

# Global Learning Semesters

## Course Syllabus

Course: OFAD-115A English Keyboarding

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-115A	English Keyboarding	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	None
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

### Course Description

To master the keyboard of an electronic typewriter and develop the ability to type as accurately as possible. To introduce the typewriting theory aiming at covering a variety of simple business documents.

### Prerequisites

None

### Topic Areas

1. Mastery of the keyboard and its functions
2. Development of accuracy
3. Basic typewriting rules
4. Simple business letters
5. Addressing envelopes
6. Cent ring headings
7. Simple proof reading
8. Simple memoranda
9. Kinds of paragraphs
10. Kinds of paragraph headings
11. Simple advertisements

### Readings and Resources

#### Required Textbooks

- Alfreda M Patten, Skill Typewriting, 4th Edition, Pitman ISBN 0-273-01194-4.
- Edith Mackay, Universal Typing - Levels I & II, 3rd Edition, Pitman, ISBN 0-273-02706-9.
- Archie Drummond and Anne Coles, Mogford, First Course, 6th Edition, ISBN 0-07-707605-2.
- Edith Mackay, Realistic Office Assignments, Level I, Pitman, ISBN 0-273-02949-5.

#### Recommended Reading

- Prince, Walmsley's Commercial Typewriting, 9th Edition