests and 1 assignment in SQL server. In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade. Further assessments can be provided by

	the lecturer. These assessments together with the attendance mark account for 5% of the final course grade. On the completion of this course, students who receive an overall mark of 65% and above are awarded a certificate of completion from Microsoft Academy because this course is alligned with MTA.
Language	**ENGLISH**

Course Title	**SECURITY FUNDAMENTALS**				
Course Code	**CSN 211**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**2ND YEAR / 3RD SEMESTER**				
Teacher's Name	**MICHALES IOANNOU**				
ECTS	**6**	Lectures / week	**2**	Laboratories / week	**1**
Course Purpose and Objectives	The course of Security Fundamentals is aligned with the course Security Fundamentals of Microsoft Technology Associate Exam 98-367. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. It provides an appropriate entry point to a future career in technology and assumes some hands-on experience or training but does not assume on-the-job experience. It also contains an extra chapter (5), which it concentrates in cybersecurity and informs students of how to get protected when being online.				
Learning Outcomes	1. Describe Security Layers. 2. Apply security techniques on OS systems. 3. Apply security techniques on Networks. 4. Apply security techniques on Software. 5. Classify the internet threats and clarify integrity and protection techniques in cybersecurity				
Prerequisites	**CSN 121 – Operating Systems II** **CSN 122 – Computer Networking I**	Required	**YES**		
Course Content	**CHAPTER 1 Understanding Security Layers** 1.1 Understand core security principles 1.2 Understand physical security 1.3 Understand Internet security 1.4 Understand wireless security **CHAPTER 2 Understanding Operating System Security** 2.1 Understand user authentication 2.2 Understand permissions 2.3 Understand password policies 2.4 Understand audit policies 2.5 Understand encryption 2.6 Understand malware **CHAPTER 3 Understanding Network Security** 3.1 Understand dedicated firewalls				

	3.2 Understand Network Access Protection (NAP) 3.3 Understand Network Isolation 3.4 Understand protocol security **CHAPTER 4 Understanding Security Software** 4.1 Understand client protection 4.2 Understand email protection 4.3 Understand server protection **CHAPTER 5 Cybersecurity** **5.1 Intro in Cybersecurity** Describe the cybersecurity world, criminals, and professionals. Compare how cybersecurity threats affect individuals, business and countries. Explain the structure and efforts committed to expanding the security workforce. **5.2 The Cybersecurity Sorcery Cube** Explain the three dimensions of the McCumber Cube. Overview the ISO cybersecurity model. Explain the principles of confidentiality, integrity, and availability as they relate to data states and cybersecurity countermeasures. **5.3 Protection** Cybersecurity Threats, Vulnerabilities, and Attacks Describe tactics, techniques and procedures used by cyber criminals. Explain the types of malware, malicious code and social engineering **5.4 Enhance Integrity** Outline technologies, products and procedures used to protect confidentiality. Explain encryption techniques and access control techniques. Present concepts of obscuring data. **5.5 Ensuring Integrity** Explain technologies, products and procedures used to ensure integrity. Detail the purpose of digital signatures and certificates.
Teaching Methodology	In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology. Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool. Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the

profession they have chosen.

Teaching Methods: Lectures, presentations, and practice on Windows server. An account in windows azure is given to students at the beginning of this course. This account has 65 hours available (13 weeks x 5 hours) for practice. Students have the ability to access a real Windows server environment at a convenient place and time of their choice by using cloud technology and its advantages.

Bibliography

Required Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Microsoft	Security Fundamentals	Wiley / 2011	---	978-0-470-90184-7
2	P.W. Singer	Cybersecurity and Cyberwar What Everyone Needs to Know	Oxford University Press / 2014	---	978-019991 8119

Recommended Further Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	Darril Gibson	Microsoft Windows Security Essentials	Sybex / 2011	---	978-111801 6848
2	Lecturer	CSN 222-Security Fundamentals	---	---	---

Assessment

The final course grade is made up of:

Coursework 35%

Attendance & Participation 5%

Final Examination 60%

The pass mark is 50%

Coursework consists of 2 tests and 1 assignment. In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade. Further assessments can be provided by the lecturer. These assessments together with the attendance mark account for 5% of the final course grade.

On the completion of this course, students who receive an overall mark of

	65% and above are awarded a certificate of completion from Microsoft Academy because this course is alligned with MTA.
Language	**ENGLISH**

Course Title	**ORGANISATIONAL BEHAVIOUR**				
Course Code	**MGT 223**				
Course Type	**GENERAL EDUCATION REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**2nd YEAR / 3rd SEMESTER**				
Teacher's Name	**GEORGE ANTONIADES**				
ECTS	**6**	Lectures / week	**3**	Laboratories / week	**0**
Course Purpose and Objectives	This course provides professional education in organizational psychology and equips successful students with a sound understanding of theory and research across the sub-disciplines of organizational behaviour. The course introduces students to the range of practical skills and procedures required when practicing occupational behaviour within the industry. It also aims to bridge the gap between theory and practice by teaching both, and showing how each is important to the success of the other. Students are motivated to list and describe techniques for managing employees and groups, methods of performance appraisal and effective strategies for training employees. Students will be able to differentiate among the varied styles of leadership, describe methods for motivating employees, understand factors that contribute to job satisfaction and job dissatisfaction, identify stressors encountered in the workplace and identify stress-management techniques.				
Learning Outcomes	1. Recognise and explain more deeply how employees influence the field of management and how managers influence employees' lives. 2. Recognise how to translate organizational behaviour concepts, theories and techniques into practical management and organizational settings. 3. Apply different methods available for effective training and motivating employees. 4. Analyse factors that contribute to job satisfaction and job dissatisfaction. 5. Analyse techniques to manage stress.				
Prerequisites	**NONE**			Required	**NO**
Course Content	**INTRODUCTION** The study of organizations Management theories Management as a profession **THE INDIVIDUAL IN THE ORGANISATION** Perception The process of perception				

	Perception and reality **MOTIVATION** Motivation theories **LEADERSHIP** Leadership theories **LEARNING** The learning process How the individual, the group and the organizations learn **PERSONALITY** Personality theory Personality and leadership **MANAGEMENT OF GROUPS** Historical background to the study of groups in organizations Formal and Informal groups Group formation and group norms Team and team roles Group effectiveness **TECHNOLOGY IN THE ORGANISATION** Organization as systems Characteristics of mass production Advanced technology in organizations **STRUCTURAL INFLUENCES ON BEHAVIOUR** Types of organizational structures Bureaucracy and roles **MANAGEMENT IN THE ORGANIZATION** **Management Style** The functions of leaders and managers **Management of change** The triggers of organizational change Resistance to organizational change Management strategies of handling change **Managing conflict** Sources of conflict Forms of conflict

<table>
<tr><td></td><td>Management strategies for handling conflict

Managing Stress
Causes of stress
Techniques of stress management</td></tr>
<tr><td>Teaching Methodology</td><td><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

<u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

<u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

<u>Teaching Methods:</u> Lectures, presentations, videos, cartoon analysis, problem and case study discussion, discussion on relevant articles, independent and private study, preparation of projects, fieldwork and group work.</td></tr>
<tr><td>Bibliography</td><td>Required Bibliography:
<table><tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr><tr><td>1</td><td>Stephen P.Robbins & Timothy A.Judge</td><td>Organizational Behavior</td><td>Pearson/Prentice Hall / 2016</td><td>17th edition</td><td>978-129214-630-0</td></tr></table>
Recommended Further Bibliography:
<table><tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr><tr><td>1</td><td>Organisational Behaviour: a global perspective</td><td>Wood ... [et al.]</td><td>John Wiley & Sons Australia / 2004</td><td>---</td><td>0-470-80262-6</td></tr></table></td></tr>
</table>

<table>
<tr><td></td><td>
<table>
<tr><td>2</td><td>Andrzej A. Huczynski, David Buchanan.</td><td>Organizational Behaviour: an introductory text</td><td>Pearson Education / 2007</td><td>6th edition</td><td>0-273-70835-X</td></tr>
</table>
</td></tr>
<tr><td>Assessment</td><td>The final course grade is made up of:

Coursework 35%
Attendance & Participation 5%
Final Examination 60%
The pass mark is 50%

Coursework consists of 2 tests and 1 assignment (group work case study, with students from other programmes of study)

Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these are incorporated within the two categories of reported assessment described above, and their weight in each reported grade (test or assignment) is based at the discretion of the Lecturer. In addition, class participation is taken into consideration and accounts for 5% of the final course grade.

The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.</td></tr>
<tr><td>Language</td><td>ENGLISH</td></tr>
</table>

Course Title	**WINDOWS SERVER ADMINISTRATION**				
Course Code	**CSN 221**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**2ND YEAR / 4TH SEMESTER**				
Teacher's Name	**MICHALES IOANNOU**				
ECTS	**6**	Lectures / week	**1**	Laboratories / week	**2**
Course Purpose and Objectives	The course CSN 212 – Windows Server Administration is aligned with the course of Microsoft, MTA 98-365. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Students will familiarize themselves with storage and server performance management.				
Learning Outcomes	1. Control Server Installation. 2. Describe Server Roles. 3. Controlling Active Directory infrastructure 4. Describe storage technologies. 5. Controlling server's performance. 6. Maintaining the server.				
Prerequisites	**CSN 212 – Computer Networking II**	Required	**YES**		
Course Content	**1. Understanding Server Installation** 1.1 Understand device drivers 1.2 Understand services 1.3 Understand server installation options **2. Understanding Server Roles** 2.1 Identify application servers 2.2 Understand Web services 2.3 Understand remote access 2.4 Understand fi le and print services 2.5 Understand server virtualization **3. Understanding Active Directory** 3.1 Understand accounts and groups 3.2 Understand organizational units (OUs) and containers 3.3 Understand Active Directory infrastructure 3.4 Understand group policy **4 Understanding Storage** 4.1 Identify storage technologies 4.2 Understand RAID				

<table>
<tr><td></td><td>4.3 Understand disk types

5 Understanding Server Performance Management
5.1 Identify major server hardware components
5.2 Understand performance monitoring
5.3 Understand logs and alerts

6 Understanding Server Maintenance
6.1 Identify steps in the start-up process
6.2 Understand business continuity
6.3 Understand updates
6.4 Understand troubleshooting methodology</td></tr>
<tr><td>Teaching Methodology</td><td><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

<u>Web Supported Learning:</u> All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

<u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

<u>Teaching Methods:</u> Lectures, presentations, and practice on Windows server. An account in windows azure is given to students at the beginning of this course. This account has 65 hours available (13 weeks x 5 hours) for practice. Students have the ability to access a real Windows server environment at a convenient place and time of their choice by using cloud technology and its advantages.</td></tr>
<tr><td>Bibliography</td><td>Required Bibliography:
<table><tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr><tr><td>1</td><td>Microsoft Official Academic Course</td><td>Windows Server Administration Fundamentals</td><td>Wiley / 2016</td><td>2nd edition</td><td>978-111906 0352</td></tr></table>Recommended Further Bibliography:
<table><tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr></table></td></tr>
</table>

	1	Lecturer Notes	Windows Server Administration Class Notes	---	---	---
Assessment	The final course grade is made up of: Coursework 35% Attendance & Participation 5% Final Examination 60% The pass mark is 50% Coursework consists of 2 tests and 1 assignment. In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade. Further assessments can be provided by the lecturer. These assessments together with the attendance mark account for 5% of the final course grade. On the completion of this course, students who receive an overall mark of 65% and above are awarded a certificate of completion from Microsoft Academy because this course is alligned with MTA.					
Language	**ENGLISH**					

Course Title	**FUNDAMENTALS OF DISTRIBUTED & CLOUD COMPUTING**				
Course Code	**CSN 222**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**4TH SEMESTER**				
Teacher's Name	**DR. DEMETRIS KYRIACOU**				
ECTS	**6**	Lectures / week	**2**	Laboratories / week	**1**
Course Purpose and Objectives	This course studies the key design principles of distributed systems, which are collections of independent networked computers that function as single coherent systems. It covers fundamental concepts of distributed systems including network architectures, communication protocols, processes and threads and naming. It covers important paradigms in distributed systems, including logical clocks, distributed mutual exclusion; consistency, replication, fault tolerance, coordination and agreement and security. In addition, the course introduces the student to the domain of cloud computing and examine the core technologies and methods that define cloud computing, that include Saas, PaaS and IaaS. Benefits and drawbacks of cloud computing are also analyzed.				
Learning Outcomes	1. Explain and discuss the principles and theoretical models used in designing distributed systems. 2. Describe the trade-offs which must be made when designing a distributed system. 3. Apply the algorithms and models taught to implement programs that perform distributed computation, through the application of taught protocols. 4. Recognise the core concepts of cloud computing. 5. Apply theoretical knowledge of cloud computing design to develop prototype applications that address a specific goal.				
Prerequisites	**CSN 212 - COMPUTER NETWORKING II** **CSC 123 - SYSTEM ANALYSIS & DESIGN I**	Required	**YES**		
Course Content	Fundamentals: definition of a distributed system, properties of distributed systems (distribution transparency, openness), scalability, types of distributed systems. architectures of distributed systems. processes, threads, virtualization, clients, servers, code migration. Communication: layered protocols, types of communication, remote procedure call, message-oriented communication, stream-oriented				

	communication, multicast communication. Naming: names, identifiers, and addresses, flat and structured naming, attribute-based naming. Synchronization: clock synchronization, physical clocks, global positioning system, clock synchronization algorithms, logical clocks, Lamport's logical clocks, vector clocks. mutual exclusion: centralized, decentralized, distributed algorithm, a token ring algorithms, comparison of them. Election algorithms: traditional election algorithms, elections in wireless environments, elections in large-scale systems. Consistency and replication: reasons for replication, data-centric consistency models, client-centric consistency models: eventual consistency, monotonic reads & writes. Replica management, consistency protocols. Fault tolerance: basic concepts, failure models, process resilience: failure masking and replication, agreement in faulty systems, failure detection. reliable client-server communication: point-to-point communication, reliable group communication: basic reliable-multicasting schemes, scalability in reliable multicasting, atomic multicast. Distributed commit, recovery. Security: introduction, secure channels, access control. Distributed object-based systems, distributed file systems, distributed web-based systems, distributed coordination-based systems: architecture, processes, communication, naming, synchronization, consistency and replication, fault tolerance. Fundamentals of wireless computing, sensor-based systems and context-aware systems that adapt users' preferences. Applications of Sensor-based and context-aware systems Illustrations of the applications of contextual awareness in diverse domains such as transportation, medicine, academia, gerontology and business. Sensing and context awareness Location and identification technologies, mobility awareness, temporal awareness, spatial awareness. Definition of service architecture models. Illustrations of the underlying technology and application of wireless sensors and actuators. Heterogeneity Explain the notion of heterogeneity of ubiquitous computing infrastructures and how is tackled. Content delivery Adaptive content delivery in heterogeneous network environments. Cloud Software as a Service: using applications over the cloud, examples studied in the area of Customer Relations Management (CRM), Financial

<table>
<tr><td></td><td>Planning, Human Resources, discuss popular solutions such as Google Docs and Google Drive.

Cloud Platform as a Service: deploy and controlling customer-created applications to the cloud, examples studied such as programming platforms and building blocks for cloud-based applications and services, discuss popular solutions such as Google App Engine.

Cloud Infrastructure as a Service: renting processing, storage, network capacity and other fundamental computing resources, discuss popular solutions such as Amazon Elastic Cloud and Microsoft Azure.</td></tr>
<tr><td>Teaching Methodology</td><td><u>In the Classroom:</u> Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

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<u>Guest Speakers / Visits:</u> External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

<u>Teaching Methods:</u> Lectures, presentations, videos, problem and case study discussions, discussion on relevant articles, independent and private study, fieldwork and group work.</td></tr>
<tr><td>Bibliography</td><td>Required Bibliography:
<table><tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr><tr><td>1</td><td>Andrew S Tanenbaum, Maarten Van Steen</td><td>Distributed Systems: Principles and Paradigms</td><td>Pearson</td><td>2nd ed., 2014</td><td>9781292025520</td></tr><tr><td>2</td><td>Cuno Pfister</td><td>Getting Started with the Internet of Things: Connecting Sensors and</td><td>O'Reilly /Maker Media</td><td>2011</td><td>9781449393571</td></tr></table></td></tr>
</table>

		Microcontrollers to the Cloud (Make: Projects)			
3	Mr. Ray J Rafaels	Cloud Computing: From Beginning to End	CreateSpace Independent Publishing Platform	2015	9781511404587

Recommended Further Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1	George Coulouris… [et al.]	Distributed systems: concepts and design	Addison-Wesley	5th ed., 2012	9780273760597
2	John Krumm	Ubiquitous Computing Fundamentals	Chapman and Hall/CRC	2010	9781420093605

Assessment

The final course grade is made up of:

Coursework	35%
Attendance & Participation	5%
Final Examination	60%
The pass mark is	50%

Coursework consists of 2 tests and 1 assignment. A case study or an article on distributed and cloud computing is provided to students as assignment for analysis, discussion and presentation. In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade. Further assessments such as case studies and articles can be provided to students by the lecturer. These assessments together with the attendance mark account for 5% of the final course grade.

The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.

Language	**ENGLISH**

Course Title	**NETWORK INSTALLATIONS**				
Course Code	**CSN 223**				
Course Type	**CORE REQUIREMENT COMPULSORY**				
Level	**DIPLOMA**				
Year / Semester	**2ND YEAR / 4TH SEMESTER**				
Teacher's Name	**THEODOROS CHRISTOFIDES**				
ECTS	**6**	Lectures / week	**1**	Laboratories / week	**2**
Course Purpose and Objectives	This course includes a study of fundamental local area networking concepts, a detailed study of the basics of local area network (LAN) technology and a comparative study of commercially available LAN systems and products. The course will feature a hands-on laboratory implementation of a LAN. The course also aims to enable students to install, wire, setup the operation of computer networks. It will also give students an understanding of basic principles, methods and network installation techniques. Students will understand the basic principles of structured cabling and international standards and they will identify the different components of a network installation. They will also perform a concise description of active network equipment and a detailed technical description of the cable system of a building. They will be able to read network projects and prepare offers for new networks and they will understand the components of LANs and the purpose of each.				
Learning Outcomes	1. Demonstrate the ability to install and wire of horizontal and vertical networks and a local connection and main distribution data. 2. Install and configure a LAN operating system. 3. Interconnect computing machines to constitute a LAN. 4. Examine and analyze packets on a LAN transmission medium. 5. Implement LAN auditing functions to enhance the security and integrity of LAN transactions				
Prerequisites	**CSN 212 – Computer Networking II**			Required	**YES**
Course Content	**The Basics of LANs** An overview of the history of the evolution of LANs. An explanation of the components and associated terminology of LANs. Advantages of LANs and problems faced by LAN users. **LAN Standards** A look at the LAN standards that specific vendors follow and the resulting medium access control standards set by the Institute of Electrical and electronic Engineers (IEEE) 802 Standards Committee. **LAN Transmission Media**				

	A discussion of the properties and characteristics of the cables that interconnect the nodes in a LAN. **LAN Topologies and Protocols** An explicative discussion of the spatial arrangements of the machines that comprise LANs. A look at the rules used in data exchange between the nodes in a LAN and a mapping of the various medium access control protocols with the topologies. **Basic Component Architecture** A detailed exploration of the technology and trends of the important constituents of LAN architectures, namely clients and servers. A study of the vital relationship and interdependencies between hardware technology of the constituents parts of a local area network. **LAN Operating Systems** A look at various network operating systems in terms of their multiuser and multitasking architectures. An examination of the features that distinguish network operating systems from conventional operating systems. An exploration of the functions of server and client software. An explanation of the services provided by network operating systems. Distinguishing between server operating systems and server network operating systems. **Commercially Available LANs** A look at the features of the most prominent commercially available LANs. A comparison and contrast of the products. **Fundamentals of LAN Design** Comparison and contrast of File server functions and Client server functions. Dedicated versus non-dedicated servers. Security issues and disaster recovery details. **LAN Installation** An overview of topology implementation and installation of the network operating system. Examination of the demands on a LAN manager. A look at network operating system menus, establishment of login scripts. A hands-on installation of NetWare or other current operating system. **Application Software** A look at the selection and installation of application software on LANs. Concerns with licensing, file server memory management, etc. **LAN Management and Control** An exploration of the methodologies for gathering LAN traffic statistics; survey of protocol analyzers; security control and encryption/decryption

<table>
<tr><td></td><td>techniques</td></tr>
<tr><td>Teaching Methodology</td><td>In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

Teaching Methods: Lectures, presentations, practice on cabling implementation, patching and wiring networks.</td></tr>
<tr><td>Bibliography</td><td>Required Bibliography:
<table><tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr><tr><td>1</td><td>Douglas Comer</td><td>Computer Networks and Internets</td><td>Pearson / 2016</td><td>6th edition</td><td>978-129206 1177</td></tr><tr><td>2</td><td>Jill West, Jean Andrews , Tamara Dean</td><td>CompTIA Network+ guide to networks</td><td>CENGAGE Learning Custom Publishing / 2016</td><td>7th edition</td><td>978-1-305-09094-1</td></tr><tr><td>3</td><td>Andrew S Tanenbaum , David J. Wetherall</td><td>Computer Networks</td><td>Pearson Prentice Hall / 2014</td><td>5th edition</td><td>978129 202422 6</td></tr></table></td></tr>
</table>

