

Global Learning Semesters

Course Syllabus

Course: OFAD-231 Intermediate Greek Shorthand

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-231	Intermediate Greek Shorthand	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-132
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-132

Topic Areas

1. The revision of shorthand theory
2. The introduction of new vocabulary
3. The introduction of new short forms and phrases

Readings and Resources

Required Textbook

- A Prodromou, Elliniki Stenographia, Gabelsberger System, 3rd Edition

Recommended Reading

- Past examination papers of the Ministry of Education
- Articles from newspapers and magazines