

**THE AMERICAN COLLEGE
OF HIGHER STUDIES**

Catalog 1993-1994





The American College of Higher Studies

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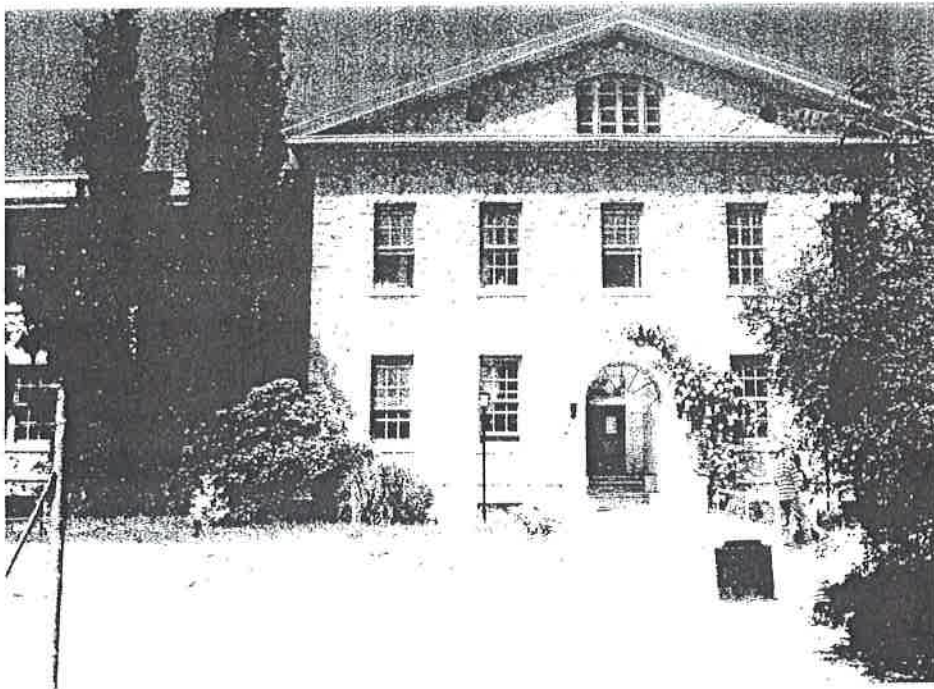
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ANATOLIA COLLEGE

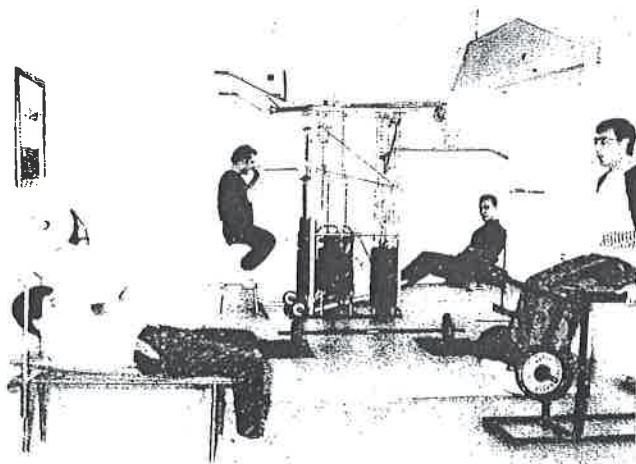
Anatolia College is an American-sponsored, private, non-profit educational institution founded in 1886 and incorporated in the State of Massachusetts. In inspiration, governance, and structure, Anatolia closely resembles the traditional New England colleges after which it is modeled. Accordingly, it is committed to the goals of a liberal education, to provide high quality, humanistic training. The principal difference is Anatolia's central aim of serving the youth of Greece, thereby strengthening the ties of friendship between the Greek and American people through its binational educational and cultural activities. Anatolia is empowered under its Massachusetts charter to issue the full range of collegiate and university degrees and diplomas.

Founded by American Protestant missionaries, Anatolia was originally located in Asia Minor. The school was closed during the Greek-Turkish War of 1919-1922 and ceased to have a viable mission in Asia Minor when Turkey's minority communities were uprooted under the peace treaties concluding that war. In 1924 Anatolia relocated in Thessaloniki, where the greatest part of the refugee influx from Asia Minor settled. In the mid-1930's the school moved to its present location on 45 acres, a few miles above the city. During World War II the school again closed when the occupying German army made the campus its local headquarters. Since reopening in 1946 the school has expanded its enrollment, programs and physical plant. Assisted in the last respect by private contributions and grants from the United States Government through the Agency for International Development, Anatolia has shaped a campus of unusual beauty and utility overlooking the growing city and bay of Thessaloniki.

As a non-profit, charitable institution, Anatolia receives substantial support from a number of sources. Individuals, corporations and alumni groups in Greece and the United States contribute funds to meet the school's many expenses, including the awarding of scholarships, which is one of Anatolia's main objectives.

Anatolia has no political, governmental or religious affiliation. It does not discriminate on the basis of race, sex, color, religion, or physical handicap in student admission or in employment.





THE AMERICAN COLLEGE OF HIGHER STUDIES

MISSION AND OBJECTIVES

The American College of Higher Studies, a division of Anatolia College, is an independent, non-profit, liberal arts college. Its major purpose is to serve the youth of Greece by offering programs of study at the undergraduate level in the arts and sciences and in business administration. It draws on the model of the American liberal arts college, adapting its strengths to the circumstances of post secondary education in Greece. The college seeks to stimulate its students' intellectual development, cultural breadth, and ethical sensitivity while equipping them with knowledge and skills to qualify them for productive employment or for postgraduate training.

The American College of Higher Studies strives to stimulate excitement for learning, cultivate a keen awareness of the contemporary world in all its complexity, and foster personal commitment to justice and societal improvement.

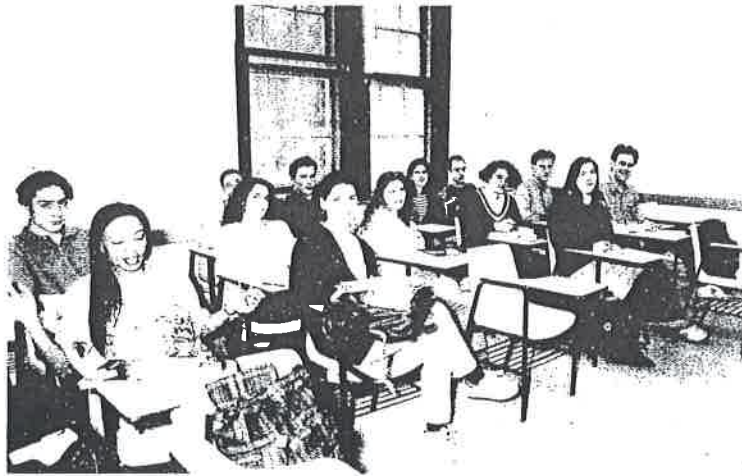
The College places the individual at the center of the learning process as the fully active and responsible agent rather than as a mere passive recipient of knowledge. Through intensive reading, writing and discussion, the student becomes the dynamic factor in his or her educational progress. The preconditions for this learning experience are capable and highly motivated students, small classes, regular student attendance, enthusiastic participation, and close attention to the progress of every student by carefully chosen and qualified instructors. The result is an intellectually alert and autonomous individual able to confront the contemporary world with confidence and critical understanding.

The school has two academic objectives. The first is to provide a liberal education. The liberal arts segment of the curriculum is modeled upon the traditional American liberal arts college both in content and learning methods. Liberal arts training seeks to develop intellectual discipline through critical analysis and logical reasoning, cultivate the skills of written and oral expression and heighten the student's cultural and moral awareness. The second objective is to provide practical knowledge of the managerial sciences for those students seeking careers in business management. This curriculum combines introductory and advanced courses in business and economics with supplementary study of selected subjects from the liberal arts division.



In the belief that learning extends beyond the classroom, ACHS encourages its students to participate in a variety of extra-curricular activities that it organizes in such fields as drama, music, journalism, community service, athletics, excursions, etc. The objective is to help students cultivate diverse talents and interests and to develop a rich personal culture.

It must be stressed that the American College of Higher Studies makes heavy demands upon its students. While this school may constitute an attractive alternative to other existing educational possibilities, it should not be seen as an easy solution for the weak or indifferent student. The College will require the student's full and constant participation in every aspect of the learning process, and will judge performance by rigorous standards.



RESOURCES

The library plays an essential role in the students' educational progress. Students have the privilege of using the new Anatolia Library erected in 1989 with funds from the United States Agency for International Development (AID).

LIBRARY

Newly-furnished and equipped through the generosity of the Anatolia Trustees and the Friends of Anatolia College, the library houses, in addition to its extensive book and periodical collection, a computer center, a projection theater, and the Raphael Demos Seminar Room for conferences.