<table>
<tr><td></td><td>Recommended Further Bibliography:
<table>
<tr><th></th><th>Author(s)</th><th>Title</th><th>Publisher/Year</th><th>Edition</th><th>ISBN</th></tr>
<tr><td>1</td><td>Greg Tomsho</td><td>Guide to Networking Essentials</td><td>Course Technology / 2015</td><td>7th edition</td><td>978-130510 5430</td></tr>
<tr><td>2</td><td>James F. Kurose , Kei th W. Ross</td><td>Computer Networking: A Top-Down Approach</td><td>Pearson / 2017</td><td>7th edition</td><td>978-1-292-15359-9</td></tr>
</table></td></tr>
<tr><td>Assessment</td><td>The final course grade is made up of:
Coursework 35%
Attendance & Participation 5%
Final Examination 60%
The pass mark is 50%
Coursework consists of two tests and 1 assignment. The assignment is done on an individual basis and every student is required to implement should implement a network installation from scratch, starting with cabling and concluding with patching the switch and the router. All tasks take place in a real environment situation using the adequate equipment provided by the College Computer Labs. In addition, attendance and participation are taken into consideration and these account for 5% of the final course grade. Further assessments can be provided by the lecturer. These assessments together with the attendance mark account for 5% of the final course grade.</td></tr>
<tr><td>Language</td><td>ENGLISH</td></tr>
</table>

Course Title	**FINAL PROJECT**				
Course Code	**CSN 224**				
Course Type	**CORE REQUIREMENT OPTIONAL**				
Level	**DIPLOMA**				
Year / Semester	**2ND YEAR / 4TH SEMESTER**				
Teacher's Name	**N/A**				
ECTS	**12**	Lectures / week	**N/A**	Laboratories / week	**N/A**
Course Purpose and Objectives	The Final Year Project takes place during the last semester of studies. Students are given the option of either doing a Final Project (CSN 224) **OR** Industrial Training (CSN 225). The aim of the Project is to give students hands on experience through project implementation. The project should contain practice and documentation must be submitted upon the completion of the project.				
Learning Outcomes	1. Acquire the maturity to complete a substantial piece of work, which includes research, development or both. 2. Possess the dedication, commitment and passion for detail and analytical thinking required to successfully complete a relatively large project. 3. Acquire the knowledge and skills required by their programme of study. 4. Be able to work independently and produce work which is professionally and academically sound and which can be applied in real life cases with minimum modifications. 5. Prepare and submit a project work. 6. Explain and discuss concepts in your own words. 7. Support arguments with evidence from concepts, theories and professional examples. 8. Know how to write correct references.				
Prerequisites	**Last Semester**	Required	**YES**		
Course Content	The project should be related to the area of Networking and Computer Systems. Students should contact their Lectures for the course to discuss and select a suitable topic and title for their project. The project must be practical and for its implementation students should use both simulators and the equipment provided in labs for real executions. Nevertheless, a written report of a minimum of 5000 words (+- 15%) should be submitted. The report should include:				

	1. A description of the topic 2. The purpose of the Project 3. Aims and Objectives of the project 4. A statement of the expected outputs / results – References / bibliography 5. A description of the Implementation 6. Real outputs / results 7. A comparison and discussion of the expected and real outputs using graphs 8. Recommendations for improvement 9. General conclusions Both pieces (Practical and Theoretical) should be submitted in digital format (DVD) to the Supervisor by the scheduled date. All handbooks and details regarding the submission date and presentation date are provided by the Academic Department when the students register for the course.
Methodology	Regular meetings are organized between the candidates and their supervisor for the discussion and enrichment of the ideas put forward by the candidate him/herself. Supervisors should make sure that the work presented by students complies with the project plans they originally submitted. Supervisory meetings are held weekly or biweekly.
Bibliography	**N/A**
Assessment	The final project grade is made up of: The practical part and documentation (80% weighting) The oral Presentation (20% weighting)
Language	**ENGLISH**

Course Title	**INDUSTRIAL PLACEMENT**				
Course Code	**CSN 225**				
Course Type	**CORE REQUIREMENT OPTIONAL**				
Level	**DIPLOMA**				
Year / Semester	**2ND YEAR / 4TH SEMESTER**				
Teacher's Name	**N/A**				
ECTS	**12**	Lectures / week	**N/A**	Laboratories / week	**N/A**
Course Purpose and Objectives	Industrial training takes place during the last semester of studies. Students are given the option of either doing a Final Project (CSN 224) **OR** Industrial Training (CSN 225). The aim of Industrial Training is to introduce students to IT industry and provide them with the opportunity to apply all the knowledge gained during the three (3) semesters of their studies in the program of Computer Systems & Networking. Furthermore, this will give them an opportunity to establish networks within the IT industry and make it easier for them to find a job upon completion of their studies.				
Learning Outcomes	1. Acquire the maturity to complete a substantial piece of work – given a task for implementation. 2. Apply theoretical and practical knowledge gained during studies. 3. Possess the dedication, commitment and passion for detail and analytical thinking required to successfully complete a task. 4. Acquire the knowledge and skills required by their programme of study. 5. Be able to work independently and/or in groups and produce work which is professionally sound. 6. Work in the IT industry and understand the real needs of this job, making it easier to them to adjust to the workplace.				
Prerequisites	**Last Semester**	Required			
Course Content	**Industrial Placement** Students who choose this option should find a company to work in the IT department as System Administrators / network engineer's assistants. They should complete 300 hours of training during the last semester of their studies. Training hours should not clash with their timetable. The supervisor is responsible for visiting the student in the workplace and students should therefore inform their supervisor about their training schedule. There should be at least 3 visits during industrial training and they should all be made without giving prior warning. Upon completion of industrial training, a log book describing in detail all the daily tasks of the student should be submitted. This should be signed by the employer.				

	Prior to the industrial training, all three parties (college, student, employer) should sign a pre-contract agreement ensuring the completion of the training. Students can take part in industrial placement **only** in positions related to their specializations. Positions provided by employers will be examined and approved by the college's supervisor. Furthermore students should submit a report, of a minimum of 2500 words as feedback of their experiences during industrial training, which discusses the tasks assigned for implementation, job satisfaction, experiences and the practical skills gained throughout that period.
Methodology	A minimum of 3 visits without prior notice to the workplace during the industrial training. A written report submitted by the student. A log book completed by the employer.
Bibliography	**N/A**
Assessment	The Industrial Training grade is made up of: Employer's evaluation(Log Book) 40% Supervisor's evaluation 40% Student's report 20%
Language	**ENGLISH**

ANNEX 3 - RESEARCH & DEVELOPMENT COMMITTEE, RESEARCH OFFICE

Research & Development Committee

The Committee aims to support the College in research. Its strategic role is to shape research policy and activities in the College. The Committee and its members have the responsibility of promoting research in the academic community and industry.
Functions of the Committee:

1. Evaluates research and provides recommendations to the Board of Governors.
2. Assists the Board of Governors in the decision making related to research.
3. Reviews and reports to the Board of Governors about long term strategic research goals and the progress and direction of College research Programmes.
4. Advises the Board of Governors on scientific and technological research matters.
5. Endeavors to identify and discuss significant emerging science and technology issues and trends.
6. Recommends approaches for acquiring and maintaining advantageous research.
7. Regularly reviews the research Programmes of the College.
8. Reviews the budgetary requirements and resource allocation for research.

Research Office

The Research Office aims to conduct academic research. The Office is comprised of the Head of Research and faculty members with a recognized background in research and extensive academic experience. The College provides the infrastructure to support the researchers, faculty and students.

Functions of the Research Office:

1. Designs and supports teams of researchers in conducting research
2. Supports the research activities and coordinates all research
3. Prepares and submits research proposals to National and European funding Programmes
4. Applies new research findings to Programmes of study
5. Engages faculty, personnel and students in research activities and projects
6. Publishes the research findings in international journals with peer-reviewing systems, international conferences, conference minutes and other publications

ANNEX 4 - REVISED FINANCIAL ANALYSIS

Overview of the programme

The programme is designed for students that are interested in pursuing a career in Computer systems and networking. The dynamics of the programme are expected to benefit the participants in supporting an organization in technical issues such as troubleshooting computer devices and networks, fixing personal computers, maintaining servers.

The College administration is expecting to enroll 15 students in year 1 during the academic year 2017/18. During the academic year 2018/19 the college is expecting to enroll 15 students in year 1 and 15 students in year 2. The marketing planning to promote the programme includes online platforms, print media and radio broadcasting. The social media platforms such as facebook and linkedin will be used as marketing tools to reach academic advisors, organisations and high school students. The specific social media networks offer the advertising channels to effectively communicate with prospective students of the programme. Also the programme will be posted on the college' web site, educational web networks, academic and professional magazines.

The requirements and the content of the Computer systems and networking programme will be published on the College prospectus and web site. The college will cooperate with academic advisors to promote the programme. The management aims to make known the programme to the public by advertising online, by printing brochures, by using radio broadcasting and also by offering scholarships to selected candidates.

Needs Analysis

The college conducted a two-month market research to identify the trends and needs of prospective candidates. The researchers used the interview method to understand the market demand for the Computer systems and networking. They interviewed prospective candidates regarding their interests, market demands in job placement and required skills by students to compete for an information technology position in the market.

According to Tobias H., Werner Korte and Eriona D. (2015) stated that the ICT sector in Europe is in great demand of professionals of advanced ICT skills. The authors published the paper "Trends and Forecasts

for the European ICT Professional and Digital Leadership Labour Markets (2015-2020)" that includes statistics and analysis of the ICT demands in Europe. ICT is the highest demand profession by businesses where UK used to provide 30% of the ICT graduates in the European labor market. The share of the ICT professional workforce within the total workforce is 3.4% in Europe where in Cyprus is below 2.5%.

AXIS, a professional training and equipment company representing Microsoft and CISCO reported that a lot of businesses in Cyprus need IT individuals to design and maintain their computer and network systems.

The curriculum of the programme includes learning materials that are compatible with 5 subjects offered by CISCO Networking Academy and 3 subjects offered by Microsoft (MTA certifications). The students enrolled in the programme will have the opportunity to take the external exams to become certified CISCO and Microsoft professionals.

Upon completion of the Diploma degree, graduates can be employed in businesses as network engineers and system administrators. Additionally, they are fully equipped to enter an Internet Service provider company as technicians. They can also work as freelancers by providing external maintenance services to companies.

Financial Analysis (2 Year financial plan)

Year of studies	Number of students	Tuition fees	Revenues	Teaching periods	Cost per period	Labor Cost	Ads	Operating expenses (Rent, Utilities, Facilities, Software, Hardware)
2017/18								
Year 1	15	€4,290	€64,350	390	25 euros	€9,750	€6,000	€30,000
2018/19								
Year 1	15	€4,290	€64,350	390	25 euros	€9,750	€6,000	€25,000
Year 2	15	€4,290	€64,350	390	25 euros	€9,750	€6,000	€25,000

TOTAL		**€193,050**	**€29,250**	**€18,000**	**€80,000**
Profit/ Loss	**€65,800**				

*A teaching period length is 55 minutes.

** Operating expenses (Facilities, Rent, Teaching equipment, Library resources, Software, Hardware).

The tuition fees for one year of study are 4,290 euros. Eight teachers will be involved in the programme with an average hourly rate of 25 euros per hour. The number of teaching periods for the Computer systems and networking programme are 390 per year. The teaching cost is estimated at 29,250 euros and the operating expenses such as facilities, rent, teaching equipment, utilities, software and hardware are estimated at 80,000 euros for two academic years.

Overall the revenues for offering the programme of study are 193,050 euros. The expenses of the programme are 127,250 euros. The profit of the college is 65,800 euros for two academic years.

ANNEX 5 - FINAL PROJECT STUDENTS HANDBOOK

Aca_FEP_01_009_1
Final Project Students' Handbook

	Table of Contents	

1. The main project

Your project is partially a demonstration of the knowledge you have acquired throughout your studies. No matter what is your topic, since it is a module/course of your program, you should use relevant concepts, terminology and subject related knowledge.

Your project should be both clearly readable and must contribute to knowledge. The latter means that your project work should add to existing knowledge and it is not a repetition of knowledge that is already existent and that is publicly known. It should also create interest for those that in the end will evaluate it and all others that will read it.

Planning is imperative before writing your actual chapters. For example you should spent some time to consider the topic you are going to investigate, whether it is feasible to acquire information on this topic and proceed with research as well as which will be the contents. Once an outline is created have your supervisor to review it. Then, as you write your project you should be showing your supervisor draft chapters in order to get feedback.

However, be reminded that your supervisor is not the editor or proof-reader of your work and therefore nor everything will be read, neither comment on every single detail will be given. Your supervisor is there to advise you on your progress and how to proceed further.

It is strongly recommended that you plan an outline and visit your supervisor as soon as possible. If there are difficulties choosing a topic an initial meeting with your supervisor is *advised but note that your supervisor is there to orient you to find a topic rather than propose topics to you.*

2. Marking Criteria

The following criteria are taken into account when your project is evaluated by the examiners awarding you a grade:

- Background Reading (understanding of the subject area and acknowledgement of current literature)
- Organization and Structure of written work
- Clarity of Expression and quality of language and writing skills
- Key objectives identified and achieved.
- Appropriate Use of Data
- Evaluation and critical analysis of the data gathered.
- Reasonable and Well-Justified Conclusions
- Completeness and creativity.
- Time management, conduct with Tutor and accomplishment.

Your written project accounts for 80% of your overall grade and its oral defence in front of a panel 20%.

3. Policy Concerning Project Submission

Students who take independent study in the form of a project must comply with the following regulations:

- All projects must be submitted *prior to or at least* by the end date stated on the project and agreed with the project tutor.
- Upon submission the student must provide the project tutor with the

exact number of copies (2 hard copies, 1 CDR) and in the form asked.

- A student who fails to submit his/her project on time will be given a maximum of one week's extension and will be penalized by 10% of the total grade. Failure to submit the project beyond that period will automatically mean failure, and the student will have to retake the project.

- All projects must be submitted prior to the oral presentation agreed with the project tutor; if the student fails to attend the oral presentation no extra chance will given.

- A student who submits his/her work on time but gains a fail mark on the written work, will be given a week to make the appropriate amendments and resubmit it for marking.

- The opportunity to redo the written work after failing it will only be given to those students who have submitted their work within the agreed submission time.

- Students, who fail to complete their project requirements because of extenuating circumstances, will need to re-apply with the academic department, providing written evidence. The academic committee will assess the situation and inform the student accordingly.

4. Required Writing Font And Text Syntax Rules

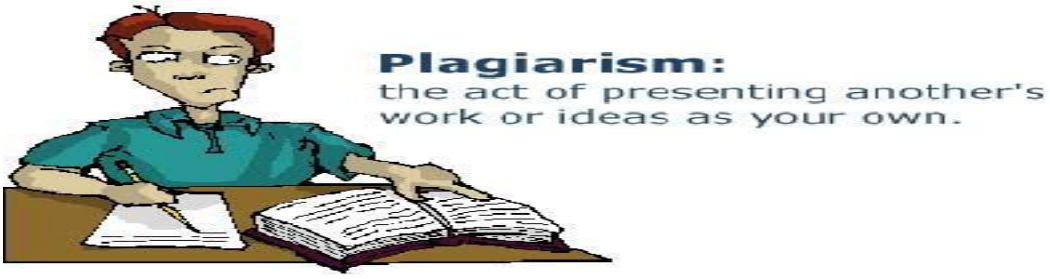
- **The word length for a Diploma project is 5,000 for a Bachelors 8,000 and for an MBA 10,000 words.**
- Use lowercase letters, in black color, Times New Roman font, size 12
- Footnotes are listed at the end of each page, with a single count for all the work. Emphasis within the text of the footnote is given by using italics at the end of the page.
- The **margins** of each A4 page are defined as follows: the top and bottom page margin 2.5 cm, while the left and right margins of 3.5 and 2.0 cm respectively.

- The space between rows (**spacing**) is 1.5 lines. The text should be fully aligned to the left-right.
- The pages should numbered at the bottom and right of the page.
- Numbers in the text from zero to ten should be put in words.
- Use of thousands separator in the form of a period (1,000), while numbers with decimals use decimal (6, 54).
- Tables take their numbering and title at the very top of the table. The form of the numbering is 1, 2 etc. Give the full reference to the source and include within the bibliography as well.
- Two (2) hard copies and one (1) CDR have to submitted to academic department.

Please remember that a consensual form (Final Project Application) between you and your project supervisor must be completed and handed back to the Academic Office.[1]

5. Plagiarism

The term plagiarism is declared ownership of projects and ideas of other authors. Whether it is intended or not, it is plagiarism whenever you use all or part of the work / ideas / concepts by other authors presenting them as our own.



"The practice of taking someone else's work or ideas and passing them off as one's own: *there were accusations of plagiarism* ." [Online]. Available at: http://oxforddictionaries.com/definition/english/plagiarism [Accessed: 5 December 2016]

More specifically we plagiarism whenever:

[1] Supervisors are requested to submit the actual form physically.

1. We use the entire work, words or ideas of another author without reference to the source from which we drew this information.
2. We quote in full phrases or sentences from a source without the enclosed in quotation marks "..." without mentioning the source.
3. Paraphrasing; presenting with our own voice and style information or arguments of an author, without referring to the source.
4. Falsify or misrepresent information or data from another source.
5. We undertake to do the work of another person or on the contrary, when relying on someone else to do our work.

The use of references is not required when:

1. When we express our own ideas and opinions. In case we use our own ideas which have been published in our previous work in the past, then you need to refer to them.
2. We use ideas, theories or other information which are public knowledge, in other words when they are known to the general public.

5.1. How to avoid plagiarism

When writing a work or research it is necessary to state the sources from which we derive information. It is important to provide complete and organized academic references for anything we use in our work.

More specifically we avoid plagiarism, whenever:

1. We quote in full phrases or sentences of other authors and enclose in quotation marks "..." while citing the source from which the learned.
2. We paraphrase; presenting with our own voice and style information or arguments of another author and refer to the source.
3. We summarize; referring to the so-called or ideas of another author without altering or misrepresent information and referring also to our source.

References allow the reader to refer directly to the original source to verify or to compare and contrast what we wrote in relation to the source.

Tool to check for plagiarism can be found here ► http://ctleuro.mywebreview.com/en/1-library/library-services/tools

6. Instructions to references

The System of referencing discussed and proposed in this document is the Harvard reference system. Please read carefully as evaluation of your final year project work will be partially based on the way you cite references both within your project as well as how you write the list of references used in the Bibliography section of your project. Various sources have been reviewed to provide detailed information on how to reference.

The reference of the following instructions is: An excellent detailed source that could be used is by: Fisher, D. & Harrison, T. (1998). *Citing References*. The Nottingham Trent University. UK: Blackwell. This is available in the library.

6.1. Bibliography

The reference list gives the full details of each reference used throughout your project. Each reference starts with the name of the author used in the main text and is followed by the reference details. For example:

References	**Source**
Abraham, S. (2008) *Eating disorders* . 6 th rev. ed. Oxford : Oxford University Press	**Book**
Ake, D. (2002) Learning jazz, teaching jazz. In: Cooke, M. and Horn, D. (eds.) *The Cambridge companion to jazz* . Cambridge : Cambridge University Press, p.255-269.	**Chapter from an edited book**
Ang, L. and Taylor, B. (2005) Managing customer profitability using portfolio matrices. *Journal of Marketing* , 12 (5), p.298-304.	**Journal article**
Benoit, B. (2007) G8 faces impasse on global warming. *Financial Times* , 29 May 2007, p.9.	**Newspaper article**

European Commission (2004) *First report on the implementation of the internal marketing strategy 2003-2006.* Luxembourg : Office for Publications of the European Communities.	**Report**
Garcia-Sierra, A. (2000) *An Investigation into electronic commerce potential of small to medium-sized enterprises.* Unpublished PhD thesis, Cardiff University .	**PhD thesis**
Huber, D.M. (2005) *Modern recording techniques* . 6 th ed. Dawsonera [Online]. Available at: http://dawsonera.com [Accessed: 30 July 2008].	**Electronic book**
Hunt, A. (2008) Explaining the credit crunch. *Economist* , 387 (8584), p.20 *EBSCOhost: Business Source Premier* [Online]. Available at: http://search.ebscohost.com [Accessed: 24 July 2008].	**Electronic journal (from database**)
R. v. Edwards (John) (1991) 93 Cr. App. R.48	**Law report**
Thompson, B. (2008) *Can the tech community go green ?* [Online]. Available at: http://news.bbc.co.uk/1/hi/technology/7240440.stm [Accessed: 24 July 2008].	**Web page**

6.2. Referencing of a source both in your text and your bibliography

1. **Books**

a) Book / one author

In text:

According to Bell (2010, p.23) the most important part of the research process is…

Bibliography:

Bell, J. (2010) *Doing your research project.* 5th ed. Buckingham: Open University Press.

b) Book / multiple authors

In text:

According to Bell et.al (2010, p.23) the most important part of the research process is…

Bibliography:

Bell, J., Jones, k., Motville, A., (2010) *Doing your research project.* 5th ed. Buckingham: Open University Press

c) Chapter/section of an edited book

In text:

The view proposed by Taruskin (1988, p.137-207)

Bibliography:

Taruskin, R. (1988) The pastness of the present and the present of the past. In Kenyon, N. (ed.) *Authenticity and early music*. Oxford: Oxford University Press, p.137-20.

2. Journal article

In text:

French *et al* (2006) concluded…

Bibliography:

French, C., Ost, J. and Wright, D. (2006) Recovered and false memories. *The Psychologist,* 19 (6), p.352-355.

3. Newspaper article

In text:

McElvoy (2003) accused the Government of bad faith.

Bibliography:

McElvoy, A. (2003) Can they ever stop the spin? *The Evening Standard,* 30 July 2003, p.11.

If there is no author, use the title of the newspaper followed by the date.

4. Thesis or dissertation

Most theses or dissertations are unpublished. If published, it should be cited as a book.

