

Century 21 Keyboarding & Information Processing: Complete Course

By Jerry W. Robinson, Jack P. Hoggatt, Jon A. Shank, Lee R. Beaumont, T. James Crawford

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Comprehensive approach to keyboarding and information processing from the all-new sixth edition of Century 21 Keyboarding & Information Processing. Students learn the skills needed to succeed in the workplace today and tomorrow using the proven, highly successful pattern of basic skills development characterized in previous editions. For over 75 years, South-Western has provided the highest quality, most innovative, keyboarding instruction in the world! The new sixth edition is the best edition ever with an all-new colorful layout, revamped text content supported by three exceptional software packages (MicroType Pro, MLS Century 21 Multimedia, and Document Checker), cross-curricular themes, word processing applications, optional language and writing activities, and "Your Perspectives" critical thinking guides.

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Editorial Review

About the Author
Dr. Jack P. Hoggatt is Department Chair of the Department of Business Communications at the University of Wisconsin-Eau Claire. He has taught courses in Business Writing, Advanced Business Communications, and the communication component of the university's Master in Business Administration (MBA) program. Dr. Hoggatt has held offices in professional organizations and has received the Outstanding Post-Secondary Business Educator Award in Wisconsin. He has served as an advisor to local and state business organizations. Dr Hoggatt is involved with his community and the school activities of his children.

Professor of Education

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