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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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|  | In der gewählten Wahlqualifikation: (bitte kreuzen Sie eine an) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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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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|  | Report zum Fallbezogenen Fachgespräch Kaufmann / Kauffrau für Büromanagement | | | | | | | | | | | | | | | | | | | | | | | | Seite 1 von 3 |  |
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