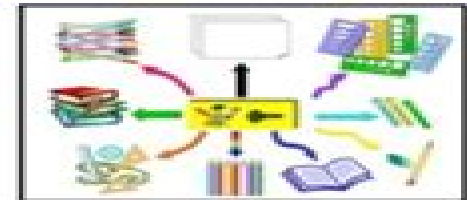


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Manual básico de Derecho Administrativo Eduardo Gamero Casado, Severiano Fernández Ramos, 2017-01-14 Una obra excelente para comprender el Derecho Administrativo de hoy por sus cualidades didácticas aquí se exponen los componentes esenciales del Derecho Administrativo haciendo un especial esfuerzo de claridad sencillez y exhaustividad prescindiendo de dogmatismos y centrándose en los elementos nucleares de cada institución jurídica pero sin renunciar a la calidad y al rigor El texto se encuentra enriquecido con numerosas figuras cuadros y tablas que facilitan la comprensión de cada tema y permiten al lector captar de mejor modo la estructura y articulación de los diferentes conceptos y materias y se acude a los ejemplos y explicaciones prácticas como parte consustancial de la exposición para asimilar fácilmente cada noticia y visualizar su aplicación efectiva Por todo ello la obra resulta idónea para el autoaprendizaje tanto en el sistema ECTS como en la actualización continua de conocimientos Añadida a su utilidad docente esta obra representa un adecuado material de consulta y referencia para el ejercicio profesional del Derecho aportándose en cada materia la jurisprudencia más significativa Por su claridad expositiva es apropiada para quienes preparan pruebas de acceso a los cuerpos de gestión de las Administraciones Públicas y contribuye además a facilitar la formación continua de los profesionales que se relacionan frecuentemente con la Administración Graduados Sociales Gestores Administrativos asesores de empresas etc Esta nueva edición introduce grandes cambios derivados de las Leyes 39 y 40 2015 que modifican numerosos aspectos de la legislación anterior implantando además la administración electrónica como medio preferente de la actuación administrativa Además y como en cada nueva edición se ha procedido a la actualización de todos los temas bibliografía jurisprudencia y legislación con el característico equilibrio entre síntesis y exhaustividad que caracteriza a esta obra tesis sobre el calculo de nomina y retenciones legales , *Clasificación de Puestos* , *Glosario de términos financieros* Leonel Vidales Rubí, 2003 Glosario de términos financieros son definiciones fáciles ante un tema difícil El autor trata de apoyar el conocimiento en el rea de finanzas ante el escaso material que existe en español a través de herramientas que colaboren a la comprensión y discusión de temas La obra está enfocada en el ámbito financiero pero abarca temas de economía contabilidad administración y computación que se relacionan muy directamente con lo financiero Un glosario explica siempre en forma sucinta las descripciones a diferencia de un diccionario que profundiza en los temas esto mismo lo hace fácil y fácil de consultar **Guía técnica para elaborar manuales operativos** INEGI, 2013-01-01 **Memoria y cuenta - Ministerio del Ambiente y de los Recursos Naturales Renovables** Venezuela. Ministerio del Ambiente y de los Recursos Naturales Renovables, 1996 *reunion de asistentes administrativos* , **Manual. Técnicas de recepción y comunicación (MF0975_2). Actividades**

administrativas en la relación con el cliente (ADGG0208). Certificados de profesionalidad Jose Carlos Torres Martín, 2019-09-23 El libro posee todos los recursos necesarios para alcanzar su objetivo principal la consecución de la acreditación de la competencia profesional incluida en el Certificado de profesionalidad donde se integra En este caso el Módulo MF0975_2 Técnicas de recepción y comunicación es una importante formación incluida en el Certificado de Profesionalidad Actividades administrativas en la relación con el cliente ADGG0208 publicado en los Reales Decretos 1210/2009 y 645/2011 La información de los Reales Decretos donde se inserta la formación de este Módulo define las siguientes capacidades que se pretende adquirir C1 Identificar la estructura funcional de organizaciones tipo y de la Administración Pública distinguiendo los flujos de información en las comunicaciones orales o escritas de forma presencial telemática o electrónica y sus medios de canalización C2 Aplicar las técnicas de comunicación oral presencial o telemática transmitiendo información de acuerdo con los usos y costumbres socioprofesionales habituales de organizaciones e interlocutores tipo C3 Aplicar el proceso de recepción acogida y registro de visitas en situaciones tipo desarrollando las habilidades de comunicación convenientes en cada una de las fases C4 Aplicar técnicas de comunicación escrita en la redacción y cumplimentación de información y documentación oficial o privada mediante la utilización de medios ofimáticos y electrónicos C5 Aplicar las técnicas de registro público y privado y distribución de la información y documentación facilitando su acceso seguridad y confidencialidad Para la consecución de los objetivos se ofrece al alumno un material completo en el que se incluyen todos los recursos necesarios para el aprendizaje del programa docente Ficha técnica del curso Objetivos generales y específicos Desarrollo teórico ajustado 100% al programa del curso Recursos complementarios tablas gráficas destacados ejemplos etc Ejercicios prácticos y de autoevaluación con soluciones Resumen por tema Documentación adicional Glosario de términos y Bibliografía *Manual Normas Técnicas Para la Calidad de Los Bienes Y Servicios en la Industria Y El Comercio*, 1994

Hospital Management Howard S. Rowland, Beatrice L. Rowland, 1984 Manual contable NIIF Carlos Filgueira, 2017 El autor de la presente obra ha desarrollado una línea profesional que quiere compartir con las personas que se interesen profesionalmente o académicamente en el desarrollo comprensión y aplicación de las Normas Internacionales de Información Financiera La obra considera un apartado innovador al presentar una comprensión por parte de los usuarios de la información contable de cómo proceder correctamente ante la clasificación de la información de la empresa para no afectar desde la aplicación de las NIIF en la razonabilidad de los estados financieros y estos sean un reflejo real de la posición de la empresa ante los usuarios de sus estados financieros **Algunos elementos de técnica legislativa** Eliseo Muro Ruíz, 2006 En la formación permanente del abogado se ha de contribuir a fomentar valores que persigue la norma jurídica ya que el desarrollo de un país no depende de la creación de riqueza sino de cómo se distribuya con justicia respetando la dignidad humana la libertad la autoridad legítima el bien común la justicia la solidaridad y la honestidad la producción con calidad de bienes y servicios para la sociedad el cuidado del medio ambiente la participación cívica de la empresa y el empresario respetar las

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