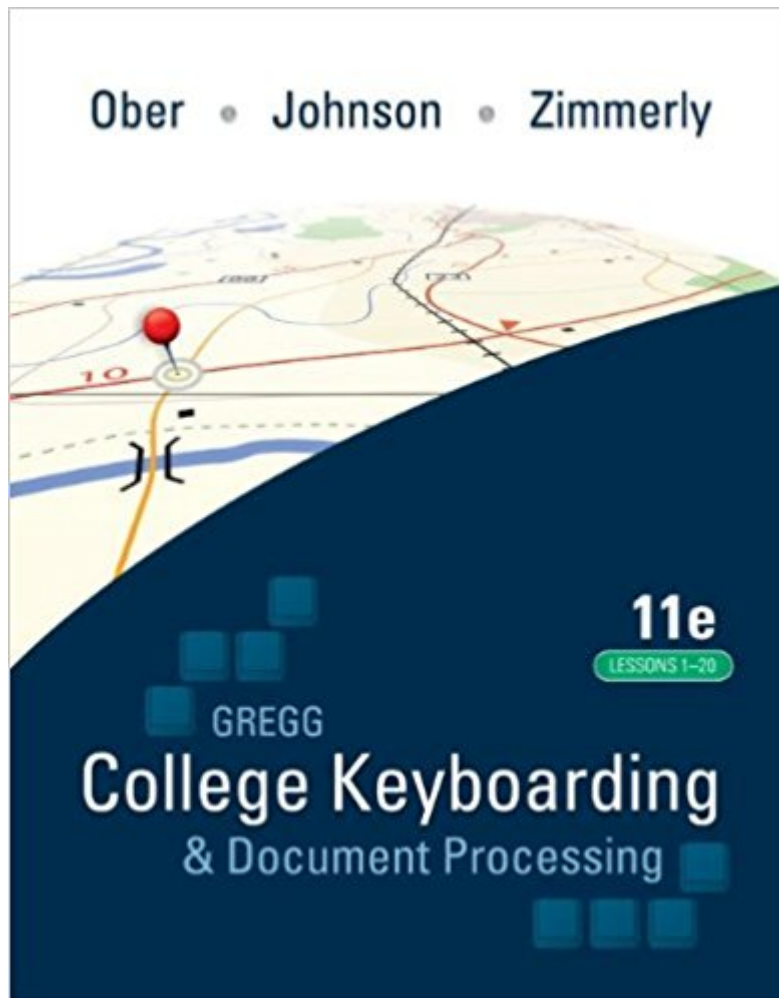




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Ober: Kit 4: (Lessons 1-20)



Synopsis

Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system that cohesively lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. GDP/11 automatically scores for keyboarding errors. As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success.

Book Information

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Customer Reviews

Scot Ober (Ph.D, Ohio State) is a full-time consultant in business communication and document processing. Prior to his consulting career, Dr. Ober was Professor of Business at Ball State University. In addition to having taught Business Communication for over twenty years, he served as Editor of the Business Communication Quarterly for 1995 and 1996 and conducted an MBA-level

Distance Learning Program through Ball State University. Johnson is Director of Business Education Department of Business Management and Business Systems West Georgia College, Carrollton, GA.

it works- its boring- its a text book-its college material- but it teaches- i wish you could down load it so you are not stuck to the internet with a ball and chain-no longer can you take your homework with you- on second thought- 1 star

I would like the repeatedness of the typing units but I already know how to type and it makes carpal tunnel on the Enrichment lessons where each line is typed twice.

When I bought it NEW it came with the book and the online registration code.

tedious, boring class

It is a small book, but it does have the access code for those who need it for their class, only if bought NEW.

I like this book my school approved of this book for a typing class it is a great guide and the online code comes with it. It teaches the basic of typing from the top

Delivery was super fast! I needed this book for a class I'm taking and it's very simple to understand and I have already become so much better at keyboarding!

Two of my pages had a big pink water stain. So far the rest of the book is fine

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