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| ihk_signet_cmyk_300.jpg  **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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|  |  | 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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|  | Der/die Prüfungsteilnehmer/-in und der Ausbildungsbetrieb bestätigen mit der Eingabe Ihrer jeweiligen PIN, dass die betriebliche Fachaufgabe selbstständig und ohne fremde Unterstützung durchgeführt wurde.Ebenso wird versichert, dass die Aufgabe den Anforderungen an eine betriebliche Fachaufgabe genügt und beim Report keine Inhalte aus fremden Quellen (Plagiate) übernommen wurden, ohne dass diese mit ausdrücklichen Hinweisen auf deren Herkunft gekennzeichnet sind.Den Beteiligten ist bewusst, dass Abweichungen hiervon zum Nichtbestehen der Prüfung führen können. | | | | | | | | | | | | | | | | | |  |
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