

1.0 FINAL REPORT

The industrial training final report is the key elements that will be accounted to evaluate students' performance that had undergo the industrial training. Through this report, students will be evaluated based on the contents, presentation (objective, language used, sentence structure) and also writing format.

2.0 REPORT CONTENT

The necessary report content are as follows:

Acknowledgement

Executive Summary

Table of Content

1.0 Introduction

2.0 Company Profile

3.0 Project Details

4.0 Other Project/Task

5.0 Recommendation

6.0 Conclusion

Bibliography

Daily Task Report

Appendices

*** The report content above is general. Please refer Appendix D for sample of system/ website development report, computer maintenance report and computer networking report.*

3.0 BRIEF EXPLANATION ON THE REPORT CONTENTS

- **Acknowledgement**
Vote of thanks to individuals or parties that help throughout the industrial training session including the academic and industrial supervisors that does not exceed one (1) page.
- **Executive Summary**
An overall explanation on final report and brief conclusion that can be made from the industrial training program. Student also should briefly explain the important contents of the final report.
- **Table of Content**
List of contents together with page numbers according to the student report.
- **1.0 Introduction**
Student should define the term of industrial training and describe the objectives of undergoing industrial training. Student also should briefly explain the purpose and needs of the report.
- **2.0 Company Profile**
Introduction to the organization. Student should describe the company background and staff, vision and mission, organization structure, products and services offered by the organization, environment and also organization function. Students should also include the details of Industrial Supervisor such as name, position, contact number and his/her other details.
- **3.0 Project Details**
Main Project/task is the most important content to included in the report. In this part, student have to explain in details the tasks/projects that has been carried out during the industrial training session. The tasks/projects that had been done can be system/website development, upgrading existing system/website, computer maintenance, computer networking, troubleshoot and so on. Student should also explain clearly the work flow of the project work.

The main points are as follows:

- Explanation of the project scope
 - Description of the project objectives
 - Identified project opportunities
 - Selection/application of the appropriate method used in completing the tasks/project
 - Selection of tools or techniques used during planning the project
- (Gantt Chart / Data Flow Diagram(DFD) / Entity Relationship Diagram (ERD) / Unified Modeling Language (UML) / Flowchart)*

- **4.0 Other Project/Task**
Student may include other tasks/projects assigned by the industrial supervisor during the industrial training program.
- **5.0 Recommendation**
Student should identify the problems occur in the project and gives appropriate recommendation or contribution of thoughts to solve problems.
- **6.0 Conclusion**
Summary of the whole industrial training experience.
- **Bibliography**
Relevant references used in the report such as books, websites, journals, articles and so on. **(Please refer Appendix E)**
- **Daily Task Report**
The log sheet report provided by the Industrial Training Unit (ITU) is used to record daily activities done by the students throughout the industrial training period. It is necessary for students to record all activities that were being conducted every day completely and tidy so that assessment can be done by supervisor together with the final report.

Things that should be recorded are as below:
 - i. Daily tasks/activities conducted during the industrial training program.
 - ii. Copies of medical certificate should be pasted in the log book if the student is on leave due to health problem.
 - iii. A brief comment together with formal stamp by supervisor should be carried out every week.

NOTE: Bind the Daily Task Report together with the final documentation report. Attach the Daily Task Report in BETWEEN the Bibliography and Appendices.
- **Appendices**
Student can attach forms, user manual, coding or anything that related to the tasks/project and report. Sort different appendices with different names.

4.0 REPORT WRITING FORMAT

- i. Report must be typed by using **Arial type** of font with **11 in size** and **1.5 spacing**.
- ii. The size of margin are as follows:-
 - **Top : 1.25"**
 - **Left: 1.5"**
 - **Right : 1.5"**
 - **Bottom : 1.25"**
- iii. The report must be included with Header . **(Please refer Appendix C)**
- iv. The page number must be located on the right side at the bottom of the page.
- v. Page number for *Acknowledgement* is (i).
- vi. Page number for *Executive Summary* is (ii).
- vii. Page number for *Table of Content* is (iii) and so on.
- viii. The texts in the report must be divided into chapters beginning with 1.0 Introduction on page 1 until the last chapter 6.0 Conclusion. If the title of the chapter use distinctive page, it is counted as a page but no need to write the page number. In short, each paper used, even if it is empty, must be counted in page number. Use different chapters for different tasks/projects.
- ix. Each appendices should be given appropriate titles.

