

Machine Transcription and Dictation, Text/Data Disk Package

By William R. Pasewark, Mitsy Ballentine



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The fourth edition of this popular transcription book is designed to prepare students for most situations requiring transcription skills. The addition of speech and voice recognition technology gives this book the leading advantage over the competition. As a skill needed by office professionals, especially in the legal and medical fields, speech and voice technology gets a great deal of coverage in this edition.



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Editorial Review

About the Author

William R. Pasewark, Sr., earned the PhD at New York University. He taught both Business and Education courses at NYU, Michigan State, Penn State, and Texas Tech. Pasewark authored 105 best-selling business and computer books, seven of which won Texty Awards from the Text and Academic Authors Association. Work experience includes several jobs in the Wall Street section of NYC; Office Management Consultant; Marine Corps Sergeant in the Iwo Jima Invasion; General Manager of Pasewark LTD, a textbook authoring family partnership. Pasewark lectured in 31 states and several foreign counties. He attended 60 continuous NBEA conventions and was a registered lobbyist to require business courses in high schools.

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