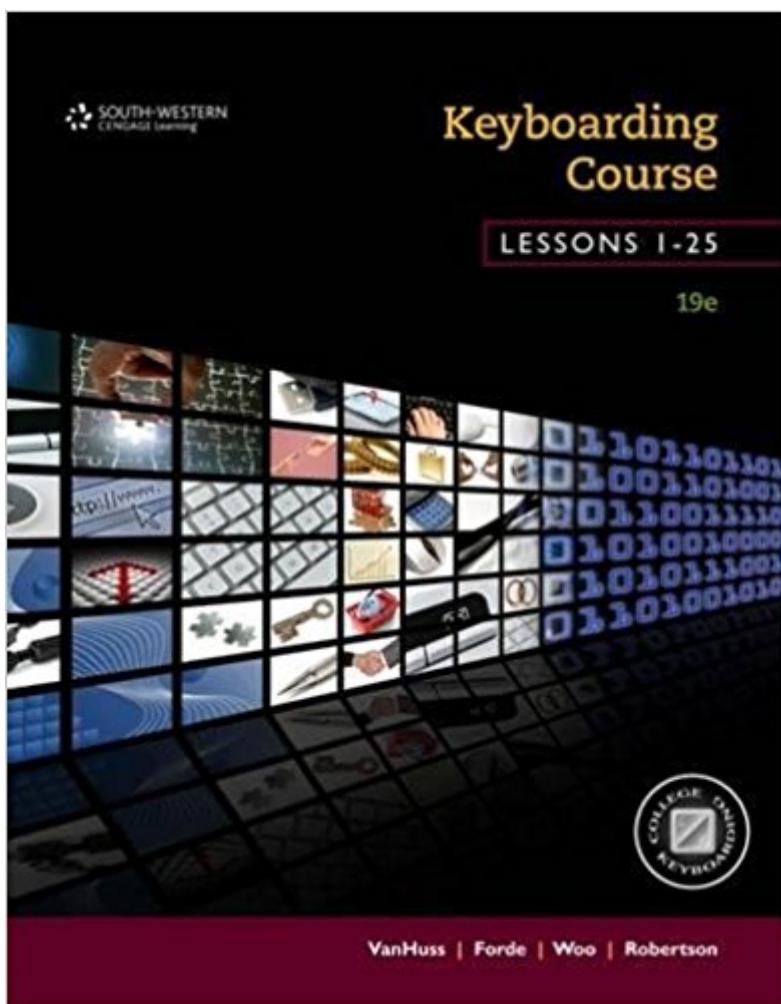The book was found

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

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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 problemÃƒÂ¢Ã â ¬Ã Â¦. 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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