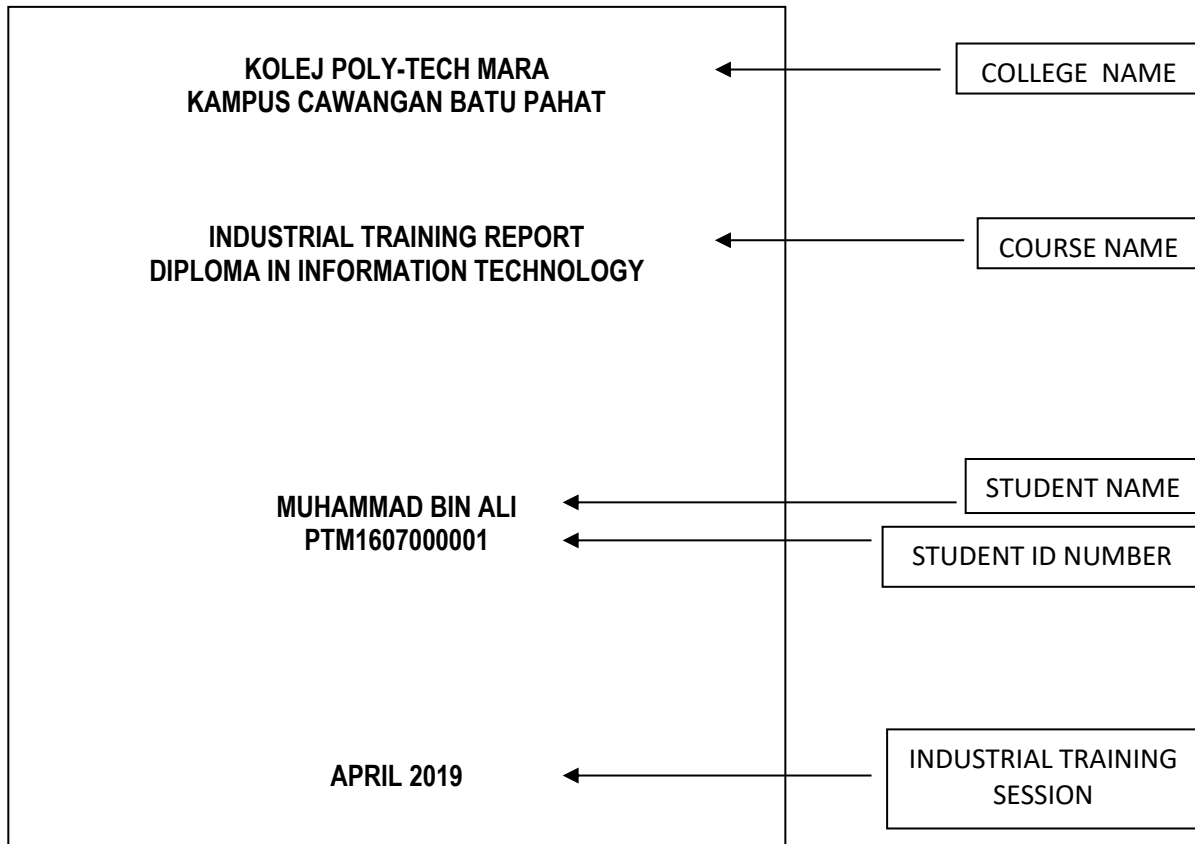
5.0 PREPARING THE REPORT

- i. Use A4 size paper.
- ii. Use hard cover binding with **BLACK** in colour. Coil binding is **NOT** accepted.
- iii. The college name, report title, course name, student name, student ID number and industrial training session must be placed in front of the report cover. Use Arial type of font with the size of 18. **(Please refer to Appendix A)**
- iv. The abbreviation of course name, student name and industrial session must be placed at the side of the report cover. Use Arial type of font with the size of 18. **(Please refer to Appendix B)**
- v. Each student from the organization must prepare a different report.
- vi. Report must be written in English with minimum 40 pages **EXCLUDED** appendices.
- vii. A copy of the binded report need to be submit directly to Industrial Training Unit. Please make sure that your report submission has been confirmed by the academic supervisor.