In text:

Jones (1974) describes Faure's piano style …

Bibliography:

Jones, J.B. (1974) *The piano and chamber works of Gabriel Fauré*. Unpublished PhD dissertation. Cambridge University.

5. Electronic sources

a) Electronic book (e-book)

In text:

Griffiths (1995) points out that …

Bibliography:

Griffiths, P. (1995) *Modern music and after.* MyiLibrary [Online]. Available at: http://www.myilibrary.com [Accessed: 4 August 2008].

b) Article in electronic journal (e-journal)

If an electronic journal is available on a database e.g. EBSCOhost, Emerald, JSTOR, refer to this in your citation.

In text:

Hunt (2008) describes the sub-prime mortgage problem…

Bibliography:

Hunt, A. (2008) Explaining the credit crunch. *Economist*, 387 (8584), p.20. *EBSCOhost: Business Source Premier* [Online]. Available at: http://search.ebscohost.com [Accessed: 30 July 2008].

If an electronic journal is available on the publisher's web site only, and not as part of a database, cite the URL of the publication.

In text:

To keep sound in and out of your studio White (2008) advises…

Bibliography:

White, P. (2008) Practical soundproofing. *Sound on Sound,* May 2008 [Online]. Available at: http://www.soundonsound.com/sos/may08 [Accessed: 6 August 2008].

c) Article from online newspaper

If the name of the journalist or writer is given, start with this.

In text:

Hygiene in NHS hospitals is described by Lister (2006)

Bibliography:

Lister, S. (2006) Basic hygiene is failing in a third of NHS hospitals. *Timesonline.co.uk,* March 22 2006 [Online]. Available at: http://ww.timesonline.co.uk/tol/news/uk/health/article744018.ece [Accessed: 24 July 2008].

If the journalist or writer isn't named, start with the title of the online newspaper followed by the date in round brackets.

In text:

Guardian.co.uk (2008) describes the human rights situation in China…

Bibliography:

Guardian.co.uk (2008) The human rights games. 8 August 2008 [Online]. Available at: http://www.guardian.co.uk/commentisfree/2008/aug/08/china.olympics20081 [Accessed: 11 August 2008].

d) Organisation or personal web site

In text:

Yau (2001) provided information about the Chinese community.

Bibliography:

Yau,T. (2001) *Dragon project.* [Online]. Available at: http://www.geocities.com/dragonproject2000/ [Accessed: 1 August 2008].

For web pages where no author can be identified, use the web page's title. Where no author or title can be identified, use the web page's URL.

In text:

The process for compressing video files is described at (http://www.newmediarepublic.com/dvideo/compression.html, 2008)

Bibliography:

http://www.newmediarepublic.com/dvideo/compression.html (2008) [Online]. [Accessed: 24 July 2008].

e) Digitised books

Example of an extract from a book digitised:

Citation order is: Author; (Year of publication); *Title of book*; Edition; Place of publication: Publisher; Page nos. of extract; *Name of academic module*; [Online]. Available at: http://online.uwl.ac.uk [Accessed: date].

In text:

The principle method of compression, as described by Watkinson (2001), is…

Bibliography:

Watkinson, J. (2001) *An Introduction to digital audio*. 2nd ed. Oxford: Focal Press, p.1 -22. *Digital Recording.* [Online]. Available at: http://online.uwl.ac.uk [Accessed: 26 August 2008]

Please refer to *Cite them right* by Pears & Shields (2010) for further Blackboard examples.

f) Blog

In text:

Mark Tran points out that….(Tran 2008)

Bibliography:

Tran, M. (2008) Georgia: how much is the west to blame? *Mark Tran's Newsblog.*10 August 2008 [Online]. Available at: http://blogs.guardian.co.uk/news/2008/08/georgia_how_much_is_the_west_t.html [Accessed: 11 August 2008].

6. DVD

In text:

Hitchcock's portrayal of phobia in his 1958 film *Vertigo* (Vertigo, 2003).…

Bibliography:

Vertigo (2003) Directed by Alfred Hitchcock [DVD]. U.K. Universal.

7. Music CD

In text:

The band's finest album *(What's the story) Morning Glory* (1995)…

Bibliography:

Oasis (1995) *(What's the story) Morning Glory* [CD] London: Creation. RKIDCD007.

8. Legal sources

a) Case

Citation order is: *Name 1 v Name 2* [year] vol. no./abbreviated form of law report/page no.

In text:

The case of Hamilton (2000) proved that…

Bibliography:

Hamilton v Al Fayed [2000] 2 All ER 224.

Note: Use square brackets if the year is essential to finding the case, round brackets if it isn't.

b) Statute

Citation order is: Country (year) *Title of statute. Chapter no*. Place of publication: publisher.

In text:

The statute (Great Britain. *Data Protection Act 1998*) laid down…

Bibliography:

Great Britain. *Data Protection Act 1998. Chapter 29*. London: HMSO

ANNEX 6 – SAMPLE OF COURSE OUTLINE TEMPLATE

SAMPLE OF A COURSE OUTLINE

PART 1

Institution:	**CTL EUROCOLLEGE**	
Department:	**BUSINESS**	
Course Title:	**ORGANISATIONAL BEHAVIOUR**	
Course Code:	**MGT 223**	
Type of Course:	**GENERAL EDUCATION REQUIREMENT COMPULSORY**	
Semester:	**SPRING 2017**	
Number of credits (CTL credit system):	**3**	**WEEKLY TEACHING HOURS** **THEORY: 3 PRACTICE: -**
Lecturer:	**MICHAEL GRISPOS**	
Email address:	**gleeb1955@ gmail.com**	
Website:	**www.ctleuro.ac.cy**	
Telephone:	**25736501**	
Time Schedule:	**Friday: 09:00-12:05**	
Office Hours:	**Thursday 15:05 – 17:05**	
Prerequisites:	**MGT 121 - MANAGEMENT, HTL 211 - HOSPITALITY SUPERVISION, HMG 211 - HOTEL INDUSTRY MANAGEMENT**	

PART 2

Course Description:
This course provides an outline of the fundamentals of organizational psychology and prepares the students with a thorough understanding of the theory across the various disciplines of organizational behaviour such as management and employee behaviour.

PART 3

Learning Outcomes: On completion of this course, students should be able to:	
1	Acquire an effective understanding of the development of organizational strategies such as communication, managerial control and the role of problem solving abilities.
2	Acquire the knowledge, skills and abilities to successfully apply the principles of organizational behaviour for company effectiveness.
3	Analyze and evaluate the major motivational theories and examine their influential role in examining the behaviour of employees and customers.
4	Use motivational and managerial theories to analyze effective team performance among managers and their subordinates.
5	Apply management and behavioural theories to identify and solve organizational problems which exist in a global business environment.

PART 4

Course Content (Weekly Plan):		
Week	**Content of the Course**	**Activities**
1	**Introduction to Organizational Behaviour** An outline of the basic fundamentals of organizational behaviour and their role in organizational success. The difference between organizational behaviour and consumer behaviour.	1. Power point presentations will be used in all of the lectures. Lecturer/student discussion on all aspects of this module. 2. Students will be placed in groups to discuss various aspects of the lectures. 3. The aspects of leadership styles and group members will be used so that the students are able to identify themselves ie: Belbin group test. 4. If deemed appropriate students will be give handouts such as the Belbin test.
2	**Leadership Theories** The role of leadership styles in organizational behaviour. Types of Leadership styles: authoritarian, democratic and l aissez-faire styles. Who makes a better leader?	
3	**Management Theories** Types of management theories: classical approach,	

4	centralization, decentralization and Taylor's theory of leadership. Revision and Assignment	
5	**Leadership vs. Management** Discussion on the pros and cons of both leaders and managers. Students to realize that there may be overlaps in the theory.	
6	**Motivational theories** Maslow, Herzberg and McClelland. Application to the business environment. ie: pay, status and promotion.	
7	**The Teaching and Learning process** The correlation between teaching and learning and how mangers learn from their organizational environment.	
8	Revision and Test 1	
9	**Theories of Personality** An emphasis on Freud. How personality of managers influence how they control employees.	
10	**Team working** Its contribution to organizational success. Belbin's team model and how mangers influence decision making in groups **Managing teams and groups.**	

11	Revision and Test 2	
12	**Stress Management** Its importance in organizational behaviour and how managers can use it to overcome conflict with subordinates.	
13	Revision	

PART 5

Required Bibliography:					
	Author(s)	**Title**	**Publisher/Year**	**Edition**	**ISBN**
1	Andrzej A. Huczynski, L. and Buchanan, D.	Organizational Behaviour: An Introductory Text.	U.K: Pearson Education, 2007.	(6th ed.)	0-273-70835-X/ pbk.
2	Robbins, S.P. & Judge, T.A.	Organizational Behaviour.	Pearson Prentice Hall, 2009.	(13th ed.)	978-0-13-207964-8/ pbk.
Recommended Further Bibliography:					
	Author(s)	**Title**	**Publisher/Year**	**Edition**	**ISBN**
1	Mullins, L.J.	Management and Organizational Behaviour.	Prentice Hall/Financial Times, 2007.	(8th ed.)	978-0-273-70888-9/ pbk.

PART 6

Required Facilities:		**Number of Hours:**
1	Lecture Room	(3 x 13) 39

2	Computer Lab	---
3	Kitchen	---
4	Hospitality Practice Room	---
5	Extra device/s useful for the needs of the subject.	---

PART 7

Course Assessment:

The final semester grade is calculated by combining the coursework mark (weighting for 35%), the participation mark (weighting for 5%) and the final exam mark (weighting for 60%). The coursework grade of each student (35% of the final course grade) is reported through three pieces of assessment. This consists of two tests and one assignment/case study or three tests. The two tests account for 70% of the overall coursework grade and the assignment 30%. In cases that only tests are delivered throughout the semester, the Lecturer decides which two tests account for 35% each of the overall coursework grade and which one 30%.

Estimated Student Workload

Activity	**Hours**
Class attendance	**39**
Independent Study	**55**
Tests (included in class attendance)	**4**
Assignment	**15**
Tests Preparation	**18**
Final Exam Preparation	**20**
Final Examination	**3**
Total	**150**

Grading System:

The College's standard grading system is used to assess students' performance. This system is as follows:

Table: Grading System

Mark (%)	Letter Grade	Quality points
95-100	A	4.00
90-94	A-	3.70
85-89	B+	3.50
80-84	B	3.00
75-80	B-	2.70
70-74	C+	2.50
65-69	C	2.00
60-64	C-	1.70
55-59	D+	1.50
50-54	D	1.00
01-49	F	0

Exams / Make - up Exams / Tests:

Students must attend all examinations/tests. Failure to do can result in a grade (F) being awarded for the particular examination/test, and the final grade is consequently based on the remaining examinations/tests. There are no make-up exams or quizzes for students awarded grade F, except for very exceptional circumstances and when permission is granted by the Dean.

The final examination lasts two hours for undergraduate programmes and two hours and thirty minutes for postgraduate programmes. These examinations are comprehensive and they test students on the material covered during the semester.

Students are entitled to take make - up exams if they have scored 30% and above in their final exams and fulfilled all course requirements with a score of at least 30%.

Assignments:

Students are assigned to carry out theoretical research in the existing literature on the topics covered in the course outline, or to complete a task using the Internet. The Lecturer determines the character of the assignment. The word length of the assignments in the aforementioned grade allocation ranges from 1500 words to 2000 words. Students are requested to deliver their assignments on time on an individual or group basis. Although collaboration among the students for the preparation of the assignments is encouraged, students should avoid copying. Presentations and discussions on the assignments will follow. The assigned written work must be typed and double-spaced, unless otherwise stated. The assignment is sent electronically to the Lecturer and the Academic Dean. Hand-written work is not accepted. Unless you have prior permission, late work is penalized, resulting in deduction of marks. All written work must conform to Standard English usage.

The lecturer is responsible to check all student assignments for plagiarism. The lecturer submits three assignments in hard copies (low/average/high mark) together with the plagiarism report to the Academic Office.

Course Regulations and Policies:

Attendance:

Students are expected to attend classes regularly and be punctual. It is widely known that there is a strong correlation between regular attendance and good performance in a course. Students who miss class on a consistent basis are not permitted to sit the final exam. Class attendance and participation in class discussion is expected and absences affect the final grade.

Office Hours:

Students are encouraged and advised to visit their lecturer regularly during office hours in the Small Conference room on the first floor to discuss issues that they believe to be important for them and their success. Students should also inform their lecturers of any unexpected problems/situations that may interrupt or interfere with their studies.

Punctuality:

Punctuality is very important. Students who are late for class are not permitted to enter. Being late for class shows disrespect towards your Instructor and your fellow students. Arriving late on a regular basis and disturbing the class can result in a student having to face disciplinary action.

Mobile Phones:

Mobile phones should be switched off and kept away from the desks.

Cheating & Plagiarism:

Cheating and plagiarism are serious disciplinary offences and are not tolerated. Students who violate these rules can have their work/examination disqualified and may have to face disciplinary action. Plagiarism is an academic offence and students can risk failing their courses completely (grade F) if they plagiarise. Whenever students use written material they should always reference the source of that information.

Library:

Students are advised to visit College Library regularly in order to read articles published in academic journals. It is recommended that they make it a habit of reading articles published in academic journals to deepen their knowledge of the subjects they are studying.

Opening hours: 8.30 – 18.00

PART 8

METHODOLOGY:

In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners,

printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

Teaching Methods: Lectures, presentations, videos, cartoon analysis, problem and case studies discussion, articles discussion, independent and private study, preparation of projects, fieldwork and group work.

ANNEX 7 – STUDENTS' HANDBOOK

The window to your professional life will open up wide!

STUDENT HANDBOOK

Table of Contents

STUDENT HANDBOOK

Welcome Note

Dear CTL Students,

Welcome to CTL Eurocollege, the gateway to your future. CTL Eurocollege is an independent institution of higher education located in the cosmopolitan city of Limassol, Cyprus. It is a city whose metropolitan area population exceeds 150,000 people and which offers all the amenities of big urban centers, yet small enough for a **friendly** and **safe** environment. Our student community integrates a variety of ethnic backgrounds and cultures, which contribute to the spirit of international understanding and friendship amongst our students.

CTL Eurocollege is the continuation of the CTL Academy, which was founded in 1966 in Famagusta, Cyprus, and which offered middle, senior, and higher education. We offer a range of diploma, undergraduate and postgraduate courses of the highest quality that meet the academic, cultural and career needs as well as the aspirations of our students. We are confident that at CTL Eurocollege you will find everything you wish for.

We look forward to meeting and cooperating with you, and wish you all the best in your personal life and academic career.

Purpose of the Student Handbook

The CTL Eurocollege handbook provides you with information about the policy and ethos of the College, as well as information about the city of Limassol. This handbook serves as an **extra source of information** specific to students at CTL Eurocollege. It is a reference guide which helps students familiarize themselves with the College, and understand their responsibilities in the Limassol community.

Nevertheless, the handbook does not and cannot include information on every single aspect of the College or Limassol. If there is any question regarding the content of the Student Handbook, please talk to us at the **Academic Office**, or the **Student Welfare & Activities Office**.

Student Orientation

The purpose of the student orientation day at CTL Eurocollege is to **help new students** adjust to life at the College, find out about activities, educational opportunities, services, student activities, rules, policies, educational procedures, housing, insurance, and employment services. The orientation staff is committed to assisting students with their personal and academic transition to the College.

Upon arrival, students will be requested to attend **medical examinations** such as blood test and X-Rays (the College provides a doctor), and to fill in a medical insurance proposal form. Students should also open a bank account. The **Student Welfare & Activities Officer** will assist students in these issues and finding suitable accommodation.

Orientation days take place at the beginning of the Fall or Spring semesters and Summer session. The time and place for these orientation programs are announced on the notice board every academic semester. Students are **encouraged to ask questions** on academic, social, and cultural issues.

Areas to be covered upon arrival in Cyprus are as follows:

Registration at CTL Eurocollege:

Registration is required every Fall and Spring semester and Summer session for fresh students. Existing students must register every Fall and Spring semester and if they wish they can register in the Summer Session. During registration, students select subjects according to the requirements of their chosen programme of study with the assistance of the Academic Office. Students are not accepted for registration until all outstanding matters with the College (such as unpaid fees and book loans) are resolved.

The First Registration with the Immigration Authorities for International Students

Within the first week of their arrival in Cyprus, students must complete the First Registration procedure.

Students must:

1. Submit the Blue slip M70 form to the College International Officer.
2. Submit a rental agreement valid for at least one year. The agreement must:
    - Be attested by a Notary Public Officer
    - Have revenue stamps to the sum €30

    Students are responsible for completing the attestation procedure.

3. Open a Bank account showing a minimum balance of €1500. They must collect a Bank statement and the cash deposit receipt from the Bank, which are submitted to the College International Officer.

    Students can use the College service to help them open a bank account.
    To open a bank account, students must submit the following to the International Officer within a few days of arriving in Cyprus:
    - Original passport
    - Original Entry visa (M70)
    - Utility bill showing home address
    - Rental agreement
    - Registration letter as shown in Sec_InP_04
    - Receipt of payment
    - Copy of police certificate

    Note: The documents required by the Bank are subject to change if the bank deems it necessary.
4. Undertake Medical Examinations, which include a Blood Test and a Chest X Ray.
    The blood test includes the following analysis:
    - HIV/AIDS
    - Hepatitis B&C
    - Tuberculosis
    - Syphilis

    The results of both medical examinations are attested by the Government General Hospital.

    In order to obtain an attested medical examination report the following are needed:
    - €15
    - a cover letter for each student stating personal data (issued by the International Officer)

- a valid passport

5. Enroll in a Medical Insurance scheme which is valid for at least one year. The College International Officer will arrange for students' medical insurance.

The College provides services for all the above.

Note: The cost for all the above is paid by the student.

Steps (1) and (2) are subject to change by the Migration Authorities

Evidence of language abilities

The language of instruction at Ctl Eurocollege is English for the majority of Programmes offered. However two programmes of study are offered in Greek.

Candidates who are **not** native speakers of English need to provide evidence of adequate command of this language, such as IELTS, TOEFL and IGCSE certificates.

Students who cannot provide the above evidence are required to pass the College English Language Test (CELT).

Students who do not achieve the required pass mark have to enroll in the Preparatory Programme as long as they satisfy the other admission requirements.

Student Welfare & Activities Office

The Student Welfare & Activities Office is responsible for **providing services** that promote the academic, social, cultural, personal and physical health and development of students at CTL Eurocollege**.** It is our mission to help students succeed in attaining their educational and personal goals.

Counseling

All students are assisted by the skilful counselling services offered by CTL Eurocollege. Students can discuss matters related to their studies, progress and personal life on an individual basis. In cases where the progress of a student is handicapped due to special circumstances, CTL officials extend a personal approach to assist students in overcoming the problem.

The desire of the College is to make local and international students feel that they are part of a familiar and friendly environment. Individual **assistance** is given in solving personal matters such as medical problems, accommodation, etc.

Accommodation

CTL Eurocollege **assists** new students who need to find accommodation. Students are provided with information regarding housing or accommodation and are placed in touch with real estate agents/offices that can help them find accommodation. It is not the responsibility of the Student Welfare & Activities Officer to find accommodation for students, but to give guidance to those in need of accommodation.

Student Activities

The Student Activities programme is essential to the education process of the institution, through the provision of a diverse program of academic, cultural, social, and recreational activities.

The Student Welfare & Activities Officer's role as student advisor and coordinator is to provide students with the opportunity to work with their peers and help them to grow **intellectually and socially**.

With this end in mind, the College organizes special events, sporting activities, and excursions every semester. For example, the Christmas party and graduation ceremony as well as sporting events such as soccer, basketball, volleyball, cricket, etc.

CTL Eurocollege organizes excursions within Cyprus and abroad not only to educate its students academically, but culturally and socially as well.

Students' Union

The students' Union is **organized and coordinated by the students** of CTL Eurocollege. During the annual general meeting, students choose (through an election) the members of the Students' Committee from amongst their peers.

Students are eligible for nomination for election if:

- They have completed more than one semester of studies
- They are registered in 4 subjects with a minimum of 70% attendance
- They are of excellent character and have observed all their responsibilities as students of Ctl Eurocollege
- They have no financial issues or other matters pending with the College
- They have a minimum GPA of 3.00 for at least 4 subjects

The Student Union serves, represents, and promotes the interests and welfare of the students of the College. Its aim is to safeguard students' interests, integrity, freedom of mind and speech.

System of Operation

CTL Eurocollege follows the **academic semester system**. Each academic year consists of two regular semesters, Fall and Spring, and the Summer session. The Fall semester covers the period between the middle of September and the end of January, and the Spring semester between the beginning of February and the middle of June.

The Summer session takes place between the end of June and the beginning of September. It is offered only if there is sufficient demand for intensive courses. The list and exact duration of these courses are announced after the Easter holidays. Because of the small number of weeks during the Summer session, all subjects are intensive so that the required number of teaching hours is covered.

An academic semester consists of 18 calendar weeks, 13 of which are teaching weeks, the other 2 are holiday periods, either Christmas or Easter, and the last 3 weeks of each semester comprise the final examination/make-up period.

Every subject in all programmes is awarded a certain number of credits/ECTS, which is equal to the number of teaching hours the subject is taught per week/per semester. At the end of the examination period, the results are calculated, and the student receives a semester report with all the grades along with a progress chart. If the student is graduating, he/she will also receive an academic report.

Grading System

The following symbols are used for grading and status:

A, A-, B+, B, B-, C+, C, C-, D+, and D (lowest passing), F (failure), I (incomplete), WF (failure after late withdrawal), P (participation), NC (no credits given).

