



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA

SCHOOL OF INFORMATION & COMMUNICATION TECHNOLOGY

PRACTICAL TRAINING

SEMESTER __ (__ / __)

REPORT GUIDELINE (MULTIMEDIA)

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 : _____

Tel no. : 03-61876900

Fax no. : 03-61871170

FORMAT FOR PRACTICAL TRAINING REPORT

1. The cover

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

2. Cover page

- 2.1 A cover page must 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 should 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 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.
 - 6.1.2 A page for table of content.
- A Introduction
 - Introduction to Practical Training
 - Background of the Company
 - Main activities / business operation
 - Organization chart
- B Project Definition
 - Developing the concept
 - Stating the purpose
 - identifying the target audience
- C Methodology used to:
 - Determine the look and feel factor
 - Develop the design specification of the project
 - Design storyboard & navigation elements
 - Authoring the content of the project
 - Do project testing
- D Conclusion
 - Problems and Issues in current situations / system
 - Suggestions and recommendations for new proposal
- E Attachments / Project Documentation

- User Manual with sample
- Partially Coding / Scripting Language
- Product Sample (CD/DVD)

References and Appendices