

Global Learning Semesters

Course Syllabus

Course: OFAD-221 Intermediate English Shorthand

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-221	Intermediate English Shorthand	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-122
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

A thorough revision of the shorthand theory, introduction of new vocabulary, short forms and phrases. The development of shorthand speed at around 60 wpm.

Prerequisites

OFAD-122

Readings and Resources

Required Textbooks

- Bryan Coombs, A New Review of Pitman Shorthand, New Era Edition, Pitman, ISBN 0-273-40283-8.
- Edith Searle, Basic Business Dictation 700 Common Words, ISBN 0-273-03419-7.
- Bryan Coombs, Speed builder, 2nd Edition, ISBN 0-273-01956-2.
- Pocket Dictionary, 2nd Edition, ISBN 0-273-01310-8.

Recommended Reading

- Past examination papers of Pitman and LCCI