

Office Administration Program Booklist May-June 2025

Contact your instructor if you have any questions or kinneyc@northernlakescollege.ca

KEYBOARDING I (OADM0101)

Instructor: Rhonda Van De Keere, 780.751.3305 (keerer@northernlakescollege.ca)

Educational Support: JoAnne Huculak (huculakj@northernlakescollege.ca)

TypistApp.ca

Important: Refunds are not available for Typist™. If you have questions, contact your instructor prior to purchasing a subscription.



- Review the Orientation Slides in D2L.
- If you are challenging Keyboarding I within the first week of the course's start date, use a free online typing program listed below to verify that you are typing at least 30 wpm with 85% accuracy in a three-minute timing. Then send verification to Rhonda and JoAnne. Hold down the Ctrl key and click on a link:
 - <https://sense-lang.org/typing>
 - <https://www.speedtypingonline.com/typing-test>
 - <https://www.typingclub.com>
 - <http://www.typing-lessons.org>
 - <https://www.keybr.com/typing-test> (In Settings, select book paragraphs.)
- **If you are using Typist™ for the first time:** Purchase a three-year subscription (approximately \$90) from TypistApp.ca. Enter this code: **NR39886** To learn how to create an account in TypistApp, pay for it, and use it, hold down the Ctrl key and click on this link: <https://www.youtube.com/watch?v=aL4q9u2Wf8I> (3:41 minutes).
- **If you purchased a subscription to Typist™ within the past three years:** Do not purchase another subscription. Hold down the Ctrl key and click on this link: TypistApp.ca Use this code to access Keyboarding I: **NR39886**
- **If you purchased access to Typist™ more than three years ago:** Contact typistcanada@gmail.com to obtain free access. Then use this code to access Keyboarding I: **NR39886**

Notes:

- It is recommended that you purchase a full-sized keyboard if you don't have one. A laptop's keyboard is smaller, and the wrist position can be awkward, which makes touch typing and skill-building harder.
- Practicing your keyboarding skills every day is the best way to succeed in this course. Learning a new skill cannot be crammed into a couple of weeks of intense practice.
- Touch typing is required to achieve success later in KB2 (40 nwpw). The Lessons in Typist will teach you how to touch type so that you won't need to look at the keyboard.

KEYBOARDING II (OADM0111)

Instructor: Rhonda Van De Keere, 780.751.3305 (keerer@northernlakescollege.ca)

Educational Support: JoAnne Huculak (huculakj@northernlakescollege.ca)

TypistApp.ca

Important: Refunds are not available for Typist™. If you have questions, contact your instructor prior to purchasing a subscription.



- Review the Orientation Slides in D2L if you didn't attend Orientation.
- If you are challenging Keyboarding II within the first week of the course's start date, use a typing program to verify that you are typing at least 40 wpm with 85% accuracy in a five-minute timing. Then send verification to Rhonda and JoAnne. Hold down the Ctrl key and click on a link.
 - If you have a Typist™ subscription, go to TypistApp.ca and take several Timed Writings.
 - If you don't have a subscription to Typist™, test yourself with free programs such as
 - <https://sense-lang.org/typing>
 - <https://www.speedtypingonline.com/typing-test>
 - <https://www.typingclub.com>
 - <http://www.typing-lessons.org>
 - <https://www.keybr.com/typing-test> (In settings, select book paragraphs.)
- **If you are using Typist™ for the first time:** Purchase a three-year subscription (approximately \$90) from TypistApp.ca. Enter this code: **NR97858** Learn how to create an account in TypistApp, pay for it, and use it, hold down the Ctrl key and click on this link: <https://www.youtube.com/watch?v=aL4q9u2Wf8I> (3:41 minutes).
- **If you purchased a subscription to Typist™ within the past three years:** Do not purchase another subscription. Hold down the Ctrl key and click on this link: TypistApp.ca Use this code to access Keyboarding II: **NR97858**
- **If you purchased access to Typist™ more than three years ago:** Contact typistcanada@gmail.com to obtain free access. Then use this code to access Keyboarding II: **NR97858**

Notes:

- It is recommended that you purchase a full-sized keyboard if you don't have one. A laptop's keyboard is smaller, and the wrist position can be awkward, which makes touch typing and skill-building harder.
- Practicing your keyboarding skills every day is the best way to succeed in this course. Learning a new skill cannot be crammed into a couple of weeks of intense practice.
- Touch typing is required to achieve success in KB2 (40 nwpn). Do all the Lessons in Typist to learn how to touch type if you are still looking at the keyboard.

EMPLOYMENT PRACTICUM (OADM0103)

Instructor: Rhonda Van De Keere, 780.751.3305 (keerer@northernlakescollege.ca)

All student and employer documents are posted in Brightspace/D2L.

- There are no textbooks for this course.
- Students will use office manuals/reference materials as provided by the supervising employers as a guide to learning the policies and procedures of the office.