

Course Title	General Business Skills				
Course Code	CCUL-206				
Course Type	Required				
Level	Diploma				
Year / Semester of Study	1 st Year/1 st Semester				
Lecturer's Name	TBA				
ECTS	5	Lectures/Week	3	Laboratories/Week	N/A
Course Aim	To contribute to a balanced and appropriate general education leading to the personal and social development of each student To develop, each student's academic habits, methods of investigation, analysis and problem solving at an appropriate level To familiarise each student with technological developments in the business environment To encourage initiative and develop self reliance in each student.				
Learning Outcomes	By the end of this course student are expected to: To develop a positive attitude towards budgeting in the personal, business and national context To develop a positive attitude towards technological development in the domestic, business and industrial world To appreciate the importance of acquiring basic economic literacy To develop a positive attitude towards entrepreneurs, towards profits, towards the creation of wealth and its distribution				
Prerequisites	NONE	Corequisites	NONE		
Course Content	1. The Business of Living 2. Budgeting 3. Expenditure 4. Concept of being a good consumer 5. Financial Services (money, banking, personal borrowing, saving and insurance) 6. Trading 7. Business Framework 8. People at work- being an employee 9. Profit 10. Accounting 11. Computer awareness				
Lecturing Methodology	The course is delivered through lectures, discussion, assignments, presentations, case studies and laboratory applications.				
Bibliography					
Assessment Policy		50 %	Final Exam		
		0 – 40 %	Mid –Term / Tests / Quizzes		

		0 – 30 %	Laboratory Participation	
		0 – 20 %	Homework	
		0 – 10 %	Class Attendance & Participation	
ECTS Allocation	Estimated student's work time distribution in hours:			
	Contact hours		Student's private time	
	Lecture	36	Private study	64
	Mid-Term Test	1	Homework / Assignments / Projects	20
	Final Exam	2	Test preparation	9
			Final Exam Preparation	18
	Total:	39	Total:	111
Language	ENGLISH			