

# Global Learning Semesters

## Course Syllabus

Course: OFAD-121 English Shorthand I

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-121	English Shorthand I	3
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 introduce the Pitman Shorthand System and to work on the development of shorthand speed.

### Prerequisites

None

### Topic Areas

New Era

- Consonant strokes
- Vowel signs
- Diphthongs
- Kinds of circles
- Kinds of loops
- Halving principle
- Double consonants

2000

- Consonant strokes
- Vowel signs
- Position writing
- Half length strokes
- Initial hook strokes
- Diphthongs
- Loops
- Short forms
- Phrases
- Intersections

## Readings and Resources

### Required Textbooks

- Audrey O'Dea, Pitman New Era Shorthand, Anniversary Edition, Pitman, ISBN 0-273-02900-2
- Pitman 2000, First Course, 2nd Edition, ISBN 0273-018000
- Pitman 2000, Dictation Practice Workbook Part I, BW Canning, ISBN 0-273-01804-3
- Pitman 2000, Dictation Practice Workbook Part II, BW Canning, ISBN 0-273-01805-1

### Recommended Reading

- Bert Canning, Pitman New Era Shorthand - Workbook 1, Anniversary Edition, Pitman, ISBN 0-273-02903-7
- Bert Canning, Pitman New Era Shorthand - Workbook 2, Anniversary Edition, Pitman, ISBN 0-273-02903-7