



Como elaborar un manual de procedimientos de un programa educativo [

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text (article)

Analítica

The purpose of this research work is to design a methodology for the preparation of a procedures manual that will serve as support to the Public Accountant Coordination of the Huasteca Zona Multidisciplinary Academic Unit (UAMZH) for the development of activities that are faced daily, to design the model was necessary to make a diagnosis in order to know the current situation presented by the coordination. The results obtained from the diagnosis will serve as a basis for detecting, analyzing and proposing improvements of the solution, as well as for the construction of the procedures that make the activities of the coordination more efficient. This methodology will serve as a guide for the development of a procedures manual where the procedures developed by the coordinator will be consulted daily

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