# Lead City University, Ibadan

**Faculty of Environmental, Social & Management Sciences**
**Department of Business Administration**
**2nd Semester 2017/2018 Academic Session**

## COURSE PARTICULARS

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|---|---|
| **Course Code:** | OIM 411 |
| **Course Title:** | Advanced Computer Keyboarding II (50 wpm) |
| **No. of Units:** | 3 Units |
| **Status:** | Compulsory |

## LECTURERS' DETAILS

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|---|---|
| **Name:** | Prof. E. A. Erwat |
| **Qualifications:** | B.Sc, M.Ed, Ph.D |
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| **Area of Specialization:** | Bus. Edu, Office & Information Management, HRM, MIS, ICT |

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|---|---|
| **Name:** | Mrs. K.O. Popoola |
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| **Area of Specialization:** | Office & Information Management |

## COURSE DESCRIPTION

This is a practical course aimed at developing in the student adeptness in touch typewriting and in operating the computer system to do various tasks. It is a skill acquisition course where the skill and proficiency in keyboarding and production of work are developed over a period of time through constant practice. This course is designed to equip the student with the ability and proficiency in using word processing package accurately, and type mailable work involving more advanced problem-solving situation in multipage manuscripts, two-page letters with inset portions, literary work, advanced tabulation with vertical headings, legal work (will, specification, etc), circular and official letters, envelopes, advertisement, invitations, etc.

## COURSE OBJECTIVES

To equip the student with the ability to type at 50 wpm, and to train him/her to become proficient in producing mailable typewritten work of advanced problem-solving exercises within a reasonable time.

## COURSE ASSESSMENT

Continuous Assessment: Attendance, Tests, Assignments = 40%
Examination = 60%

**LECTURE PLAN**

| WEEK | TOPIC |
|---|---|
| Week 1 | Review, Speed/Accuracy building, advanced manuscript exercises (multi-page exercises), pagination |
| Week 2 | Meetings (compose notice of meeting and agenda from instructions), Type minutes, Speed/Accuracy building |
| Week 3 | Speed/Accuracy building, literary work (chapters in books, essays, reports, poetry, etc.), references, footnotes |
| Week 4 | Speed/Accuracy building, more complex two-page business letters with inset matter, envelope addressing |
| Week 5 | Speed/Accuracy building, more practice on memorandum with inset matter. Composition of memorandum from instructions |
| Week 6 – 7 | Tabulation exercises with sub-divided column headings and vertical headings, Speed/Accuracy building |
| Week 8 - 9 | Speed/Accuracy building, Advanced display – Itineraries, four-page and six-page programmes, cards, forms |
| Week 10 | TEST |
| Week 11 | Speed/Accuracy building, circular letters, official letters, invitation cards, business forms, typing of e-mails |
| Week 12 | Legal work (will, agreements, endorsement, specifications, etc.), Speed/Accuracy Building |
| Week 13 | Speed/Accuracy building, more practice on composition from instructions (letter, memoranda, e-mails, etc.) |
| Week 14 | Speed/Accuracy building, Revision, Test |
| Week 15 | Examination |

**READING LIST**

    1       Applied typewriting for Schools and Colleges (Revised Ed.) by L.I. Ahukannah, African-Fep Publishers Ltd., Onitsha, Nig.

    2       Applied typing by Drummond and Scattergood, McGraw hill, UK

    3       Commercial Typewriting by Walmsley, Pitman Publishing Ltd., UK

    4       Typing Master or Marvis Beacon typing packages on computer system


**TUTORIAL QUESTIONS**

ALL 12 QUESTIONS ARE PRACTICAL QUESTIONS


## Section C

**MARKING GUIDE FOR ALL KEYBOARDING COURSES**

**Task 1:**      Speed/ Accuracy Test (10 marks)
                Speed below the required speed should be scored zero
                Minus 1 mark for every error

**Other Tasks:**  Letter, manuscript, Tabulation, Display etc.

(1) Printed rubric instructions not carried out………………………minus 3 marks for each infringement.

(2)    Specific instruction / marginal instruction not carried out or ………minus 2 marks for each infringement wrongly carried out.

(3)    Typographical Errors …………………………………..minus 1 marks for each occurrence

(4)    Omission/additions (superfluous words):
      1 word or each punctuation mark omitted ……………  minus 1 mark for each occurrence
      2-5 consecutive words …………………………………………..minus 3 marks
      6-10 consecutive words …………………………………………minus 4 marks
      Every five additional consecutive words ………………………..minus 1 mark
      (Note that if a task was not completed, the portion left is not to be treated as omissions
      but    as short working)

(5)    Part of a letter or memo positioned elsewhere, other than …...minus 1 mark for occurrence
      according to the rules.

(6)    Other errors of inconsistent layout similar to (5) above ...minus 1 mark for each occurrence

(7)    No space between words ……………………………..minus 1 mark for each occurrence

(8)    Mixture of full punctuation and open punctuation to be treated as under (4) above to a maximum of 2 marks.

(9)    Drafting abbreviation not expanded or wrongly expanded……...minus 1 mark for each occurrence.

(10)   Initials typed without space between the letters or acronyms………………minus 1 mark for each
       Not typed close up in open punctuations………………   occurrence up to a maximum of 3 marks.

(11)   Other errors not covered above …………………………minus 1 mark for each occurrence