6.0 LIST OF APPENDICES

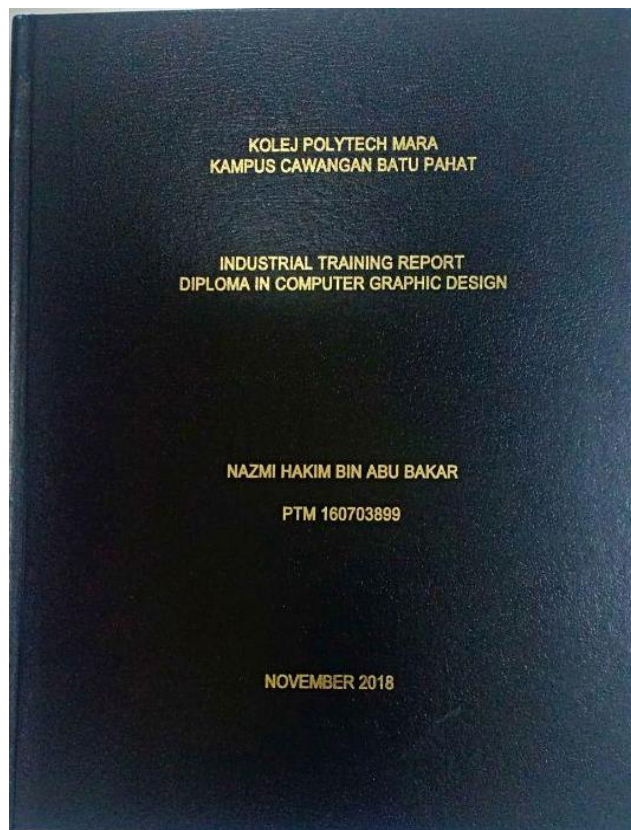
- Appendix A – Example of Report Cover (Front)
- Appendix B – Example of Report Cover (Side)
- Appendix C – Example of Header and page number
- Appendix D – Example of Table Of Content
- Appendix E – Standard Bibliography Format

Appendix A – Example of Report Cover (Front)

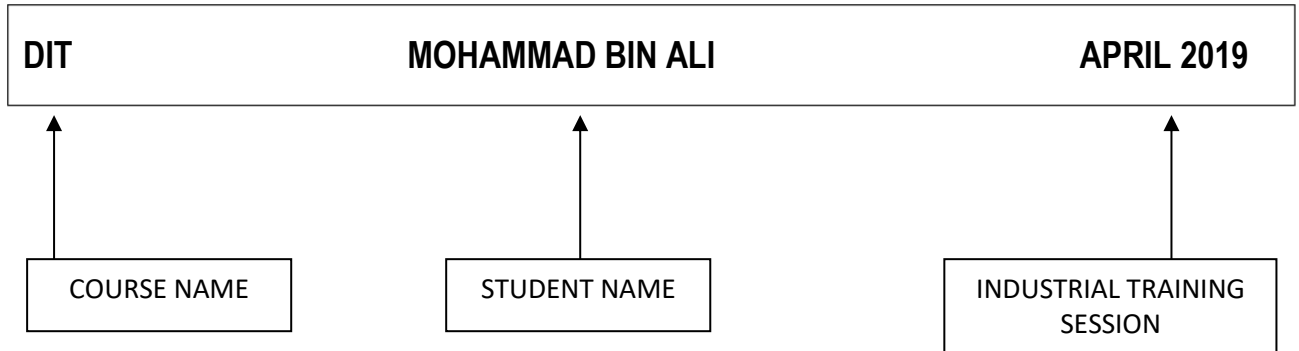


- COVER : HARD COVER (BLACK)**
- FONT : ARIAL NARROW**
- SIZE : 18**
- FORMAT : BOLD**
- COLOUR : GOLD**

EXAMPLE



Appendix B – Example of Report Cover (Side)



COVER : HARD COVER (BLACK)

