

Global Learning Semesters

Course Syllabus

Course: OFAD-206A Advanced Greek Text Production

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-206A	Advanced Greek Text Production	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-205A or Placement Test
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

To master the typewriting theory covering aspects of Greek typewriting skills at Advanced level. To further develop typewriting speed. This course emphasises both the speed and accuracy of the student's typewriting skills, as well as reviewing and implementing all the typewriting theory covered in the previous courses.

Prerequisites

OFAD-205A or Placement Test

Topic Areas

1. High level of Accuracy
2. Speed Development to 50 w.p.m.
3. Diagonal Column Headings
4. Notice of Meeting - Agenda - Minutes
5. Technical Specifications
6. Plays
7. Poetry
8. Cards
9. Assignments from past examination papers (Advanced level)

Readings and Resources

Required Textbooks

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