Students of the American College of Higher Studies are expected to master the research skills associated with higher academic achievements. Course work, especially in the humanities and social sciences, includes a significant number of library assignments designed to teach these skills and requires students to produce original studies on a variety of topics. In order to achieve this goal, the holdings of the library are being increased significantly to meet the needs of a four-year college.

Technological advances in the computer area make it necessary for today's students to prepare themselves for a constantly changing computer world. Anatolia students enjoy the use of the most modern technology in this field. Twenty-two IBM PS/2 Model 30 computers and thirty-eight compatible machines, with hard disks and printers, are housed at two locations, Stephens Hall and the Library. Students have access to this high quality equipment both for classroom instruction and for individual use.

COMPUTER CENTER

Opportunities for individual and group recreation abound on the American College campus. The College Gym has weight-lifting, dance and exercise rooms, as well as facilities for basketball, volleyball, and indoor soccer. Outdoor fields for soccer, handball, volley-ball, baseball, an obstacle course, tennis courts, and track and field facilities make the American College's athletic/recreational facilities among the most comprehensive in northern Greece.

ATHLETIC AND RECREATIONAL FACILITIES

Teams of men and women compete in matches and tournaments in Athens and Thessaloniki. An intramural sports program offers spirited competition among teams, with faculty and staff teams occasionally joining in.



STUDENT SERVICES

The faculty and staff are ready at all times to provide information and assistance concerning any aspect of the American College of Higher Studies.

ORIENTATION

New students are introduced to the American College through general orientation sessions designed to familiarize them with the campus and all procedures and regulations.

COUNSELING

Individual student counseling is a continuing involvement of instructors and the administrative staff. New students have an initial meeting to discuss educational and career objectives and to make first course selections. Students are assigned academic advisers, who follow their progress and advise them regularly.

POSTGRADUATE STUDY AND EMPLOYMENT

The faculty and staff assist students desiring to continue their studies at the post-graduate level or to commence employment with private firms. The American College maintains contacts with universities abroad and guides its graduates in their further educational progress. The College also cooperates with local business firms and advises its graduates about employment opportunities. It provides them with transcripts of grades and letters of recommendation, and in other ways helps them make the transition to further study and employment.

Students electing to complete only the two-year A.A. or A.S. program may transfer to the third year of American universities or continue their studies in Europe. The College assists them in making transfers, and has concluded agreements for this purpose with a number of selected institutions in the U.S.

STUDENT ACTIVITIES

STUDENT COUNCIL

The American College of Higher Studies encourages students to take an active part in shaping campus life through its Student Council. Self-funded and student-regulated, the Student Council seeks to act as a liaison between the student body and the administration, to provide students with information and support, and to organize activities which enrich social and cultural life.

Students are urged to participate in Student Council activities and committees to enhance their education and to broaden their experiences as members of the student community.



ADMISSIONS

REQUIREMENTS

Applications are invited from individuals who:

- Hold a high school (lykeion) diploma with satisfactory grades.
- Have adequate command of the English language.
- Demonstrate seriousness of purpose and enthusiasm for learning.

The procedure for gaining admission is as follows:

1. Submit the completed application form.
2. Submit evidence of high school completion and a transcript of grades.
 - a. Graduates of a Greek lykeion or six-year gymnasium are required to have a general average of 14 during the last two years of school.
 - b. Graduates of an American-type high school are required to have a general average of at least C+ during the last two years or a combined SAT score of 1000.
 - c. Graduates of other schools should present their credentials to the Administration for evaluation.
3. Submit evidence of proficiency in English. This requirement may be satisfied in any of the following ways:
 - a. Graduation from an English language high school.
 - b. Graduation from Anatolia College with an average of 17 in English language during the last two years.
 - c. Graduation with a diploma from the Anatolia Secretarial School.
 - d. A grade of 500 on the TOEFL examination; possession of the Cambridge Certificate of Proficiency or the Michigan Certificate of Proficiency.
 - e. A passing score on the College English language examination which is administered prior to each term.

In addition to the above requirements, the College must be satisfied that the applicant is highly-motivated and otherwise suited to enter the program. It reserves the right to deny admission to any applicant. It may also impose conditions for admission beyond those cited above, or waive certain requirements in exceptional circumstances.

It is the responsibility of the student to be familiar with the information presented in this Catalog. Regulations will not be waived nor will exceptions be granted for ignorance of policies and procedures. While academic advisors assist students in every way possible, responsibility for meeting all requirements and deadlines rests with the student.

Students unable to meet one of the above English language criteria for admission may enroll in the College's special English preparatory classes. Instruction is designed to prepare students for the regular program.

ENGLISH LANGUAGE PREPARATION



**ADMISSIONS
ADVANCED
STANDING**

Students who have already successfully completed a number of courses in some comparable academic program may request admission with advanced standing. Previous academic work will be evaluated to determine whether advanced standing is warranted.

LANGUAGE

All classes are conducted in English. Both the business administration and liberal arts concentrations include one required English course during each of the first four semesters (with possible exceptions for students with advanced mastery of the language).

Students should take every opportunity to use English for reading, writing and discussion both in class and informally. The school gives primacy to English because it is the leading language for international commercial and professional intercourse, because the largest volume of written materials for business and liberal studies is published in English, and because students seeking to study abroad or to follow management careers in Greece will find its mastery essential for those purposes.

**PART-TIME
ENROLLMENT**

While most students enroll full-time with the intention of completing the full program of studies, others choose to follow fewer courses. State university students, employees and others are welcome to enroll in one or more courses, providing that they fulfill all the requirements for such courses and meet the same high standards of participation as must full-time students. Part-time and non-degree students must comply with the same admission requirements as full-time students.

**CONTINUING
EDUCATION**

Education should be a life-long process not restricted to the years of youth. "Continuing Education" for mature adults has become an integral feature of the best universities in advanced countries. The American College welcomes persons beyond the normal university age who seek instruction of practical value for their present employment, wish to supplement previous training, or have a serious interest in exploring new areas of knowledge. They must meet the enrollment requirements and participate fully and satisfactorily in all aspects of the courses they take, regardless of whether or not they seek a degree.



REGISTRATION

Before a student may attend classes, he or she must meet the admissions requirements and complete the registration procedure, including payment of fees.

Most courses carry three credit hours per semester and five courses are considered a full program. Those who are classified as full-time students must register for at least four courses each semester. Part-time students may also accumulate credits towards the total number required for issuance of a degree.

In order to register for more than the normal five courses, one must have completed a minimum of five courses or 15 credit hours with a scholastic average of 3.0 and must obtain the Administration's permission. An additional fee is charged for more than five courses in any term.

Late registration is held during the first week of classes for a limited number of places. Students are assessed a late registration charge.

Students may change courses for which they have registered only during the first week of classes. No change is allowed after a class has entered its second full week. All changes become effective only with the written approval of the Registrar. Before registration may be completed, each student must sign a written statement to the effect that he or she has read the College Catalog and accepts all its regulations, terms and conditions.

There is no provision for auditing courses. Every member of a class is expected to participate fully in that class and to meet its requirements.



FINANCIAL OBLIGATIONS

DEPOSIT

Upon admission each applicant must pay a deposit to reserve a place in the school. If the student should fail to complete registration the deposit will be forfeited.

TUITION

The American College of Higher Studies is an independent, non-profit institution. Tuition is charged to meet the actual expenses of providing high-quality education.

The student must anticipate that costs will rise every year so long as high inflation persists. However, no increase will be made during a semester in progress, and every effort will be made to maintain the same level of charges throughout a single academic year.

One may not attend classes until tuition and fees for the current semester have been fully paid as well as any delinquent fees, charges or penalties from previous semesters. Failure to satisfy all financial obligations promptly is cause for cancellation of registration, withholding of official transcripts and denial of registration for future sessions.

A student withdrawing from the College within the first four weeks of any semester is entitled to a 50 per cent refund of tuition. After this period, no refund is granted nor may tuition payments made be applied to subsequent semesters. There is no refund for any course dropped.

FEES

Certain special services are covered by the following fees:

1. English language examination fee
2. Computer Laboratory fee
3. Science Laboratory fee
4. Studio art fee
5. Athletic fee
6. Fee for issuance of transcript
7. Late registration fee

The College reserves the right to assess additional fees if necessary.

PENALTIES

Penalties will be assessed for failure to return library books and for misuse of or damage to school property or materials.



ACADEMIC REGULATIONS

Once enrolled, the student must strive to meet the College's high standards in order to receive a satisfactory evaluation and to realize his or her potential for learning.

This burden of learning rests primarily with the student. Students' objectives should include increasing their store of knowledge, sharpening their analytic skills, deepening their conceptual powers, and making oral and written expression more effective. Students' responsibilities include reading all assigned texts before every class, participating actively in class discussions, completing promptly all writing assignments, and exercising individual judgement regarding the questions and problems arising from each lesson. Student evaluation is based on all these forms of participation, not only examination results. Two to three hours of preparation should be allowed for each hour in class.