FONT : ARIAL NARROW

SIZE : 16-18

FORMAT : BOLD

COLOUR : GOLD

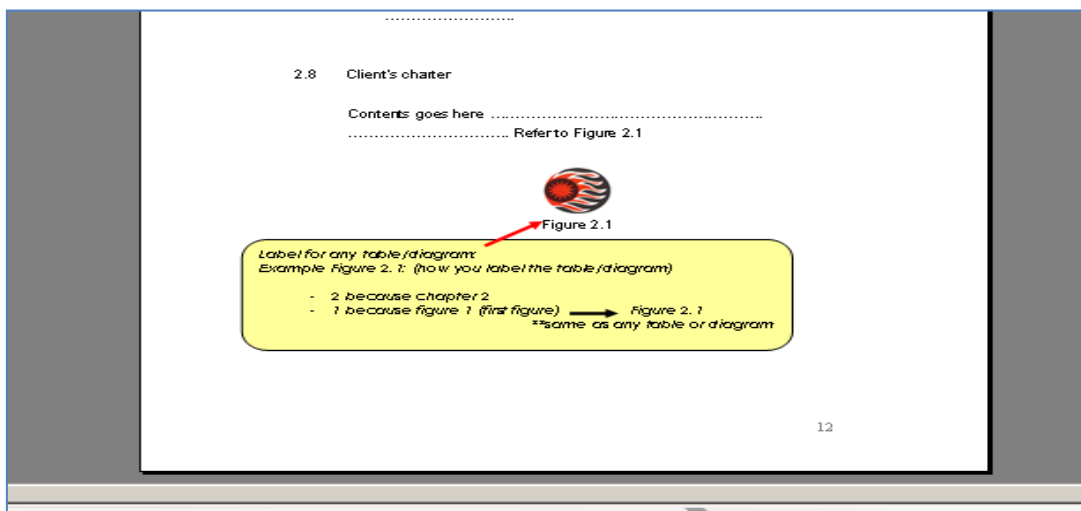
EXAMPLE



Appendix C – Example of Header and page number



- ❖ KPTMBP's new logo must be placed on the left side of the header.
- ❖ Title of chapter should be placed on the right side of the header.



- ❖ Page number must be located on the right side at the bottom of the page.

Appendix D – Example of Table Of Content

A. FORMAT EXAMPLE OF TABLE OF CONTENT (MAINTENANCE)

ACKNOWLEDGEMENT	i
EXECUTIVE SUMMARY	ii
TABLE OF CONTENT	iii
1.0 INTRODUCTION	
1.1 Definition of Industrial Training	1
1.2 Objectives of Industrial Training	2
1.3 Objectives of the report	3
2.0 COMPANY PROFILE	
2.1 ABC Technology Sdn Bhd Background	4
2.2 History of ABC Technology Sdn. Bhd.	5
2.3 Location	6
2.4 Vision and Mission	6
2.5 ABC Technology Sdn Bhd Organization Chart	8
2.6 ABC Technology Products and Services	9
2.7 Industrial Supervisor background detail	10
3.0 PROJECT DETAILS	
3.1 Introduction of the Project	11
3.2 Scope of the Project	13
3.3 Objective of the Project	14
3.4 Project Details	15
3.4.1 Project Progress	15
3.4.2 Project Planning	17
3.4.2.1 List of the Project Equipment and Price	20
3.4.2.2 Method Applied in the Project	22
3.4.3 Project Description	25
3.4.3.1 Diagnosing Computer Problems	25
3.4.3.1.1 Disk Integrity	28
3.4.3.1.2 System Files Integrity	30
3.4.3.2 Eliminate Equipment Problems	33
3.4.3.2.1 Getting System Information	34
3.4.3.2.2 Eliminating Device Problems	36
3.4.3.3 Freeing up Computer Memory	39
3.4.3.4 Clean the System	44
3.4.3.4.1 Disk Cleanup	47
3.4.3.4.2 Remove Malicious Software	49
3.4.3.4.3 Remove Unwanted Programs	51
3.4.3.4.4 Defragmentation Process	54
3.4.3.5 Protect the System	57
3.4.3.5.1 Updates & Restoration	58
3.4.3.5.2 Enabling Security	61

3.4.3.5.3 Repairing the Firewall	62
3.5 Project Opportunities	63
3.6 Conclusion of the Project	64
4.0 OTHER PROJECT/TASKS	
4.1 Introduction of the Second Project	66
4.2 Scope of the Project	67
4.3 Objective of the Project	69
4.4 Project Details	70
4.4.1 Project Background	72
4.4.2 Project Planning	74
4.4.3 Project Figures	77
4.5 Conclusion of the Project	80
5.0 RECOMMENDATION	
5.1 Problems and Difficulties Faced During Project	82
5.2 Suggestions for Problem Solutions	84
6.0 CONCLUSION	
6.1 Achieving the Aims of the Programs	86
6.2 Suggestion	86
6.3 Future Endeavour in the Project	87
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B. FORMAT EXAMPLE OF TABLE OF CONTENT (NETWORKING)