The numerical equivalent of each letter grade is given below:

Letter Grade	Numerical Value
A	95-100
A-	90-94
B+	85-89
B	80-84
B-	75-79
C+	70-74
C	65-69
C-	60-64
D+	55-59
D	50-54
F	01-49

Marking and Grade Structure

As advised by your course lecturer at the beginning of the semester, the **pass mark** for each subject is **50%**.

A student's final mark includes grades given for coursework, participation and attendance, and the final examination. Marks for these are weighted as follows:

Coursework	35%
Participation and Attendance	5%
Final Examination	60%

Attendance Policy

It is the responsibility of students to keep themselves informed concerning the dates of announced assignments, tests and examinations.

Regular and **punctual** attendance of classes, submission of assigned work, and taking the required examinations is vital for all students. Absences **affect** the student's academic performance and therefore affect his/her grade. In all, the student has to attend at least 70% of a semester's sessions in order to be allowed to participate in the final examination. Therefore, a student who accumulates more than 8 unjustified absences for a semester for a three-credit subject will not be allowed to sit the final examination.

For example, if a student is enrolled in a subject requiring three hours of lessons per week, the total number of hours taught per semester would be 39 hours (3 hours X 13 weeks). Thus, students cannot have more than 12 hours of absences per semester (39 hours X 30% absences allowed = 12 hrs/semester).

When absences are the result of serious illness or other problems of a serious nature, students need to present a doctor's certificate or other suitable justification if they want to sit any missed exams or hand in missed assignments. However, final decisions on such matters are always at the discretion of the Academic Office or the Academic Dean.

Students should also contact their Lecturers if they have been away on College approved visits or trips in order to receive missed work or sit missed tasks.

Examinations

Most subjects have final examinations but final grades are based on a combined assessment of final examination marks, coursework, participation and attendance. Please see Marking and Grade Structure on Page 9 for further details.

Examinations are written and have a duration of two hours for diploma and first degree subjects, and two and a half hours for MBA subjects. These take place at the end of each semester. All information related to the examinations is circulated and posted on specified notice boards at the College premises before the examination date.

For more information regarding conduct in examinations, penalties for misconduct in examinations, referred examinations, and make up examinations, please refer to the College prospectus.

EXAMINATION REGULATIONS

Students:

- Must arrive at least 15 minutes before the beginning of the examination.
- Should bring students ID cards, pens, pencils, other stationery and equipment they need for their examinations.
- Must use non-programmable calculators
- Are not allowed to leave the examination room during the first 45 minutes after commencement of the examination
- Are not allowed to leave the examination room anyway without approval. If they have to leave due to a result of illness or other serious problem, they can only do so under prober escort.
- Are not accepted in the examination room 30 minutes after the commencement of the examination
- Are not allowed to bring food, drinks into the examination room. Only water is allowed.
- Are not allowed to use mobile phones in the examination room

Eligibility to take the exams is dependent on:

- Attendance of at least 70% throughout the semester
- Full payment of tuition fees.
- Return of all library books.

Make-up Examinations

You are entitled to take a make-up examination:

1. If you have failed the subject, scored 30% and above in the final exam and fulfilled all course requirements with a score of at least 30%.
2. If you want to improve your grade.

   In this case the make-up examination mark is the one that count towards your final

   grade even if it is lower than the first grade scored in the final exam.

The cost for a make-up examination is €35. Applications for make-up exams have to be made within one week of the results being displayed on the notice board.

Students must apply to the Academic Office, complete a form and pay the fee in order for a make-up examination to be arranged.

Requirements for Graduation

All students who wish to participate in the **graduation** must fill in an application form with the Office of the Registrar not later than the beginning of the first month of the final semester of graduation. They must also meet the following pre-requisites before they can graduate.

Students must have:

- ✓ Achieved the minimum credit hour requirements of the individual programme pursued.
- ✓ Completed at least 32 credits at CTL Eurocollege.
- ✓ Completed all the prescribed work of the examination syllabus.
- ✓ Settled all financial obligations to the College.

It is the responsibility of all students to familiarize themselves with the exact credit-hour requirements of their programmes.

Required Credits for Awards

a) Master of Business Administration: min 46 credits/ 92 ECTS
b) Bachelor's Degree: min 120 credits/ 240 ECTS
c) Diploma: min 60 credits/ 120 ECTS

Graduation Honours

A graduating student who has attained a high cumulative academic achievement at CTL Eurocollege is awarded honors as follows:

Final CPA 3.90 or better: Honours with Distinction

Final CPA 3.70 or better: Honours with Merit

Cheating/Plagiarism

It is imperative that students maintain a high degree of **integrity** during their studies. Cheating or plagiarism will not be condoned under any circumstances.

DO NOT CHEAT

In the event that a student is suspected of violating the College's policy on scholastic dishonesty, the disciplinary committee is directly involved and will investigate the matter. The action will involve cancellation of the exam, test, or assignment, repetition of the exam, whole course, or even dismissal from the College.

DO NOT PLAGIARIZE

Generally, scholastic dishonesty is interpreted as **cheating in an examination**, which includes giving or receiving information, copying, using unauthorized materials in tests, collaborating during examination, and plagiarizing.

Webster's Third International Dictionary defines plagiarism as follows:

> *Plagiarism: to steal and pass off the ideas or words of another as one's own; to use another's production without crediting the source; to present as new and original an idea or product derived from an existing source; to commit literary theft. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.*

Plagiarism at CTL Eurocollege constitutes a dismissible offense, and the improper use of syndicated research papers, essays, etc., constitutes a violation of this rule.

Withdrawal from the College

Students who are compelled to withdraw from College for one academic semester must contact the Academic Office immediately.

They need to complete the "Withdrawal" form at the Academic Office and state the reason for withdrawing. The application is examined by the Dean and the Administration and Finance Director.

Students cannot withdraw by simply not attending classes. The effective date for withdrawal is the date the application is approved. Students who fail to follow the required procedure are not entitled to an honourable dismissal and receive a failure mark for all courses carried.

Tuition and other fees are not refundable.

Irregularities, Academic Dismissal and Reinstatement

Appropriate disciplinary action is taken in cases of irregularities or dishonesty in academic work. A student who has been academically dismissed is not eligible to register for any programme of the College unless the Academic Committee has approved his/her application for reinstatement.

A student who is reinstated after academic dismissal may be placed on academic probation. The same conditions of probation may be imposed on any student who seeks admission by transfer from another university or College and whose record at the previous school warrants this action.

Admission of such a student is permitted only in rare cases and after a review by the Academic Committee. Any appeal concerning the decision for academic probation is directed to the Academic Committee, which is empowered to grant relief cases if the circumstances warrant such an action.

Change of Subject or Programme

Subject or programme changes after the completion of registration must be approved by the Academic Office. The necessary documentation must be fully processed. Unofficial withdrawal may result in failure of the subject(s). Not attending classes or giving notice to the lecturer is not considered official notice of withdrawal.

It is not permitted to drop or change a subject, or change the programme of study after the designated dates on the semester calendar.

A student may drop or change a subject or the programme of study **within the first eight working days from the beginning of classes** without having a "W" placed on his/her record.

Scholarships

CTL Eurocollege may offer a number of **full or partial scholarships** per academic year. International students are only eligible for an academic merit scholarship after an excellent academic performance at CTL.

Any CTL student is eligible for an Academic Merit Scholarship, depending on their academic achievement in an academic year (2 consecutive academic semesters). A student who achieves an excellent academic performance in an academic year is awarded an amount of money as prize, in the form of a reduction on the net fees of a given semester, unless the student is a graduate in which case the scholarship will be given in the form of a bursary. Detailed information and the exact amount are announced at the end of the academic year.

Dean's List

The Dean's List is published at the end of each semester, and it is composed of those registered students who have attained **high academic achievement** for the semester.

To be on the Dean's List for the semester, a student must have:

a. Registered for and completed 15 or more graded credits, excluding remedial courses and with no "I" or "F" grades.
b. Attained a GPA of 3.70 or better for the semester.
c. Shown excellent conduct.

Students' Rights and Responsibilities

As with any community, the College has established standards of conduct for its members. As members of the College community, students are expected to adhere to all published rules, regulations and policies. Students are also obliged to observe the laws of the country and city.

The rights and privileges of the individual are also components of a community. These rights are protected with the same rigour that is applied to the enforcement of rules and procedures.

Rights and Responsibilities are published on College web site, prospectus and on the Announcement Board. Every Student has the right to equitable treatment by the College.

The following **Student Rights and Responsibilities** outlines the rights of students and many of the standards of conduct expected at CTL Eurocollege.

Students' Rights

Every Student has the right to equitable treatment by the College. Specifically, they should have:

- The right to free speech, discussion, religion and assembly
- The right to be treated fairly
- The right to be treated with dignity regardless of race, colour, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight
- The right to be protected from capricious decision making
- The right to access to policies that affect them
- The right to a balanced and fair system of dispute resolution
- The right to participate in Associations and Committees
- The right to confidentiality as regards personal data and issues
- The right to be offered Quality education
- The right to receive any information regarding the Programme of Study they are registered for, as well as all Courses included in the Programme

Students' Responsibilities

As with any community, the College has established standards of conduct for its members. As members of the College community, CTL Students' responsibilities are:

- To abide by the State, District or Municipal laws, so far as these are relevant to Student conduct
- To act consistently with the values of the College and abide by its rules and regulations
- To respect any College property or facility
- To avoid any unauthorized entry/presence
- To avoid any unauthorized use or misuse of facilities, equipment, material or service
- To avoid any misuse of library or computer resources
- To refrain from any verbal or physical abuse
- To refrain from any harassment of any other Student or member of the Faculty or Administration
- To refrain from alcohol or drugs
- To comply with College guidelines

Violation of any Student rights and responsibilities will be brought before the Disciplinary Committee

Penalties imposed may be:

- Exclusion from activities
- Exclusion from using facilities
- Payment of damage
- Reduction of grade
- Expulsion for a period of time
- Permanent expulsion from College

Suggestions / complaints

A suggestion box has been placed in the cafeteria for students to leave suggestions or complaints about College. All suggestions and complaints are welcome because they contribute to the upgrading of the Institution and its programmes of studies. Suggestions/complaints can be made anonymously.

Suggestions / Complaints can be made in writing anonymously through the complaint box or given personally to the Quality Assurance Officer.

Interpretation of Unspecified Matters

Any matter not covered by the above regulations should be referred by the concerned student to the Academic Dean or other appropriate staff for discussion and interpretation.

If an agreement is not reached, the matter is referred to the relevant Committee for interpretation and a member of the Students' Union will participate in the discussion.

Renewal of Visa for International Students (Temporary Residence Permit - Pink Card)

The Migration Department draws your serious attention to the strict regulations related to the renewal of the Temporary Resident Permit. The following are some important documents checked by the Migration Department and it is absolutely necessary to ensure that they meet all requisites:

- Financial Standing: The bank statement will not only be checked for its sufficient final balance but most importantly for the **inflow and deposit** of sufficient amounts of money from abroad. Therefore, all students are advised and encouraged to have sufficient funds in their bank accounts as otherwise, their application for renewal of the visa may be rejected.

- Academic Performance: The Migration Department does not accept failures. Therefore, you are advised to ensure that you are successful in your studies. This is proved by a student's performance and progress as shown in the Semester Reports. These are required by the Migration Department when submitting an application for the renewal of a visa.

- Class Attendance: Class attendance is closely checked. Uncertified and/or unjustified absences are a serious reason for rejecting an application for the renewal of a student visa.

One-month prior to the expiration of their pink cards, students need to notify the International Officer.

Students must submit the following to the Immigration Authorities:

1. Photocopy of valid passport showing personal data and first arrival stamp
2. A recent Bank statement showing transactions for the last six months with a minimum balance of €800. Receipts from Western Union or Money Gram have to be handed to the International Officer.
3. Copy of Pink card
4. House agreement valid for one year. The agreement is attested by a Notary Public Officer and has revenue stamps of €30. **(The student must complete the attestation procedure)**
5. Medical insurance valid for one year
6. Tuition fees payment receipt
7. Semester reports for the last two semesters with successful results

The International Officer makes an appointment with the Immigration Authorities on behalf of the students who submit all documents to the Immigration Authorities.

Employment

Immigration rules regarding International Students

According to the Aliens and Immigration Law No. 184 (I)/2007, full-time and regular students, from third countries, who have completed **6 months**, of full time study and residence in Cyprus, are allowed to work, up to **20 hours** per week, outside their study hours and up to **38 hours** per week during holidays (Christmas/Easter and Summer Holidays), subject to the rules and conditions applicable to the relevant activity.

Student taking up employment must present the employment contract to the Labour Office.

The College can help you in the following ways:

Prepare a CV,
Provide you with names of prospective employers (based on the terms listed above),
Supply you with your schedule of classes, provided you have completed your registration fully and do not have anything pending.

Please note that legislation may change. Although the College will do its best to keep you updated, it is YOUR responsibility to remain current with Cyprus Law.

Student Identification Card (ID)

These cards are valid for the duration of studies. Students must carry their cards on them at all times. They need them in order to use the Library and borrow library books, sit final examinations and to use the Computer Labs and participate in student activities.

Student IDs are provided to you shortly after your registration.

You need to provide two passport-size photographs to the Secretary, one of which will be used for your ID. Make sure to always have your ID card with you, as you will need to present it from time to time.

Faculty Office Hours

Full-time or Part-time faculty members maintain **office hours** in order to confer with students concerning assignments and methods of study, to review test results, assignment marks and projects, and to serve as academic advisors. It is the students' responsibility to arrange appointments with a faculty member.

College Website

Visit the College website to keep up to date with all College news & events and all other general information.

Announcement Board Usage

There are announcement boards on all floors of the premises. Students are urged to **keep a constant check** on these boards for information regarding College life, student activities, academic issues, etc.

The Academic Office needs to approve all signs and posters prepared by students before they are posted on the bulletin board.

Visitors

Visitors are **always welcome** at CTL Eurocollege. Students are encouraged to welcome friends, parents, and students from other Colleges to visit the facilities. Only CTL registered students are allowed to use the computer lab, library, and participate in lectures. Students interested in bringing a visitor must inform the Academic Dean prior to the visit.

Lost and Found

Any items lost or found should be taken to or reported to:

Secretariat

Telephone: 25-736501

Alcohol and Drugs

It is a violation of the College Board policy for students to possess, ingest, or be under the influence of controlled substances.

This policy includes the possession, consumption of, or being under the influence of alcohol or a controlled drug, or any illegal chemical substances on school property or on route to an event organized by the College.

Any student who violates this policy will be **suspended** and subject to further disciplinary action.

Policy on Smoking

Smoking is prohibited throughout the College building (this includes all offices, corridors, lifts, stairwells, toilets etc). The only exception is the cafeteria balcony.

Smoking is also prohibited at entrances to the College building and it is only allowed at a reasonable distance away from the building (ideally 5m) to ensure that tobacco smoke does not enter the building via the doorway or windows.

Dress Code and Hygiene

Students are required to ensure that their personal grooming and dress is **acceptable** and **appropriate** for the school setting.

A high standard of **personal hygiene** is also essential and should be encouraged amongst all students.

Emergency plan (EEP)

The purpose of this plan is to ensure the safe and orderly evacuation of the building during emergency situations such as fire, natural disasters, bomb threats, etc.

The Emergency team meets twice a year at the request of the Administration & Finance Director.

At reception there are two sign in/out log books: one for employees and one for visitors and contractors. Each person entering the building must pass by reception to sign in his/her name and time of arrival. The same procedure is followed when leaving the building. In the event of an emergency evacution, the receptionist (Georgia Nicolaou) is responsible for taking the books out of the building informing the Fire Department. In case he/she is absent, this responsibility is passed on to the Building Safety Laison Officers.

The Emergency team members and their duties are listed below:

1. **Evacuation Coordinator**

- The Administration & Finance Director (Lakis Papathomas)

During an evacuation, the evacuation coordinator will oversee all operations and make all critical decisions regarding life, safety, and property. He or she will also determine if the incident is serious enough to invoke the College emergency evacuation plan. In the event of an emergency evacuation, the evacuation coordinator should call out “Fire, fire, fire” (three times) as loudly as possible. If the Evacuation Coordinator is absent the responsibility is passed on to the Building Safety Laisons.

2. **Building Safety Liaison Officers**

- The Academic Dean (Katerina Christophidou) is responsible for keeping guard in front of the elevator to prevent people from entering.
- The Librarian (Georgia Theofilou) is responsible for the ground floor and middle floors.
- The QA Officer (Marianna Papathoma) is responsible for the first floor.
- The Student Welfare and Activities Officer A (Manolis Manoli) is responsible for the second floor.
- The International Officer B (Maria Constantinou) is responsible for keeping guard at the front exit on the first floor.
- The Accounts Officer (Roulla Fitili) is responsible for keeping guard at the rear exit on the first floor.
- The Student Welfare and Activities Officer B (Lefteris Agathangelou) is responsible for keeping guard at the front door exit on the second floor.

- The Academic Administrator A (Angela Neokleous) is responsible for keeping guard at the rear exit on the second floor.
- The International Officer A (Georgia Georgiou) is responsible for keeping guard at the rear exit on the ground floor.

The Building Liaison Officers are responsible for maintaining a roster of people who have offices in the building and conducting a roll call at the designated assembly area. If any person is known to be or suspected of being in the building, the building liaison officer will immediately notify the evacuation coordinator. The Building Liaison Officers will determine ahead of time if special arrangements need to be made for mobility-impaired individuals during an evacuation.

3. **Lecturers**
4.

At the beginning of each semester, the lecturers inform students of the designated assembly area for the building. In the event of an alarm, the lecturer escorts students out of the class and down the stairs to the assembly point. Elevators are out of bounds during such events. The lecturer takes with him/her the attendance list from the classroom and conducts a roll call at the designated assembly area. If any person is known to be or suspected of still being in the building, the building liaison officer immediately notifies the evacuation coordinator. The lecturer determines ahead of time if special arrangements need to be made for mobility-impaired individuals during an evacuation.

5. **Utility Head**

- The Head of Computing (Dora Constantinou)

The Utility head is responsible for securing all the data. He / She must take the external hard disc out of the building.

6. **First Aid assistants**

- The Building Safety Liaison Officers

They will respond to all medical situations, provide First aid and call for any off-site emergency assistance

Reporting Emergencies

7. **Fire Alarms**

Fire alarms and smoke detectors are signaled to a private security company. In the case of a fire or the detection of smoke, the private company is signaled. The security company confirms with the College the existence of fire and notifies the fire department. The appropriate building safety liason officer will verify the extent of the emergency based on the information provided by the smoke and fire detection panel and will initiate the evacuation procedure. If a person knows about the cause of the alarm, he or she should inform the evacuation coordinator or the building safety liasons.

Emergency phones:

Fire Department: 112 or 199

Security company: 25 33 66 44

8. Other Emergencies

For all other emergencies phone: 25 736501

9. Evacuation

Every person in the building, including staff, members of faculty, students, visitors, and contractors, regardless of known or suspected cause, is required to evacuate the building immediately when the fire alarm is sounded. Persons evacuating must leave via the closest emergency exit. Emergency exits are posted throughout the building.

10. Elevators

Elevators must not be used as a means of emergency evacuation as there is a deadly risk of entrapment, electrocution, or suffocation.

11. Assembly

Once outside the building, all occupants should proceed to the designated assembly area for a roll call. The College is responsible for determining the assembly area that their participants and staff should be using. This area is 50 meters away from the College and is located in the empty plot on the right hand side (when facing the road) by the building next to the College.

The Building Liaison officer will take the roll call and report back to the Evacuation Coordinator. The roll call is an important function, as town emergency personnel responding to the incident

need to determine if anyone is missing and still in the building. If people are missing,

do not re-enter the building! Notify the emergency team and/or the evacuation coordinator

and inform them of the missing person's name and last known location.

Re-entry into the area will be made only after the Evacuation Coordinator or his/her designee gives clearance.

12. Rosters

Each building liaison keeps a list of people who have offices in the building.

Because the College is a public place, not everybody in the building will be on a roster. The evacuated groups should be polled by the building liaison officer to ascertain if anyone left in the building.

13. Information and Drills

Emergency procedures are provided to all employees and students. Drills take place once every academic year.

Emergency response plan 1

In the event of a fire within the College building, it is necessary and safest for occupants to evacuate. Everyone must evacuate the building without exception.

A situation is considered to be a fire emergency whenever the following occur:

- The Evacuation coordinator or a Building Safety Laison Officer call out "Fire, fire, fire" three times.
- A building fire evacuation alarm is sounding.
- An uncontrolled fire or imminent fire hazard occurs in the building.
- There is the presence of smoke or the odor of burning.

Surviving a Building Fire

1. Activate the building fire alarm.

2. Leave the building by the nearest exit

- Crawl if there is smoke: If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor.
- Feel doors before opening: Feel the metal handle before opening any doors. If the handle is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room.
- If the nearest exit is blocked by fire, heat, or smoke, go to another exit or stairway.
- Always use an exit stair not an elevator.
- Close as many doors as possible as you leave. This helps to confine the fire. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside.
- Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you have received training. Do not delay calling the security company or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure the fire department is called, even if you think the fire is out.

3. If you get trapped, keep the doors closed.

- Place cloth material (wet if possible) around and under the door to prevent smoke from entering.
- Be prepared to signal your presence from a window. Do not break glass unless absolutely necessary, as outside smoke may be drawn inside.

4. Notify emergency responders from a safe distance away from the building using

one of the following methods:

- Call the Fire Department on 112 or 199
- Security company: 25 33 66 44

Signal for Help

Hang an object at the window (jacket, shirt) to attract the fire department's attention. If you have a phone, call 199 or 112 or the security company and report that you are trapped. Be sure to give your location. Close the door to keep the fire out.

If You Are on Fire

Stop, drop, and roll: If your clothes catch fire, stop, drop, and roll wherever you are. Rolling smothers the fire.

