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| **Deckblatt für die Reporte** |  |  |  |  |
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|  |  | **[ ]** Report 2 |  |
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|  |  | **Bitte beachten Sie die formalen und inhaltlichen Hinweise zur Erstellung der Reporte.** |  |
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**Prüfungsteilnehmer** [ ]  Frau [ ]  Herr **Ausbildungsbetrieb**

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|  | zum Fallbezogenen Fachgespräch **Kaufmann/-frau für Büromanagement** |  |
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|  | **Abschlussprüfung Teil 2** | **[ ]** Sommer | **[ ]**  Winter | des Jahres  |       |  |  |
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|  | [ ]  | 1. Auftragssteuerung und -koordination |  | [ ]  | 6. Personalwirtschaft |  |
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|  | [ ]  | 2. Kaufmännische Steuerung und Kontrolle |  | [ ]  | 7. Assistenz und Sekretariat |  |
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|  | [ ]  | 3. Kaufmännische Abläufe in kleinen und  |  | [ ]  | 8. Öffentlichkeitsarbeit und  |  |
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|  |  |  | mittleren Unternehmen |  |  |  | Veranstaltungsmanagement |  |
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|  | [ ]  | 4. Einkauf und Logistik |  | [ ]  | 9. Verwaltung und Recht |  |
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|  | [ ]  | 5. Marketing und Vertrieb |  | [ ]  | 10. Öffentliche Finanzwirtschaft |  |
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|  | Thema der betrieblichen komplexen Fachaufgabe / des Reports:  |  |
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|  | Ich versichere, die betriebliche Fachaufgabe selbstständig durchgeführt und den Report persönlich erstellt zu haben. Des Weiteren versichere ich, weder Inhalte noch teilweise oder vollständige Passagen aus anderen Reporten übernommen zu haben, die bei der prüfenden oder einer anderen IHK eingereicht wurden. |  |  | Ich bestätige, dass der/die o.g. Prüfungsteilnehmer/Prüfungsteilnemerin die betriebliche Fachaufgabe selbstständig durchgeführt und die Reporte persönlich erstellt hat. |  |
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|  | Report zum Fallbezogenen Fachgespräch Kaufmann / Kauffrau für Büromanagement | Seite 1 von 3 |  |
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