



Lead City University, Ibadan

Faculty of Environment, Social and Management Sciences
Department of Business Administration
2nd Semester 2017/2018 Academic Session

Course Particulars

Course Code: OIM 311

Course Title: Computer Keyboarding (40wpm)

No. of Units: 3 units

Status: Compulsory

Lecturer Details

Name: Mrs. Awobenu L.A

Qualifications: ADPA, MBA, M.Sc., ACIPM, AMNIM

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Area of Specialization: Management/Administration

Lecturer Details

Name: Mrs. Tolulope E. Adenekan

Qualifications: B.Sc. Secretarial Administration, M.Sc. Business Administration (OIM) option

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Area of Specialization: Business Information Management

COURSEWARE

A INTRODUCTION: Students having passed through the rudiments and knowledge of Keyboarding and have acquired the necessary rules of Keyboarding at the 200 level, concerted efforts will now be made to enable them develop their speed and accuracy skills to type at 40wpm as well as to produce works at a fast rate by the end of the semester.

COURSE OBJECTIVES: To develop the already acquired knowledge, skill and speed in Keyboarding to enable the students type at a minimum rate of 40wpm and to be able to cope with difficult production office works within a reasonable time.

COURSE DESCRIPTION: P R A C T I C A L S

TEACHING PLAN:

Week 1	Speed/Accuracy building. Manuscripts, Typescripts production
Week 2	Manuscripts and inset matters, special characters and symbols.
Week 3	Speed/Accuracy. Business letters with inset matters and enclosures

Week 4	Letters and production of copies - cc/bcc, envelope addressing
Week 5	Meetings. Notice of meetings, Agenda. Speed/Accuracy.
Week 6	Minutes of meetings, Reports.
Week 7	Memorandum with inset matters. Speed/Accuracy.
Week 8	TEST. Display works.
Week 9	Speed/Accuracy. Itineraries.
Week 10	Tabulation - Sub-divided Column headings.
Week 11	Speed/Accuracy. Tabulation with leader dots
Week 12	TEST. Circular letters.
Week 13	Form Letters, Memorandum. Speed/Accuracy.
Week 14	Revision/Tutorials.
Week 15	EXAMINATIONS

COURSE REQUIREMENTS:

Students are expected to attend 75% lecture periods with the Applied Typewriting for Schools and Colleges or Commercial Typewriting for Colleges with them.

TUTORIAL QUESTIONS: 12 PRACTICAL QUESTIONS.

MARKING SCHEME: AS ATTACHED