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EXECUTIVE SUMMARY	ii
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1.0 INTRODUCTION	
1.1 Definition of Industrial Training	1
1.2 Objectives of Industrial Training	2
1.3 Objectives of the report	3
2.0 COMPANY PROFILE	
2.1 ABC Network Sdn Bhd Background	4
2.2 History of ABC Network Sdn. Bhd.	5
2.3 Location	5
2.4 Vision and Mission	6
2.5 ABC Network Sdn Bhd Organization Structure	7
2.6 ABC Network Sdn Bhd Products and Services	8
2.7 ABC Network Sdn Bhd Functions and Roles	9
2.8 Network Environment at ABC Network Sdn Bhd	11
2.7 Industrial Supervisor background detail	12
3.0 PROJECT DETAILS	
3.1 Introduction of the Project	13
3.2 Scope of the Project	14
3.3 Objective of the Project	14
3.4 Project Details	15
3.4.1 Overview on the Existing Network Infrastructure at ABC Network Sdn Bhd	15
3.4.2 ABC Network Sdn Bhd Existing Network Diagrams	16
3.4.3 Hardware Supported at ABC Network Sdn Bhd	18
3.4.3.1 Computers	18
3.4.3.2 Network Adapters	19
3.4.3.3 Switches and Hubs	20
3.4.3.4 Servers	22
3.4.3.5 Modems	23
3.4.3.6 Cablings	25
3.4.3.7 Printer and Scanner	26
3.4.4 Project Description	28
3.4.4.1 Differences between LAN and WAN	30
3.4.4.2 Building up A Small Office with LAN Network	33
3.4.4.2.1 Project Planning	34
3.4.4.2.2 Suggested Network Equipments	37
3.4.4.2.3 Project Progress	39
3.4.4.3 Network Diagram of the Project	40
3.5 Project Opportunities	41
3.6 Conclusion of the Project	42

4.0 OTHER PROJECT/TASK	
4.1 Introduction of Network Maintenance	44
4.2 Scope of the Project	45
4.3 Objective of the Project	46
4.4 Project Details	47
4.4.1 Strategy for Network Maintenance	47
4.4.2 Best Method for Network Maintenance	48
4.4.3 Troubleshooting	49
4.4.3.1 Network Troubleshoot	49
4.4.3.1.1 Common Network Problem and Solution	49
4.4.3.1.2 Cable Problem	50
4.4.3.1.3 Failed Network Connection	51
4.4.3.1.4 Tools Used	52
4.4.3.2 Printer Troubleshoot	53
4.4.3.2.1 Client hardware Troubleshoot	54
4.4.3.2.2 Printer Maintenance	55
4.4.3.3 Several Key Steps to Successful Troubleshooting	57
4.4.4 Preventing Problems	59
4.5 Project Opportunities	61
4.6 Conclusion of the Project	62
5.0 RECOMMENDATION	
5.1 Problems and Difficulties Faced During Project	64
5.2 Suggestions for Problem Solutions	66
6.0 CONCLUSION	
6.1 Achieving the Aims of the Programs	68
6.2 Suggestion	69
6.3 Future Endeavour in the Project	70
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C. FORMAT EXAMPLE OF TABLE OF CONTENT (SYSTEM/WEBSITE DEVELOPMENT)

ACKNOWLEDGEMENT	i
EXECUTIVE SUMMARY	ii
TABLE OF CONTENT	iii
1.0 INTRODUCTION	
1.1 Definition of Industrial Training	1
1.2 Objectives of Industrial Training	2
1.3 Objectives of the report	3
2.0 COMPANY PROFILE	
2.1 ABC Solution Sdn Bhd Background	4
2.2 History of ABC Solution Sdn. Bhd.	5
2.3 Location and Environment	7
2.4 Vision and Mission	8
2.5 ABC Solution Sdn Bhd Organization Structure	9
2.6 ABC Solution Sdn Bhd Products and Services	10
2.7 Current Project at ABC Solution Sdn Bhd	11
2.7 Industrial Supervisor background detail	12
3.0 PROJECT DETAILS	
3.1 Introduction of the Project	13
3.2 Scope of the Project	13
3.3 Objective of the Project	14
3.4 Project Details	14
3.4.1 Project Planning	15
3.4.1.1 Feasibility Study	16
3.4.1.2 Data Gathering	18
3.4.1.2.1 Method Carried Out for Data Gathering	18
3.4.1.2.1.1 Questionnaires	19
3.4.1.2.1.2 Surveys	20
3.4.1.2.1.3 Observations	21
3.4.1.2.1.4 Researches	21
3.4.1.2.2 Analysis of Collected Information	22
3.4.2 Gantt Chart	23
3.4.3 Project Design	25
3.4.3.1 Data Flow Diagram	26
3.4.3.2 Database Design	28
3.4.3.3 Input Design	31
3.4.3.4 Output Design	35
3.4.3.5 Interface Design	42
3.4.4 Project Implementation	46
3.4.4.1 Requirement Specifications for Project Development	47
3.4.4.2 System Implementation Process	49
3.4.4.3 System Testing	53

