

Office Machines



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出版者:

出版时间:2002-8

装帧:

isbn:9780130486882

For undergraduate courses in Office Machines, Business Machines, Calculating Machines, or Electronic Calculators, or for a low level, brief Business Math course. This relevant, accurate and detail-oriented text shows students how to apply their 10-key and electronic calculator knowledge to real-life situations on a page-by-page basis. It empowers future office workers with skills and competency as it teaches them how to effectively use a calculator to solve today's business mathematical applications. This text provides a thorough review of the basic mathematics needed for successful completion of an office machines course. It helps students develop speed and accuracy in performing four basic mathematical functions, and offers myriad opportunities for them to apply their knowledge with an extensive number of business mathematical application problems, similar to the ones a typical employee would encounter in the real world.

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