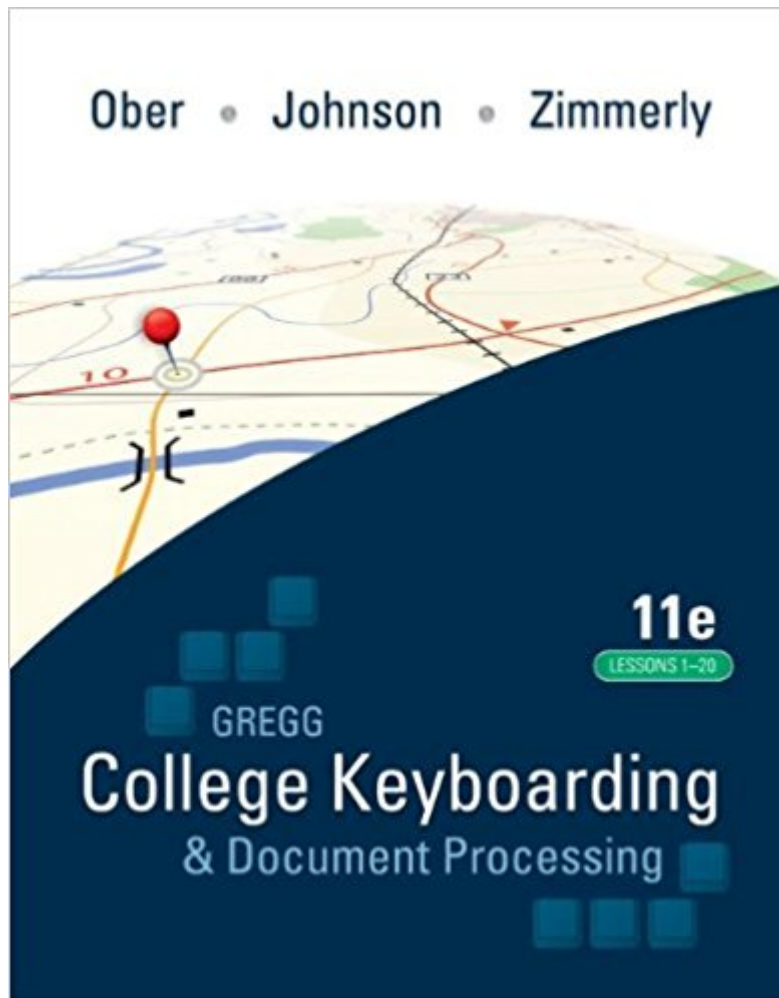




**Ebook Directory**  
the best source of ebook

The book was found

## 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

Printed Access Code: 72 pages

Publisher: McGraw-Hill Education; 11 edition (May 4, 2010)

Language: English

ISBN-10: 0077377141

ISBN-13: 978-0077377144

Product Dimensions: 9.6 x 1.6 x 11.6 inches

Shipping Weight: 12.8 ounces (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 stars 16 customer reviews

Best Sellers Rank: #102,214 in Books (See Top 100 in Books) #8 in Books > Law > Law Practice > Law Office Education #37 in Books > Business & Money > Processes & Infrastructure > Office Management #93 in Books > Reference > Encyclopedias & Subject Guides > Business

## 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

[Download to continue reading...](#)

Ober: Kit 4: (Lessons 1-20) Ober: Kit 3: (Lessons 1-120) w/ Word 2010 Manual Ultimate Origami for Beginners Kit: The Perfect Kit for Beginners-Everything you Need is in This Box!: Kit Includes Origami Book, 19 Projects, 62 Origami Papers & DVD Classic Origami Kit: [Kit with Origami How-to Book, 98 Papers, 45 Projects] This Easy Origami for Beginners Kit is Great for Both Kids and Adults Explosive Reactions Lab Kit (Mad Science Explosive Reactions Lab Kit) Argentina, Uruguay and Paraguay: A Travel Survival Kit (Lonely Planet Travel Survival Kit) by Wayne Bernhardson (1992-08-27) Calligraphy Kit: A complete kit for beginners The Revolutionary War Discovery Kit

(Dover Discovery Kit) Backyard Explorer Kit: 3-in-1 Collector's Kit! Geometric Origami Mini Kit: Folded Paper Fun for Kids & Adults! This Kit Contains an Origami Book with Downloadable Instructions Geometric Origami Kit: The Art of Modular Paper Sculpture: This Kit Contains an Origami Book with 48 Modular Origami Papers and an Instructional DVD My First Origami Kit: [Origami Kit with Book, 60 Papers, 150 Stickers, 20 Projects] Origami Fun for Kids Kit: 20 Fantastic Folding and Coloring Projects: Kit with Origami Book, Fun & Easy Projects, 60 Origami Papers and Instructional DVD Japanese Origami for Beginners Kit: 20 Classic Origami Models: Kit with Origami Book, 72 High-Quality Origami Papers and Instructional DVD: Great for Kids and Adults! Story-gami Kit: Create Origami Using Folding Stories: Kit with Origami Book, 18 Fun Projects, 80 High-Quality Origami Papers and Instructional DVD The Complete Living Will Kit (Complete . . . Kit) Japanese Hiragana and Katakana Flash Cards Kit: Learn the Two Japanese Alphabets Quickly & Easily with this Japanese Flash Cards Kit (Audio CD Included) Krazy Karakuri Origami Kit: Japanese Paper Toys that Walk, Jump, Spin, Tumble and Amaze!: Kit with Origami Book, 40 Origami Papers & 24 Projects Great Juggling Kit Book Only No Kit Training Kit (Exam 70-461) Querying Microsoft SQL Server 2012 (MCSA) (Microsoft Press Training Kit)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)