



Operacions administratives de compravenda

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Operacions Administratives De Compravenda

Padhraic Smyth

Operacions Administratives De Compravenda:

Operacions administratives de compravenda ESCUDERO SERRANO, MARÍA JOSÉ, 2011-05-01 Aquest llibre desenvolupa tots els continguts del m^o d^ol professional d'Operacions Administratives de Compravenda contemplades en el Reial Decret 1631 2009 del 30 d'octubre pel qual s'estableix el t^otol de T cnic en Gestió Administrativa i on es fixen els seus ensenyaments m^o nims. S'adreça als estudiants que cursen el Cicle Formatiu de grau mitjà de Gestió Administrativa tot i que també ha de ser de gran utilitat per a totes les persones que necessitin ampliar la seva formació. Els continguts del m^o d^ol esmentat es desenvolupen en les unitats següents: 1. Organització de l'empresa. 2. El procés de compres i proveïdors. 3. El procés de compres i selecció del proveïdor. 4. El contracte de compravenda. 5. Comanda i expedició de mercaderies. 6. Factura de compravenda. 7. Obligacions fiscals de l'IVA en la compravenda. 8. Tramitació de pagaments i cobraments. 9. Preu de venda i marge comercial. 10. Gestió d'existències VOC i punt de comanda. 11. Control d'existències i inventari. 12. Aplicacions informàtiques amb FacturaPlus. L'enfocament de l'obra és essencialment pràctic per tal d'acostar l'alumne a la realitat empresarial. Els continguts s'exposen de manera clara i precisa amb nombrosos exemples i casos pràctics resolts. Al final de cada unitat es proposen diferents activitats per al treball individual o en equip. El CD de l'alumne conté plantilles en Word i en Excel per a confeccionar els documents de les activitats proposades en el llibre. La versió educativa SP FacturaPlus 2011 per què l'alumne pugui realitzar el supsit práctic de la Unitat 12. El material per al professor conté la guia didàctica, el solucionari de les activitats proposades, un dossier amb models d'examen resolts.

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Francisco Javier Lobato Gómez, Margarita de la Mata Guerra, Soledad Rodríguez García, 2010-04-07

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