



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA

**SCHOOL OF INFORMATION COMMUNICATION &
TECHNOLOGY**

PRACTICAL TRAINING

SEMESTER __ (/)

INDUSTRIAL TRAINING REPORT (SYSTEM)

This project report contributes 30% towards the total marks of this programme.

NAME : _____
MATRIC NO : _____
COURSE : _____
DATE START / DATE END : _____
NAME OF COMPANY : _____
NAME OF PROJECT : _____
NAME OF ACADEMIC SUPERVISOR : _____
NAME OF INDUSTRIAL SUPERVISOR : _____

FORMAT FOR INDUSTRIAL TRAINING REPORT:**1. The cover**

- 1.1 The report should be bound professionally.
- 1.2 The title of the assessment is to be printed on the top portion of the cover in capital letter

2. Cover page

- 2.1 A cover page is to be provided. The cover size is 21cm x 30cm (A4 size).
- 2.2 The title of the report must be on the top portion about 1 cm from the top edge of the box.
- 2.3 All the particulars in the box should be written in a full phase.
Example : Diploma in Information Technology

3. Typing of report

- 3.1 The report must be typed using either electric type-writer or computer print (use Times New Roman with 12pt.) with near-letter-quality printing style.
- 3.2 The title and main headings are to be in capital letters. If possible, bold scripts may be used with capitals.
- 3.3 The paragraph must be in double spacing .
- 3.4 Each page must have a page number at the bottom-middle part of the page.

4. Paragraphing

- 4.1 Each main paragraph or heading is numbered with a whole number.
- 4.2 Sub-heading is given in decimals of the whole number of the main heading.
- 4.3 Subsidiary paragraphs to the sub-heads are to be in decimal points of the sub-heads.
- 4.4 Each paragraph deals with only one issue, while subsidiary issues are discussed in relevant sub-paragraphs or subsidiary paragraphs, as the case may be.

5. Footnotes

- 5.1 Footnotes are numbered in sequence.
- 5.2 Reference to footnotes is to be provided at the bottom portion of the respective page.

6. Report format

- 6.1 Report format is to be divided into:
 - 6.1.1 A page of acknowledgement and numbered.
 - 6.1.2 A page of contents and numbered as roman.
 - 6.1.3 Introduction
 - 6.1.3.1 Introduction to Practical Training
 - 6.1.3.2 Background of the Company
 - 6.1.3.1.1 Main activities / business operation
 - 6.1.3.1.2 Organization chart:
 - 6.1.4 The Project / System
 - 6.1.4.1 Project / System Definition / Name of the project
 - 6.1.4.1.1 Objective (s)
 - 6.1.4.1.2 Project Scope
 - 6.1.4.2 Methodology
 - 6.1.4.2.1 Problem Solving Method
 - 6.1.4.2.2 Analysis Data
 - 6.1.4.3 Conclusion
 - 6.1.4.3.1 Problems and Issues in current situations / system
 - 6.1.4.3.2 Suggestions and recommendations for new proposal / system
 - 6.1.4.4 Attachments / Project Documentation
 - 6.1.4.4.1 Tables
 - 6.1.4.4.2 Diagrams (DFD, ERD)
 - 6.1.4.4.3 Charts
 - 6.1.4.4.4 User's Manuals
 - 6.1.5 References and Appendices