



Cyprus College

31η Ιανουαρίου 2024

Προς: Πρόεδρο Συμβουλίου Φορέα Διασφάλισης και Πιστοποίησης της Ποιότητας της Ανώτερης Εκπαίδευσης

Θέμα: Απάντηση στην Αναβολή Απόφασης για την Πιστοποίηση του Προγράμματος "Διοίκηση Επιχειρήσεων (4 έτη, Πτυχίο)"

Αξιότιμη κυρία Πρόεδρε,

Σε συνέχεια της επιστολής σας με ημερομηνία 15 Μαΐου 2023, και σχετικά με την αναβολή της απόφασης για την πιστοποίηση του προγράμματος «Διοίκηση Επιχειρήσεων» (4 ακαδημαϊκά έτη, 240 ECTS, Bachelor), θα θέλαμε να σας ενημερώσουμε για τις ακόλουθες ενέργειες που έχουμε πραγματοποιήσει:

1. Έχουμε εμπλουτίσει με επιτυχία το διδακτικό/ακαδημαϊκό μας προσωπικό βάση των οδηγιών σας. Συνημμένα θα βρείτε τα βιογραφικά των διδασκόντων, τα οποία ανταποκρίνονται στα πρότυπα του Φορέα Δι.Π.Α.Ε. και στα Ευρωπαϊκά Πρότυπα. (ΠΑΡΑΡΤΗΜΑ 1)
2. Σας αποστέλλουμε την κατάσταση του ακαδημαϊκού προσωπικού από το Πληροφοριακό Σύστημα Εργάνη, σύμφωνα με τις απαιτήσεις του Φορέα. Επίσης, συνημμένα θα βρείτε την κατάσταση του καθεστώτος απασχόλησης του προσωπικού μας (μόνιμο, έκτακτο-προσωρινής βάσης, ωριαία αμοιβή διδασκαλίας). (ΠΑΡΑΡΤΗΜΑ 2)
3. Επιβεβαιώνουμε ότι η γλώσσα διδασκαλίας του προγράμματος είναι αποκλειστικά η Ελληνική. Μαθήματα στην Αγγλική γλώσσα δεν προσφέρονται, πέραν των μαθημάτων EGL100 Upper Intermediate English και EGL105 Advanced English. Επισυνάπτουμε τα προγράμματα των δύο μαθημάτων και το βιογραφικό του διδάσκοντα. (ΠΑΡΑΡΤΗΜΑ 3)

Καταλήγοντας επιθυμούμε να επισημάνουμε ότι η καθυστέρηση στην υποβολή της απάντησης μας οφείλεται αποκλειστικά στην διαδικασία πρόσληψης διδακτικού προσωπικού πλήρους απασχόλησης η οποία αποδείχθηκε πιο χρονοβόρα από ό,τι αρχικά είχε

εκτιμηθεί. Εντούτοις, θέλουμε να σας διαβεβαιώσουμε ότι η διαδικασία έχει ολοκληρωθεί με επιτυχία, με την πρόσληψη ακαδημαϊκών στελεχών πλήρης απασχόλησης, κάτι που συνιστά σημαντικό βήμα προς την περαιτέρω αναβάθμιση της ποιότητας της εκπαιδευτικής μας προσφοράς.

Παραμένουμε στη διάθεσή σας για οποιοσδήποτε περαιτέρω διευκρινίσεις ή πληροφορίες μπορεί να χρειαστείτε.

Με εκτίμηση,

Γιώργος Παλλαρής
Διευθυντής
Cyprus College Λεμεσού

ΠΑΡΑΡΤΗΜΑ 3 : Μαθήματα Αγγλικών / Βιογραφικό Εκπαιδευτή

NEW ENHANCED SYLLABUS

EGL100 UPPER INTERMEDIATE ENGLISH

EGL105 ADVANCED ENGLISH

Course Title	Upper Intermediate English				
Course Code	EGL100				
Course type	Compulsory				
Level	Diploma (1st Cycle)				
Year / Semester of study	1/1				
Instructor's Name					
ECTS	6 ECTS	Lectures / week	3 periods 50/ week	Workshops / week	
Course Objectives	The course is designed to enhance the English language skills of Business Administration students at an upper-intermediate level. It aims to develop language proficiency for business communication and comprehension, with a focus on the acquisition of vocabulary and grammatical structures relevant to the business context. The course will also introduce students to business writing formats, report preparation, and effective presentation skills in English.				
Learning Outcomes	<p>Upon successful completion of the course, Business Administration students will be able to:</p> <ul style="list-style-type: none"> • Apply English grammar and vocabulary in business contexts, such as meetings, negotiations, and corporate communication. • Comprehend and employ a wide range of business-oriented vocabulary at an Upper Intermediate level. • Analyze and interpret written business materials, including reports, business articles, and case studies. • Write effectively in various business forms (business letters, executive summaries, business proposals, emails) with appropriate use of formal and informal styles as required in the business setting. • Develop listening skills to follow and engage in business discussions and presentations. 				
Prerequisites	ENG 100 or consent of Instructor	Co-Requisites			
Course Content	<p>This course utilizes a range of authentic materials and texts centered around business themes to develop language competence. It presents language within meaningful business contexts and offers activities to enhance students' skills in business-related speaking, listening, reading, and writing.</p> <p>Writing skills:</p>				

