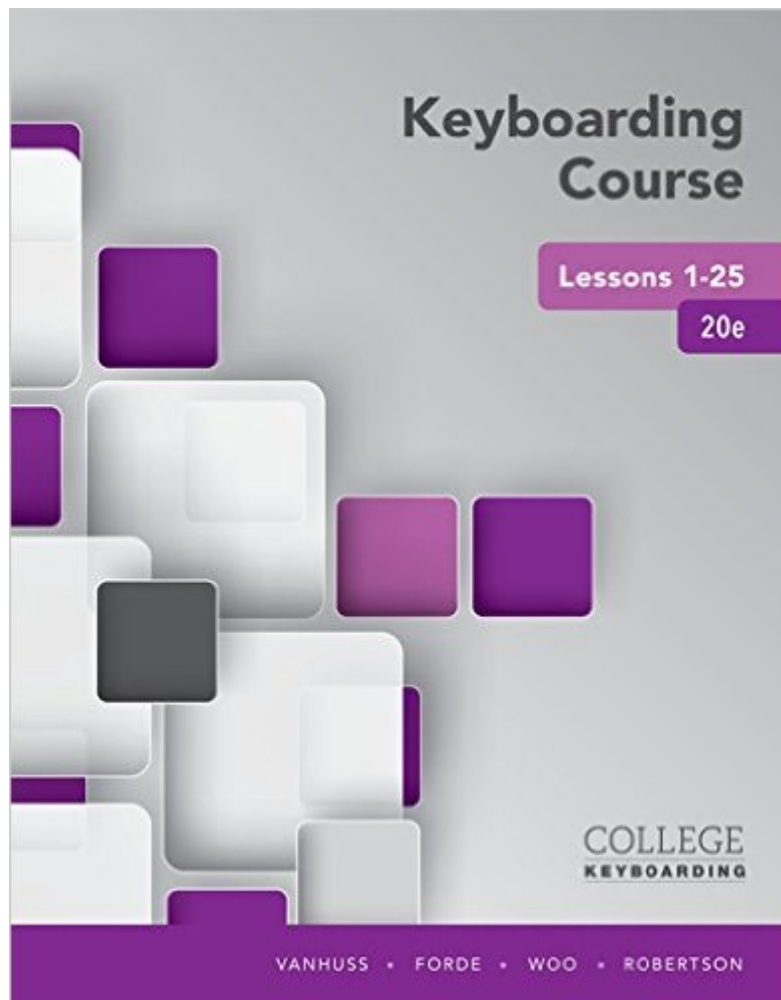


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Synopsis

Get ready for academic and workplace success! This efficient, effective learning package integrates keyboarding and communication skills within a single text. Numerous keyboarding drills and engaging Skill Builder exercises help you learn keystrokes and quickly build speed and accuracy. Combined with Skills Assessment Manager (SAM), the text makes learning even easier and more effective, allowing you to work independently from anywhere.

Book Information

Paperback: 144 pages

Publisher: Course Technology; 20 edition (May 3, 2016)

Language: English

ISBN-10: 133710325X

ISBN-13: 978-1337103251

Product Dimensions: 8.3 x 0.5 x 11.2 inches

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