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| http://www.gemeinsamewege.jugendwerkstatt-giessen.de/wp-content/uploads/2012/10/ihk-gi-logo.jpg  **Deckblatt für die Reporte**  **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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|  | **Abschlussprüfung Teil 2** | | | | | Sommer | Winter | | Jahr | | | | | |  |  |  |
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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 Veranstaltungsmanagement | | | |  |
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|  |  |  | mittleren Unternehmen | | | | | |  | | |  |  |  | | |  |
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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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