

# Anlegen Eines Ablageordners (unterweisung Reiseverkehrskaufmann / -frau) - Britta Schulze

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Anlegen eines Ablageordners1. Einordnung der UnterweisungDas Unterweisungsthema ist im Ausbildungsrahmenplan für die Berufsausbildung zum Reiseverkehrskaufmann dem Punkt Arbeitsorganisation in § 3 Abs. 1 Nr. 2. 1 c) 'Arbeits- und Organisationsmittel handhaben und Informationsmittel nutzen' zuzuordnen.2. vorherige Unterweisungsthemen Aufbewahrung der laufenden Kundenvorgänge (Systematik) Anlegen eines neuen Kundenvorganges mit Einhalten der korrekten Dokumenten-reihenfolge3. nachfolgende Unterweisungsthemen Aufbau des Kundenverwaltungssystemes (TV) im Computer Erstellung und Verwaltung von Kundendateien im ComputersystemAuthor: Schulze, Britta Publisher: GRIN Verlag Illustration: N Language: GER Title: Anlegen eines Ablageordners (Unterweisung Reiseverkehrskaufmann / -frau) Pages: 00011 (Encrypted PDF) On Sale: 2004-01-01 SKU-13/ISBN: 9783638309141 Category: Self-Help : Personal Growth - Success

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