Obstacles

Storage of any items in the corridors this includes bicycles, chairs, desks, and other items, is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation,

especially during dark and smoky conditions.

Assembly area for a roll call

This area is 50 meters away from the College and is located in the empty plot on the right hand side (when facing the road) by the building next to the College.

Emergency response plan 2

In the event of an earthquake:

Keep calm and remain where you are unless you are in a stairway, elevator, or walkway close to and under buildings. If so, seek shelter away from these areas.

If you are indoors, stay indoors.

Take shelter snug to the side of your desk, a table, near an inside wall, a corner, and around building columns. Stay away from windows, glass walls, shelves, equipment, or outside doors.

If you are outdoors, stay there until after the quake subsides. Keep away from buildings, trees, and wires. Go to an open space.

Do not attempt to enter or leave a building during a quake. The emergency team will advise you when it is safe to enter or exit a building.

Remain in sheltered or safe areas until you are advised it is safe to do otherwise.

Assemble at the assembly area so that a head count can be taken.

After the initial earthquake shock there will be “after-shocks”. After shocks are less intense than the initial shock, but may cause additional damage.

After the initial shock, evaluate the situation. An effort should be made to notify the evacuation coordinator of serious hazards or injuries. The injured should be attended to and protected from aftershocks. If able, locate and shut off utilities, gases, etc.

Depending on the degree of the earthquake, it may be necessary to evacuate the building. Elevators should not be used during or immediately following an earthquake due to possible damage.

Follow the EEP plan.

Assist persons with injuries and those with disabilities in exiting the buildings.

CTL Eurocollege Facilities

CTL Eurocollege is able to satisfy the students' needs and requirements as it provides 12 lecture - seminar rooms, a computer lab, training kitchen/restaurant, housekeeping room, front office area, a library, a conference room (for special sessions, presentations, screenings, and quest-lectures), a staff room, administration offices and a cafeteria as well as appropriate sanitary facilities for students and staff. Wireless internet (Wifi) is also provided.

Computer Labs

The College maintains two computer labs equipped with multimedia of the latest technology.

The available number of personal computers for each student, combined with the excellent assistance of our staff and lab assistants, offers CTL students the best conditions to practice.

Although most of the CTL programs include computer subjects, it is our aim to encourage all students to make extensive use of the computer lab during their study hours.

Computer Guidelines

- Computer equipment can only be used by approved users.
- All students must carry with them their College identification card (ID).
- Users must follow the instructions of the Lab Assistant.
- Users must work in a quiet and orderly manner.
- No eating, smoking, or drinking is allowed in the computer lab.
- Students are not allowed to use consumables (printer paper, toner, etc) other than those supplied by the College.
- Students are not allowed to install software that does not belong to the College.
- Students are not allowed to move equipment or change the layout of the lab.
- Students are not allowed to use other users' computer accounts.
- Students are encouraged to use the computer lab for research.
- SOFTWARE PIRACY IS NOT ALLOWED.

Free practice opening hours and lab assistance: Students have the opportunity to use the computers for training, studying, research, Internet browsing, during free practice hours. The computer practice hour time plan is placed on the announcement boards at the beginning of each semester. A Reservation Form can be provided by the lab assistant, who is responsible for the smooth running of the computer lab during free practice.

The Library

The College library is equipped with a wide selection of books, journals, magazines, and reading material, which are helpful to students' education. Particular attention is paid to current bibliography and periodicals on the College programmes in order to

meet the educational needs of the students.

All the College computers - including those placed in the library - subscribe through the internet to electronic libraries and search bank databases which provide access to thousands of periodicals and online publications.

A qualified librarian assists lecturers and students on book tracking, lending and other library procedures. The library is also open during summer holidays, Christmas and Easter.

Library Rules Concerning Books

- It is not allowed to write in Library books or remove any pages from them
- If a returned book is damaged, the borrower is obliged to pay for its full value

Rules of behaviour in the Library

- No food or drink is allowed in the library
- No bags are allowed in the library. They must be left on a designated table in full view of the Librarian.
- Mobile phones and other electronic gadgets have to be in silent mode
- Students should be quiet during their stay in the library

General Book Lending Rules

- The library lends books only to registered CTL Students
- The maximum number of books that can be lent is 2

- The lending period for recommended/ short-loan books is 2 days and for further- reading books 10 days.
- A penalty of €1 per day is charged for the delayed return of books. Further lending is not allowed if students have library penalties pending.
- All books have to be returned before the beginning of the examination period, so that all Students can have access to them
- All books need to be returned to the library before the Easter, Christmas or Summer Holidays

Loss or destruction

Students have to inform the Librarian immediately if any material borrowed from the Library has been lost or damaged. If any books or other material borrowed from the Library have been lost or damaged, the borrower has to pay the cost of replacing them (this includes postages). The book is returned back if it is found.

Returning borrowed books to the Library

- All textbooks must be returned to the library by the last day of final exams.
- Books must be returned in the same condition as when loaned.
- Failure to return a book at the end of the semester will result in the student's account being placed on hold. The student will owe the price of a new copy of the book and may not be able to register or receive grades or transcripts until books and/or payments have been received.

On line research through College website

Library cataloguing search is available though: http://www.ctleuro.ac.cy/en/library/search-library/cyprus-libraries-catalogue

e-books free collection is available through:

http://www.ctleuro.ac.cy/en/library/search-library/ebooks-collection

Databases (0-1, A to Z Catalog) that support all Programmes of study are available through: http://www.ctleuro.ac.cy/en/library/search-library/databases-a-to-z-catalogue/

The College library provides access to the following EBSCO databases:

- Business Source Elite
- Computers & Applied Sciences Complete
- e-Book Academic Subscription Collection
- Green FILE
- Library, Information Science & Technology Abstracts
- Regional Business News
- European Views of the Americas: 1493 to 1750
- American Doctoral Dissertations: 1933-1955

Remote Access to Electronic Sources

Users need a password in order to access the Ebsco E-Databases. Only registered students, academic and administrative staff are allowed to use the library services. Access is provided also for users outside the College premises only if they are registered students.

Photocopying / Printing

Photocopying & Printing services are available at the library

A maximum 10% of a book's contents can be photocopied according to copyright law.

Library Opening Hours

Monday – Friday 8:30 – 18:00

ERC (Electronic Research Centre)

The Electronic Research Centre is an extension to the Library. It is equipped with a number of PCs, that help students carry out research online on any matter regarding their homework or project, and gives them access to material in Electronic Libraries or catalogues

The Conference Room

The conference room can host conferences, seminars, and guest lectures. It is fully equipped with

all the necessary equipment for presentations and video projections. The room, when used in conjunction with the adjacent cafeteria, can serve as a reception hall as well.

The Cafeteria

Situated on the second floor and overlooking a large part of the city of Limassol, the CTL Cafeteria offers a large air-conditioned space - with a small veranda - where students and staff can spend their free time.

A hot/cold beverage, a hot meal, and a snack can be enjoyed while socializing in a friendly atmosphere. A number of indoor games such as table tennis, chess, and backgammon are available. Student meetings and activities can also be held there.

Address and Web-Site Information

Limassol Office

CTL Eurocollege
118 Spyros Kyprianou Avenue, 3077, Limassol, Cyprus
P.O. BOX 51938, 3509, Limassol, Cyprus
Tel.: 25736501

Fax: 25736629
General Information
College@ctleuro.ac.cy

Admissions Office
admissions@ctleuro.ac.cy

Academic Department
academicdept@ctleuro.ac.cy

Student's Union
studentsunion@ctleuro.ac.cy

Library
library@ctleuro.ac.cy

Web-Site Address
www.ctleuro.ac.cy

CYPRUS

The people of Cyprus are well known for their individuality, warmth, and hospitality, and it is this that makes Cyprus an instant favourite as a holiday destination.

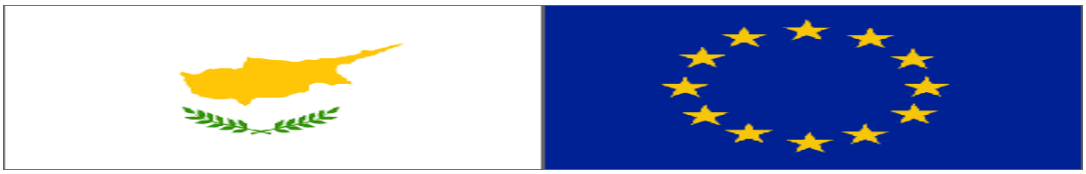
Modern Cyprus is the product of an amazingly colourful history and it bears all the hallmarks of a historical melting pot. This is reflected in its diversity, richness of culture, architecture, and traditions. In fact, early in the 2nd millennium BC, Myceneans and other Greeks settled in Cyprus and gradually assimilated the local population, turning Cyprus into a **culturally Greek island.**

The whims of history have endowed Cyprus with an incomparably rich heritage, making it a world-renowned destination for anyone interested in art, history, and culture. Stone Age ruins, Greek temples, Roman theaters, Venetian structures and Byzantine churches cover the island. Golden icons, colorful frescoes and archaic statuary are among the artifacts that will captivate you, taking you back centuries.

Modern Cyprus boasts an almost endless list of opportunities where recreation is concerned. From comprehensive sports facilities, clubs and golf courses, to a wide choice of international restaurants and local taverns, and with a beautiful countryside always close by. The Cypriot people exude hospitality, a tradition that has been handed down from generation to generation.

Map of Cyprus/Flag of Cyprus and Europe

Cyprus became a member of the European Union on May 1st, 2004. As a result, Cyprus follows the European Union Human Rights Policy. These are the principles of Liberty, Democracy, Respect for Human Rights and fundamental freedoms, and the rule of law, principles that are common to the member states.



Limassol City

Limassol city is one of the major cities of Cyprus. It is the second largest city of the island with more than 150,000 inhabitants. Limassol is renowned for its wine and Wine Festival, as well as, for its Carnival, with its street parties and parades.

Cyprus Tourism Organisation

The Cyprus Tourism Organization (C.T.O.) was established in 1969 by the Government of the Republic of Cyprus as a statutory body responsible for the promotion and marketing of tourism, the planning, regulation and development of the tourist sector.

The Cyprus Tourism Organisation **provides assistance** to professional bodies, companies, and individuals related to tourism in Cyprus.

The C.T.O. offices are open every morning (except Sunday), and on Monday, Tuesday, Thursday, and Friday afternoons.

C.T.O offices in Limassol

a) Old Port, Syntagmatos Square, CY 3603 Limassol
   Tel.: 25362756
b) Georgiou A' 22, CY 4047 Limassol
   Potamos tis Germasogeias

   Tel.: 25323211

c) Limassol Harbour, servicing passengers arriving on cruise lines.
   Tel.: 25571868

Official Website

Cyprus Online: **www.visitcyprus.org.cy**

The official website of the Cyprus Tourism Organisation provides comprehensive information on the major attractions of Cyprus, complete with maps, updated calendar of events, detailed hotel guide, downloadable photos, and travel planner to help you organize a trip around Cyprus. You will also find lists of information on other issues such as health, transportation, accommodation, etc.

Airports

Visitors arriving in Cyprus by air may enter the Republic only through the International Airports of Larnaca and Pafos.

Larnaca Airport
Tel.: 77778833

Pafos Airport
Tel.: 77778833

Banking

The commercial Banks of Cyprus have branches in most major cities around the world, and transactions can be negotiated in all leading currencies. To open a bank account, students need to have their passport and letter of acceptance with them.

Banking Hours

Monday-Friday: 08:30-14:30

Driving in Cyprus

Students in Cyprus can drive using a valid driving license, but they must also have car insurance. A valid International driving licence, is acceptable.

Car Breakdown Emergency

We advise students that have a car or intend to buy one to consider signing up with one of the 24-hour car-breakdown services on the island. There are emergency phones along the motorway. Any of the car-breakdown services can be contacted through the operator.

The following companies offer breakdown services:

N.T. Rescueline Auto Services Ltd
Vyzantos 3, Limassol, Tel.: 25563366

Speed Line
Leoforos Athalassis 59, Strovolos (Nicosia), Tel.: 22313473

Auto Clinic Marios
Manis 22, Pafos, Tel.: 26933842

Pharmacies/Drug Stores

These are open during shopping hours. Names, addresses, and telephone numbers of duty pharmacies, which are open during the night and on public holidays/weekends, are listed in the daily papers.

Cultural Life/Events

Students' participation in such events is warmly encouraged. For up to date information, students are advised to consult the Cyprus Tourism Organizations "Monthly Events" guide, available in all hotels and tourist information offices on the island or at CTL Eurocollege.

The Cyprus Tourism Organization's annual "List of Events" includes information on festivals, festivities, and sporting events and can be obtained from any of the C.T.O. offices in Cyprus.

Emergencies

The following is a list of useful emergency numbers:

Ambulance: 199, 112
Fire Service: 199, 112
Police: 199, 112

AIDS Advisory Centre: 22305155

Narcotics Emergency Service: 1401

Limassol General Hospital: 25801100, 25305770

Estate Agents

For information on renting furnished or unfurnished flats or houses contact:

1) Cyprus Real Estate Agents Association
   Tel.: 22889759
   or
2) Refer to the yellow pages of the Cyprus Telephone Directory for the Estate Agents

Postal Services

Post office working-hours:

1) September-June:

   Monday-Friday: 07:30-13:30, 15:00-17:30 (except Wednesday)

   Saturday: 08:30-10:30 (only the main post office)

2) July-August:

   Monday-Friday: 07:30-13:30, 16:00-19:00 (except Wednesday)

   Saturday: 08:30-10:30

Phone Directory

Emergency Limassol Hospital:	25801100, 25305770
Police (Immediate Response):	199, 112
Divisional Police Headquarters-Limassol:	25805050
Duty Officer:	1499
Drugs Law Enforcement Unit:	1498
Drugs/Poison Control Centre:	1401
Advisory Bureau on AIDS:	22305155
Support Against Drug Abuse:	1410
Domestic Violence Service:	1440
Fire Service:	112
Maritime Incidents:	1441
Ambulance:	112
Private Doctors on Call:	1435
Airports:	778833
Port Authorities:	25819200
Postal Services:	25802259
Immigration Office:	25805200
Municipality Office:	25884300
CYTA:	132

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE FEEL FREE TO STOP BY THE STUDENT AFFAIRS OFFICE DURING DESIGNATED OFFICE HOURS.

DISCOVER LIMASSOL

Molos area in Limassol

A nice place to visit in Limassol and enjoy a walk by the sea or relax in a café with coffee or food is the Molos area near the old port.

You can even rent a bicycle and cycle around the city.

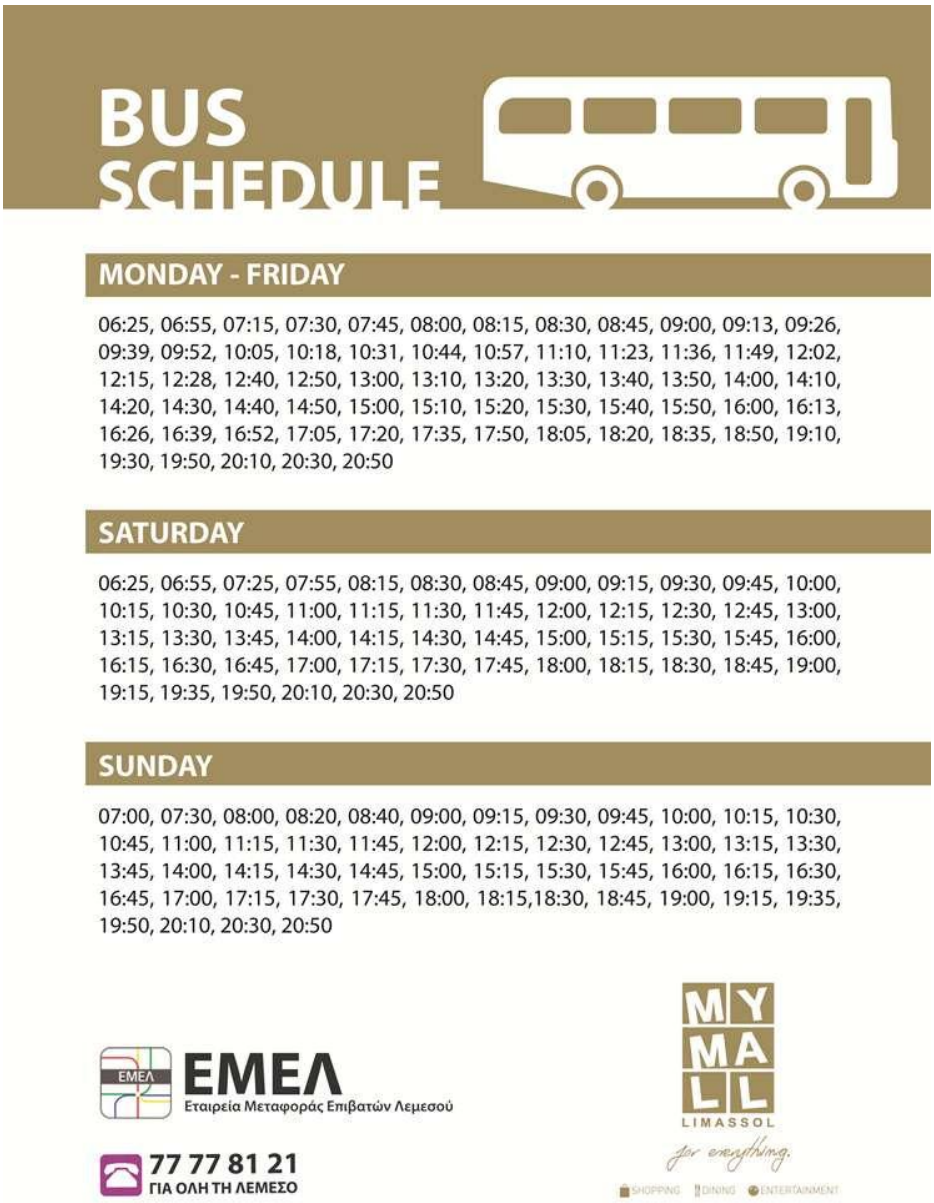
MY MALL Limassol

MY MALL Limassol, one of the largest shopping malls in Cyprus, is located in Zakaki, an area to the west of Limassol, only a short distance from the city center and very close to the port.

If you are looking for a quality shopping experience, incredible hours of entertainment or even just a short break to relax, MY MALL is the place to visit.

MYMALL is especially designed to satisfy people of all ages no matter how they choose to enjoy life.

Get ready to experience it all, only at MYMALL Limassol!



Galactica Luna Park & Bowling

53 Arch. Makariou III, 4003, Mesa Geitonia, Limassol, Tel: 25750666, 25728888, 99441437, Fax: 25755288

A fun place to visit!

You can enjoy bowling and food, and have a lot of fun at Galactica Luna Park!!

Santa Marina Retreat

Pareklissia, Limassol,

Tel:+357 99 545454, Fax:+357 25 634599

Remember the joy of having time to share with people

Time to play, to laugh, to let go and relax, to grow close to others and enjoy the things you love.

A time for all of you. Natural and beautiful, few places can leave impressions on your mind quite like the Santa Marina Retreat, and inspire you to create moments that will last forever. Discover yourself today at the Santa Marina Retreat and create memories as unique as you...

Hiking in Troodos Mountains

The Troodos Mountains, whose highest peak reaches nearly 2000 metres and is covered with snow in winter, is a cooler alternative in the summer to the heat of the coast. There is some fine walking to be had along trails that go through scented pine forests, past waterfalls and take in magnificent panoramic views from across the island.

The mountains are unique geologically and one of the few places in the world where geologists can study what was once the oceanic crust without getting wet. Pillow lava, resulting from an underwater volcanic eruption 90 million years ago that gave rise to the island, can easily be seen along roads and hillsides all over the Troodos area. It is one of the five richest copper areas in the world and the island, whose name in Greek is 'Kypros', may have given the metal its Latin name, cuprum.

Four main trails cover the area – “Atalante” goes round Mount Olympus; “Persephone” leads to a spectacular viewpoint; “Kalidonia” leads to the Caledonian waterfalls; “Artemis” encircles the Chionistra summit. Other trails go across the Madhari ridge. There are lots of signposts dotted along the footpaths, which identify important geological features and the numerous endemic plant species of the area.

Birdwatchers may also spot rare and protected eagles, the griffon vulture, or the colourful hoopoe, and of course the nightingale, which did not let the Nobel prize-winning poet, George Sepheris, sleep when he visited Platres. Occasionally, if you are lucky, you may see a Cyprus

mouflon, a kind of wild sheep peculiar to the island, which roams free in the extensive forests of western Troodos.

Some of these paths lead to splendid monasteries or tiny Byzantine churches. Ten of these churches have been put on the UNESCO World Heritage List for their colourful frescoes on walls and apses and their unique architecture of pitched timber roofs.

Kourion Archaeological Site

The Kourion is one of the most spectacular archaeological sites on the island. It was an important city kingdom and excavations continue to reveal impressive new treasures. Kourion and its surrounding area are noted particularly for their magnificent Greco - Roman Theatre, stately villas with exquisite mosaic floors, an early Christian Basilica and other archaeological treasures.

