



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA



BACHELOR OF COMMERCE (ACCOUNTING) PRACTICAL REPORT GUIDELINES (30%)

General Guidelines

The assignment must be done **INDIVIDUALLY** at the end of the industrial placement program.

Student must follow all the date lines given and late submission of report regardless of excuses will not be entertained.

All assignment must be typewritten.

Separate chapters with yellow color separator

Please **COMB BIND** together **WITH TRANSPARENT PLASTIC** (front and back) for assignment submission. **DO NOT** use Black Tape OR Stapler for your assignment.

Cover page format (USE LIGHT BLUE COVER PAPER)

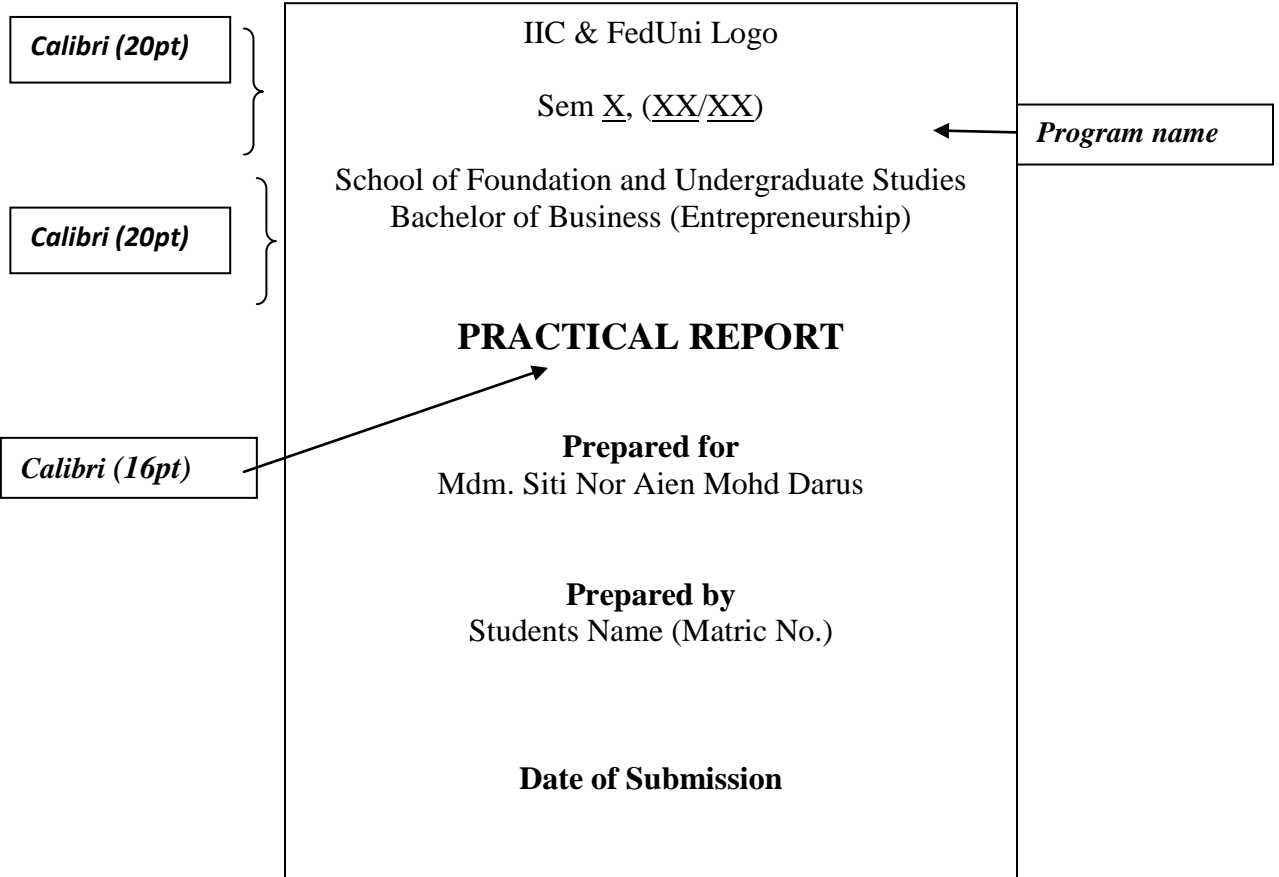


TABLE OF CONTENTS (EXAMPLE FOR REFERENCE)