The basic unit of academic credit used by the American College of Higher Studies is the **credit hour**. All courses, with the exception of science courses accompanied by a lab, and physical education, carry three credit hours. The normal student load is five courses, or fifteen credit hours, per semester.

In order to receive the B.A. or B.S. degree a student must accumulate a total of 124 credit hours, including those awarded for Physical Education. The requirement for the A.A. or A.S. degree is 62 credit hours, including Physical Education.

Students are assigned to years according to the number of credit hours accumulated by the beginning of each semester:

- 0-30 hours = first year (freshman)
- 31-60 hours = second year (sophomore)
- 61-90 hours = third year (junior)
- 90+ hours = fourth year (senior)

Student performance in a course is evaluated on class participation, written assignments and examinations. Performance is graded at the end of each semester in accordance with the following scale of letter grades and numerical equivalents:

THE CREDIT SYSTEM

CREDIT HOUR REQUIREMENT

STUDENT CLASSIFICATION

THE GRADING SYSTEM



A	4.0	D+	1.33
A-	3.67 Excellent	D	1.0 Passing, but not satisfactory
B+	3.33	D-	0.67
B	3.0 Good	F	0 Failure
B-	2.67	I	Incomplete
C+	2.33	W	Withdrawal
C	2.0 Satisfactory		
C-	1.67		

Although C-, D+, D, and D- are passing grades, they represent poor quality scholarship.

Grade "F" is final. A student receiving this grade in a course may obtain credit only by repeating the full course. A student may repeat a course only once. The original grade is shown in parentheses on the official record, but in computing the scholastic average it is superseded by the grade received when the course was repeated.

A grade of "Incomplete" may be recorded only when sickness or other unavoidable circumstances prevent the completion of a course. A student must complete the required course work to the instructor's satisfaction within four months of the semester's end. The "I" is then replaced by the earned grade. If the deficiency is not removed within this time, the "I" is automatically changed to "F".

A grade of "W" is recorded if a student withdraws officially from a course. This grade does not affect the scholastic average. Withdrawal is permitted only through the seventh week of classes and upon submission of the appropriate forms to the Registrar. Withdrawal after the seventh week or without the Registrar's written approval will result in a grade of "F".

The grade point or scholastic average (G.P.A.) is computed by multiplying the grade points earned in each course by the hours of credit which the course carries. This sum is divided by the total semester hours completed to derive the scholastic average representing the overall academic performance. Physical education is not included in the computation of the G.P.A.

GRADE POINT AVERAGE

Students in good academic standing are those with scholastic averages above 2.0. Full-time students who attain high academic standing in any semester by compiling a scholastic average of 3.5 or higher earn the distinction of being enrolled on the "Dean's List" the following semester. Students who complete the full program with an overall scholastic average of 3.5 or more receive their degrees with Honors.



Students with scholastic averages below 2.0 are in poor academic standing and are placed on academic probation. A student on probation is required to register for less than the normal credit hour load. If a student has a scholastic average below 2.0 for two consecutive semesters following the freshman year he will be dismissed from the College.

ACADEMIC STANDING

Students on probation must complete every course for which they register with at least a 2.0 average in order to be permitted to continue. Students may be refused registration if their previous performance or effort is judged to be unacceptable.

The student who aspires to transfer to a foreign university should have a scholastic average of at least 2.0. The College will not recommend any student who fails to meet this standard.

Grades are posted at the Registrar's office after the conclusion of every term. The grades of first-year students are sent to their parents or guardian.

Active participation in class necessitates regular attendance. Absences unavoidably affect class participation adversely and are, therefore, reflected in grading. Work missed as a result of absences must be made up.

Students who incur six hours of absences in a course meeting three hours a week or eight hours of absences in a course meeting four hours a week receive an "F" in that course, unless special circumstances warrant an exception.

ATTENDANCE

Members of an academic community have an unequivocal responsibility to present as their own work only that which is truly theirs. Cheating in examinations and plagiarizing are serious offenses, striking at the very foundations of academic life.

ACADEMIC INTEGRITY

Adherence to the principle of academic honesty is a prerequisite for acceptance to and continuance in the College.

The responsibilities of the faculty in this area are to:

- a. explain and insist upon academic honesty
- b. minimize temptation and opportunities to cheat
- c. report cases of dishonesty to the administration for suitable action

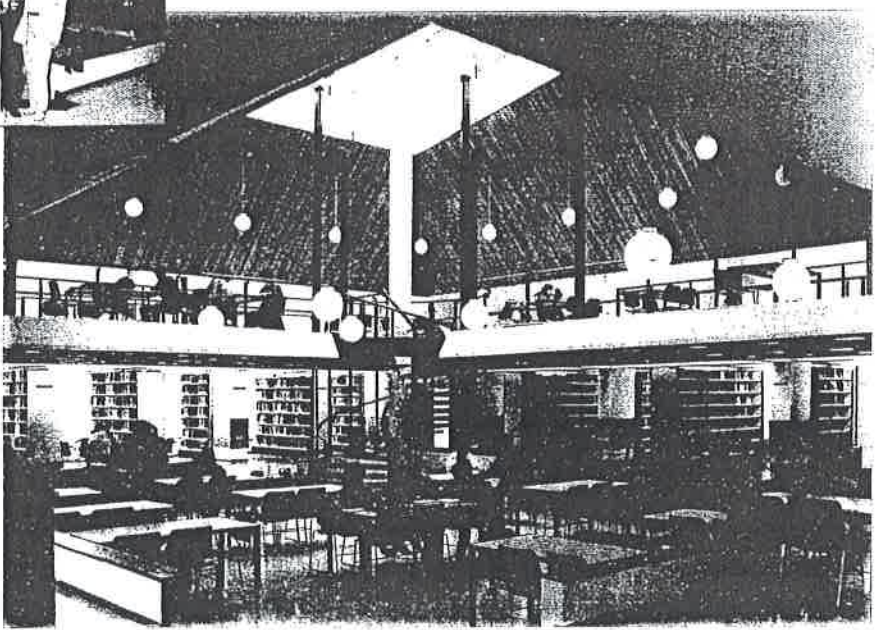
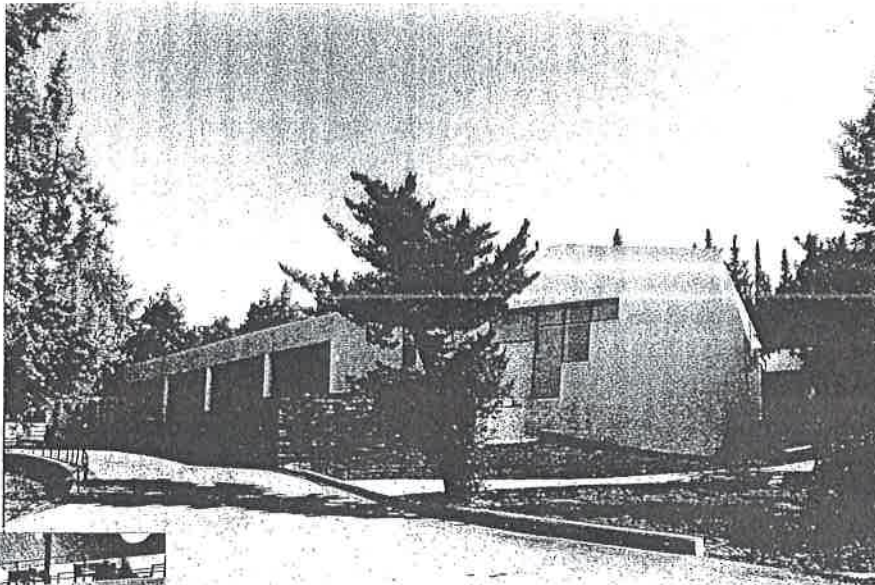
It is each student's responsibility to meet the College's standards of academic integrity by avoiding involvement in cheating or plagiarizing. Any student assisting another to falsify his work is no less responsible than the student presenting the work as his own. The school is very strict in matters of academic integrity.

Violations of academic integrity will be brought before the Academic Standards and Performance Committee, which may assess penalties as severe as expulsion from the College.

All students are expected to comport themselves as members of a collegiate community and to conform to accepted standards of behavior. Any student who fails to meet this requirement may be subject to penalties and, in extreme cases, asked to leave the College.

STUDENT CONDUCT





THE CURRICULUM

The curriculum in particular offers a distinct alternative to the study opportunities available in Greece. Specialization throughout the undergraduate years is the rule in Greece as in the rest of Europe, where even purely professional training such as law and medicine commences right after high school. The American College's liberal arts philosophy contrasts in two major ways with the European state universities. It requires that students take a core of required subjects and a number of electives spanning the arts and sciences, thus acquiring a general education as well as a special competence in their major fields. Second, it permits a delay in the choice of a major field for two years during which students explore curricular alternatives while maturing intellectually.

