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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 mòdul professional d'Operacions Administratives de Compravenda contemplades en el Reial Decret 1631/2009 del 30 d'octubre pel qual s'estableix el títol de Tècnic en Gestió Administrativa i on es fixen els seus ensenyaments mínims. 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 mòdul esmentat es desenvolupen en les unitats següents: 1 Organització de l'empresa 2 El procés de compres cerca de proveïdors 3 El procés de compres 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 perquè l'alumne pugui realitzar el sup·sit pràctic 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.

Operacions Administratives de Compravenda Francisco Javier Lobato Gómez, Margarita de la Mata Guerra, Soledad Rodríguez García, 2010-04-07 **Operacions administratives de compravenda** Guillermo Lacalle García, 2018 *Quadern de documents - Operacions Administratives de Compravenda* Francisco Lobato Gómez, Margarita de la Mata Guerra, Soledad Rodríguez García, 2010-04-07

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