

# Global Learning Semesters

## Course Syllabus

Course: OFAD-233 Basic Transcription

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-233	Basic Transcription	2
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	Sophomore Standing
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

### Course Description

To produce accurate transcripts within an allotted time period. Students are expected develop a minimum speed of 80 words per minute in shorthand and 17 words per minute in transcription.

### Prerequisites

Sophomore Standing

### Topic Areas

- 1 The dictation of business letters of various kinds. These letters include subparagraphs and indication.
- 2 The dictation of memoranda.

Specific Topics to Be Covered

The dictation of shorthand passages, business letters and allotted time period.

### Readings and Resources

#### Required Textbooks

- Bryan Coombs, A New Review of Pitman Shorthand, New Era Edition, Pitman, ISBN NO 0-273-40283-8.
- Past Examination Papers (Pitman and LCCI).