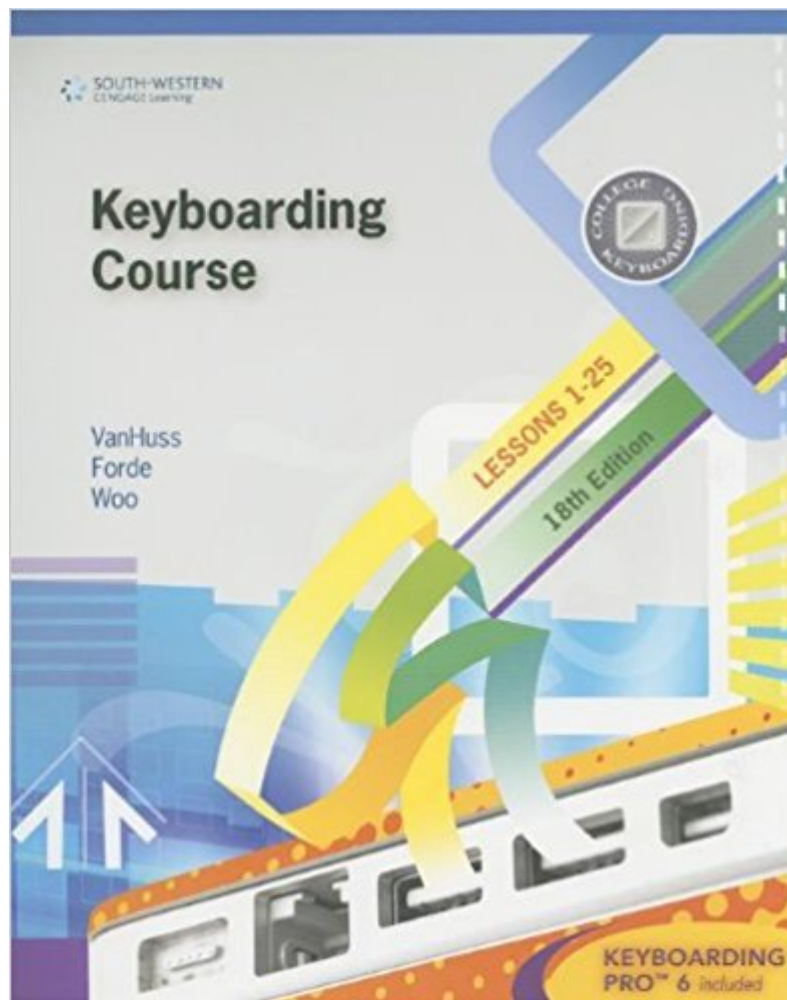




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Keyboarding Course, Lesson 1-25 With Keyboarding Pro 6: College Keyboarding



Synopsis

The Eighteenth Edition of KEYBOARDING COURSE, LESSONS 1-25 is packaged with the market-leading KEYBOARDING PRO 6 software to help readers develop fundamental skills by mastering the alphabetic keyboard, top-row numbers, symbols, and the numeric keypad.

South-Western College Keyboarding offers a proven, time-tested approach that enables readers to develop a strong foundation in basic keyboarding. Each lesson is clearly focused, well structured, and designed to provide step-by-step training and reinforcement to allow readers to quickly build their skills and confidence.

Book Information

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Customer Reviews

"I am very satisfied with the proposed new text. The scope and sequence of lessons are appropriate and logical. The additional software is a plus. The WebReporting is very valuable."- Martha Harpole,

Hinds Community College

"I really love the books. They are easy to read, easy to teach from.

Course content can be increased or decreased depending on student ability." -Kay Holcomb,

Eastern New Mexico University-Roswell

Dr. Susie H. VanHuss is a distinguished professor emeritus of the Moore School of Business at the University of South Carolina. She received her B.S. degree from the University of Southwestern Louisiana and her M.B.A. and Ph.D. degrees from Indiana University. Her teaching specialties include business communications, administrative systems, and personnel management. She is a

prolific author (Cengage Learning), with textbooks in communications, keyboarding and word processing, office technology, and administrative management. Dr. VanHuss has experience managing large foundations and has served on the board of trustees of numerous for-profit and non-profit organizations. She is a frequent speaker at state, regional, and national business education conventions and has done extensive consulting and training for industry and education groups nationally and internationally.

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.

I was very happy my book got here fast! I ordered on 06/09/14 and arrived on 06/12/14 very early in the morning... It is used but in great condition... I was a lil mad at first because i didnt see the dvd but then i found it in the back of the book! Im very happy with everything... My school was selling it for \$60 bucks and i got it for \$7.50 including shipping (i got the 30 day free prime trial).... Id definitely order from u again! Thank u and i highly recommend to everyone

I used this exact course in college and went from single finger pecking to 97 wpm in 3 months using

this program 3 times a week. It also teaches basic word processing setup for letters and such. I purchased this program to use for my boys, which I homeschool. Hope it works just as well for them as it did for me. Can't beat that price!!

Definitely has helped me learn how to use keyboard beyond the hunt and peck method I had been using. My kids are delighted they no longer are asked to type documents for me!!! I use a Mac at home, however, and this course, as used by my college class, is set up for PC only. Therefore, I must do all the coursework while at the PC computer lab rather than when it is more convenient. Wish it were Mac compatible.

Great resource for our homeschool keyboarding class

Received the book pretty fast only a few "imperfections " caused by shipping and handling but overall happy with product

great book and easy ti read

At first I was very happy with this purchase because it includes the CD which is in great condition and what seemed like the entire textbook. I just went to complete my last assignment for this class I'm taking and lessons 22-25 are MISSING. Not only will I not be able to turn in the last assignment, I won't be able to take the FINAL TEST. Thanks a bunch! I would definitely recommend checking the book to make sure all chapters are actually there, as unnecessary as that seems.

Book I needed to pass my keyboarding class

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