	<p>Building from the fundamentals of paragraph structure, students progress to compose various types of business documents. This includes creating outlines, drafting reports, and composing formal business correspondence such as memos, emails, business proposals, and executive summaries.</p> <p>Listening skills:</p> <p>Students enhance their listening abilities through authentic audio materials derived from business scenarios, including corporate interviews, conference calls, lectures, company announcements, and client-provider dialogues.</p> <p>Speaking skills:</p> <p>Students are encouraged to actively participate in verbal communication from the beginning. Utilizing role-plays, business simulations, and discussions on current business topics, students refine their oral business communication and presentation skills.</p> <p>Grammar:</p> <p>Grammatical structures are presented in a business context, including but not limited to tenses, reported speech, relative clauses, conditionals, participles, passive constructions, causatives, phrasal verbs, prepositions, adverbs, adjectives, linking words, and modal verbs.</p> <p>Business Functions:</p> <p>Language functions are focused on real-world business needs, such as requesting and providing information, making suggestions, extending invitations, tendering offers, describing products or services, comparing market strategies, negotiating, resolving complaints, making assumptions, and expressing professional opinions.</p>
Teaching Methodology	Class Instruction : 42 Hours
Bibliography	<p>McCarthy, M., McCarten, J., Sandiford, H., 2015. Viewpoint I (Student's and Workbook). Cambridge. New York.</p> <p>Acklam, R. 2011. Total English: Pre-Intermediate: Students' Book & Workbook. Essex: Pearson Longman</p>
Evaluation	<p>Examinations : 50%</p> <p>Assignments : 40%</p> <p>Class Participation/Attendance : 10%</p>
Language	English

Τίτλος Μαθήματος	Advanced English				
Κωδικός Μαθήματος	EGL105				
Τύπος μαθήματος	Compulsory				
Επίπεδο	Diploma (1 st Cycle)				
Έτος / Εξάμηνο φοίτησης	1/2				
Όνομα Διδάσκοντα					
ECTS	6 ECTS	Διαλέξεις / εβδομάδα	3 περιόδοι 50' / Εβδομάδα	Εργαστήρια / εβδομάδα	
Στόχοι Μαθήματος	<p>This course is designed for Business Administration students at a higher intermediate threshold. It aims to broaden students' command of English within a business context, with exposure to advanced language structures relevant to business communication. The course will focus on developing all four language skills with an emphasis on the application in business scenarios. A variety of methodologies, including accelerated learning techniques, will be employed to facilitate effective and practical learning.</p>				
Μαθησιακά Αποτελέσματα	<p>Upon successful completion of the course, Business Administration students will be able to:</p> <ol style="list-style-type: none"> 1. Read and comprehend advanced business texts, applying reading strategies essential for business research and analysis. 2. Engage with advanced texts to generate ideas for business discussions, presentations, and written communications. 3. Master functional expressions and jargon used in business contexts, such as negotiation, leadership communication, and networking. 4. Apply advanced grammatical structures such as a full range of tenses, conditional forms, passive voice, and reported speech in the preparation of business reports, executive summaries, and formal correspondence. 5. Understand and utilize various business document structures, such as business plans, project proposals, and analytical reports. 6. Refine business writing style, using transitional phrases and linking words to enhance the clarity, persuasion, and professionalism of their writing. 				
Προαπαιτούμενα	EGL100 or consent of instructor	Συναπαιτούμενα			

<p>Περιεχόμενο Μαθήματος</p>	<p>Utilizing a range of authentic materials tailored to the business world, students enhance their language skills for professional use. The course reinforces the ability to understand complex written and spoken business communication, refines writing skills for various business contexts, and develops the capacity for active participation in business discussions.</p> <p>Students are encouraged to develop their study skills through exposure to various learning strategies relevant to business. Extensive reading is incorporated with a focus on business literature to reinforce comprehension and appreciation of sophisticated language within a professional setting. Particular emphasis is placed on analyzing case studies, business articles, and reports for language use, thematic content, and style.</p> <p>Writing Skills:</p> <p>Guided through a structured process, students advance to complex forms of business writing, with a clear distinction between formal and informal registers. They will work on various types of business documents such as executive summaries, business proposals, reports, and marketing plans.</p> <p>Listening Skills:</p> <p>Listening activities are based on real-life business scenarios, including meetings, presentations, and negotiations. Skills developed include predictive listening for anticipatory note-taking, intensive listening for detail, and extensive listening for general understanding.</p> <p>Reading Skills:</p> <p>Advanced authentic texts from business journals, reports, and articles are used to develop comprehension and vocabulary. Skills such as skimming for main ideas, scanning for specific information, and inferencing are honed, with an application to business research and data analysis.</p> <p>Grammar:</p> <p>The course covers consolidation and further development of advanced grammatical structures in a business context, including but not limited to: tenses, reported speech, conditionals, modal verbs, passive structures, and the appropriate use of technical business language and terminology.</p> <p>By focusing on these areas, the course aims to develop Business Administration students' proficiency in English, ensuring they are well-equipped with the linguistic tools necessary for effective communication in the global business environment.</p>
<p>Μεθοδολογία Διδασκαλίας</p>	<p>Class Instruction : 42 hours</p>
<p>Βιβλιογραφία</p>	<p>McCarthy, M., McCarten, J., Sandiford, H., 2015. Viewpoint II (Student's and Workbook). Cambridge. New York</p>

	Acklam, R. 2011. Total English: Intermediate: Students' Book & Workbook. Essex: Pearson Longman.
Αξιολόγηση	Examinations : 50% Assignments : 40% Class participation/Attendance : 10% 100%
Γλώσσα	English