

# MESOYIOS COLLEGE

LIFELONG LEARNING CENTER



**LIFELONG LEARNING CENTRE**

**Pafos, Cyprus**

**EXECUTIVE PROGRAM 2014**

Hospitality Management Studies  
Professional Development Programs  
Quality Assurance Management  
Human Resources Management  
Business Advisory & Consulting  
Personalized One-On-One Coaching

**Humanity | Genuine Hospitality | Professional Perfection**

You can find us on the web... **WWW.MESOYIOS.AC.CY**

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English | Greek | Russian

Breaking | 2014 - Blood Donation at Mesoyios College |

**MESOYIOS COLLEGE**  
KNOWLEDGE | CREATIVITY | PERFECTION | GLORY

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**Mesoyios News and Events**

January 2014

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**Mesoyios Today**

- Spring Semester Admissions 2014
- Mesoyios College collaboration with HIM and CAA
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- Students and Faculty Portal
- Scholarships – Student Financial Support

Facebook Live Feed | Twitter Live Feed

Mesoyios College is officially recognized by and affiliated with the internationally renowned Hotel institute Montreux in Switzerland.

**Posted on Facebook January 23**

"Every Drop is Worth a Smile". Blood Donation at Mesoyios College on the 4th of February 2014 from 10.00 a.m.-12.00. Please contact Mr. Christodoulou at 26937300 for further information.

**Posted on Facebook January 21**

Το Κολλέγιο Μεσογείας στα πλαίσια της κοινωνικής του ευθύνης και αλληλεγγύης οργανώνει Εθελοντική Αμοιβοσία για ενίσχυση της πράξης αιματος του Γενικού ...

## ACADEMIC PROGRAMS

- Computer Science
- Business Administration
- Accounting
- Hotel, Casino & Resort Management
- Hotel Management
- Culinary Arts
- Hospitality Operations Management
- Hospitality Operations Management
- Office Administration

## LIFELONG LEARNING PROGRAMS

- Standard Vocational Qualifications
- Executive Certification Programs
- Travel & Learn Programs
- Summer School Programs
- Continuing Education Programs

# INTRODUCTION TO LLP 2014

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Since its foundation, Mesoyios College has been offering some of the most exciting education opportunities in the hospitality industry. The Mesoyios' Office of Lifelong Learning (LLC) now offers these opportunities to prospective full-time students and working professionals in the hospitality industry and related fields.

The highly educated faculty as well as first-class training and educational methods and technology used in the program, make sure that participants will always meet their goals and expectations.

LLP staff members are happy to address any questions that you may have. Please remember that it might be best to ask some questions well in advance. Fax specific questions to +357 26937300 or email us at [info.ambt@cytanet.com.cy](mailto:info.ambt@cytanet.com.cy) and we will reply as soon as possible

## LLP COURSES COVER ALMOST EVERY MANAGEMENT FIELD

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As a participant in the LLP 2014, you may choose from 40 intensive courses. You may take a single one-week course or select a combination of courses that lead to a certification and stay from one to four weeks: the choice is yours.

For your ease of reference, the descriptions in the courses brochure are grouped into three “real world” fields of study:

- Accounting and Finance
- Marketing and Sales
- Management and Leadership

## PROGRAM ELIGIBILITY

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Whether you are a young fast-tracking young Supervisor, a career-minded professional or a veteran manager, LLP will put you “ahead of the curve” in today’s multifaceted highly demanding economy.

While many cultures enrich the LLP program, English is the only language of instruction. To participate in and benefit from the courses, participants must have well-developed communication and quick-learning skills. If you fear that your English skills might not allow you to fully participate in classes, we recommend that you enroll in our one-week remedial English language course.

## THE LLP OFFERS THE MOST ADVANCED TRAINING METHODS

LLP faculty members do not simply talk about their extensive knowledge and experience; each course is highly interactive and designed to the highest standards. We recognize the importance of both theory and practice and make heavy use of case studies. We remember that our students remember 20% of what they see, 30% of what they hear, 50% of what they both see and hear and over 80% of what they fully participate in. Numerous presentations, videos, case studies, workshops and project assignments make sure that our students remain invested in our classes and make the most of their time at Mesoyios.

