

COURSE OBJECTIVE:

Development of keyboarding speed and accuracy

LEARNING OUTCOMES:

The student will be able to key *by touch* at a minimum of **30 net words** per minute on five-minute copy timed writings.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Timings	100%
Drill Work	Credit/Non-Credit

All drill work must be completed in order to attempt the final exam timings. Only those timed writings completed using prescribed touch typing techniques will be accepted for grading. FINAL TIMED WRITING MUST BE COMPLETED IN CLASS.

Final exam timed tests are worth 100%

Net Words per Minute will be determined by five minute timings. Net Words will be calculated using the following format:

Gross Words per Minute minus 2 for each error = Net Words per Minute.

Grades will be assigned on the Letter Grading System.

**Office Administration
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Net Words Per Minute	Designation
A ⁺	4	>=40	EXCELLENT
A	4	39	
A ⁻	3.7	38	FIRST CLASS STANDING
B ⁺	3.3	37	
B	3	36	GOOD
B ⁻	2.7	35	
C ⁺	2.3	34	SATISFACTORY
C	2	33	
C ⁻	1.7	32	
D ⁺	1.3	31	MINIMAL PASS

D	1	30	
F	0	<30	FAIL

STUDENT RESPONSIBILITIES:

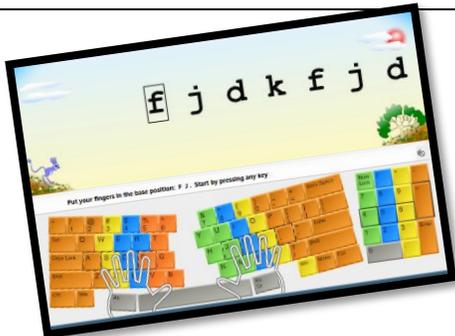
Students must read, understand and comply with NWP academic policies.

**Note: all Academic and Administrative policies are available at

<https://www.nwpolytech.ca/about/administration/policies/>

COURSE SCHEDULE/TENTATIVE TIMELINE:

Drill work will be assigned weekly and extra timed writings will be completed during class time.

Tentative Timeline	
Week	
1	<p>Course Overview:</p> <ul style="list-style-type: none"> • Course Outline • Timeline • Get to know your course space 
2	<p>The ABC's of touch typing Learning the split keyboard</p> <ul style="list-style-type: none"> • Keyboard scheme • Understanding ergonomics: • Sitting posture for typing • Home Row • Finger motion <p>Getting to know your keyboard--Drill work (MyClass)</p>
3	<p>Starting Typing Club -- Typing Jungle: Home Row Lessons 1–23 Top Row Lessons 24-51 Right Hand Typing: Venture Out Lessons 24-43 Left Hand Typing: Venture Out Lessons 24-43 Timing 1 & 2</p>
4	<p>Typing Jungle: Bottom Row Lessons 52-88 Left Hand Typing: All the Way Lessons 44-66 Right Hand Typing: All the Way Lessons 44-46 Timing 3 & 4</p>

5	Typing Jungle Basic Level 1 : Lessons 89 -126 Tricky Words: Lessons 127-137 Typing Basics: Alphabet Lessons 6-35 Timing 5
6	Typing Jungle Shift Key: Lessons 138-191 Left Hand Shift Key Lessons 108-156 Right Hand Shift Key Lessons 108-156 Timing 6
7	FALL BREAK – take a break, or practice some more 😊
8	Typing Jungle Common Patterns 1: Lessons 192-202 Basic Level 2: Lessons 203-233 Typing Basic: Advanced Level 1 Lessons 57-70 Timing 7 MIDPOINT EVALUATION IN CLASS
9	Typing Jungle Tricky Words 2: Lessons 234-244 Numbers: Lessons 245-274 Typing Basics Numbers: Lessons 71-76 Timed Writing 8
10	Typing Jungle Common Patterns 2: Lessons 275-285 Basic Level 3: Lessons 286-316 Timing 9 &10
11	Typing Jungle Symbols: Lessons 317-346 Timing 11
12	Typing Basics Symbols Lessons 91-100 Symbols Drills (online) Typing Jungle Common Patterns 3: Lessons 347-357 Timing 12
13	Typing Jungle Advanced Level 1: Lessons 358-388 Hard Copy: Vertical Stroke Word, Double Letter Words Timing 13
14	Typing Jungle More Symbols: Lessons 389-418

	Tricky Words: Lessons 419-429 Timing 14
15	Reserved for Final Timed Writings – (all drill work must be submitted for credit before final timings can be attempted)

EXAM POLICIES

Final examinations must be taken during the specified time period. Do not plan any activities during examination week.

EMAIL CORRESPONDENCE:

*All email correspondence must be sent from your Northwestern Polytechnic student email account and must be professionally formatted (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc.). Emails that do not follow the above requirements will not be responded to.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.