



## MODELO PROYECTO PRODUCTIVO CETPRO

### I. DATOS INFORMATIVOS:

- 1.1 **DRE** : Tacna  
2.1 **NOMBRE DEL PROYECTO** : Elaboración de Documentos de Gestión  
3.1 **CICLO** : Básico  
4.1 **MÓDULO** : Ofimática  
5.1 **DURACIÓN** : 21 - 03 - 2022 al 19 - 05 - 2022  
6.1 **EST. RESPONSABLE** : Tomás Quispe Arredondo.  
7.1 **DOCENTE** : María Violeta Salcedo Ignacio

### II. DESCRIPCIÓN DEL PROYECTO

Este proyecto se ejecuta como parte de la aplicación de la elaboración de documentación aprendido en el Módulo de Ofimática y consiste en la redacción y presentación de diversas documentaciones que se elaboran como: solicitud, oficios, memorándums, informes, directivas, resoluciones, carta poder, memorial entre otros. En las diferentes instituciones, estos documentos son de vital importancia por lo que su correcta elaboración es importante para agilizar el proceso de atención de dichos documentos.

### III. JUSTIFICACIÓN

Debido a los tiempos que estamos pasando por la pandemia la gran mayoría de instituciones realizan trabajo remoto. La crisis del COVID-19 ha estimulado en crecimiento de trabajo online siendo de importancia el uso de las herramientas de ofimática que permitirá gestionar mejor los recursos de información archivista

# Modelo Manual Proyecto

**Ensheng Dong**



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