

**FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**Vocational Business Training Midterm Report**

**Student Name Surname** : (Times New Roman 12 punto)

**Student Number** : (Times New Roman 12 punto)

**Student Department** : (Times New Roman 12 punto)

**Company Name** : (Times New Roman 12 punto)

**Responsible Company Official** : (Times New Roman 12 punto)

**Responsible Instructor** :(Times New Roman 12 punto)

**Academic Year and Term** :20…-20… Fall/Spring

# APPROVAL OF THE REPORT

This Midterm Report of Vocational Business Training Report was approved by the vocational business training officers below on …/…/20...

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[Name Surmane] [Title Name Surmane] Company Official Responsible Instructor

# TABLE OF CONTENTS

[APPROVAL OF THE REPORT iii](#_Toc131028953)

[TABLE OF CONTENTS 1](#_Toc131028954)

[1. COMPANY PRESENTATION 2](#_Toc131028955)

[2. DUTIES AND RESPONSIBILITIES 3](#_Toc131028956)

[3. DESCRIPTION OF THE WORK DONE 4](#_Toc131028957)

[3.1. Week-1 (Feb 27- March 3) 4](#_Toc131028958)

# COMPANY PRESENTATION

Give brief information about the name and address of the company, its field of activity, the total number of employees and the services or products it produces.

# DUTIES AND RESPONSIBILITIES

Summarize the duties and responsibilities assigned to you in the company so far.

# DESCRIPTION OF THE WORK DONE

Give a detailed description of the works done, techniques and methodologies used, tools/hardware/software used.

What were the problems you encounter during this process and what are the solution suggestions you brought to them?

In this process, if any, what kind of benefit you receive from the education (courses) you have taken in your department, and which subjects you practice in this sense should be clearly indicated with examples.

**\*\***Note that this section should be prepared separately by opening a sub-heading for each week as follows.

## Week-1 (Feb 27- March 3)

Replicate this title as many times as the number of weeks.