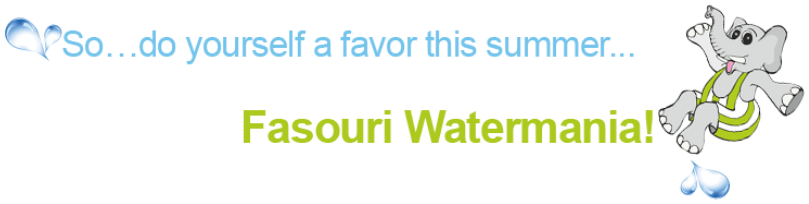
Originally built in the 2nd century B.C., Kourion's awe - inspiring theatre is now fully restored and used for musical and theatrical performances. The House of Eustolios, consisting of a complex of baths and a number of rooms with superb 5th century A.D. mosaic floors, was once a private Roman villa before it became a public recreation centre during the Early Christian period. The Early Christian Basilica dates to the 5th century and was probably the Cathedral of Kourion, with a baptistery attached to the north face. The House of Achilles and the House of the Gladiators also have beautiful mosaic floors. The Nymphaeum, dedicated to the water nymphs, is an elegant Roman structure.

The 2nd century A.D. stadium is located outside the main Kourion site, about 1kilometre to the west on the right hand side on the way to Pafos. Also impressive is the Sanctuary of Apollo

Hylates, situated about 2,5 kilometres west of the ancient city.

Tel: +357 25 934 250

Region	Lemesos
Address:	Kourion, Lemesos
Operating Hours:	Daily: 08:00 - 17:00 (November - March), 08:00 - 18:00 (April - May, September - October), 08:00 - 19:30 (June - August)
Operating Period:	All year round
Entrance Fee:	1,70 Euro



Fasouri Watermania

Fasouri Watermania is the ideal place for families, friends and children to spend a one-day outing, away from the stress of work or College. At Fasouri Watermania Waterpark you can

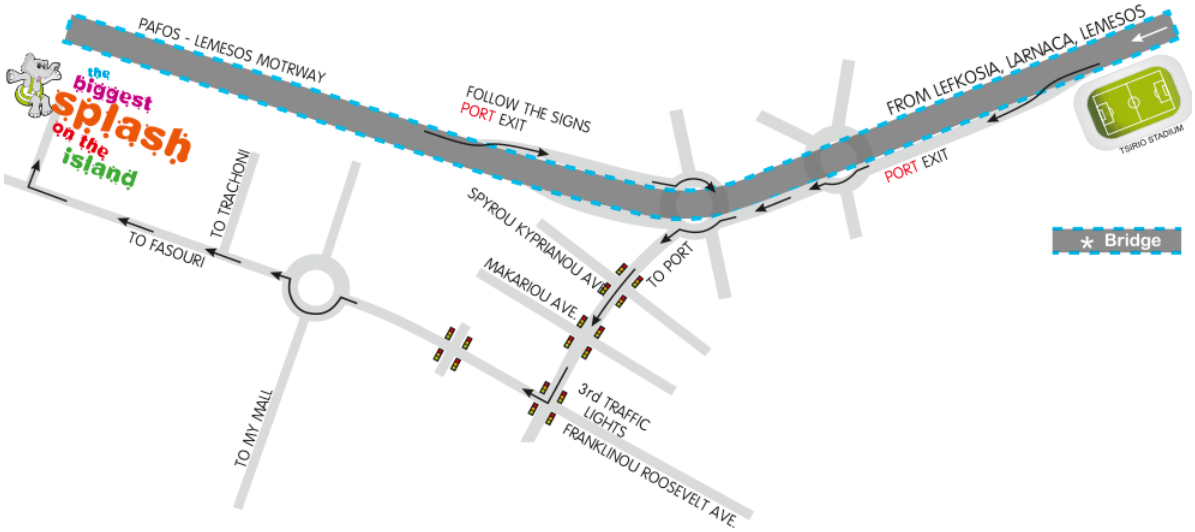
enjoy being entertained in a safe, fun and relaxing environment, away from the hustle and bustle of the crowded city for a unique thrilling experience. The Waterpark packs an impressive array of attractions, facilities and services. The Polynesian style decor and structures add a tropical feeling to your experience.

Limassol Shuttle Bus Services

May 1st until May 31st	
To Waterpark	**From Waterpark**
09:30	**16:00**
10:45	**17:00**
June 1st until August 31st	
To Waterpark	**From Waterpark**
09:30	**15:30**
09:45	**16:30**
10:10	**17:00**
10:45	**18:00**
September 1st until October 31st	
To Waterpark	**From Waterpark**
09:30	**16:00**
10:45	**17:00**

A two way shuttle service from the Limassol tourist area to the Waterpark is offered. The pick up points will be at the Limassol Town bus stops which can be found in front of each hotel on the main seaside avenue beginning from the Le Meridien Hotel. Last pick up point is the bus stop opposite PIREAUS BANK next to Pier's Beach H

otel (Molos Area). The drop off point will be at the Waterpark.



Operating Dates for 2013 Season:
1st of May – 31st of October (Weather Permitting)

Operating Hours for 2013 Season:
May 1st to May 31st & September 1st to October 31st 10:00–17:00
June 1st to August 31st 10:00–18:00

Food and Drink

With emphasis on fresh local ingredients, a pungent mix of herbs and spices and a light spattering of olive oil, Cypriot food is essentially Mediterranean, similar to that of Greece and with a hint of the Middle East and Asia Minor.

Both poets and travellers past have praised the flavours of the island. In present times doctors and health specialists have added their voices in extolling the virtues of the Mediterranean diet.

The grains and pulses, sun-ripened fresh fruit and vegetables, high-protein fish, lean meat and poultry, olive oil and wine are both a healthy option as well as an irresistible temptation.

In a society of extended families with close ties, it is not surprising that home cooking is an important feature of everyday life, with recipes passed down through the generations. Having a hearty meal in the company of friends and family is what it's all about. No wonder that hospitality and conviviality are deeply ingrained in the Cypriot psyche, so much so that pleasing has become a fine art. So give free reign to your taste buds and indulge in a culinary feast.

Tips: don't forget to taste Cypriot kebabs and sieftalies, Cypriot meze and of course the sweet loukoumades and siousioukko ☺

Supermarkets - Stores

Carrefour Columbia

Spyrou Kyprianou, Germasoyia

Tel.: 25319931

www.carrefour.com.cy

Carrefour Market

25 Ioanni Polemi, Petrou & Pavlou

Tel.: 25737700

www.carrefour.com.cy

Lidl

Franklin Roosevelt 45, Limassol 3046, Cyprus

Debenhams Olympia

28 th October Avenue, Limassol, 3306 Cyprus

Tel.:25591133

Debenhams Apollon

2 Arch, Makarios III Avenue & Petrou Tsirou, Petrou Tsirou 2, Limassol 3606, Cyprus

Tel.: 25 831831

Transportation in the city

The cheapest way to travel in Limassol is by bus

The following is a price list for local bus services:

Ticket Info

Day-night

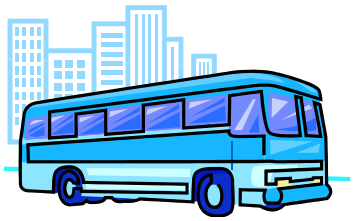
One Way - €0.75

Daily - €2.50

Weekly - €10.00

Monthly - €20.00

Yearly - €200.00



General Hospital

PLEASE VISIT THE GENERAL HOSPITAL AND NOT THE PRIVATE CLINICS

Limassol General Hospital is situated to the west of Limassol

in Nikaias Str., Kato Polemidia.

In case of emergency you can visit the General Hospital in Limassol

There is a bus service to the hospital or you can take a taxi to take you.

Nikaias Pano Polemidia Cyprus

+357 25 801100

ANNEX 8 - "REVISED COMPUTER LAB REGULATIONS AND SAFETY RULES".

COMPUTER LAB REGULATIONS AND SAFETY RULES

Students must follow the Regulations and Safety Rules when they are using the Computer Lab!

1. It is the duty of all concerned who use any electrical laboratory to take all reasonable steps to safeguard the **HEALTH** and **SAFETY** of themselves and all other users and visitors.
2. Be sure that all equipment is properly working before using them for laboratory exercises. Any defective equipment must be reported immediately to the Instructors or Lab. Technician.
3. Students are allowed to use only the equipment provided in the laboratory.
4. Power supply terminals connected to any circuit are only energized in the presence of the Instructor or Lab Assistant.
5. Students should keep a safety distance from the circuit breakers, electric circuits or any moving parts during the experiment.
6. Avoid any part of your body to be connected to the energized circuit and ground.
7. Switch off the equipment and disconnect the power supplies from the circuit before leaving the laboratory.
8. Observe cleanliness and proper laboratory housekeeping of the equipment and other related accessories.
9. Make sure that the last connection to be made in your circuit is the power supply and first thing to be disconnected is also the power supply.
10. Equipment should not be removed, transferred to any location without permission from the laboratory staff.
11. It is not allowed to install copy or remove any Software on the Lab PCs.
12. It is not allowed to alter the computer environment as it is set
13. It is not allowed to unplug PCs and install personal equipment
14. It is not allowed to open up the Computer equipment
15. Students are not allowed to use any equipment without proper orientation and actual hands on equipment operation.
16. It is not allowed to use consumables other than those supplied by the College
17. Smoking, eating and drinking in the laboratory is not permitted

Failure to comply with the above rules may lead to account locking or to more drastic disciplinary measures!

LAB HOURS:

Lab 1: From 8.30 until 18.00 except when they are used for teaching.
Lab 2: From 8.30 until 18.00 except when they are used for teaching.
The Electronic Research Center from 8.30 until 18.00.

The Labs will be invigilated by a Lab assistant during the Lab hours.

ANNEX 9 – ORDER OF BOOKS

2017.6.28

ITEM	TITLE	AUTHOR	PUBLISHER	ISBN	PRICE	EURO
01/10	OPERATING SYSTEM CONCEPTS 9ED	ABRAHAM SILBERSCHATZ, PETER BAER GALVIN, GREG GAGNE	JOHN WILEY & SONS	978-1118093757	41.79	49.16
02/10	OPERATING SYSTEMS: INTERNALS AND DESIGN PRINCIPLES 8ED	WILLIAM STALLINGS	PRENTICE HALL	978-1292061351	56.99	67.05
03/10	C++ HOW TO PROGRAM 10ED	P.J.DEITEL & H.M.DEITEL	PEARSON PRENTICE HALL	978-1292153452	64.88	76.33
04/10	DATA AND COMPUTER COMMUNICATIONS 10ED GLOBAL	WILLIAM STALLINGS	PEARSON	978-1292014388	56.04	65.93
05/10	SYSTEMS ANALYSIS AND DESIGN 9ED	KENNETH KENDALL, JULIE KENDALL	PEARSON/PRENTICE HALL	978-0273787105	63.64	74.87
06/10	CLOUD COMPUTING: FROM BEGINNING TO END	RAY J RAFAELS ($24.95)	CREATESPACE INDEPENDENT PU	9781511404587	20.95	24.65
07/10	FUNDAMENTALS OF DATABASE SYSTEMS 7ED	RAMEZ ELMASRI, SHAMKANT B. NAVATHE	PEARSON/ADDISON WESLEY	978-1292097619	50.34	59.22
08/10	DATABASE CONCEPTS 7ED	DAVID M.KROENKE & DAVID J.AUER	PRENTICE HALL	978-1292076232	63.64	74.87
09/10	TECHNICAL WRITING AND PROFESSIONAL COMMUNICATION: FOR NONNATIVE SPEAKERS OF ENGLISH	THOMAS N. HUCKIN, LESLIE A. OLSEN	MCGRAW-HILL	9780070308251	25.00	29.41
10/10	GUIDE TO NETWORKING ESSENTIALS	GREG TOMSHO	COURSE TECHNOLOGY	978-1305105430	118.75	139.71
					562.02	661.20

ANNEX 10 – LECTURERS HANDBOOK

LECTURERS' HANDBOOK

Contents

INTRODUCTION

Welcome to Ctl Eurocollege.

We are pleased that you have decided to join Ctl Eurocollege and we hope that you have a happy and successful career with us.

The purpose of this Handbook is to give you a wide range of important information that you will need during your employment with Ctl Eurocollege.

This Handbook is an evolving document and is revised as appropriate. It provides some background to Ctl Eurocollege and the importance we attach to our staff and students. It also covers the main aspects of employment terms and conditions.

Mission Statement

The College mission is to empower Students to achieve their goals by providing access to high quality and affordable higher education. We help them achieve their learning goals and objectives through effective and efficient Programmes of Study and services.

Vision

The College vision is to provide excellent educational opportunities and help Students meet economic, social and environmental challenges. It is only through the success of its Students that the College will achieve recognition as a provider of high quality education.

Philosophy

The College has an open admission policy and is focused on educational excellence and the achievement of equity among the various populations it serves.

The College strives to foster in Students a sense of responsibility for their own development and an understanding of their obligations as members of a democratic society, as well as the desire to learn the habit of analytical and reflective thought and the ability to think clearly and express themselves effectively

ACADEMIC SEMESTERS

The Fall and Spring Academic Semesters include 18 calendar weeks, 13 of which are teaching weeks, 2 are holiday periods (either Christmas or Easter), and 3 comprise the Final and Make-up Examination periods.

The Summer Semester includes 11 calendar weeks, 10 of which are teaching weeks, while 1 is set aside for the Final and Make-up Examination periods.

COURSE SYLLABUS / COURSE OUTLINE

All courses have a syllabus and lecturers are expected to check them to see if they are still current and relevant, and if necessary to suggest and introduce improvements. The lecturer, as the most knowledgeable person on the particular subject being taught, is recommended to make comments on the course and its structure, bearing in mind that the most current and up to date information should be delivered to students.

After going through the course syllabus, lecturers should prepare the course outline of the particular subject as well as their semester planning form.

The course outline is uploaded on the platform or given to students during the first week of the commencement of lessons so that they are aware of what is going to be covered in the particular course. A copy of the course outline should be submitted by e-mail to the Academic Dean at least one week before commencement of classes.

Each syllabus has required bibliography and recommended further bibliography. If the lecturer feels that the recommended books are not adequate, alternative books should be suggested.

Books can be borrowed from the library but must be returned whenever the librarian requests the borrower to do so or when the lending period comes to an end. All outstanding books must be returned by the end of the semester. All books must be carefully looked after. It is not allowed to write in Library books or remove any pages from them. If a returned book is damaged, the borrower is obliged to pay for its full value.

Lecturers are not allowed to borrow books on behalf of students. Only the Librarian can lend books to students. Members of Faculty and other staff may borrow books from the library. All books borrowed by staff must be returned on completion of each semester.

NOTES AND HANDOUTS

For the majority of students English is a second language and this can therefore be the cause of difficulties and misunderstandings. Notes should be clear and given in a prepared handbook at the beginning of each semester which are supplemented by the use of whiteboard, power point and handouts. It is not acceptable to photocopy large sections of books for them.

An Educational Learning Management System (web platform) is implemented in Ctl Eurocollege. The System Administrator sends an invitation to the lecturers in order to register and have access to the system. Lecturers can upload their notes and manage their students' attendances, assessments and performances through this system.

PHOTOCOPYING

Any photocopying that needs to be done should be completed before the class starts. It is not acceptable to leave the class during the teaching period to do photocopying. There are currently two photocopy machines available to lecturers.

If students need to use the photocopier, they should contact the librarian. There is a fee of €0.05 per sheet photocopied.

ATTENDANCE

Absences must be input on the platform within one week from the date of the class. The system locks after this period and you will not be able to input the absences.

WEEKLY SYLLABUS FORM

This must be completed on the platform on a weekly basis and it should include teaching content for the week.

ADMITTANCE TO CLASSES

All Lecturers are required to be on time for their lessons and ready to start teaching at the allocated time. All lecturers are expected to set an example to their students.

No food or drink should be taken into the classroom apart from water. Mobile phones should be switched off and should a student's phone ring during a lesson, they should not be allowed to answer.

For subjects which have two continuous teaching periods, it is acceptable to have a 5-minute break in the classroom, but students should NOT be allowed to leave.

All lessons should last for the duration of the period and should be planned accordingly. No lesson should finish earlier than the allocated set time. If lecturers wish to finish their lesson earlier, they should inform the Academic Dean at least one week before, stating the reason and making all necessary arrangements once their applications have been approved by the Academic Dean.

Late arrival by students should be dealt with by the teacher at their discretion. If the student is more than 15 minutes late, the teacher is not required to allow them into the lesson.

If there is constant abuse of timekeeping, the teacher should inform the Academic Office who will deal with the matter appropriately.

TESTS AND COURSEWORK

The final mark for the student is made up as follows:

Coursework/ tests	35%
Attendance / Participation	5%
Final Examination	60%

Coursework (assignments and tests) should be given throughout the course at regular intervals.

Coursework can include two tests and one assignment or three tests. Ideally tests should not take more than one teaching period to complete, but this is at the lecturer's discretion.

When giving tests, Lecturers who have large classes should inform the Academic Office in order to arrange for a 2nd classroom and an invigilator. Tests should not be given towards the end of the semester, but earlier.

Regulations regarding tests:

1. All tests must be sent through e-mail to the Academic Office (Angela Neokleous) for approval one week prior the date of the test.
2. You must use the new test template sent to you by the Academic Office.
3. The tests must comply with the content of the Course Outline of each course.
4. Do not include questions that have been used in tests in the previous 2 years.
5. All tests must be corrected and handed to students within 15 days after the test date.
6. All corrected tests must be submitted on completion of the semester to the Academic Office.
7. When submitting the tests to the Academic Office, choose the best two tests that you have marked and submit them separately.

Regulations regarding assignments:

1. Students are assigned to carry out theoretical research in the existing literature on the topics covered in the Course Outline, or to complete a task using the Internet. The Lecturer determines the character of the assignment.
2. The word length of the assignments in the aforementioned grade allocation ranges from 1500 words to 2000 words. Students are requested to deliver their assignments on time on an individual or group basis.
3. The assigned written work must be typed and double-spaced, unless otherwise stated.
4. The assignment is sent electronically to the Lecturer and the Academic Dean. Hand-written work is not accepted.
5. Late work is penalized, resulting in deduction of marks.
6. The lecturer is responsible for checking all student assignments for plagiarism (guidelines are provided by the Librarian).
7. The lecturer submits three assignments in hard copies (low/average/high mark) together with the plagiarism report to the Academic Office.

PERFORMANCE REPORTS

These are completed on the platform.

GRADING

This has been changed as follows and all students should be advised.

The pass mark is 50.

A	95-100	C	65-69
A-	90-94	C-	60-64
B+	85-89	D+	55-59
B	80-84	D	50-54
B-	75-80	F	0-49
C+	70-74		

EXAMINATIONS

Final Examination regulations

1. Final examination papers must be submitted for approval one month prior to the completion of classes of the current semester to the Academic Dean.

2. The repetition of past final examination papers must be strictly avoided.

3. Multiple choice exercises, if adopted, should not exceed 50% of the final examination grade. **Each multiple choice question should only receive 1-2 marks. (exception is given to specific courses that follow the structure of external examinations)**

4. The final examination grade should be out of 100.

5. The duration of the Final Examination for the undergraduate programmes is 2 hours and for the postgraduate programme is 2.5 hours.

6. The content of the final examination paper should cover the taught material and should match the content of the subject as per course outline which was given to students at the beginning of the semester.

7. The length and the level of difficulty of the exercises/tasks in the Final Examination should be adequate for the 2 or 2.5 hours allowed for the examination.

8. When you save the final examination paper, please use this format –> subject code_FinalExam (example: **CSC101_FinalExam**).

9. Final examination papers must be accompanied by sample answers.

10. The final examination papers must be corrected with a red pen and returned to the Academic Office within 3 working days after the examination date of the subject.

11. When submitting the final examination papers to the Academic Office, choose the best two final examination papers that you have marked and submit them separately.

MAKE – UP EXAMINATIONS & TESTS

Students are entitled to take a make-up examination:

2. If they have failed the subject, scored 30% and above in the final exam and fulfilled all course requirements with a score of at least 30%.

2. If they want to improve their grade.

In this case the make-up examination mark is the one that count towards their final grade even if it is lower than the first grade scored in the final exam.

There is an extra fee for make-up exams for students.

Make-up tests are not to be given unless there is proof of illness, immigration obligations or court hearings. Students should be made aware that if they miss a test they receive a grade 0.

EVALUATIONS

Lecturer evaluation by the Dean

The Academic Dean is responsible for evaluating all lecturers during the semester and therefore visits to the classrooms take place on a regular basis. The reasoning for this is to give guidance, support and help where necessary. It should be viewed therefore as a practice of staff/faculty development.

Faculty Self-Appraisal

At the end of the academic year the Academic Dean requests the Faculty with a minimum of 9 hour workload to complete the Self-appraisal form.

The self-appraisal is completed with online survey development software. The Dean arranges a personal meeting to discuss the results of both evaluations. The Dean gives constructive feedback and suggestions for improvement.

Should any Lecturer have any problems or queries about any part of the course / College / students etc. they are always welcome to discuss and receive advice from the Academic Dean.

Students are given an assessment form at the end of each course to provide their comments on the subject, teacher and the College in general. This gives the Academic Office an insight into the efficiency and effectiveness of each subject.

Lecturer and Course Evaluation by students

Students are requested to complete anonymously the evaluation at the end of each semester. The evaluation is completed with online survey development software.

COMMITTEES AND MEETINGS

The Administration of the College incorporates, along with the different departments responsible for the smooth and effective functioning the following bodies:

The College Council
The College Advisory Committee
The Academic Committee
The Administrative Committee
The Disciplinary Committee
The Research & Development Committee
The Quality Assurance Committee

Those staff members appointed to each committee will be advised.

Faculty meetings are held regularly and everyone is required to attend. All staff is advised by memo before the date, well in advance. The aim of these meetings is to check on progress, inform staff of College matters and any forthcoming events, and to highlight any problems which may be applicable to everyone.

MINISTRY OF EDUCATION VISITS

The Ministry of Education & Culture regularly visits the College to check the smooth functioning of the College. Inspectors come into classrooms and check registers and syllabus sheets and ask students questions.

SALARY

All staff is paid at the end of the month.

