

Global Learning Semesters

Course Syllabus

Course: OFAD-215A Intermediate English Text Production

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-215A	Intermediate English Text Production	2
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-116A or by Placement Test
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

To enable the student to master the theory covering all aspects of typewriting at advanced level. To further develop the speed of the student through the use of typewriting proficiency and speed exams. (Pitman, RSA and LCCI).

Prerequisites

OFAD-116A or by Placement Test

Topic Areas

1. High level of Accuracy
2. Speed development to 45 w.p.m.
3. Tables with main heading and Three level column headings
4. Mixed Column headings (Horizontal and Vertical)
5. Invoices
6. Chairman's Agenda
7. Legal Documents
8. Reports
9. Cards
10. Assignments from LCCI, RSA and Pitman Past Examinations (Advanced level)

Readings and Resources

Required Textbooks

- Archie Drummond & Anne Coles Mogford, Applied Typing, 5th Edition Pitman, ISBN 0-07-707144-1.
- Whittle, High Powered Typing Drills, 2nd Edition.
- Universal Typing Advanced, Edith Mackay, 2nd Edition Level III, ISBN 0-273-02707-7.
- Past Examinations LCCI, RSA and Pitman (Advanced Level).