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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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|  | [ ]  | 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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