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Gregg College Keyboarding & Document Processing, 11e

Gregg College Keyboarding & Document Processing (GDP), Lessons 1-20 KIT 4, 11th ed. New York: McGraw-Hill, 2011. (ISBN: 9780077377144). IF YOU ARE GOING TO TAKE BUS 111 the next semester, you can use the following kit for BOTH BUS 100 and BUS 111: Ober, Scott, Jack E. Johnson, and Arlene Zimmerly.

Beginning Keyboarding - Kalamazoo Valley Community College

Ober: Gregg College Keyboarding & Document Processing, 11e by Scot Ober Jack Johnson Arlene Zimmerly

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MATERIALS REQUIRED:-- Required Text: Gregg College Keyboarding & Document Processing, 10th Edition - Kit 1 (Lessons 1-60 with home software) by Ober, Johnson, and Zimmerly, McGraw-Hill Irwin. ISBN: 9780077212568-- Recommended Text: Go!With Windows Vista (Getting Started) by Gaskin & Ferrett - Pearson, Prentice Hall, 2008. ISBN: 9780136140979-- 1 USB disk for the Windows Vista Homework

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