

## Global Learning Semesters

### Course Syllabus

Course: OFAD-106A Elementary Greek Text Production

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-106A	Elementary Greek Text Production	2
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-105A
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

### Course Description

To increase the knowledge, skills and practice material to take the student well beyond the standard required for Elementary Greek Examination and for first-time employment. OFAD-106A is an extension and a refinement of OFAD-105A.

### Prerequisites

OFAD-105A

### Topic Areas

1. Simple business letters in various styles (blocked, indented, and semi-blocked style)
2. Carbon Copies
3. Envelope Addressing
4. Accuracy development
5. Speed development to 30 w.p.m.
6. Assignments from Past Examination papers (Elementary level)

### Readings and Resources

#### Required Textbooks

- Neocleous, Dactylographia, 9th Edition, Neocleous
- Past examination papers (Ministry of Education)