



# Lead City University, Ibadan

Faculty of Environmental, Social & Management Sciences

Department of Business Administration

2<sup>nd</sup> Semester 2017/2018 Academic Session

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## COURSE PARTICULARS

**Course Code:** OIM 111  
**Course Title:** Introduction to Keyboarding and Shorthand  
**No. of Units:** 3 Units  
**Status:** Compulsory

## LECTURERS' DETAILS

**Name:** Awobenu Lydia Adejoke  
**Qualifications:** ADPA, MBA, M.Sc., ACIPM, AMNIM  
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**Area of Specialization:** Management/Administration.

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

## COURSE DESCRIPTION

This is a practical course that aimed at teaching students keyboarding skills and techniques, and making them acquire the knowledge of using the 'Home key concept' and go through further application of basic skills and consolidation of proofreading techniques in documents production. Students will be exposed to the use of computer system and taught the basic parts of the computer system for application in the production of various tasks.

## COURSE OBJECTIVE

To provide the students with basic skills and techniques required in keyboarding and to familiarize them with the use of Microsoft Word for production works such as Manuscripts, Letters, Memorandum, e.t.c.

## COURSE REQUIREMENT/ASSESSMENT

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

## LECTURE PLAN

WEEK	TOPIC
Week 1	Keyboarding skills and techniques, keyboarding home keys
Week 2	Instruction on how to use the keyboard and other main operating parts of the computer (Monitor, CPU and Printers)
Week 3	Word Processing, shortcut in MsWord
Week 4	The use of mouse and the different types of keyboards
Week 5-6	Basic Parts of the computer; internal and external hardware parts
Week 7	Production of letter layout, full punctuation, speed/accuracy building
Week 8	Spacing rules, types of spacing, speed/accuracy building
Week 9	Table and table formatting, speed/accuracy building
Week 10	TEST
Week 11	Introduction to Manuscripts, correction signs, speed/accuracy building
Week 12	Abbreviations, types of paragraph, spaced and closed capitals
Week 13	Introduction to Memorandum, speed/accuracy building
Week 14	REVISION
Week 15	EXAMINATIONS

## READING LIST

- Applied Typewriting for schools and colleges (Revised Ed.) by L.I. Ahukannah, African-Fep Publishers Ltd., Onitsha, Nigeria.
- Typing First Course (5<sup>th</sup> Ed.) by Archie Drummond, Anne Coles-Mogford, McGraw-Hill Book Company Ltd., UK

## Section B

### 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