



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA

**SCHOOL OF INFORMATION COMMUNICATION &
TECHNOLOGY**

PRACTICAL TRAINING

SEMESTER __ (__ / __)

REPORT GUIDELINE (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 1cm 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 with a background of the company /
Home Based Project

6.1.3.2 Executive Summary

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

6.1.4.1.3 Project Plan / Flowchart

6.1.4.1.4 Technology used (s/w or h/w)

6.1.4.2 Methodology

6.1.4.2.1 Process Model Used

6.1.4.2.2 Method / Technology (tools)

6.1.4.2.3 Analysis data

6.1.4.3 Conclusion

6.1.4.3.1 Summary of Achievements

6.1.4.3.2 Suggestions/ Recommendations

6.1.4.3.2 Strength & Weaknesses of the system

6.1.4.4 Attachments / Project Documentation

6.1.4.4.1 Tables / Diagram (ERD/DFD)

6.1.4.4.2 Charts / Gantt Chart

6.1.4.4.3 User's Manual

6.1.5 References and Appendices