Introduction to Office Automation (2nd Edition)

By ZHANG RUI XIN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pages Number: 282 Language: Chinese. Publisher: Tsinghua University Press. edited by Rui Xin Introduction to Office Automation (2nd edition) on the retention of the first edition of the textbook structure and basic viewpoints. based on management class professional application of information the new situation and characteristics of the technology. the appropriate course content. the book is divided into introduction and 12 chapters: Introduction comprehensive and objective introduction to the origin and development of office automation; Chapter 1 describes the basic concepts of the Office of Management; Chapter 2 about office management control; Chapter 3. the Office of the government agencies. for example. about its basic functions and working procedures; Chapter 4 is an overview of office automation; Chapter 5. Chapter 6 discusses the theoretical basis and technical support office automation; first Chapter 7 Analysis of office automation systems environment; Chapter 8. outlining office automation system main development method; Chapter 9 briefly office automation system development steps; Chapter 10 explore the office automation system integration problems; Chapter 11 study of office automation system security issues ; Chapter 12 introduces...

READ ONLINE
[4.7 MB]

Reviews

Absolutely essential study pdf. It is writter in basic words and phrases rather than hard to understand. I am just happy to tell you that this is basically the finest pdf i actually have study during my personal lifestyle and can be he very best publication for actually.
-- Shyanne Senger

Comprehensive information! Its this sort of great go through. It really is rally interesting throgh studying time. I am just quickly can get a satisfaction of looking at a created pdf.
-- Alexandra Weissnat