## LLP USES THE MOST ADVANCED TRAINING AIDS AND FACILITIES

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LLP's participants will experience the last word in the hospitality industry training techniques and some of the best facilities in the market:

- Latest PCs – hardware and software
- LCD and HD Video Projectors
- HD Videos
- Overhead Projectors
- DVD and Blue-ray Systems
- Slide Projectors
- Sound Systems
- Professional equipment and tools

LLP's aim is to exceed every participant's expectations.

## LLP PROVIDES A PATH TO CERTIFICATION

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An increasing number of participants choose to become certified in one (or more) of four career specialties. To obtain this certification, you must successfully complete a sequence of courses that, for the most part, require four weeks each. This sequence of courses can be completed in a single LLP program or through a choice of courses from consecutive programs.

## GETTING TO PAFOS AND THE LIFELONG LEARNING CENTER

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Pafos is located on the western part of Cyprus. It is a beautiful destination for high-class tourism, with many luxurious hotels by the crystal-clear waters of the eastern Mediterranean Sea. This small but cosmopolitan city is about 2 hours driving from Nicosia, the capital city of Cyprus, one and a half-hour from Larnaca International Airport, 50 minutes from Limassol and ten minutes from Pafos International Airport.

Cyprus Airways and many other International Airlines offer direct or connecting flights to most mainstream destinations. When you let us know your arrival schedule, we will endeavor to meet your flight.

The Larnaca and Pafos Airport taxi and bus services provide transportation to Pafos, and will pick you up at the airport and deliver you right to Mesoyios College and the LLC.

LLP's executive buses provide transportation from both airports to Mesoyios campus and vice versa to organized groups.

## LIVING ON CAMPUS

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Most participants in the LLP are housed in Mesoyios Campus, where participants have a once-in-a-lifetime opportunity to live, socialize and exchange ideas with their counterparts from all over the world. The social aspect of the LLP learning experience results in lifelong friendships and associations.

Within or nearby Mesoyios Campus, participants can reach:

- Volleyball Fields
- Tennis Fields
- Bowling Fields
- Disco Clubs
- Cinemas
- All types of night entertainment
- Swimming pools Golf Courses
- Diving Services

## HOUSING

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Participants may choose from several housing alternatives:

Mesoyios Campus: Each apt is a climate controlled single / double / triple and four sharing bedroom unit. In addition, each unit has a furnished living room, shared bathroom, telephone, mini refrigerator and kettle. Laundry facilities are provided. You will have access to a coin-operated laundry service nearby.

Pafos area lodging: For information on other lodging facilities please contact our accommodation office at +357 26937300 or your travel agent.

## MEALS

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There are dining facilities in Mesoyios Campus and LLP participants can buy meals at reduced prices. In addition, Pafos is home to a wide variety of restaurants.

## WEEKENDS

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Most LLP participants come to Pafos for two or more weeks. They often use weekends and free time between courses to explore the island. The LLC Activities Coordinator organizes group visits to places of interest and can provide participants with rental car information, bus schedules, safari excursions, trip suggestions, and pamphlets about some of the most popular attractions in Pafos and Cyprus. The Baths of Aphrodite, numerous museums and archeological wonders, picturesque villages and Polis Chrysochous and Limassol have all been popular weekend destinations.

## MEDICAL FACILITIES

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LLP is served by Pafos General Hospital, which is located 5 minutes drive from Mesoyios Campus, available to you for emergency medical care.

(Medical services are not included. We recommend that you get private medical insurance before coming to Cyprus)

Your request for this brochure indicates that you have a sincere interest in the future for yourself and your organization. Whether that interest is to sharpen your skills in your chosen career field, to cross-train for another career opportunity, or to advance the knowledge and skills of your supervisors and managers, we want to be your educational partner. We proudly invite you to take advantage of the career opportunities available in the LLP 2014 at Mesoyios College, Pafos, Cyprus.

## APPLICATION FEES

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We recommend that you complete and fax your application to +357 26936200 at your earliest convenience. Your application will be processed immediately upon its receipt provided that it is complete in every detail, and is accompanied by your resume or current job description (if there is any), and the non-refundable application fee of €100.

Your application will be examined in considerable detail and you will be assigned the course level consistent with your wishes, your experience, and your education.

Course enrolment will be on a first-come-first-served basis. We will make any effort to honor your first choice of the courses for which you are eligible. You will be notified immediately if we do not agree with the level you have indicated or if we are unable to place you in either your first or second choice. In the unusual event of a course cancellation, all persons enrolled in that course will be advised of other courses available at the same time.

