

# Global Learning Semesters

## Course Syllabus

Course: OFAD-116A Elementary English Text Production

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-116A	Elementary English Text Production	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-115A
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

### Course Description

To give students a revision of the typewriting theory covered by OFAD-115A, to introduce various business documents of a more difficult nature and to allow them to review past typewriting proficiency papers, and to develop a speed of around 40 wpm.

### Prerequisites

OFAD-115A

### Topic Areas

1. Complicated letters and memoranda
2. Circular letters
3. Various kinds of tabular statements
4. Displays
5. Forms
6. Committee Documents
7. Proof reading

### Readings and Resources

#### Required Textbooks

- Edith Mackay, Universal Typing - Levels I & II, 3rd Edition, Pitman, ISBN 0-273-02706-9
- Edith Mackay, Realistic Office Assignments Level II, 3rd Edition, Pitman, ISBN 0-273-2950-9
- Archie Drummond and Anne Coles, Mogford, First Course, 6th Edition, ISBN 0-07-707605-2

#### Recommended Reading

- Prince, Walmsley's Commercial Typewriting, 9th Edition