



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA

SCHOOL OF INFORMATION & COMMUNICATION TECHNOLOGY

PRACTICAL TRAINING

SEMESTER __ (__ / __)

REPORT GUIDELINE (GRAPHIC DESIGN)

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 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.
 - 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 Design / Product
 - 6.1.4.1 Project/Design Description/Project Title
 - 6.1.4.1.1 Objective (s)
 - 6.1.4.1.2 Project Scope
 - 6.1.4.1.3 Design Purposes
 - 6.1.4.1.4 Sketches
 - 6.1.4.1.5 Target User
 - 6.1.4.2 Methodology used to:
 - 6.1.4.2.1 Determine the look and feel factor
 - 6.1.4.2.2 Develop the design specification of the project
 - 6.1.4.2.3 The application of the completed project
 - 6.1.4.3 Conclusion
 - 6.1.4.3.1 Problems and Issues in current situations
 - 6.1.4.3.2 Suggestions and recommendations for new proposal
 - 6.1.4.4 Attachments / Project Documentation
 - 6.1.4.4.1 Sketches, tables, diagrams or Gantt- charts
 - 6.1.4.4.2 Design samples
- 6.1.5 References and Appendices