The guiding philosophy of the liberal arts college is best exemplified through the **Core Curriculum**, a basic series of courses followed by all students regardless of concentration during their first two years of study. During this period, students attend courses in three fields of the humanities (English, History, and Philosophy), four of the social sciences (Anthropology or Sociology, Economics, Political Science, and Psychology), and one course each in Mathematics, Computer Science and Physical or Natural Science.

THE CORE CURRICULUM



DEGREES GRANTED

ASSOCIATE OF ARTS DEGREE LIBERAL ARTS

The program of study leading to the A.A. in Liberal Arts aims through the core curriculum to give students a broad general basis of knowledge in the fields of the social sciences and humanities, and allows them to explore in greater depth two or three of these fields during their second year of study. Upon completion of the A.A., students may continue their progress towards the B.A. in Liberal Arts.

I. Core Requirements.

A. Humanities.	21 hrs.
English 101, 102, 103, 111	(12 hrs.)
History 101, 102	(6 hrs.)
Philosophy 101	(3 hrs.)
B. Social Sciences.	12 hrs.
Anthropology 101 or Sociology 101	(3 hrs.)
Economics 100	(3 hrs.)
Political Science 101	(3 hrs.)
Psychology 101	(3 hrs.)
C. Mathematics, Computer Science and Science.	10 hrs.
Mathematics 100	(3 hrs.)
Computer Science 101	(3 hrs.)
Biology 101 or Chemistry 101 or Physics 101	(4 hrs.)
	Total: 43 hrs.

II. Concentration Requirements.

A. English 201	(3 hrs.)
B. Anthropology 101 or Sociology 101, whichever was not taken to fulfill core requirements.	(3 hrs.)
	Total: 6 hrs.

III. Four Electives in the Liberal Arts.

Total: 12 hrs.

IV. One Semester of Physical Education.

Total: 1 hr.

DEGREE EQUIREMENTS

In order to receive the A.A. the student must have fulfilled all requirements and completed 62 credit hours with an overall grade point average (G.P.A.) of 2.0 (C) or better. In addition, all candidates for the A.A. must have been in residence at the College of Higher Studies during their final year of instruction.



The A.S. program in Business Administration is designed to give students a solid liberal arts foundation through completion of the core curriculum, and to provide an area of concentration in which to continue their study towards a B.S. in Business Administration. Courses in this field of concentration include: Statistics, Accounting, Economics, Management, and Mathematics.

**THE ASSOCIATE OF
SCIENCE DEGREE
IN BUSINESS
ADMINISTRATION**

I. Core Requirements.

A. Humanities.	21 hrs.
English 101, 102, 103, 111	(12 hrs.)
History 101, 102	(6 hrs.)
Philosophy 101	(3 hrs.)
B. Social Sciences.	12 hrs.
Anthropology 101 or Sociology 101	(3 hrs.)
Economics 100	(3 hrs.)
Political Science 101	(3 hrs.)
Psychology 101	(3 hrs.)
C. Mathematics, Computer Science and Science.	10 hrs.
Mathematics 100,	(3 hrs.)
Computer Science 101	(3 hrs.)
Biology 101 or Chemistry 101 or Physics 101	(4 hrs.)
	Total: 43 hrs.

II. Concentration Requirements.

A. Mathematics 101, 111	(6 hrs.)
B. Accounting 101, 102	(6 hrs.)
C. Economics 201	(3 hrs.)
D. Management 101	(3 hrs.)
	Total: 18 hrs.

III. One Semester of Physical Education.

Total: 1 hr.

In order to receive the A.S. the student must have fulfilled all requirements and completed 62 credit hours with an overall grade point average (G.P.A.) of 2.0 (C) or better. In addition, all candidates for the A.S. must have been in residence at the College of Higher Studies during their final year of instruction.

**DEGREE
REQUIREMENTS**



BACHELOR OF SCIENCE DEGREE IN LIBERAL ARTS

The program of study leading to the B.A. in Liberal Arts is designed to continue and enrich the work students have done in their first two years, during which the core curriculum in Liberal Arts is completed. During their last two years of instruction, students study previously introduced subjects in greater depth. These areas of study include: Anthropology, English, History, Economics, Philosophy, Political Science, Psychology and Sociology. In addition, courses are offered in Art History, Studio Art, Music and Religion. The goal of the program in Liberal Arts is to provide students with a broad range of fields of study, each sufficiently covered to familiarize them with theoretical and methodological foundations. Students acquire control of bibliography through extensive research and writing and are inducted into the dialectic of each field through intensive ongoing discussion with both instructors and fellow students.

Students completing the B.A. in Liberal Arts may continue study towards an advanced or professional degree.

I. Core Requirements.

A. Humanities.	21 hrs.
English 101, 102, 103, 111	(12 hrs.)
History 101, 102	(6 hrs.)
Philosophy 101	(3 hrs.)
B. Social Sciences.	12 hrs.
Anthropology 101 or Sociology 101	(3 hrs.)
Economics 100	(3 hrs.)
Political Science 101	(3 hrs.)
Psychology 101	(3 hrs.)
C. Mathematics, Computer Science and Science.	10 hrs.
Mathematics 100	(3 hrs.)
Computer Science 101	(3 hrs.)
Biology 101 or Chemistry 101 or Physics 101	(4 hrs.)

Total: 43 hrs.



II. Concentration Requirements.

- A. Anthropology 101, or Sociology 101,
whichever was not taken to fulfill core requirements. (3 hrs.)
 - B. English 201 (3 hrs.)
 - C. A course in Studio Art, Art History, or Music. (3 hrs.)
 - D. A second course in Science beyond the core requirement. (4 hrs.)
 - E. A second course in Philosophy beyond the core requirement. (3 hrs.)
 - F. Mathematics 111 (Statistics) (3 hrs.)
 - G. Eight additional courses in the Humanities,
five of which must be at the 200-level or above. (24 hrs.)
 - H. Eight additional courses in the Social Sciences,
five of which must be at the 200-level or above. (24 hrs.)
- Total: 67 hrs.

III. Four additional electives from any field. Total: 12 hrs.

IV. Two Semesters of Physical Education. Total: 2 hrs.

In order to receive the B.A. the student must have fulfilled all core and other requirements, and have completed 124 credit hours with an overall grade point average (G.P.A.) of 2.0 (C) or better. In addition, all candidates for the B.A. must have been in residence at the College of Higher Studies during their last four semesters of full-time instruction, and have taken all 200-level or above concentration requirements at the College.

**DEGREE
REQUIREMENTS**



BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

The program of study leading to the B.S. in Business Administration is designed to provide students with a solid general education in the liberal arts and with more specialized knowledge of the basic fields of study which comprise business education and preprofessional training: Accounting, Economics, Finance, Management and Marketing. Instruction is also provided in a number of ancillary fields, including: Computer Science, Organizational Behavior, Business Law, and Statistics. Specialized training begins in the second year, when approximately forty per cent of coursework is devoted to business courses, and continues during the third year, with eighty per cent of coursework in business studies.

The goals of the program are twofold: to prepare students to enter the private business sector immediately upon graduation, and to enable those students who wish to continue their studies to enter advanced degree programs at reputable institutions abroad.

I. Core Requirements.

A. Humanities.	21 hrs.
English 101, 102, 103, 111	(12 hrs.)
History 101, 102	(6 hrs.)
Philosophy 101	(3 hrs.)
B. Social Sciences.	12 hrs.
Anthropology 101 or Sociology 101	(3 hrs.)
Economics 100	(3 hrs.)
Political Science 101	(3 hrs.)
Psychology 101	(3 hrs.)
C. Mathematics, Computer Science and Science.	10 hrs.
Mathematics 100	(3 hrs.)
Computer Science 101	(3 hrs.)
Biology 101 or Chemistry 101 or Physics 101	(4 hrs.)
	Total: 43 hrs.



II. Concentration Requirements.

A. Mathematics 101,111 and Business Statistics 211	(9 hrs.)
B. Computer Science 201	(3 hrs.)
C. An additional course in Science beyond the core requirement.	(4 hrs.)
D. English 201	(3 hrs.)
E. Economics 201, 202	(6 hrs.)
F. European Studies.	(3 hrs.)
G: Business Administration courses.	
1. Accounting 101, 102	(6 hrs.)
2. Business Administration 240	(3 hrs.)
3. Finance 201, 202	(6 hrs.)
4. Management 101,201, 220, 301, 312	(15 hrs.)
5. Marketing 101, 201	(6 hrs.)
6. Three electives in Business from among the following: Accounting 201, Finance 210, 220, Management 210, 230, 315, Marketing 210, 220	(9 hrs.)
	Total: 73 hrs.