3.4.5 System Maintenance	54
3.4.5.1 Identified Possible Risks	54
3.4.5.2 Suggested Risk Management and Control	56
3.5 Project Opportunities	58
3.6 Conclusion of the Project	59
4.0 OTHER PROJECT/TASK	
4.1 Introduction of Project	61
4.2 Scope of the Project	61
4.3 Objective of the Project	62
4.4 Project Details	62
4.4.1 Description of Website Maintenance	62
4.4.1 Website Maintenance Team	63
4.4.2 Website Feedback Monitoring	64
4.4.3 Website Performance Monitoring	65
4.4.3.1 Updating Procedures	66
4.4.4 Preventing Problems	68
4.4.4.1 Identified Possible Problems and Attacks	68
4.4.4.2 Suggested Solutions	69
4.5 Project Opportunities	70
4.6 Conclusion of the Project	71
5.0 RECOMMENDATION	
5.1 Problems and Difficulties Faced During Project	72
5.2 Suggestions for Problem Solutions	74
6.0 CONCLUSION	
6.1 Achieving the Aims of the Programs	76
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6.3 Future Endeavour in the Project	78
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Appendix E – Standard Bibliography Format

There are several standards of well-established systems for writing a bibliography such as

- the Harvard System;
- the American Psychological Association System;
- the McGraw – Hill system;
- the Modern Languages Association system; and
- the footnote system.

Below are standard formats and examples for basic bibliographic information recommended by the Modern Language Association (MLA).

Format Example

i. Books

Format:

Author's last name, first name. *Book title*. Additional information. City of publication: Publishing company, publication date.

Examples:

Allen, Thomas B. *Vanishing Wildlife of North America*. Washington, D.C.: National Geographic Society, 1974.

Boorstin, Daniel J. *The Creators: A History of the Heroes of the Imagination*. New York: Random, 1992.

ii. Encyclopedia and Dictionary

Format:

Author's last name, first name. "Title of Article." *Title of Encyclopedia*. Date.

*Note: If the dictionary or encyclopedia arranges articles alphabetically, you may omit volume and page numbers.

Examples:

"Azimuthal Equidistant Projection." *Merriam-Webster's Collegiate Dictionary*. 10th ed. 1993.

Pettingill, Olin Sewall, Jr. "Falcon and Falconry." *World Book Encyclopedia*. 1980.

iii. Magazine and Newspaper Articles

Format:

Author's last name, first name. "Article title." *Periodical title* Volume # Date: inclusive pages.

*Note: If an edition is named on the masthead, add a comma after the date and specify the edition.

Examples:

Hall, Trish. "IQ Scores Are Up, and Psychologists Wonder Why." *New York Times* 24 Feb. 1998, late ed.: F1+.

Kalette, Denise. "California Town Counts Down to Big Quake." *USA Today* 9 21 July 1986: sec. A: 1.

iv. Website or Webpage

Format:

Author's last name, first name (if available). "Title of work within a project or database." *Title of site, project, or database*. Editor (if available). Electronic publication information (Date of publication or of the latest update, and name of any sponsoring institution or organization). Date of access and <full URL>.

*Note: If you cannot find some of this information, cite what is available.

Examples:

Devitt, Terry. "Lightning injures four at music festival." *The Why? Files*. 2 Aug. 2001. 23 Jan. 2002 <<http://whyfiles.org/137lightning/index.html>>.

Dove, Rita. "Lady Freedom among Us." *The Electronic Text Center*. Ed. David Seaman. 1998. Alderman Lib., U of Virginia. 19 June 1998 <<http://etext.lib.virginia.edu/subjects/afam.html>>.