Part time Lecturers are requested to sign the hours they have taught at the end of each day. The signature file can be found in the Academic Office.

Any Lecturer who cannot attend his/her lessons for health reasons or any other valid reason should inform the students and contact the College as soon as possible. It is the responsibility of the Lecturer to make up for the lost hours, in consultation with the Academic Office.
Public holidays, days off due to health reasons or student excursions are not paid for.

Payment during the examination period is as follows:

Preparation of final exam: € 20

FACILITIES

Computer labs

In order to satisfy the teaching needs of all related programmes, the College maintains two Personal Computer Labs equipped with Multimedia PCs of the latest technology. The available number of PCs is 28, of which 19 are in Lab 1 and 9 in Lab 2. In computer related classes, the aim is to allow for one PC for each student, so that the best conditions of study and practice are provided.

Library

The College library is equipped with an adequate variety of books, journals, magazines, and reading material, which are helpful to the students' education. Particular attention is given to current bibliography and periodicals on the College Programmes in order to meet the educational needs of students. The Ctl Library lends books to registered students and members of the Faculty and Administrative staff only. It is run by a qualified Librarian and is open 5 days a week, Monday to Friday from 08:30 – 18:00, during all semesters including the summer session and during Christmas and Easter holidays.

Remote Access to Electronic Sources

Users need a password in order to access the Ebsco E-Databases. Only registered students, academic and administrative staff are allowed to use the library services. Access is provided also for users outside the College premises.

ERC (Electronic Research Centre)

The Electronic Research Centre is an extension to the Library. It is equipped with a number of PCs, that help students carry out research online on any matter regarding their homework or project, and gives them access to material in Electronic Libraries or catalogues.

Staff Room

The College has set aside a space for the members of the Teaching Staff, where they can work, meet and discuss academic matters. The room is equipped with a conference table, Pcs and a wireless internet connection (wi-fi).

Cafeteria

Situated at the north-eastern corner of the building on Spyros Kyprianou Avenue and Ayias Phylaxeos Street, overlooking a large part of the town of Lemesos, the CTL Cafeteria offers a large air- conditioned space – with a small verandah – where students and staff can spend their free time.
A wide wireless connection (Wi Fi) gives internet access to those students who like to use their Laptops or their tablets/ smart phones to get an internet connection.

Conference / seminar room

This is a large room situated on the second floor of the building, which can host conferences, seminars and guest lectures, is equipped with projection facilities like DVD Player, Home cinema, TV, PC, LCD Projector, VCR and monitor, an overhead and a slide projector, and an interactive board.

Lecture rooms

All lecture rooms are equipped with LCD - Projectors and PCs which are also connected to the Internet. The college provides a number of Laptops and portable LCD Projectors for teaching.

Food & Beverage Training Service Room and Kitchen

The College provides a special space for F&B service training, equipped with all necessary furniture and utensils for the purpose. Furthermore, the College offers an adequately arranged and equipped kitchen for F&B preparation.

LECTURERS' OFFICE HOURS

The office hours are set for 2 hours after the completion of a given class once a week. The exact time is decided by the teacher. The office hours for each course are published in the Course Outline which is given to student during the first week of the new semester.
The office hours may be adjusted according to any special needs of the students.

SUPPORT FOR STUDENTS WITH POOR ACADEMIC PERFORMANCE

The lecturer immediately informs the Academic Dean when a case of poor academic performance is identified. The Dean meets the student and discusses the issue. According to the discussion, the Dean decides how to support the student.

CODE OF CONDUCT

The aim of the code is to establish a common understanding of the standards of behaviour expected from all employees.

The Code places an obligation on all to take responsibility for their conduct and work with colleagues cooperatively to establish consultative and collaborative workplaces where people are happy and proud to work.

The employee signs the Code of Conduct form and the contract of employment.

Strict observance of the Code is fundamental to the proper functioning and reputation of the College.

The code consists of the following:

1. Always act with fairness, honesty and integrity. Respect the opinion of others and treat all with equality and dignity without regard to gender, race, colour and creed, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. Promote the mission and objectives of the College when dealing with the students' other colleagues or other associates.
3. Provide a positive and constructive service to the people you are dealing with.
4. Comply with both the letter and the spirit of any training or orientation provided to you by the College
5. Adhere to the policies and procedures of the College and support the decisions and directions of the Administration.
6. Dress decently and follow the dress code. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition. Basic guidelines for appropriate workplace dress do not include short pants, tank tops for men, low-cut blouses or sweaters, or any extreme style or fashion in dress and footwear.
7. Observe the personal hygiene rules. Always keep common areas clean after use
8. Be punctual. Observe the time schedule provided to you through the contract of employment.
9. Show respect to your superiors, colleagues and students
10. Follow the procedures to facilitate the effective resolution of problems. Follow the procedures when taking decisions or actions. Ensure that you do not exceed the authority of your position.
11. If a conflict of interest arises between the personal interests of an employee and the interests of the College, the employee must hand in his/her resignation immediately.

12. Respect and maintain the confidentiality of information gained as employee, including, but not limited to, all computer software and files of the College
13. Respect and maintain all business documents, records and printouts while working at the College.
14. Respect and maintain all business documents, records and printouts even if the contract of employment is not renewed.
15. Respect and maintain the confidentiality of individual personal information provided to you by students or other colleagues.
16. Personal / Sexual harassment, comment, gesture or contact that one would find to be unwanted or unwelcome by any individual is considered unacceptable in any case.

STUDENTS RIGHTS AND RESPONSIBILITIES

Students' Rights

Every Student has the right to equitable treatment by the College. Specifically, they should have:

- The right to free speech, discussion, religion and assembly
- The right to be treated fairly
- The right to be treated with dignity regardless of race, colour, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight
- The right to be protected from capricious decision making
- The right to access to policies that affect them
- The right to a balanced and fair system of dispute resolution
- The right to participate in Associations and Committees
- The right to confidentiality as regards personal data and issues
- The right to be offered Quality education
- The right to receive any information regarding the Programme of Study they are registered for, as well as all Courses included in the Programme

Students' Responsibilities

As with any community, the College has established standards of conduct for its members. As members of the College community, CTL Students' responsibilities are:

- To abide by the State, District or Municipal laws, so far as these are relevant to Student conduct
- To act consistently with the values of the College and abide by its rules and regulations
- To respect any College property or facility
- To avoid any unauthorized entry/presence
- To avoid any unauthorized use or misuse of facilities, equipment, material or service
- To avoid any misuse of library or computer resources
- To refrain from any verbal or physical abuse

- To refrain from any harassment of any other Student or member of the Faculty or Administration
- To refrain from alcohol or drugs
- To comply with College guidelines

FINAL PROJECT GUIDELINES FOR THE FACULTY STAFF

A detailed Project guideline is published on the College website and a hard copy is provided to students on request after their registration for a project at the beginning of the semester.

Introduction: In order to graduate, students must complete and hand in their projects. It is an exercise with which students demonstrate the knowledge and the skills acquired throughout the studies in a specific Programme and discipline. Students therefore have to demonstrate that they are able to work independently, produce work which is professionally and academically sound and which to a certain extent can be applied in real-life cases with the minimum of modifications. In order to achieve these goals the following issues must be met:

A) Identification of Project Ideas/Issues. The project ideas should be as far as possible specific and relevant to the course and level of study. General titles are very open and the students end up with unrealistic and nonspecific solutions/ answers which have no contribution to the problem and which even more so cannot be utilized in real life.

For this reason, Lecturers are expected to propose specific project ideas which if possible relate to specific problems in the corresponding industry or activity sector. Such ideas may emanate from their own experiences, professional interest or their relations with companies and organizations. It is understood that within the same concept students may propose similar ideas which they discuss with their Lecturers as well.

B) Project Supervision/Collaboration. Students meet the corresponding Lecturer immediately after the assignment of a Project and together they prepare a plan with specific targets for its preparation. They also define regular weekly or biweekly meetings to assess their progress and discuss the specific issues the project will deal with. If Students' fail to meet these targets, they are warned of the delays so that they increase their efforts. The Academic Office is informed accordingly.

C) Submission of the Project Report. Students are requested to submit a draft form of their report one week before the submission deadline. The Lecturer/supervisor must comment on this draft report both on its appearance and structure as well as on the subject matter and academic/ professional validity. The necessary corrections must be done by students when submitting their final project work. If an extension for the submission is necessary, this has to be agreed with the Lecturer and the Academic Office.

D) Project Interviews. Students have to present and defend their project work in front of an examination committee which will consist of the Supervisor/Lecturer, the Academic Dean and two members of the Academic Committee.

E) Project Evaluation. The evaluation of the project work is done on the following basis:

- The written work 100% (80% weighting)
- The Oral presentation 100% (20% weighting)

Policy Concerning Project Submission

Students who take independent study in the form of a project must comply with the following regulations:

- All projects must be submitted *prior to or at least* by the end date stated on the project and agreed with the project tutor.
- Upon submission the student must provide the project tutor with the exact number of copies (2 hard copies, 1 CDR) and in the form asked.
- A student who fails to submit his/her project on time will be given a maximum of one week's extension and will be penalized by 10% of the total grade. Failure to submit the project beyond that period will automatically mean failure, and the student will have to retake the project.
- All projects must be submitted prior to the oral presentation agreed with the project tutor; if the student fails to attend the oral presentation, no extra chance will given.
- A student who submits his/her work on time but gains a fail mark on the written work, will be given a week to make the appropriate amendments and resubmit it for marking.
- The opportunity to redo the written work after failing it will only be given to those students who have submitted their work within the agreed submission time.
- Students who fail to complete their project requirements because of extenuating circumstances will need to re-apply with the academic department, providing written evidence. The academic committee will assess the situation and inform the student accordingly.

Required Writing Font and Text Syntax Rules

- The word length for a Diploma project is 5000 for a Bachelors 8000 and for an MBA 10,000 words.
- Use lowercase letters, in black color, Times New Roman font, size 12
- Footnotes are listed at the end of each page, with a single count for all the work. Emphasis within the text of the footnote is given by using italics at the end of the page.
- The margins of each A4 page are defined as follows: the top and bottom page margin 2.5 cm, while the left and right margins of 3.5 and 2.0 cm respectively.
- The space between rows (spacing) is 1.5 lines. The text should be fully aligned to the left-right.
- The pages should numbered at the bottom and right of the page.
- Numbers in the text from zero to ten should be put in words.
- Thousands should be separated by a comma (or nothing 1000 or 1,000). Decimals should be preceded by a period (6.54).
- Tables take their numbering and title at the very top of the table. The form of the numbering is 1, 2 etc. Give the full reference to the source and include the bibliography within as well.
- Two (2) hard copies and one (1) CDR have to submitted to academic department.

Plagiarism

The term plagiarism is declared ownership of projects and ideas of other authors. Whether it is intended or not, it is plagiarism whenever you use all or part of the work / ideas / concepts by other authors presenting them as your own.

Lecturers are responsible for checking all projects for plagiarism. Please contact the Librarian for further information.

SUGGESTIONS / COMPLAINTS

Suggestions / Complaints from staff

Suggestions / complaints from the staff are always welcome. Suggestions / complaints can be made personally to the Quality Assurance Officer.

LECTURER JOB DESCRIPTION

Reports to the Academic Dean

The lecturer is expected to plan, organize, and teach in a manner that encourages student development in alignment with the College mission, vision and goals. The lecturer promotes and directs successful student learning in keeping with learning-centred values.

Duties and responsibilities:

1. Develops syllabi that clearly outline the course requirements, goals, and objectives.
2. Submits copies of course outline and course hand-outs to the Course Coordinator each semester.
3. Selects textbooks and other resources for the class.
4. Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course.
5. Teaches according to the syllabus and in accordance with defined course standards and outcomes
6. Creates a learning environment that encourages student involvement and participation.
7. Provides the required instructional hours.
8. Documents students' attendance, participation, and academic progress and grades assignments, projects, quizzes and/or examinations that lead to a final grade.
9. Submits course grades and any other required documentation to the Academic Office by the assigned date.
10. Is accessible to students outside the classroom, providing ample periods of time for counselling and mentoring students in matters related to academic success, life goals, and development.
11. Develops and administers tests for each class taught, submitting results to the Academic Office as requested at the end of each semester.
12. Participates in and contributes to curriculum development by planning, developing, and evaluating new and existing courses and curriculum.
13. Participates in the development and implementation of academic policies, guiding principles, objectives and functions in accordance with the philosophy of the College.
14. Makes suggestions for library purchases.
15. Participates in faculty meetings and staff meetings, serves on committees, and participates in other activities.
16. Is familiar with College policies and behaves in a manner that is consistent with them.
17. Performs other duties as assigned.

SAMPLE FORMS

COURSE SYLLABUS

Course Title					
Course Code					
Course Type					
Level					
Year / Semester					
Teacher's Name					
ECTS		Lectures / week		Laboratories / week	
Course Purpose and Objectives					
Learning Outcomes					
Prerequisites		Required			
Course Content					
Teaching Methodology	In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology. Web Supported Learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool. Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.				

	Teaching Methods: Lectures, presentations, videos, cartoon analysis, problem and case studies discussion, articles discussion, independent and private study, preparation of projects, fieldwork and group work.
Bibliography	Required Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1					

Recommended Further Bibliography:

	Author(s)	Title	Publisher/Year	Edition	ISBN
1					
2					
3					
4					

Assessment	The final course grade is made up of: Coursework 35% Attendance & Participation 5% Final Examination 60%

	The pass mark is 50% Class/homework and additional tests/quizzes may be used as further pieces of assessment throughout the semester by the Lecturer. Grades on these are incorporated within the two categories of reported assessment described above, and their weight in each reported grade (test or assignment) is based at the discretion of the Lecturer. In addition, class participation is taken into consideration and accounts for 5% of the final course grade. The form of coursework assessment analysed above aims at evaluating the acquisition of knowledge and the application of concepts and techniques by students as well as at developing their analytical and critical thinking skills in the course areas specified in the course content.
Language	**ENGLISH**

COURSE OUTLINE

PART 1

Institution:	**CTL EUROCOLLEGE**	
Department:		
Course Title:		
Course Code:		
Type of Course:		
Semester:		
Number of Credits (CTL Credit System):		**WEEKLY TEACHING HOURS** **THEORY: PRACTICE:**
Lecturer:		
Email Address:		
Website:		
Telephone:		
Time Schedule:		
Office Hours:		
Prerequisites:		

PART 2

Course Description:

PART 3

Learning Outcomes: On completion of this course, students should be able to:	
1	
2	
3	
4	
5	

PART 4

Course Content (Weekly Plan):		
Week	**Content of the Course**	**Activities**

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

PART 5

Required Bibliography:					
	Author(s)	Title	Publisher/Year	Edition	ISBN
1					
2					
Recommended Further Bibliography:					
	Author(s)	Title	Publisher/Year	Edition	ISBN
1					
2					
Web sites:					
Journals:					

PART 6

Required Facilities:	Number of hours:

1	Lecture Room	(3 x 13) 39
2	Computer Lab	--
3	Kitchen	
4	Hospitality Practice Room	
5	Extra device/s useful for the needs of the subject.	

PART 7

Course Assessment:

The final semester grade is calculated by combining the coursework mark (weighting 35%), the participation mark (weighting 5%) and the final exam mark (weighting 60%). The coursework grade of each student (35% of the final course grade) is calculated from three pieces of assessment. This consists of two tests and one assignment/case study or three tests. The two tests account for 70% of the overall coursework grade and the assignment 30%. A course in which only tests are delivered throughout the semester, the Lecturer decides which two tests account for 35% each of the overall coursework grade and which one 30%.

Estimated Student Workload:

Activity	**Hours**
Class attendance	
Independent Study	
Tests (included in class attendance)	
Assignment	
Tests Preparation	
Final Exam Preparation	
Final Examination	
Total	**150**

Grading System:
The College's standard grading system is used to assess students' performance. This system is as follows:

Table: Grading System

Mark (%)	**Letter Grade**	**Quality points**
95-100	A	4.00
90-94	A-	3.70
85-89	B+	3.50
80-84	B	3.00
75-80	B-	2.70

70-74	C+	2.50
65-69	C	2.00
60-64	C-	1.70
55-59	D+	1.50
50-54	D	1.00
01-49	F	0

Exams / Make - up Exams / Tests:
Students must attend all examinations/tests. Failure to do can result in a grade (F) being awarded for the particular examination/test, and the final grade is consequently based on the remaining examinations/tests. There are no make-up exams or quizzes for students awarded grade F, except for very exceptional circumstances and when permission is granted by the Dean.

The final examination lasts two hours for undergraduate programmes and two hours and thirty minutes for postgraduate programmes. These examinations are comprehensive and they test students on the material covered during the semester.

Students are entitled to take make - up exams if they have scored 30% and above in their final exams and fulfilled all course requirements with a score of at least 30%.

Assignments:
Students are assigned to carry out theoretical research in the existing literature on the topics covered in the course outline, or to complete a task using the Internet. The Lecturer determines the character of the assignment. The word length of the assignments in the aforementioned grade allocation ranges from 1500 words to 2000 words. Students are requested to deliver their assignments on time on an individual or group basis. Although collaboration among the students for the preparation of the assignments is encouraged, students should avoid copying. Presentations and discussions on the assignments will follow. The assigned written work must be typed and double-spaced, unless otherwise stated. The assignment is sent electronically to the Lecturer and the Academic Dean. Hand-written work is not accepted. Unless you have prior permission, late work is penalized, resulting in deduction of marks. All written work must conform to Standard English usage.

The lecturer is responsible for checking all student assignments for plagiarism. The lecturer submits three assignments in hard copies (low/average/high mark) together with the plagiarism report to the Academic Office.

Course Regulations and Policies:

Attendance:
Students are expected to attend classes regularly and be punctual. It is widely known that there is a strong correlation between regular attendance and good performance in a course. Students who miss class on a consistent basis are not permitted to sit the final exam. Class attendance and participation in class discussion is expected and absences affect the final grade.

Office Hours:
Students are encouraged and advised to visit their lecturer regularly during office hours in the Small Conference room on the first floor to discuss issues that they believe to be important for them and their success. Students should also inform their lecturers of any unexpected problems/situations that may interrupt or interfere with their studies.

Punctuality:

Punctuality is very important. Students who are late for class are not permitted to enter. Being late for class shows disrespect towards your Instructor and your fellow students. Arriving late on a regular basis and disturbing the class can result in a student having to face disciplinary action.

Mobile Phones:
Mobile phones should be switched off and kept away from the desks.

Cheating & Plagiarism:
Cheating and plagiarism are serious disciplinary offences and are not tolerated. Students who violate these rules can have their work/examination disqualified and may have to face disciplinary action. Plagiarism is an academic offence and students can risk failing their courses completely (grade F) if they plagiarise. Whenever students use written material they should always reference the source of that information.

Library:
Students are advised to visit College Library regularly in order to read articles published in academic journals. It is recommended that they make it a habit of reading articles published in academic journals to deepen their knowledge of the subjects they are studying.
Opening hours: 8.30 – 18.00

PART 8

METHODOLOGY:

In the Classroom: Lecturers make use of whiteboards, flipcharts, overhead projector, video material and power point presentations. Students are supplied with handouts on extra or relevant material. Two Personal Computer Labs equipped with Multimedia PCs of the latest technology with the required software, scanners, printers and LCD-Projectors, satisfy the classes' requirements. All PCs are connected to the Internet, through a Broad Band High speed permanent connection using cable technology.

Web Supported learning: All the teaching material and the Lecturer's presentations are uploaded on the electronic learning platform of the college as a supporting studying tool.

Guest Speakers / Visits: External visits to agencies or relevant industry/subject related organizations are arranged. Guest speakers that are experts in their field are invited to address the students. Students are also encouraged to visit industry players and familiarize themselves with the profession they have chosen.

Teaching Methods: Lectures, presentations, videos, cartoon analysis, problem and case studies discussion, articles discussion, independent and private study, preparation of projects, fieldwork and group work.

Name of Lecturer:……. Date:…….

Signature: …….

EMERGENCY PLANS

14. Emergency plan (EEP)

The purpose of this plan is to ensure the safe and orderly evacuation of the building during emergency situations such as fire, natural disasters, bomb threats, etc.

At reception there are two sign in/out log books: one for employees and one for visitors and contractors. Each person entering the building must pass by reception to sign in his/her name and time of arrival. The same procedure is followed when leaving the building. In the event of an emergency evacution, the receptionist (Georgia Nicolaou) is responsible for taking the books out of the building informing the Fire Department. In case he/she is absent, this responsibility is passed on to the Building Safety Laison Officers.
The Emergency team members and their duties are listed below:

15. **Evacuation Coordinator**

- The Administration & Finance Director (Lakis Papathomas)

During an evacuation, the evacuation coordinator will oversee all operations and make all critical decisions regarding life, safety, and property. He or she will also determine if the incident is serious enough to invoke the College emergency evacuation plan. In the event of an emergency evacuation, the evacuation coordinator should call out “Fire, fire, fire” (three times) as loudly as possible. If the Evacuation Coordinator is absent the responsibility is passed on to the Building Safety Laisons.

16. Building Safety Liaison Officers

- The Academic Dean (Katerina Christophidou) is responsible for keeping guard in front of the elevator to prevent people from entering.
- The Librarian (Georgia Theofilou) is responsible for the ground floor and middle floors.
- The QA Officer (Marianna Papathoma) is responsible for the first floor.
- The Student Welfare and Activities Officer A (Manolis Manoli) is responsible for the second floor.
- The International Officer B (Maria Constantinou) is responsible for keeping guard at the front exit on the first floor.
- The Accounts Officer (Roulla Fitili) is responsible for keeping guard at the rear exit on the first floor.
- The Student Welfare and Activities Officer B (Lefteris Agathangelou) is responsible for keeping guard at the front door exit on the second floor.
- The Academic Administrator A (Angela Neokleous) is responsible for keeping guard at the rear exit on the second floor.
- The International Officer A (Georgia Georgiou) is responsible for keeping guard at the rear exit on the ground floor.