III. Two additional electives, at least one from Liberal Arts. Total: 6 hrs.

IV. Two Semesters of Physical Education. Total: 2 hrs.

In order to receive the B.S. the student must have fulfilled all core requirements, and have completed 124 credit hours with an overall grade point average (G.P.A.) of 2.0 (C) or better. In addition, all candidates for the B.S. must have been in residence at the College of Higher Studies during their last four semesters of full-time instruction, and have taken all the 200-level or above concentration requirements at the College.

**DEGREE
REQUIREMENTS**





Basketball Team



Girls Volleyball Team

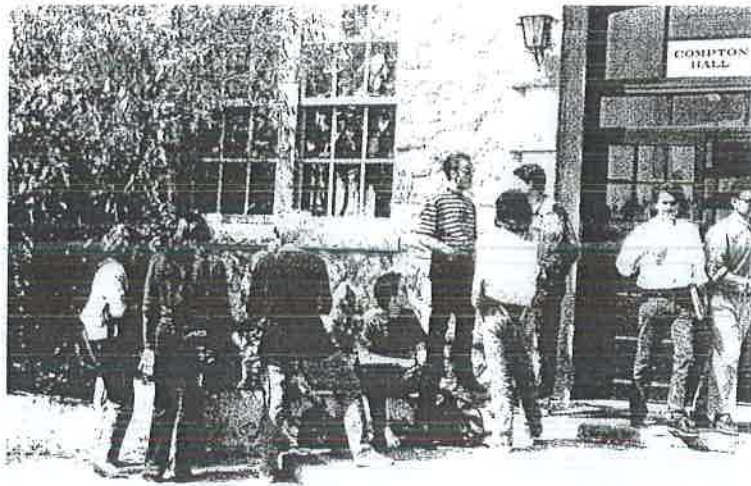


Basketball Team



Boys Football Team





Ms. Zacharoula Lebetli, Registrar



Ms. Antigoni Vlachopoulou, Secretary



COURSE DESCRIPTIONS*

LIBERAL ARTS

HUMANITIES

Art 101. Drawing I.

Designed for students with no previous drawing experience, the course focuses on a variety of techniques and mediums as well as subjects. Elements of design are explored through exercises in contour, gesture, pattern, line, and perspective.

Art 201. Drawing II.

Designed primarily as a continuation of Drawing I, this course furthers the exploration of the elements of design through more challenging exercises. The course aims to increase the technical and expressive abilities of students while working towards developing a personal style in drawing.

History of Art 101. Survey of Western Art I.

This course offers an historical examination of art and architecture from prehistoric times to the Renaissance; relationships of artistic styles to social and cultural developments; changing interpretations of artistic worth.

History of Art 102. Survey of Western Art II.

Following History of Art 101, this course continues the historical examination of art and architecture from the Renaissance to the modern period and examines the development of the major art forms.

History of Art 201. Modern Art and Architecture.

The development of visual expression from Neoclassicism through Romanticism, Realism, Impressionism and Postimpressionism. Nineteenth-century artists considered include David, Ingres, Delacroix, Monet, Van Gogh and Cezanne. Concentration on the major figures and principal schools of art in the first half of the twentieth century, including Matisse and the Fauves, the Expressionists, Picasso and the Cubists, the Fantasists, Chagall, Miro and the Surrealists, Sullivan, Wright and other exponents of modern architecture.

* The courses listed comprise the curriculum, but certain courses may not be offered in a given term.



History of Art 211. The Art and Archaeology of Macedonia.

A survey of Macedonian art and archaeology from the Neolithic through the Byzantine era. Considerable time is devoted to the apogee of Macedonian civilization (4th century B.C.) and to the periods immediately preceding and following. The course includes a brief history of archaeological exploration in Macedonia, from the early 19th century through contemporary archaeological exploration in the region.

English 101. College English.

An advanced-level English language course which reviews the principles of writing and introduces effective college study techniques. Emphasis is placed on the correct use of punctuation and grammar, as well as on clear, well-organized paragraph development. An introduction to library facilities will precede an emphasis on extensive and intensive reading and listening skills designed to improve lexical command, grammatical accuracy and overall comprehension. These skills will be consolidated through frequent practice in note-taking, paraphrasing, summary writing and paragraph composition.

English 102. Composition.

This course provides an introduction to the major rhetorical modes of exposition, description, narration, persuasion and argumentation through the use of models, theoretical discussion and essay-writing in each mode. Much of the course is devoted to the techniques of writing research papers and the required basic skills (library research, source collection, note-taking, outlining and documentation). In addition to regular essay assignments, each student must write an 8 to 10 page research paper on a topic selected in consultation with the instructor.

English 103. Classic and Contemporary Essays: A Critical Appreciation.

An advanced prose reading and writing course based on a selection of essays in the standard rhetorical modes. The course aims to improve the students' reading and writing skills through a critical analysis of various styles and to enable them to employ those modes. Students must submit regular essay assignments and one 2,000-word report, chosen in consultation with the instructor, from the fields of history, politics, economics and other social sciences.

English 111. Speech.

An introductory course in oral communication designed to develop the following skills: organizing content; supporting ideas with reliable sources; presenting content in a compelling manner; critically examining communication in and out of the classroom; recognizing how to apply speech skills in daily life; and projecting confidence by mastering anxiety in actual speaking situations. All students are required to give six in-class speeches and to keep a communication journal.



An historical and analytical study of a selection of classic British and American literary texts providing students with a variety of skills and approaches while stimulating a critical appreciation of literature. The course aims to introduce students to the literary genres of fiction, poetry, and drama, and to critical concepts and problems involved in interpretation through a systematic analysis of texts in class. Students will be expected to pre-read all material and submit two term papers on works of fiction.

English 205. British and American Drama.

This survey course is designed to explore the many aims, modes, techniques, experiments and influences which have shaped British and American drama in the twentieth century. While the concentration will be on drama as literature, attention will also be given to those techniques of acting and directing, design and audience expectations which have influenced the playwrights. Plays are selected for their intrinsic interest as texts and as scripts for performance, as well as for their place in the development of drama since the late 19th century.

English 209. Shakespeare.

This course enables students to experience the richness and variety of Shakespeare's art by exploring plays written at various stages in his career. Topics include: Elizabethan playhouses and acting companies and their influence on Shakespeare; theatre history; Shakespeare's adaptation of his sources; changing concepts of comedy, tragedy and tragicomedy in his works; and the relationship between the plays and the philosophical preconceptions of the age. Special emphasis is placed on the plays as theatrical experiences and on the means Shakespeare employed to shape the responses of his audience.

English 300. Survey of English Literature.

This course is designed to introduce students to the main areas and concerns of English Literature. In addition to providing background information about the important periods in English Literature, the course will focus on representative writers and their works, with emphasis on the English Romantics and Modernists, as well as on major movements. Critical essays, poems, and novel excerpts, chosen to reflect the concerns of each period, will be discussed within their broader socio-political and aesthetic context.

English 301. British and American Literature.

This course focuses on selected works of British and American literature within their wider historical, social, cultural and intellectual framework. It is designed to introduce students to problems of bibliography, biography, historical setting and practical criticism in the study of literature. Students will be expected to read both primary and secondary materials related to the topic. Each student will be responsible for an in-class presentation on one aspect of the topic under consideration, the result of which will form the basis of a research paper (4,000 words). The format of the course will be that of a seminar.



English 305. The International Novel.

An investigation of the origins and development of the international novel, including its American roots; its British colonialist exponents, its form during the period between the two World Wars, and its post- WW II manifestations. Writers whose works are analyzed include Hawthorne, James, Kipling, Forster, Hemingway, Durrell and Greene. The course focuses on the texts themselves, with special attention devoted to the technical devices by means of which writers encounter the "stranger": point of view, setting, and the utilization of cultural confrontation to sharpen and highlight the moral concerns of particular authors.

History 101. Survey of Western Civilization I.

Reading, analysis and discussion of the major ideas which have shaped the Western mind and structures of Western culture; emphasis is placed on the relation of these ideas to their historical contexts, as well as political, economic and social institutions from the civilizations of Mesopotamia and Egypt to the Renaissance.

History 102. Survey of Western Civilization II.

A continuation of History 101 from the Renaissance to the modern era.

History 141. History of the U.S.A.

A survey of American history from early migrations to Vietnam and its aftermath. Focus is on: Native American civilizations; colonial society; the roots of revolution; expansion; slavery; the Civil War and Reconstruction; the Progressive Era; World War I and the end of isolationism; the Depression; the New Deal; World War II; the Cold War; Vietnam, and recent trends.

History 221. Europe and the world in the Twentieth Century.

The course is intended for those with a particular interest in the contemporary history of International Relations. It seeks to provide an understanding of how the problems of our day have come about. Although special emphasis is attached to Europe, the course also moves outwards from the Old Continent into the world of the superpowers and that of the developing nations, and from the problems of European frontiers, reparations, unemployment and integration to those of under-development, minorities and race relations. Deeper analysis of areas of particular interest is encouraged through classroom discussion and presentations in debate form.

