

Global Learning Semesters

Course Syllabus

Course: OFAD-250 Audio Typing

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-250	Audio Typing	2
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-215
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

To train students to type their assignments directly from individual dictating machines within an allotted time period.

Prerequisites

OFAD-215

Topic Areas

1. Business letters of various kinds
2. Memoranda
3. Advertisements and notices
4. Short business reports

Readings and Resources

Required Textbook

- Marion Prescott, Complete Audio Typing - Student's Book, 2nd Edition, Pitman, ISBN 0-273-02543-0.