

Global Learning Semesters

Course Syllabus

Course: BADM-140 Keyboarding

Department: Management and MIS

Host Institution: University of Nicosia, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
BADM-140	Keyboarding	3
Semester Offered	Contact Hours	Prerequisites
Fall, Spring	42	None
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

1. Keyboard Training - devices of a typewriter, line-end division of words, spacing after punctuation.
2. Business Letters - fully blocked, style, special features and indications.
3. Envelopes - simple addresser, special indications.
4. Memoranda - fully blocked.
5. Development of typing speed.

Instructor

Ms. Anna Papantoniou

Course Aims and Objectives

To master the keyboard and develop a minimum typewriting speed of 18 wpm with a maximum error tolerance of 8%. To familiarize students with the modern layout of business correspondence both internal and external.

Teaching Methods

The course is structured around lectures and homework assignments.

Course Teaching Hours

42 hours.

Evaluation and Grading

Homework Assignments: 10%
Mid-Term: 40%
Final Exam: 50%

Readings and Resources

Required Textbook

Alfreda M Patten, Skill Typewriting, 4th Edition, Pitman, ISBN 0-273-01194-4.

Recommended Reading

Selected assignments from:

Judith A Chiri, Houghton Mifflin Typewriting.

Charles G Reigner, College Typing, 2nd Edition revised.

Archie Drummond and Anne Coles-Mogford, First Course, 6th Edition, ISBN 0-07-707605-2