



Century 21 Digital Information Management, 10E

By Hoggatt, Shank, & Smith
South-Western / Cengage Learning

Copyright 2015



This new tenth edition of this established series: *Century 21 Digital Information Management* is a one-two semester course that reflects a new direction being taken in computer applications training. It takes an **intermediate approach** and covers computer concepts, word processing, presentations, database, spreadsheet, and other topics—for *21st Century business skills*. **MicroType 6 with CheckPro** checks document solutions.

Features

- Content is generic, yet is supported by **Microsoft® Office 2013** and some coverage of **Windows® 8** for new users of the software; also works with **Microsoft Office 2010**.
- New end of chapter sections include **Academic Connections, Career Clusters, 21st Century Skills, Digital Citizenship** and more!

Components

9781111571405 Student Text, Hard Top-Bound Cover,
576 pages, 4-color

9781111571740 Wrap-around Instructor's Edition, Hard
Top-Spiral Bound, 592 pages, 4-color

9781111579456 Instructor's Resource DVD (manual incl)

9781285978505 Cognero Assessment (Web)

9781111579418 Technology Software Demo CD-ROM

9781133963721 K12 IAC INT eBook

9781133963707 K12 1YR PAC INT eBook

Table of Contents

Cycle 1 Intermediate Personal, Academic, and Business Information Management Skills

Unit 1 Managing Digital Information L1-6
Unit 2 Communicating Clearly L7-14 (WP)
Unit 3 Analyzing Table Information L15-19 (WP)
Unit 4 Making Economic Choices L20-26 (SP)
Unit 5 Data Mining & Records L27-32 (DB)
Unit 6 Building Effective Presentations L33-38 (PP)
Unit 7 Real-World Applications I L39-43
Unit 8 Creating Effective Reports L44-50 (WP)
Unit 9 Using Design to Enhance Communication L51-55 (WP)
Unit 10 Managing Communications and Schedules L56-61 (OL)
Unit 11 Creating Web Sites L62-66 (WEB and WP)
Unit 12 Becoming a Successful Digital Citizen
Unit 13 Real-World Applications II L72-76
Unit 14 Assessing Essential Information Management Skills L77-80

Cycle 2 Advanced Personal, Academic, and Business Information Management Skills

Unit 15 Manage Written Communication L81-86
Unit 16 Preparing and Analyzing Financial Documents L87-93 (SP)
Unit 17 Creating and Understanding Publications L94-100 (WP)
Unit 18 Analyzing Information Efficiently and Effectively L101-106 (DB)
Unit 19 Real World Applications III L107-111
Unit 20 Becoming an Entrepreneur L112-117
Unit 21 Enhancing Visuals to Communicate Effectively L120-122 (PP, MM)
Unit 22 Understanding Our World L123-127
Unit 23 Preparing for the Workplace L128-133
Unit 24 Being an Effective Employee L134-136
Unit 25 Real-World Applications IV L137-141
Unit 26 Assessing Intermediate Information Management Skills L142-145

Visit NGL/Cengage/South-Western online at <http://ngl.cengage.com/keyboarding>.

To Order Call 1-888-915-3276