

Global Learning Semesters

Course Syllabus

Course: OFAD-131 Greek Shorthand I

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-131	Greek 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 Greek shorthand system and to work on the development of shorthand speed.

Prerequisites

None

Topic Areas

1. Alphabet
2. Combinations of the 4 vowels with the consonants
3. Article
4. Diphthongs
5. Double consonants

Readings and Resources

Required Textbook

- A Prodromou, Elliniki Stenographia, Gabelsberger System, 3rd Edition