History 231. Modern Greek History.

This course examines such themes of Greece's recent past as nationalism, modernization, economic development, constitutional government, territorial expansion, foreign interference and others. Readings form the basis for critical analysis of the causes and consequences of major events, of contemporary ideas and of leading personalities through classroom discussion and writing assignments.



Music 101. Music and Civilization.

This is a survey course for non-specialists on major developments, genres and styles in music from antiquity through the twentieth century. Important compositions reflecting the genius of the major eras (Ancient, Medieval, Renaissance, Baroque, Classical, Romantic and Modern) are introduced within the context of their cultural and institutional environments.

Music 201. Music from 1600 to the present.

A survey of musical styles and genres in the Baroque, Romantic and Modern eras. Particular attention is given to the major composers and musical literature of those periods. The course includes an examination of the evolution of the orchestra, orchestral instruments, and the advent of musical criticism and academic analysis.

Philosophy 101. Introduction to Philosophy and Critical Reasoning.

This course emphasizes the actual activity of philosophizing rather than traditional knowledge of philosophical systems. The course is divided into three parts: introduction to elements of applied logic with minimal reference to philosophical literature; application of tools to a well-known problem, that of the existence of God, and investigation of an area of philosophy in which there is currently a concentration of research, the philosophy of mind. The aim is to introduce students to more sophisticated tools employed in methodological debates concerning the foundations of a new interdisciplinary field, cognitive science, in which philosophy participates as an equal partner. In this way students see how critical thinking is applied to science and understand the relevance of philosophy to modern theoretical concerns.

Philosophy 201. Ethics.

A course to guide students from the main traditional problems and theories of ethics to the problems and concerns of recent ethical discussion by way of twentieth century metaethical investigation of nature, possibility and the limits of ethical discourse. It is divided into three parts: traditional ethical theories (Aristotle and Kant); the metaethical challenge to ethics of the first half of the twentieth century, and the recent return to normative ethical theory determining justice and happiness as fundamental concepts of all ethical discourse.

Religion 101. Introduction to the Study of Religion.

This course introduces the students to the study of Religion and to many of the world's living religions. Through readings and discussions, the concept of Religion is explored, and the histories and practices of religious traditions east and west are examined. This understanding of the history and philosophy of various religious traditions serves to broaden and deepen students' conception of the world around them.



Anthropology 101. Introduction to Anthropology.

An overview of major themes and concepts of Anthropology considered both in relation to the biological disciplines (Paleontology, Ethology, Sociobiology) and as the comparative study of human cultures (Social Anthropology/Ethnology). The course establishes the continuity of human culture from an evolutionary perspective and acquaints students with contemporary interdisciplinary debates on major issues.

Anthropology 202. Modern Anthropological Theory.

A comprehensive examination of the development of anthropological theory from its early 19th century evolutionist beginnings to its contemporary post-structuralist stage. The course is designed to acquaint students with issues of theory and methodology. It presents social anthropology as a unified discipline developed in relation to the social and political conditions of the world economy.

Anthropology 205. Ethnography.

This course has a two-fold focus. The first is to introduce students to the meaning of ethnography through an examination of the hazards and pleasures of "practicing an ethnography." Attention is drawn to the different perspectives an insider and an outsider may have of the same culture, as well as to how anthropologists proceed from observation to interpretation. The second focus of the seminar is to examine Greek ethnographies as examples of different theoretical approaches to various cultural aspects (e.g., social organization, symbolic systems, gender ideology, ethnic and regional identity), and to present an anthropological view of Greek culture and society.

Anthropology 211. Theory and Techniques of Archaeology.

The course places emphasis on two themes:

- (1) understanding that material remains provide a tangible link with the past and should accordingly be handled with care in order to yield information, and
- (2) the techniques employed when studying archaeological remains, as well as the types of information one may derive from them.

Economics 100. Principles of Economics.

An introduction to micro- and macro- economic concepts beginning with an analysis of the basic techniques. Topics considered in microeconomics include: determining equilibrium prices and quantities in competitive markets, consequences of the various types of government intervention, theories of monopolistic and oligopolistic markets, externalities and public goods. Topics considered in macroeconomics include: determining aggregate levels of output, employment, and inflation in the light of modern schools of economic thought. The student is introduced to current topics including economic growth and international economics.



Economics 201. Microeconomic Theory.

Following Economics 100, this course focuses mainly on neo-classical economics. Topics include: the market and government intervention (equilibrium, surplus, intervention), consumer theory (preference theories, utility, Slutsky equation, choice), theory of the firm (stages of production, theory of costs), factor markets (competitive labor market, monopsony, trade unions, bilateral monopoly), production analysis (types of production functions, technological change), market structures (type of market forms, cartels, price leadership), and welfare economics (general equilibrium, cost-benefit analysis, externalities, public goods).

Economics 202. Macroeconomic Theory.

Following Economics 100, this course focuses mainly on neo-Keynesian economics. Topics include: comparative statics and dynamics, the IS/LM/BP model, major theories of consumption, investment and demand for money, the government sector (the supply of money, the budget constraint), the foreign sector, the labor market (alternative theories), formation of expectations (inflation, unemployment), macro-economic policies (fiscal, monetary, exchange rate, combinations), and theories of economic growth.

European Studies 211. The European Community.

An overview of the evolution and role of the European Community, combined with a closer look at particular aspects such as its various political and economic institutions, the legal framework and major internal policies of the Community. Concepts to be examined through the course include the Single European Act and the Treaty of Maastricht, the European Monetary Union (EMU), the Common Market and the European Economic Area, European Political Cooperation (EPC), the relationships among the Commission, the Council of Ministers, the European Parliament and the notion of the "Democratic Deficit".

Political Science 101. Introduction to Political Science.

An introduction to some of the fundamental concepts and problems within the field of political science through critical analysis of several issues. Topics include political power and authority, legitimacy, justice, the role of political institutions, including the legislative and executive branches of government, as well as an investigation of electoral systems and political parties.

Political Science 102. Comparative Political Systems.

A course designed to acquaint students with various types of political systems by comparing and contrasting these systems. Under investigation will be European parliamentary systems, political systems found in non-democratic nation-states, as well as systems found in newly-independent states. The focus will be on exploring a theoretical framework for comparing political systems, the effects of colonialism, modernization and development, and other related topics.



Political Science 201. International Relations.

The greatest part of the course will be devoted to providing an understanding of the core issues of international relations, including the concepts of power and interdependence, conflict and cooperation, hegemony and influence, transnational economic relations and international organizations. Various approaches to the study of IR will be presented and compared, in an effort to allow the student to develop a critical perspective towards the subject. The last part of the course will consist of in-class discussions of the students' own research on topics of their choice.

Political Science 202. Political Theory.

This course is an introduction to the major schools dominating contemporary political philosophy. Therefore, emphasis is given not to the history of the subject, but to theories and concepts associated with the "revival" of political philosophy that took place in the 1970s. The basic tenets of utilitarianism, egalitarian liberalism, libertarianism, analytical marxism and communitarianism are critically examined and special reference is made to the works of Rawls, Dworkin and Nozick. Students are expected not only to familiarize themselves with the relevant philosophical arguments, but to see how they bear upon the political agenda.

Psychology 101. Introduction to Psychology.

The course provides a general overview of psychology as a science. Topics considered include perspectives in psychology today, a brief history of the subject, research methods used by psychologists, understanding of consciousness, human and animal learning, memory, nature and measurement of intelligence, emotions and motivation.

Psychology 201. Developmental Psychology.

The course adopts the life span approach, covering the years extending from birth to old age. Specific topics considered include biological foundations of development, physical and motor development, cognitive development, intelligence and language, social and moral development, developmental deviations.

Psychology 202. Personality Theories.

This course raises questions about the structure, dynamics, determinants and development of personality according to various theories from psychoanalysis to behaviorism. Case studies are offered with respect to each theory. Issues regarding maladjustment and the concept of stress are included.

Psychology 301. Social Psychology.

The course is designed to provide an understanding of human behavior in its social context. Topics considered include social cognition (perceiving and understanding people), social influence (attitudes and persuasion), social relations (prosocial behavior and altruism, attraction, long-term relationships, aggression, prejudice and discrimination).



Sociology 101. Introduction to Sociology.

An introduction to the main concepts, methods and topics within the field of sociology, beginning with the origins of sociology as a science. Such topics as gender, family, work, education and its role within society, ethnicity and race, as well as social deviance will be critically analyzed and interpreted.

Sociology 201. Contemporary Social Issues.

This course initiates students into the conceptual framework and problems associated with "mass culture", through an analysis of that phenomenon. The course focuses on the analysis and interpretation of such contemporary social issues as: feminism, race and ethnic relations (including internal colonialism), terrorism, as well as more specialized cases of institutionalized and clandestine violence. The course maintains a comparative perspective and thus the above issues will be considered both in their first and third world contexts.

