

Global Learning Semesters

Course Syllabus

Course: OFAD-205A Intermediate Greek Text Production

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-205A	Intermediate Greek Text Production	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-105A and OFAD-106A or Placement Test
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

Intermediate level course in all aspects of Greek typewriting. The student is expected to master the typewriting theory covering all types of business documents reaching Intermediate level. To develop the speed of the student through the use of typewriting proficiency and speed exams.

Prerequisites

OFAD-105A and OFAD-106A or Placement Test

Topic Areas

1. Speed development to 40 w.p.m.
2. Letters with: Enclosure line, Subject heading, Attention line, Postscript line, cc (copy circulated to) line, Confidential notation.
3. Two-page letter. Circular letters. Form Letters. Forms.
4. Itineraries.
5. Memorandums (various styles).
6. Personal Letters.
7. Civil Service Letters.
8. Tabulations in blocked & indented style.
9. Menus.
10. Typing Money in Column form.
11. Assignments from past examination papers (Intermediate).

Readings and Resources

Required Textbooks

- K Neokleous, Daktylographia Neocleous, 9th Edition.
- Past examination papers, (Ministry of Education).