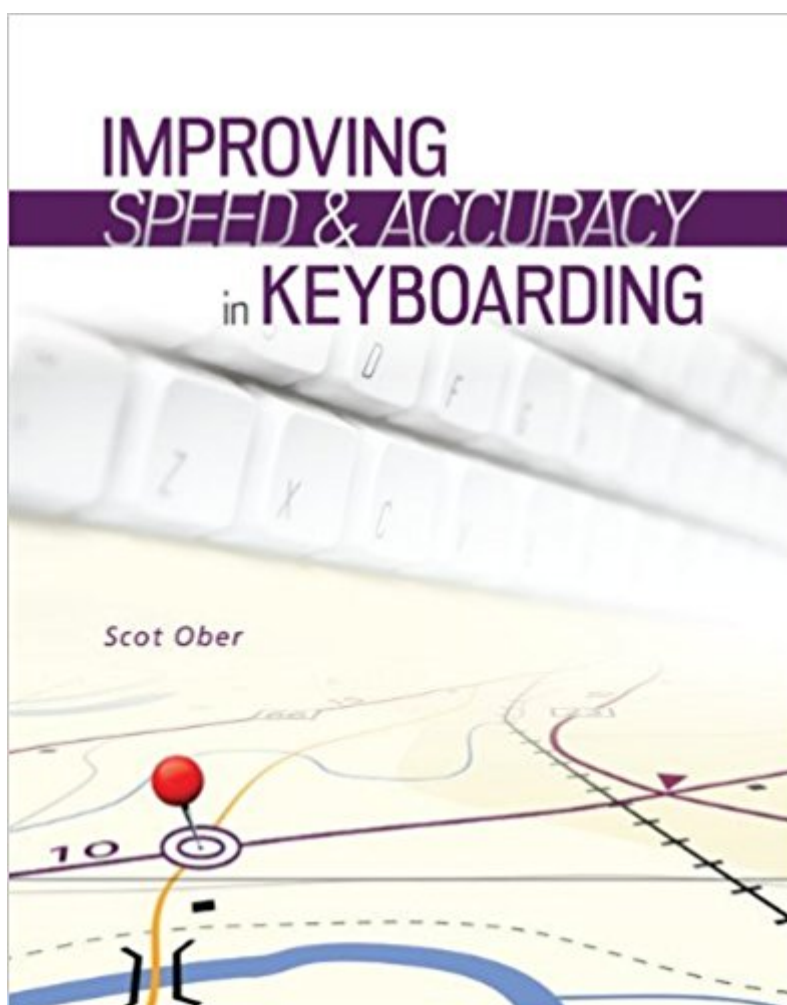


The book was found

Improving Speed And Accuracy In Keyboarding With Software Registration Card



Synopsis

Improving Speed and Accuracy in Keyboarding (ISAK) is your complete individualized skillbuilding system designed to improve students' speed and accuracy in keyboarding. Most competitive keyboarding texts do not differentiate between speed and accuracy drills. Research has proven that students cannot simultaneously build speed and accuracy as each requires different actions and mindsets. In ISAK, each unit is made up three lessons focusing separately on speed, accuracy and technique, allowing students to practice and develop all aspects of their keyboarding skills. The new software to accompany this text is built off the successful technology behind GDP and GDP's best-selling features, especially MAP+. The brand new timed writings were designed with real-world occupations in mind which will provide realism and applicability to the course. The software is entirely web-based, eliminating CD-ROMs or partial local installs.

Book Information

Spiral-bound: 120 pages

Publisher: McGraw-Hill Education; 1 edition (January 14, 2013)

Language: English

ISBN-10: 0077804740

ISBN-13: 978-0077804749

Product Dimensions: 8.4 x 0.5 x 11.1 inches

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

Average Customer Review: 3.6 out of 5 stars 7 customer reviews

Best Sellers Rank: #324,468 in Books (See Top 100 in Books) #27 in Books > Law > Law

Practice > Law Office Education #99 in Books > Business & Money > Processes & Infrastructure > Office Management #266 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.

I have taken the introductory course that uses a text also by this author. I am now taking this intermediate course as a requirement for my degree. While the science behind the assignments may

be well-researched (I don't know if it is, but the text is very proud of all that research) I am frustrated by the layout and presentation of the tasks. For example, each assignment begins with a pretest and based on your results, has you complete the practice work by either keying each line twice or as a paragraph. It is very cumbersome to use. I would rather see specific text that needs to be keyed, similar to "What You See Is What You Get". I agree that practice is important, but this layout could really be improved.

The binding is poorly done and causes the book to sometimes loose pages. The exercises in the book are good but can be confusing once the book flips and the lessons continue on the backside of the pages.

The book arrived pretty quickly. Had a good experience with this purchase.

This came with everything I needed for the course and I also like the attached stand. Much more easier than the begining keyboarding materials

It's a school book.. Don't know what else I could say?

It was okay, will still be using it. However, it has more wear and tear than I would have liked and the pages are beginning to unwind on the right hand side. Not exactly ideal, I'm looking into getting it bound again. Pleased that there is no writing or hand writing though. Probably wouldn't buy from this seller again.

recommend it to my friend. great! Best knives I've owned! good. a present ,

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