Sociology 202. Modern Sociological Theory.

An examination and interpretation of sociological theory and the problems of theorizing, as evidenced in the works of major thinkers of the 19th and 20th centuries, including: Comte, Spencer, Marx, Weber, Mills, Parsons, and others. The course also explores contemporary approaches in sociology, including ethnomethodology, positivism, and symbolic interactionism.

Sociology 205. Sociology of Mass Communications.

An overview of the main issues relating to the origins, development and significance of the mass media in the 20th century. The course aims to provide a comprehensive definition and description of mass communication, to develop a sociological understanding of the history, organization, role and effects of the mass media, and to provide an analytical approach to the interpretation of the messages of the mass media.

Liberal Arts 299. Senior Research.

A course designed to acquaint students who are planning to do graduate work in one of the fields of the social sciences and humanities with the types of work and techniques of study which will be required of them. These will include: reading of both primary and secondary sources, bibliographical searches and formats, in class presentations, the graduate school essay, and graduate research papers. Each student will complete an individual reading list in his/her chosen field of study in consultation with a faculty member.

Mathematics 100. Precalculus.

The course introduces the rudiments of set theory, properties of real numbers, functions and their graphs, quadratic functions, exponential, logarithmic and related functions, trigonometry, and analytic geometry.

**MATHEMATICS,
COMPUTER SCIENCE
AND SCIENCE**



Mathematics 101. Calculus.

Continuing from Precalculus, this course focuses on functions and their graphs, limits and continuity, differentiation of functions with applications, antiderivatives, the definite integral, and techniques of integration.

Mathematics 111. Statistics I.

This course introduces students to concepts and statistical techniques that are used extensively in business decision-making activities. Each technique is illustrated by examples which help students to understand not only how the statistical techniques are used, but also why decision-makers need to use them. Topics covered include: Frequency Distributions, Statistical Descriptions, Index Numbers, Linear Regression Analysis and Correlation Analysis.

Biology 101. Introduction to Biology.

This course introduces the basic principles of modern biology, the framework within which new discoveries are interpreted, and the relations among various branches of biology research. Emphasis is given to mammalian, particularly to human, biology, the genetic revolution, the eukaryotic cell, and multicellular systems. Laboratory included.

Biology 211/Psychology 211. Cognitive Science.

This course deals with the Mind-Brain problem. It reviews the modern intellectual framework for examining cognitive functions, which is based on the ability to study their biological substrates. It outlines the neural mechanisms for higher mental functions, such as perception, thinking, remembering, and learning, as well as how interacting structures process language in the brain. The evidence for localization of higher functions in specific brain regions is described, from sensory perception to complex reasoning. Finally, a variety of brain disorders are discussed, including schizophrenia, depression, anxiety, Alzheimer's disease and several language dysfunctions.

Chemistry 101. General Chemistry.

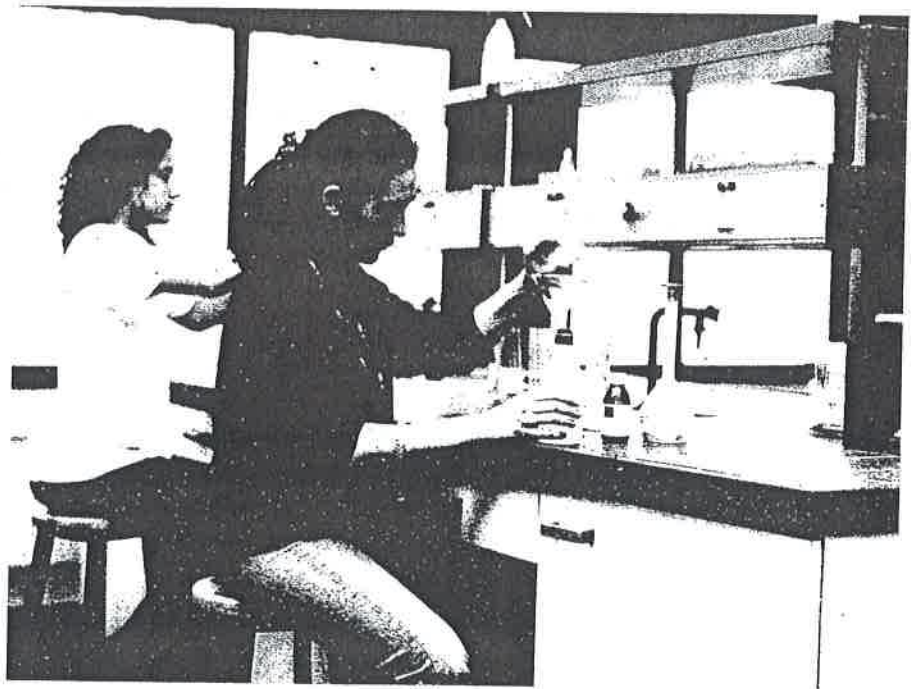
Designed for non-science majors, the course presents the basic principles of modern Chemistry within the framework of the modern world and the processes involved in technological developments. Information is first presented at the submicroscopic level of electrons, atoms, and molecules, to show how subtle events at this level may be propagated upward to affect organisms, societies and entire ecosystems. Acids, bases and their equilibria are treated as basic proton/electron transfer reactions related to organic and inorganic matter. Laboratory included.



Physics 101. Foundations and Applications.

This course is designed to introduce students to the basic theories and principles of Physics, to consolidate these theories with observations and experimentation and to acquaint students with new technological applications. Each of these aims contain the following:

- (1) Theories. Fields of study, basic mechanics (motion and dynamics of particles and rigid bodies), work and energy, planetary system, temperature and kinetic theory, heat and thermodynamics, electricity, and magnetism;
- (2) Experimentation. The students gain the opportunity to experience most of the above-mentioned theories and to learn how a scientific work (experiment) can be presented;
- (3) Technological applications. New technological achievements are presented to students. Artificial satellites and their importance to communications, conversion of solar energy to heat and electricity (solar heating systems, greenhouses, solar cells), high temperature superconductors are some of the modern technologies described. Laboratory included.



BUSINESS ADMINISTRATION

Accounting 101. Financial Accounting.

Introduction to accounting standards, procedures, and principles. Emphasis is given to the process of obtaining, processing and recording accounting information, a process which leads to the development of financial statements. Topics covered include: accounting and the business environment, financial accounting systems, the accounting process, financial statements, adjusting accounts, assets, liabilities, stock-holders equity, and financial statement analysis.

Accounting 102. Managerial Accounting.

The course is designed to give insight into the use of accounting reports and information for internal purposes. Students will be exposed to the use of accounting data in order to set plans, control and make managerial decisions. Furthermore, students will become familiar with using some management accounting techniques and methods, in order to produce the required information. Topics include: management accounting vs. financial accounting, costing systems, cost relationships and c.v.p. analysis, segmented reporting, profit planning, standard costing, responsibility accounting.

Accounting 201. Cost Accounting.

Continuing from Accounting 102, this course deals with the accumulation, control and analysis of costs in both manufacturing and service organizations. Topics covered include: joint product and by-product costing, master budget, standard cost, computations analysis of variances, direct and absorption costing, relevant costs and pricing and break even analysis for multiple products.

Business Administration 240. Business Law.

Principles of commercial law relating to the organization and its environment are covered. Topics include: forms of business organization, creation of new business ventures, laws relating to sales, purchasing, employment, consumer protection, real estate, contracts, insurance, antitrust, and bankruptcy.

Computer Science 101. Introduction to Computers.

The purpose of this course is to provide a solid foundation in computer concepts and a thorough understanding of computer applications, so that the student may become an effective computer user. The course includes detailed discussions of computer hardware and software components and practical lab experience with common word-processing and spreadsheet software.

ACCOUNTING

BUSINESS ADMINISTRATIO

COMPUTER SCIENCE



Computer Science 201.**Computer Information Systems and Database Management.**

This course examines computer information systems as a whole and database technology in particular. Its broad objectives are to help students to: manage information technology, play an active role in systems analysis and design, and use a microcomputer system effectively. The first part of the course introduces the basic concepts, classifications, and common applications of information and database systems. The second part concentrates on the process of developing information systems.

Computer Science 211. Structured Business Programming with COBOL.

The purpose of this course is to introduce students to advanced computer programming through COBOL. Students learn the basic structure, the commands and functions of a COBOL program and how to apply them to different problems. The idea of files is introduced and both Sequential and Random- Access files are covered. Special management programs are applied and described with COBOL and the students are asked to solve problems with files based on business and finance applications.

Computer Science 212. Structured Business Programming with PASCAL.

The purpose of this course is to introduce students to computer programming with PASCAL. There is an initial description of the PASCAL data types and declarations. Through the PASCAL statements, students learn structured programming. The notions of procedures, functions and subprograms are covered as well as records, sets, files, and pointers.

