

Global Learning Semesters

Course Syllabus

Course: OFAD-105A Greek Keyboarding

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-105A	Greek Keyboarding	2
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	None
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

To provide the basic knowledge, skill and practice material. To enable the student to attain a high level of accuracy leading to eventual increase of speed.

Prerequisites

None

Topic Areas

1. Keyboard characters
2. Setting the Right-hand margin
3. Accuracy
4. Correction signs
5. Typing from manuscript
6. Paragraphs and Sub-Paragraphs
7. Headings and Sub-Headings
8. Speed development to 20 w.p.m.

Readings and Resources

Required Textbook

- Neocleous, Dactylographia, 9th Edition, Neocleous.