

## Global Learning Semesters

### Course Syllabus

Course: OFAD-216A Advanced English Text Production II

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-216A	Advanced English Text Production II	2
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-215A or by Placement Test
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

### Course Description

To master the typewriting theory, covering all the aspects of typewriting skills. To 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-215A or by Placement Test

### Topic Areas

1. High level of Accuracy
2. Speed Development to 55 w.p.m.
3. Journal and Balance Sheets
4. Flow Charts
5. Organisation charts
6. Assignments from LCCI, RSA and Pitman Past examinations (Advanced level)

### Readings and Resources

#### Required Textbooks

- Universal Typing Advanced, Edith Mackay, 2nd Edition Level III, ISBN 0-273-02707-7.
- Archie Drummond & Anne Coles Mogford, Applied Typing, 5th Edition, Pitman ISBN 0-07-707144-1.
- Whittle, High Powered Typing Drills, 2nd Edition.
- Past Examination, LCCI, RSA and Pitman (Advanced Level).
- Realistic Office Assignments, 3rd edition, Level 2, Edith Mackay, ISBN 0273-02950-9.