

## Global Learning Semesters

### Course Syllabus

Course: OFAD-232 Advanced Greek Shorthand

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-232	Advanced Greek Shorthand	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-231
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

### Course Description

The introduction of advanced vocabulary, short forms and phrases. The development of shorthand speed at around 80 wpm.

### Prerequisites

OFAD-231

### Topic Areas

1. The introduction of new vocabulary.
2. The introduction of new short forms and phrases.
3. Shorthand speed practice by means of live dictation.

### 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.