All course selections should be finalized before your arrival; thereafter, staff members will discuss course changes at any time for good and sufficient reason. However, course changes in any given week are unusually not permitted after the first day of instruction.

Please refer to the application form for course titles and a listing of costs associated with the LLP. Included in the course cost are instruction material such as textbooks and notes, uniforms according to the course, and transportation for courses including one education trip each week. There may be additional charges for field trips, restaurant meals, and courses in which enrolment is limited.

## DISCOUNT SCHEDULE

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Discounts are offered to individuals and organizations when their combined enrolment is for two or more weeks. The discount is based total number of weeks attended, whether by an individual or cumulatively by an organization. The amount of the discount will be to the last week of enrolment.

As an example, if your firm sends one employee for three weeks, a employee for three weeks and a third employee for three weeks, the for nine weeks of participation would be applied to the course fees of week.

To take advantage of the discounts, your application and payment in be received fifteen days prior to the start of your first class.

DISCOUNT SCHEDULE	
Number of Courses	Discount %
2	10
3	15
4	20

on the applied second discount the last full must

## METHOD OF PAYMENT

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You may pay by cash; traveler’s cheques; American Express, MasterCard, Diner’s Club, or VISA credit cards; cheques or wire transfers in euro drawn on Cyprus Banks. **Full payment is due prior to the start of your first class.**

# APPLICATION FORM

## Biographical Information

Enter your name exactly as you want it to appear on your Certificate(s) of Completion.

Ms.  Mr. \_\_\_\_\_  
First Name Middle Name Family Name

What name would you like to appear on your nametag? \_\_\_\_\_

Position or working title \_\_\_\_\_ Do you require visa assistance?  Yes  No

Employer \_\_\_\_\_ Business Address: Str. \_\_\_\_\_

City \_\_\_\_\_ State / Province \_\_\_\_\_ Zip / Postal Code \_\_\_\_\_

Business telephone \_\_\_\_\_ Business Fax \_\_\_\_\_ Mobile phone \_\_\_\_\_

Home phone \_\_\_\_\_ Emergency phone \_\_\_\_\_ Email \_\_\_\_\_

## Certification

I want to earn the certification in \_\_\_\_\_

## Housing Options

Additional cost for participants (per person per day):

Mesoyios Campus (four sharing apartments) €8.00 (including electricity, water, common expenses & municipality taxes)

Mesoyios Campus (two sharing apartments) €10.00 (including electricity, water, common expenses & municipality taxes)

Mesoyios Campus (single apartments) €12.00 (including electricity, water, common expenses & municipality taxes)

I will make my own housing arrangements, at my own expense.

I would like accommodations in which I may smoke.

I would like to share my accommodations with: \_\_\_\_\_  
Name Family Name

## Arrival and Departure Information

IMPORTANT: The usual arrival time for LLP participants is on Sunday afternoon, the day before classes commence. Departure time should be no earlier than 2:00 p.m. on Friday (your last day of class) and no later than Saturday at 2:00 p.m. Should a participant wish to extend his/her accommodation beyond Saturday, special arrangements should be made with the accommodation office and it will be subject to availability.

I expect to arrive: date \_\_\_/\_\_\_/\_\_\_ time \_\_\_:\_\_\_ city Larnaca  Pafos  via \_\_\_\_\_  
dd mm yy

I expect to depart: date \_\_\_/\_\_\_/\_\_\_ time \_\_\_:\_\_\_ city Larnaca  Pafos  via \_\_\_\_\_  
dd mm yy

Please specify special needs or transportation requirements while you are in Pafos \_\_\_\_\_

## Courses

Indicate your first choice by placing an "X" in the corresponding box; you may select an alternate course by placing an "X" in the second-choice column.