The Building Liaison Officers are responsible for maintaining a roster of people who have offices in the building and conducting a roll call at the designated assembly area. If any person is known to be or suspected of being in the building, the building liaison officer will immediately notify the evacuation coordinator. The Building Liaison Officers will determine ahead of time if special arrangements need to be made for mobility-impaired individuals during an evacuation.

17. **Lecturers**

At the beginning of each semester, the lecturers inform students of the designated assembly area for the building. In the event of an alarm, the lecturer escorts students out of the class and down the stairs to the assembly point. Elevators are out of bounds during such events. The lecturer takes with him/her the attendance list from the classroom and conducts a roll call at the designated assembly area. If any person is known to be or suspected of still being in the building, the building liaison officer immediately notifies the evacuation coordinator. The lecturer determines ahead of time if special arrangements need to be made for mobility-impaired individuals during an evacuation.

18. **Utility Head**

- The Head of Computing (Dora Constantinou)

The Utility head is responsible for securing all the data. He / She must take the external hard disc out of the building.

19. First Aid assistants

- The Building Safety Liaison Officers

They will respond to all medical situations, provide First aid and call for any off-site emergency assistance

Reporting Emergencies

20. **Fire Alarms**

Fire alarms and smoke detectors are signaled to a private security company. In the case of a fire or the detection of smoke, the private company is signaled. The security company confirms with the College the existence of fire and notifies the fire department. The appropriate building safety liason officer will verify the extent of the emergency based on the information provided by the smoke and fire detection panel and will initiate the evacuation procedure. If a person knows about the cause of the alarm, he or she should inform the evacuation coordinator or the building safety liasons.

Emergency phones:

Fire Department: 112 or 199
Security company: 25 33 66 44

21. Other Emergencies

For all other emergencies phone: 25 736501

22. Evacuation

Every person in the building, including staff, members of faculty, students, visitors, and contractors, regardless of known or suspected cause, is required to evacuate the building immediately when the fire alarm is sounded. Persons evacuating must leave via the closest emergency exit. Emergency exits are posted throughout the building.

23. Elevators

Elevators must not be used as a means of emergency evacuation as there is a deadly risk of entrapment, electrocution, or suffocation.

24. Assembly

Once outside the building, all occupants should proceed to the designated assembly area for a roll call. The College is responsible for determining the assembly area that their participants and staff should be using. This area is 50 meters away from the College and is located in the empty plot on the right hand side (when facing the road) by the building next to the College.

The Building Liaison officer will take the roll call and report back to the Evacuation Coordinator. The roll call is an important function, as town emergency personnel responding to the incident need to determine if anyone is missing and still in the building. If people are missing, **do not re-enter the building!** Notify the emergency team and/or the evacuation coordinator and inform them of the missing person's name and last known location.
Re-entry into the area will be made only after the Evacuation Coordinator or his/her designee gives clearance.

25. Rosters

Each building liaison keeps a list of people who have offices in the building.

Because the College is a public place, not everybody in the building will be on a roster. The evacuated groups should be polled by the building liaison officer to ascertain if anyone left in the building.

26. **Information and Drills**

Emergency procedures are provided to all employees and students. Drills take place once every academic year.

Emergency response plan 1

In the event of a fire within the College building, it is necessary and safest for occupants to evacuate. Everyone must evacuate the building without exception.

A situation is considered to be a fire emergency whenever the following occur:

- The Evacuation coordinator or a Building Safety Laison Officer call out “Fire, fire, fire” three times.
- A building fire evacuation alarm is sounding.
- An uncontrolled fire or imminent fire hazard occurs in the building.
- There is the presence of smoke or the odor of burning.

Surviving a Building Fire

1. Activate the building fire alarm.

2. Leave the building by the nearest exit

   - Crawl if there is smoke: If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor.
   - Feel doors before opening: Feel the metal handle before opening any doors. If the handle is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room.
   - If the nearest exit is blocked by fire, heat, or smoke, go to another exit or stairway.
   - Always use an exit stair not an elevator.
   - Close as many doors as possible as you leave. This helps to confine the fire. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside.
   - Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you have received training. Do not delay calling the security company or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure the fire department is called, even if you think the fire is out.

3. If you get trapped, keep the doors closed.

   - Place cloth material (wet if possible) around and under the door to prevent smoke from entering.
   - Be prepared to signal your presence from a window. Do not break glass unless absolutely necessary, as outside smoke may be drawn inside.

4. Notify emergency responders from a safe distance away from the building using one of the following methods:

- Call the Fire Department on 112 or 199
- Security company: 25 33 66 44

Signal for Help

Hang an object at the window (jacket, shirt) to attract the fire department's attention. If you have a phone, call 199 or 112 or the security company and report that you are trapped. Be sure to give your location. Close the door to keep the fire out.

If You Are on Fire

Stop, drop, and roll: If your clothes catch fire, stop, drop, and roll wherever you are. Rolling smothers the fire.

Obstacles

Storage of any items in the corridors this includes bicycles, chairs, desks, and other items, is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.

Assembly area for a roll call

This area is 50 meters away from the College and is located in the empty plot on the right hand side (when facing the road) by the building next to the College.

Emergency response plan 2

In the event of an earthquake:

Keep calm and remain where you are unless you are in a stairway, elevator, or walkway close to and under buildings. If so, seek shelter away from these areas.

If you are indoors, stay indoors.

Take shelter snug to the side of your desk, a table, near an inside wall, a corner, and around building columns. Stay away from windows, glass walls, shelves, equipment, or outside doors.

If you are outdoors, stay there until after the quake subsides. Keep away from buildings, trees, and wires. Go to an open space.

Do not attempt to enter or leave a building during a quake. The emergency team will advise you when it is safe to enter or exit a building.

Remain in sheltered or safe areas until you are advised it is safe to do otherwise.

Assemble at the assembly area so that a head count can be taken.

After the initial earthquake shock there will be “after-shocks”. After shocks are less intense than the initial shock, but may cause additional damage.

After the initial shock, evaluate the situation. An effort should be made to notify the evacuation coordinator of serious hazards or injuries. The injured should be attended to and protected from aftershocks. If able, locate and shut off utilities, gases, etc.

Depending on the degree of the earthquake, it may be necessary to evacuate the building. Elevators should not be used during or immediately following an earthquake due to possible damage.

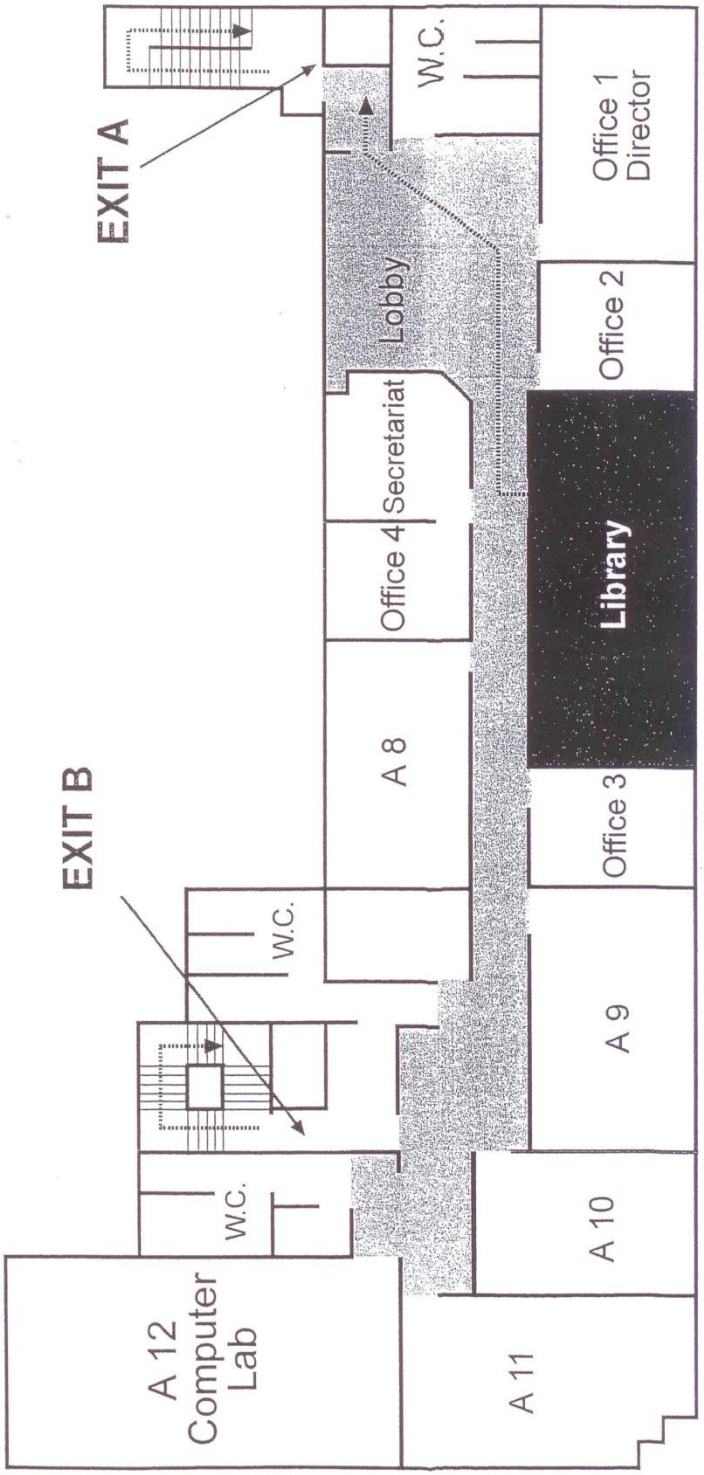
Follow the EEP plan.

Assist persons with injuries and those with disabilities in exiting the buildings.

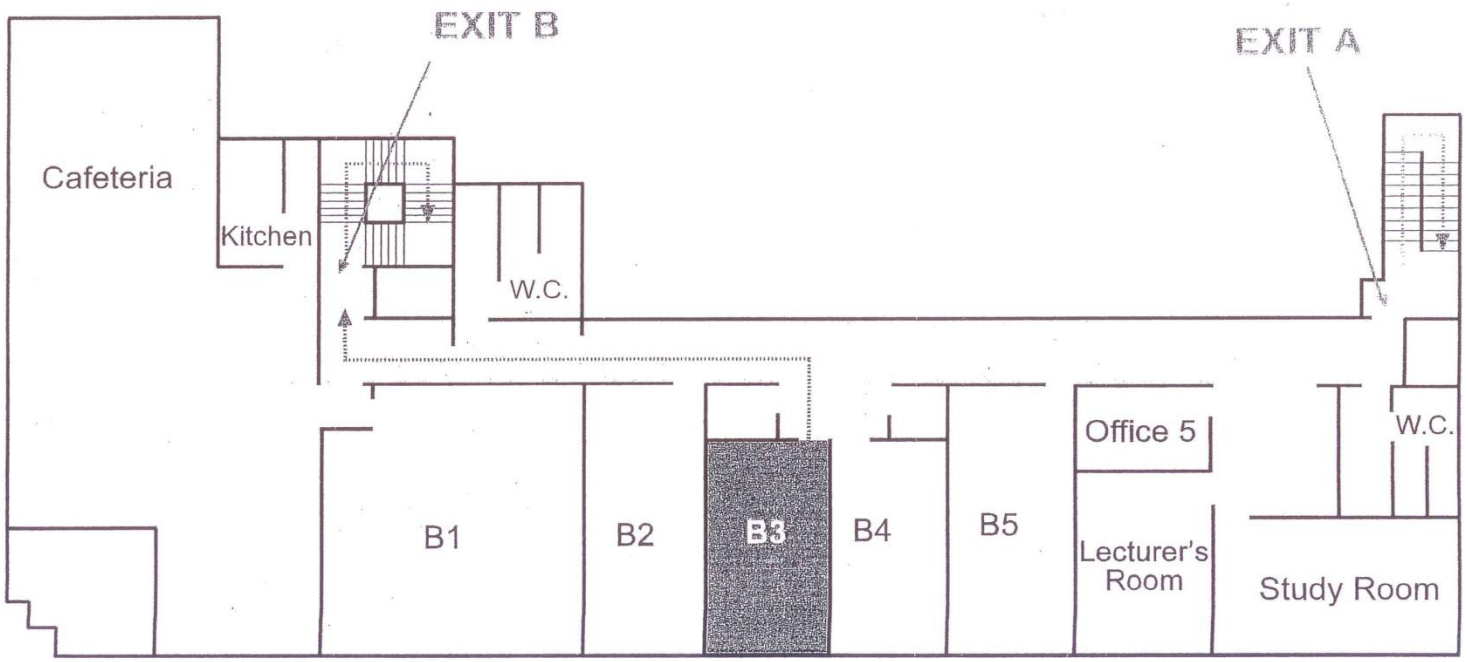
College Website

Visit the College website to keep up to date with all College news & events and all other general information.

MAP OF THE BUILDING



The CTL College
2nd Floor Emergency Plan



ANNEX 11 – ORDERS FOR ADDITIONAL EQUIPMENT

LNV Digital Systems Ltd
Unit 2, Murrils Estate
east street, Portchester,
Hampshire, PO 16 9RD,
United Kingdom
Tel.: +44(0)2033 973 696
Fax.: +44(0)2033 973 808
info@lnvsystems.com

PROFORMA INVOICE

Attn: CTL EUROCOLLEGE **CTL EUROCOLLEGE** 118 SPYROS KYPRIANOU AV, 3077, LIMASSOL - CYPRUS, 3077 Contact No. -25736144 Email: college@ctleuro.ac.cy	Invoice # PI_UK7171 Customer PO # Email confirmation PO Date # 30-Jun-17 LNV Ref # CE - 02 Date: 30-Jun-17 Payment Terms: 100% advance Inco Term FOB UK Condition Refurbished	Deliver To:

QTY	PRODUCT CODE	DESCRIPTION	UNIT PRICE IN $	AMOUNT IN $
3	CISCO1941/K9	Cisco 1941 w/2 GE,2 EHWIC slots,256MB CF,512MB DRAM,IP Base	280	840
3	HWIC-2T=	2-Port Serial WAN Interface Card	195	585
3	CAB-SS-V35MT=	V.35 Cable, DTE Male to Smart Serial, 10 Feet	30	90
3	CAB-SS-V35FC=	V.35 Cable, DCE Female to Smart Serial, 10 Feet	30	90
3	WS-C2960-24TT-L	Catalyst 2960 24 10/100 + 2 1000BT LAN Base Image	80	240
3	CAB-CONSOLE-USB=	Console Cable 6 ft with USB Type A and mini-B	20	60
3	CAB-CONSOLE-RJ45=	Console Cable 6ft with RJ45 and DB9F	20	60

Shipping cost to Cyprus	**$160.00**
TOTAL IN USD	**$2,125.00**

USD TWO THOUSAND ONE HUNDRED AND TWENTY FIVE ONLY

Goods remain the property of LNV Digital Systems Ltd until paid for in full. Risk passes to buyer on delivery acceptance.
Order subject to LNV digital Systems Ltd Terms and Conditions available on website www.lnvsystems.com
All used equipments if supplied (if any) is without Software Licenses.
Order cancellation will be charged 25% as re-stocking fees.
Licensing is the responsibility of the end user.

PLEASE SEND US WIRE TRANSFER COPY OR TT REFERENCE NO. TO ENABLE US TRACK PAYMENT & REQUEST YOU TO PAY YOUR OWN TRANSFER CHARGES

BANK DETAILS FOR REMITTANCE:

Account Name:	LNV Digital Systems Ltd
Sort Code:	60-02-13
IBAN	GB62 NWBK 6073 0165 0207 07
IBANBIC	NWBKGB2L
Beneficiary Account Number (USD)	140/00/65020707
Bank Name:	Natwest Bank PLC
Bank Branch:	81 High Street, MK 40 1YN, Bedfordshire, England, UK

COMPANY ID: 7627633 VAT ID: 112 2480 62

We appreciate and value your business. Thank you for Choosing LNV Digital Systems.

LNV DIGITAL SYSTEMS LTD 7627633 U.K.

Authorised Signatory

REGD OFFICE : 72 West Street, Portchester, Fareham, Hampshire, PO16 9UN

Bank of Cyprus

0347-Payments Limassol Un

SINGLE CUSTOMER CREDIT TRANSFER-MT103

THE CTL EUROCOLLEGE
** *********
**** **********
****

Accounting Branch:
0332-Kapsalos

Our Reference: **FT1707060588O6CY**

Debit Account No (IBAN): **CY64**********1800 Currency: **EUR** Date: **2017-07-06**

Beneficiary's Details:
GB62********0707
LNV DIGITAL SYSTEMS LTD
**** * ******* *********** ******
****

Beneficiary's Bank:
NWBKGB2LXXX
NATIONAL WESTMINSTER BANK PLC
PREMIER PLACE, DEVONSHIRE SQUARE
LONDON
UNITED KINGDOM

Receiving Bank:
CITIUS33XXX
CITIBANK N.A.
399 PARK AVENUE
NEW YORK,NY
UNITED STATES OF AMERICA

Intermediary Bank:
CHASUS33XXX
JPMORGAN CHASE BANK, N.A.
270 PARK AVENUE
NEW YORK,NY
UNITED STATES OF AMERICA

Bank to Bank Information:

Payment Details:
INV PI-UK7171

Charges For: **SHA**

Value Date: **2017-07-10**

Remitted Amount:	**USD2,125.00**
Converted Amount:	**EUR1,883.53**
Transfer Commission:	**EUR10.00**
Exchange Commission:	**EUR7.53**
Same Day Value Charge:	
Processing Fees:	**EUR25.00**
Correspondent Fees:	
Invalid IBAN:	
Discrepancy Charge:	
Final Amount:	**EUR1,926.06**
Fee Account:	**CY64**********1800

Exchange Rate: **.8863677**

Note 1: Sensitive information has been masked for your protection
Note 2: This advice as well as previous advices with the full details of your payment can be found in 1Bank.
In case you need additional information please contact your banker

VALID WITHOUT SIGNATURE

PCGEAR LIMITED

110 Str. No. 9, P. Polemidia, 4130 Limassol Cyprus
Tel. 25716006, Mob.: 99624428, Fax: 25396175
www.pcgear-cy.com - E-mail: sales@pcgear-cy.com

VAT REG. No 10318299 H
TIC REG. No. 12318299 J

ΑΠΟΔΕΙΞΙΣ ΕΙΣΠΡΑΞΕΩΣ / RECEIPT

№ 1431

Ελήφθη παρά / Received From CTC Euro College

Εκ / from Limassol

το ποσό των ΕΥΡΩ / the sum of EURO One thousand four hundred eighty seven & 50/100 € 1487,50

Μετρητά / Cash ☐ / Αρ. Επιταγής / Cheque No.

Δια / for #2522

Ο Εισπράξας / The Receiver

Ημερ. / Date 10/7/2017

PCGEAR LIMITED

110 Str. No. 9, P. Polemidia, 4130 Limassol Cyprus
Tel. 25716006, Mob.: 99624428, Fax: 25396175
www.pcgear-cy.com - E-mail: sales@pcgear-cy.com

VAT REG. No 10318299 H
TIC REG. No. 12318299 J

CREDIT SALES INVOICE

№ 2522

Name CTL EuroCollege

Address Limassol Date 6/7/2017

QTY	CODE & DESCRIPTION	@	€	Cent
1	HPE server ML-30 Gen9-4U / 8GB RAM 2x 1TB Sas/sata B140i RAID Controller 350W / Keyboard, Mouse		850	00
1	HPe Microsoft Windows Server 2012 R2 Foundation ROK-15 USERS		300	00
1	ESET For Server Antivirus		100	00
		SUM	1250	00
		V.A.T. 19%	237	50
		TOTAL €	1487	50

The Seller

The Recipient

PCGEAR LIMITED
110 Str. No. 9, P. Polemidia, 4130 Limassol Cyprus
Tel. 25716006, Mob.: 99624428, Fax: 25396175
www.pcgear-cy.com - E-mail: sales@pcgear-cy.com

VAT REG. No 10318299 H
TIC REG. No. 12318299 J

ΑΠΟΔΕΙΞΙΣ ΕΙΣΠΡΑΞΕΩΣ / RECEIPT

№ 1432

Ελήφθη παρά / Received From: CTL EuroCollege

Εκ / from: Simpel

το ποσό των ΕΥΡΩ / the sum of EURO: One thousand three hundred and

€ 1300.00

Μετρητά / Cash ☐ / Αρ. Επιταγής / Cheque No.

Δια / for: #2523

Ημερ. / Date: 10/7/2017

Ο Εισπράξας / The Receiver

PCGEAR LIMITED

110 Str. No. 9, P. Polemidia, 4130 Limassol Cyprus
Tel. 25716006, Mob.: 99624428, Fax: 25396175
www.pcgear-cy.com - E-mail: sales@pcgear-cy.com

VAT REG. No 10318299 H
TIC REG. No. 12318299 J

CREDIT SALES INVOICE

№ 2523

Name CTL Euro College

Address Limassol Date 6/7/2017

QTY	CODE & DESCRIPTION	@	€	Cent
5	Dell Optiplex 7010 Intel Core i3-2120 / 3.3GHz 4GB / 250GB HDD / Win 7 pro / Keyboard, Mouse	160	800	00
5	Monitor: HP 22" LED / cabl	58.49	292	43
		SUM	1092	43
		V.A.T. 19%	207	57
		TOTAL €	1300	00

The Seller

The Recipient