FINANCE**Finance 201. Introduction to Finance.**

An introduction to financial management and the role of finance, within the firm and in the economy as a whole. The legal, operating and tax environments are discussed, as well as financial instruments and capital markets. Emphasis is given to the two major activities a financial manager is called to perform: finding and allocating funds. Topics covered include: legal/operating/tax environment of the firm, time value of money, analysis of financial statements, leverage, working capital management, cost of capital structure, and financial markets.

Finance 202. Managerial Finance.

Advanced financial issues are presented, while some issues covered in Finance 201 are analyzed in greater depth. Emphasis is given to the management of financial instruments, as well as the financial planning process. Students become acquainted with the application and use of financial models through detailed real-life problem solving assignments. Topics covered include: cash/marketable securities management, accounts receivable management, inventory management, capital budgeting, leasing, mergers/acquisitions/holding companies, financial planning, and international financial management.



Finance 210. Money and Banking.

An overview of some key issues related to money, monetary policy and banking in a domestic and international setting. Major topics considered in the money part of the course include money and monetary standards, central bank and monetary control, and monetary policy. The banking part of the course begins with an introduction to banks main operations and functions. It continues with a description of the markets in which banks operate, including the domestic, international and Eurocurrency money and capital markets. Principles of bank assets and liability management are discussed. The risks encountered in banking are addressed together with the means of controlling such risks. Finally, bank regulation is examined in the context of recent international harmonization initiatives.

Finance 220. Investment and Portfolio Management.

This course offers an introduction to applied financial topics. Investment alternatives are analyzed in terms of risk and return with the use of financial models. Topics covered include: stock valuation, financial instruments, bonds, warrants and options, futures, Capital Asset Pricing Model, term and risk structures of interest rates, and development of investment portfolio.

Management 101. Introduction to Management.

This course provides students with a knowledge of basic management theories and concepts. The environment within which the firm operates and the organization and structure of the firm are presented. Topics covered include: historical foundations of management, organizational structure of the firm, management of the business enterprise, human elements of administration, human resources management, the marketing concept and the consumer, sales, purchasing, production, accounting and finance, management information systems, business and government, the social responsibility of business, and international business.

Management 201. Organizational Behavior.

The behavior of individuals and groups within the organizational context is presented and analyzed. Different forms of organizational behavior are considered, providing students exposure to various models. Topics covered include: the context of organizational behavior, organizational culture, understanding individual behavior, personality-perception attitudes, job satisfaction, job stress, motivation and learning, interpersonal behavior and dynamics, leadership, power and politics.

Management 210. Personnel Management.

Theoretical concepts and principles that relate to the management of the human resources of an organization are presented. The main objective is to give students an in-depth understanding of the personnel management function. Topics covered include: human resource planning, demand and supply for human resources, job analysis and design, as well as the recruitment, selection, training and development of

MANAGEMENT



human resources performance appraisal, compensation systems, employee benefits and services, security and health issues, employee motivation, personnel communication, labor unions, and collective bargaining.

Management 220. International Management.

Students are introduced to the global business environment within which international and multinational companies operate. Issues are discussed at the macroeconomic and microeconomic levels. Topics covered include: human and cultural factors influencing the business environment, international trade theory, foreign investment forms, the international payments system, foreign exchange, planning for international operations, and international business strategies.

Management 230. Small Business.

This course addresses the essential aspects of operating a small to medium-sized company. All major areas of management will be covered with emphasis on their practical application to the Greek business environment. Topics covered include: entrepreneurship, new venture feasibility, starting a small business, forms of ownership, strategic planning, marketing concepts and accounting principles for the small business, risk-taking, human resource management and international opportunities.

Management 301. Business Strategy.

The goal of this course is to enable students to approach the whole organization: marketing, finance, accounting and personnel functions together. Strategy and structure are the central themes of the course. Topics covered include: the business environment, the systems approach, industry analysis, organizational intelligence, organizational structuring, organizational power, strategy development and implementation, leadership styles, managing the external environment, and strategic decision-making.

Management 312. Production and Operations Management.

The course provides an overview of concepts, methodologies and applications of production and operations management. Topics include: productivity, forecasting demand, location and capacity planning, inventory control, project management, operations scheduling, just-in-time systems, quality control, total quality management.

Management 315. Management Science.

An intensive course in the fundamentals of mathematical model construction for analyzing business problems. Topics include: linear programming, transportation and assignment problems, network models, waiting line models, Markov processes and decision theory. Extensive use of computer models will be made.



Marketing 101. Introduction to Marketing.

This course covers basic marketing theories and concepts and analyzes the environment (outside/inside the organization) within which marketing operates. Identifying consumer needs, developing products that satisfy those needs, and distributing and promoting these products are discussed extensively. Topics covered include: consumer behavior, product planning, packaging & branding, distribution, retailing/wholesaling, promotion, pricing, market research, industrial marketing, and international marketing.

Marketing 201. Marketing Strategy.

This course emphasizes strategic decision-making that managers exercise in order to satisfy consumer needs. The importance of market planning as it relates to corporate survival and prosperity is closely examined. Of primary interest is the development, implementation and control of a Marketing Plan.

Marketing 210. Sales and Advertising Management.

This is an integrated course that presents two widely-used promotion alternatives: personal selling and advertising. In the first part of the course topics that relate to planning, organizing, directing and controlling a salesforce are covered. In the second part various topics are presented and analyzed in the context of the development and implementation of advertising programs. Topics covered include: designing and staffing a sales organization, sales techniques, remuneration methods, sales-force motivation and performance evaluation, consumer behavior, advertising media, advertising agencies and their relationship to clients, advertising creativity and design, development and implementation of an advertising campaign.

Marketing 220. Marketing Research.

The objectives of this course are: to provide the prospective marketing manager with an understanding of marketing research, to help students understand how marketing research is used for developing and achieving marketing objectives, and to provide students with the experience of applying marketing research techniques to business problems of interest to them and their firms. Topics covered include: the role of marketing research in marketing decision-making, research design and data sources, data collection procedure, the basics of sampling, data analysis, reporting research findings, and applications.

Mathematics 211. Business Statistics II.

Continuing from Statistics I, this course is intended for students in Business Administration. Probability Theory and Statistical Reference are presented, with emphasis on the applications of probability rather than abstract concepts. Other topics covered are: Sampling Theory and Estimation and Hypothesis Testing, which are presented as statistical tools in the decision-making process.



ADMINISTRATION

Dr. William W. McGrew,	President
Dr. John S. Koliopoulos,	Provost
Dr. Deborah Brown-Kazazis,	Academic Dean
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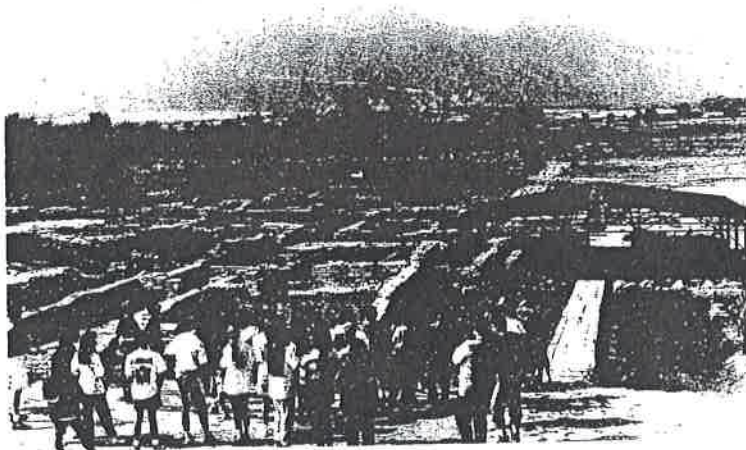
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ACADEMIC CALENDAR 1993 - 1994

Fall Semester

English Entrance Examination	Sept. 8
Freshman Orientation	Sept. 14
Registration	Sept. 9-16
First day of classes	Sept. 20
Last day for changing courses	Sept. 24
National holidays, no classes	Oct. 26-28
Last day for withdrawing from courses	Nov. 5
Polytechnic Memorial Holiday, no classes	Nov. 17
Last day of classes before Christmas vacation	Dec. 22
Classes resume	Jan. 10
Last day of classes	Jan. 14
Final examinations	Jan. 17-21

Spring Semester

English Entrance Examination	Jan. 26
Freshman Orientation	Feb. 2
Registration	Jan. 28-Feb.4
First day of classes	Feb. 7
Last day for changing courses	Feb. 11
Clean Monday, no classes	Mar. 14
Last day for withdrawing from courses	Mar. 24
National holiday, no classes	Mar. 25
Last day of classes before Easter vacation	Apr. 22
Classes resume	May 9
Last day of classes	May 27
Final Examinations	May 30-June 3

Holidays are those generally observed by schools in Greece.
The Administration, however, reserves the right to establish the academic calendar and to make changes to meet any special or unforeseen circumstances.



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