

# Gregg College Keyboarding & Document Processing: Lessons 1-60

By Scot Ober, Jack E Johnson Dr., Arlene Zimmerly MA


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### About the Author

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.

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