



Postausgang bearbeiten (Unterweisung Bürokaufmann / -kauffrau) (German Edition)

Katja Hache

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Unterweisung / Unterweisungsentwurf aus dem Jahr 2009 im Fachbereich AdA Kaufmännische Berufe / Verwaltung, Note: 2, , Veranstaltung: Ausbildereignungsprüfung IHK, Sprache: Deutsch, Abstract: Die Auszubildende soll in bürowirtschaftliche Abläufe, insbesondere in Postausgangsarbeiten unterwiesen werden. Diese sind in der sachlichen und zeitlichen Gliederung des Ausbildungsrahmenplanes aus der Ausbildungsordnung zur Bürokauffrau / zum Bürokaufmann als zu vermittelnde Fertigkeiten und Kenntnisse aufgeführt.

Nach der heutigen Unterweisung soll die Auszubildende in der Lage sein, den Postausgang selbständig, fachgerecht und ordentlich zu erledigen.

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