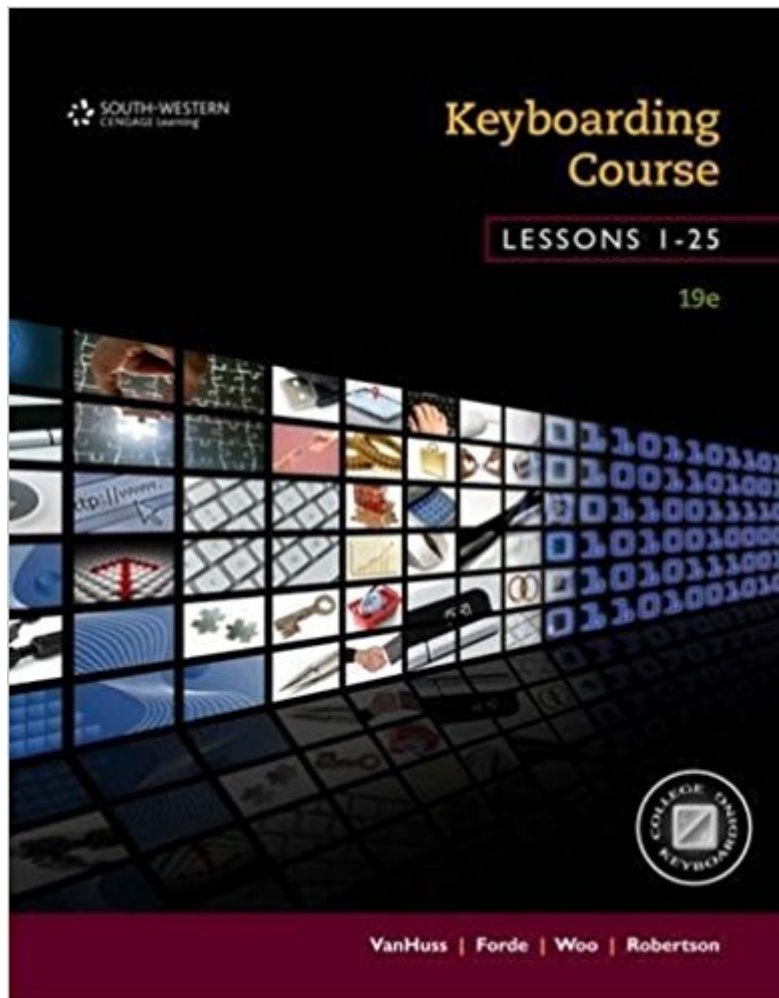




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Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral Bound



Synopsis

Prepare for academic and career success with KEYBOARDING COURSE, LESSONS 1-25, 19th Edition. This market-leading text provides the tools you will need to build a strong foundation in alphabetic keyboarding and top-row numbers. Extra reinforcement, communication skills review, and an introduction to Windows 8 and web-based computing will get you ready for today's workplace. Correlates directly with new web-based KPDO software, available separately.

Book Information

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LEVEL 1: KEYBOARDING--FOUNDATION FOR ALL CAREERS. Module 1 Alphabetic keys (L1-13). Module 2 Figure and Symbol Keys (L14-25). LEVEL 2: APPLYING KEYBOARDING SKILL. Numeric Keypad. Word Processing. Communication Skills. Web-Based Computing. Reference Guide. Digital Citizenship. Keyboarding--Bridge to Today's Technology. Technology and Your Health. Windows 8 and File Management.

Dr. Susie H. VanHuss received her B.S. degree from the University of Southwestern Louisiana and her MBA and Ph.D. degrees from Indiana University. Her teaching specialties include business communications, administrative systems, and personnel management. Her work, includes textbooks in communications, keyboarding and word processing, and office technology. She has written numerous journal articles and has served on the editorial review boards of several leading business education journals. Dr. Connie M. Forde is a full professor and head of the Department of

Instructional Systems and Workforce Development at Mississippi State University, where she leads undergraduate programs in information technology services, business technology teacher education, and industrial technology, as well as graduate programs in instructional technology. Dr. Forde also continues to advise doctoral students on their dissertation research. Prior to her tenure at Mississippi State University, she was a business teacher at both the community college and secondary levels. She earned her B.S. and M.Ed. degrees in business education from the University of Southern Mississippi and her Ph.D. in higher education from the University of Mississippi. Dr. Forde serves as coauthor of the COLLEGE KEYBOARDING series and a variety of word processing and integrated applications textbooks and simulations. She is a recognized contributor to the professional literature and a speaker at state, regional, and national conferences. Additionally, she has served as president of the National Business Education Association, Southern Business Education Association, and National Council of Pi Omega Pi, and chair of the Foundation for the Future of Business Education.

Donna L. Woo is an instructor and department coordinator for Information Systems/Office Automation at Cypress College and associate director of education at Pacific College. She received her B.A. and M.A. degrees in business education from Michigan State University and earned her Ed.D. from Nova University. Her industry experience includes work for both IBM and General Motors. A respected author, Dr. Woo has written several word processing textbooks and has served as a coauthor on several editions of South-Western COLLEGE KEYBOARDING textbooks.

Vicki Robertson received her M.S. and B.S. degrees in education from the University of Memphis. She currently teaches at the University of Memphis and online for Southwest Community College. She is a member of the National Business Education Association and Southern Business Education Association, and she has served on the executive board for the Tennessee Business Education Association.

Just the book we needed for a college course but quite a bit less expensive!

The book didn't come sealed like it should have been if it was "New". However, that isn't the real problem. The real problem is that it didn't come with an access code, but that wasn't indicated either so I figured that it did considering that it was "new".

This book is very good for learning keyboarding with the cengage online program. However, the text is too small and it is hard to decipher commas from periods. A digital version would be better.

Not new, doesn't come with access code

this book is not new you said it was new and i need the code

Love the book, really helpful,came on time :)

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