



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA

SCHOOL OF INFORMATION & COMMUNICATION
TECHNOLOGY

PRACTICAL TRAINING

SEMESTER __ (__ / __)

REPORT GUIDELINE (NETWORK)

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 : _____

No.1 Jalan 31/10A, Taman Batu Muda, 68100 Kuala Lumpur

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 should 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 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 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 must be provided at the bottom portion of the respective page.

6. Report format (follow this documentation guideline)

- 6.1 Report format is to be divided into:
 - A page of acknowledgement.
 - A page for table of content.
 - A. Introduction
 1. Introduction to practical training with a background of the company
 2. Executive Summary

- B. The Project / System (Project / System Definition / Name of the project)
 - 1. Objective (s)
 - 2. Project Scope
 - 3. Network Diagram / Network System Interface

- C. Literature Review of :
 - 1. Analysis of similar network project
 - 2. Analysis of technology used (h/ware or s/ware)

- D. Methodology used to
 - 1. Planning :
 - * Practicability analysis
 - * Requirement gathering
 - 2. Data Analysis:
 - *User-requirement analysis
 - 3. Design :
 - * Simulation
 - 4. Implementation :
 - *Test Plan
 - *Documentation
 - *Error Test

- E. Conclusion
 - 1. Problems and Issues in current situations / system
 - 2. Suggestions and recommendations for new system

- F. Attachments / Project Documentation

- G. References and Appendices