



## Century 21™ Computer Applications and Keyboarding: Comprehensive, Lessons 1-150 (Available Titles CengageNOW)

By Jack P. Hoggatt, Jon A. Shank

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*By Jack P. Hoggatt, Jon A. Shank*

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### Review

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### 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.

Dr. Jon Shank is a retired Professor of Education (Emeritus) at Robert Morris University in Moon Township, Pennsylvania. Dr. Shank served as Dean, School of Applied Sciences and Education for more than 20 years before returning to the classroom. He taught keyboarding and word processing methods to undergraduate and graduate students seeking business education certification. Over the years, he has served in numerous leadership positions in business education professional associations, as a consultant to many school districts, and on many advisory committees for school districts and the Pennsylvania Department of Education.

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