ITEMS	PAGES
DECLARATION OF SUBMISSION	i
ACKNOWLEDGEMENTS	ii
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1.0) EXECUTIVE SUMMARY	1
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REFERENCES (IF ANY)	22
APPENDICES (TO BE BIND TOGETHER) i. Copy of Biodata Form ii. Copy of acceptance letter iii. Copy of report duty iv. Original verification letter v. Confirmation from organization to conduct interview vi. Business card of immediate supervisors i. Photos of Activity done by students	23-29
** Student should not include irrelevant document that is not related to attachment listed above	

Content Format (Please organize your report by order as listed below)

General Format

- Font for Content: Arial 12 for Content AND Arial 14 for all Title
- Spacing: Double Spacing
- Justified
- Page No :Go to Page Number / Select : Bottom of Page / Use Plain Number 2 Style
- Minimum Pages : 25 (Not Including Attachments)
- All items in report must be numbered according to the instructions.

i) Declaration of Submission (1 Page)

- See last page for Sample of Declaration of Submission

ii) Acknowledgement (Half Page or Less)

- Find proper wording of sentences for acknowledgement
- Should not be like a speech of grammy or MTV award!
- Be specific ex: a thank you note to Allah swt, Lecturers, Team Members, Family

iii) Table of Contents

- Centralized your title
- Centralized page number
- Must be typewritten
- All title and subtitle must be included and pages must be aligned with paging at Table of Contents

1.0) Executive summary (Maximum 2 Pages)

- Introduction on industrial placement objectives and goals.
- Introduce company, your task and responsibilities, and other related explanation in brief.

2.0) Background of organization (Minimum 5 Pages)

- Organization profile
- Corporate structure/vision/mission of organization
- Business operation and SWOT Analysis
- Communication flows in organization

- Cultures and norms in organization, may include the following:
 - Performance Assessment (How Are Staff Evaluated)
 - Company Daily/ Monthly/Yearly Tradition or Practice
 - Ex: A Japanese company based in Malaysia practice self participation reward system by stamping a doraemon logo for every staff participation in company activity. Staffs with most stamps were later rewarded with gifts and etc.
 - Corporate Attire regulations
 - Business Etiquette / Business Meeting Conduct

3.0) Task and Responsibility (Minimum 8 Pages Onwards) - Solid content will lend students good marks

- Explain all the task and responsibility performed.
- You may divide this section to 2 parts which are routine task and special task together with problems encountered and problems solved
- Any special event involved
- Skills obtained throughout practical training day

4.0) Reflective Appraisal (Minimum 5 Pages)

- In this section you should critically appraise or evaluate your learning/knowledge gained within the practical work experience. This could include your impressions about the organisation and its performance. It would also be appropriate to comment on the skills you have developed and the lessons learnt in relation to entrepreneurship and business practice. You can also include in your reflective appraisal the area of improvisation and suggestion.

5.0) Conclusion (Minimum 2 pages)

- Summary list of conclusions drawn, skills learned. Conclusions should be drawn on your entire work experience, and not any particular project(s) carried out.

6.0) References (if any)

- Use APA formatting for any citation

7.0) Appendices (To be bind together)

- ii. Copy of acceptance letter
- iii. Copy of report duty
- iv. Log Book

- v. Photo (Permission must be obtained from company)
- vi. Confirmation from organization to conduct interview
- vii. Business card of immediate supervisors
- viii. Photos of Activity done by students

Sample of Submission Declaration
(Kindly retype this section and put it according to the page guideline)

CANDIDATE'S DECLARATION

I declare that the work in this report was carried out in accordance with the regulations of International Islamic College. It is original and is the result of my own work, unless otherwise or acknowledged as referenced work. This topic has not been submitted to any other academic institution or non-academic institution for any other degree of qualification.

In the event that my report is found to violate the conditions mentioned above, I voluntarily waive the right of conferment of my final marks and agree to be subjected to the disciplinary rules and regulation of International Islamic College.

Name of Candidate (Your Name)
Candidate ID No (Matric No)
Programme (Bachelor of _____)
School School of Foundation and Undergraduate Studies
Title Practical Report
Signature of Candidate
Date