Course Title	Choice		Course Cost	
	1 <sup>st</sup>	2 <sup>nd</sup>		
English Language Intensive Course – Level 2		n/a		WEEK <b>1</b> (26/05 – 30/05/14) Enter cost of First-choice course € 299
Oenology				WEEK <b>2</b> (02/06 – 06/06/14) Enter cost of First-choice course € 299
Advance Cookery – Theory & Lab				
Human Resource Management				
Front Office Operations				
Management of Food and Beverage Operations				WEEK <b>3</b> (09/06 – 13/06/14) Enter cost of First-choice course € 299
Advance Bakery & Pastry – Theory & Lab				
Workplace Psychology				
Housekeeping Management				
Food and Beverage Planning and Control				WEEK <b>4</b> (16/06 – 20/06/14) Enter cost of First-choice course € 299
Kitchen Management				
Leadership and Motivation in the Real World				
Essentials of Hotel Maintenance				
Marketing Management				WEEK <b>5</b> (23/06 – 27/06/14) Enter cost of First-choice course € 299
Food safety: Managing with HCCP System				
Essentials of Food Science				
Training and Development in the Hospitality Industry				
Security and Loss Prevention Management				
Essentials of Hospitality Accounting				
Menu Planning and Engineering				
<b>Certification of English Language Proficiency</b>			Total weekly course cost:	€ _____
I certify that my skills in English language are sufficient to permit me to participate fully in class discussions, make group and individual presentations, complete reading assignments, and understand class lectures.			Less ____% discount for ____ weeks of participation (consult the discount schedule in the introduction brochure)	€ _____
			Total due for courses	€ _____
The information in this application is true and accurate.			Total due for housing	€ _____
			<b>Total Amount Due</b>	€ _____
Please print first and last name here				

Signature \_\_\_\_\_

telephone or fax number \_\_\_\_\_

## Certifications

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### Food and Beverage Management – CFBM

- |  |                     |                        |
|--|---------------------|------------------------|
| • Oenology                                   | - obligatory course | (1 <sup>st</sup> Week) |
| • Management of Food and Beverage Operations | - obligatory course | (2 <sup>nd</sup> Week) |
| • Food and Beverage Planning and Control     | - obligatory course | (3 <sup>rd</sup> Week) |
| • One elective course                        | - elective course   | (4 <sup>th</sup> Week) |

### Rooms Division Management – CRDM

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|--------------------------------------|---------------------|------------------------|
| • Front Office Operations Management | - obligatory course | (1 <sup>st</sup> Week) |
| • Housekeeping Management            | - obligatory course | (2 <sup>nd</sup> Week) |
| • Introduction to Hotel Maintenance  | - obligatory course | (3 <sup>rd</sup> Week) |
| • One elective course                | - elective course   | (4 <sup>th</sup> Week) |

### Culinary Arts Management – CCAM

- |  |                     |                        |
|--|---------------------|------------------------|
| • Advance Cookery – Theory and Lab           | - obligatory course | (1 <sup>st</sup> Week) |
| • Advance Bakery and Pastry – Theory and Lab | - obligatory course | (2 <sup>nd</sup> Week) |
| • Kitchen Management                         | - obligatory course | (3 <sup>rd</sup> Week) |
| • One elective course                        | - elective course   | (4 <sup>th</sup> Week) |

### Human Resource Management – CHRM

- |  |                     |                        |
|--|---------------------|------------------------|
| • Human Resource Management                        | - obligatory course | (1 <sup>st</sup> Week) |
| • Training and Development in Hospitality Industry | - obligatory course | (2 <sup>nd</sup> Week) |
| • Leadership and Motivation in the Real World      | - obligatory course | (3 <sup>rd</sup> Week) |
| • One elective course                              | - elective course   | (4 <sup>th</sup> Week) |

## Method of Payment

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**To pay the application fee:** A non-refundable application fee of €100 must accompany this application form.

Please charge my credit card €100:  VISA Card  Master Card  American Express  Diners Club

Credit Card Number

Expiration date  /   
mm yy

Via swift transfer to the Mesoyios College and send copy of the transaction by email: [info.amtb@cytanet.com.cy](mailto:info.amtb@cytanet.com.cy) or fax: +357 26936200. Payment of the application fees should be made to the following College Bank account:

ANTONIOU & LOIZIDES VENTURES LTD  
PAFOS GREEK CSS LTD  
A/C NO: 028-4006627-3  
SWIFT CODE/BIC: CCBKCY2N  
IBAN: CY75 0070 2840 0000 0000 4006 6273

**To pay the program fee:**

Please charge my credit card €100:  VISA Card  Master Card  American Express  Diners Club

Credit Card Number

Expiration date  /   
mm yy

Via swift transfer to the Mesoyios College and send copy of the transaction by email: [info.amtb@cytanet.com.cy](mailto:info.amtb@cytanet.com.cy) or fax: +357 26936200. Payment of the application fees should be made to the following College Bank account:

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IBAN: CY75 0070 2840 0000 0000 4006 6273