

Global Learning Semesters

Course Syllabus

Course: OFAD-122 English Shorthand II

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-122	English Shorthand II	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-121
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

To give students a revision of what has been covered by OFAD-121 and to complete the rest of the theory. To develop a shorthand speed of around 50 wpm.

Prerequisites

OFAD-121

Topic Areas

New Era

- Various kinds of hooks
- Halving and thickening principles
- Prefixes, suffixes and dip hones
- Figures and intersections
- Consolidation of short forms and phrases
- Enrichment of vocabulary
- Shorthand speed practice by means of live-dictation

2000

- Final hooked strokes
- Omission of Vowels
- Double length strokes
- Prefixes, suffixes
- Figures
- Short forms
- Phrases
- Intersections

Readings and Resources

Required Textbooks

- Audrey O'Dea, Pitman New Era Shorthand, Anniversary Edition, Pitman, ISBN 0-272-02900-2
- 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