

Course Title	General Business Skills				
Course Code	CBUS-211				
Course Type	Required				
Level	Diploma				
Year / Semester of Study	1 st Year/1 st Semester				
Lecturer's Name	TBA				
ECTS	6	Lectures/Week	3 hours per week	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, in each student, habits and methods of investigation, analysis and problem solving at an appropriate level.				
Learning Outcomes	<p>By the end of this course student are expected to:</p> <p>To develop a positive attitude towards budgeting in the personal, business and national context</p> <p>To develop a positive attitude towards technological development in the domestic, business and industrial world</p> <p>To appreciate the importance of acquiring basic economic literacy</p> <p>To develop a positive attitude towards entrepreneurs, towards profits, towards the creation of wealth and its distribution</p>				
Prerequisites	NONE	Corequisites	NONE		
Course Content	<p>The Business of Living</p> <p>Budgeting</p> <p>Expenditure</p> <p>Concept of being a good consumer</p> <p>Financial Services (money, banking, personal borrowing, saving and insurance)</p> <p>Trading</p> <p>Business Framework</p> <p>People at work- being an employee</p> <p>Profit</p> <p>Accounting</p> <p>Computer awareness</p>				
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 – 20 %	Homework		

		0 – 10 %	Class Attendance & Participation	
Language	ENGLISH			