BKSX4912
PRACTICUM

BACHELOR OF ACCOUNTANCY
(INFORMATION SYSTEMS)
B.Acct. (IS)(Hons)

REPORT WRITING GUIDELINE

"To succeed is the ability to know what you want and how to get it"

TABLE OF CONTENTS

1.0 INTRODUCTION

Students of B.Acct. (IS) (Hons) program that have pursued practical training are required to write and submit a report. This report is a major vehicle for them to communicate what they have learnt and experienced during the practicum. Students are expected to be able to demonstrate some understanding of the existing knowledge in the subject matters, as well as to analyze and to discuss the subject matters well by relating them to the existing knowledge and interpreting their significance and contributions to the organisations. The aim of this set of guidelines is to provide students with some help in producing a meaningful report on their practical training. In preparing this report, students are subject to "Akta Dan Peraturan Kecurangan Akademik, Perenggan 12 Akta UUM (Peperiksaan) 1988".

2.0 REPORT

Students are required to develop a system for the organisation that they are attached to during their practicum. For this system development project, students need to apply their knowledge in Information Technology (i.e., system analysis and design (SAD), database and programming) and accounting (i.e. auditing, internal control etc.).

Students need to identify the type of information systems that can be developed or improved as required by the organisation. By examining the background and problems faced by the organisation or by discussing with its staff, students may get an idea of what would be the most appropriate information system for the organisation. Students might want to discuss thoroughly the feasibility of the project with their supervisor before they actually carry it out.

Examples of system development are:
- Client management system
- Human resource and work scheduling system
- Fixed asset system
- Payroll system
- Cash management etc.

For the system platform, students MUST choose either:
a. MS Access – forms, reports, queries and database using MS Access; **OR**
b. PHP and MySQL in NetBeans IDE – a web-based system

(Consult your UUM supervisor should you need to use other software).

Specific requirement for this type of report is to **make a presentation** either by:

a) Demonstration of your system in front of your UUM supervisor; **or**
b) Sending your system demonstration (video format) in softcopy (VCD/DVD/MMC).

(Consult your UUM supervisor should you need to use other presentation mode).

3.0 REPORT WRITING GUIDELINES

General guidelines for report are as follows:

a. Report should be written in English between 30 to 50 printed pages (excluding appendices).
b. Use 'Times New Roman' of size 12 for font specifications.
c. Topics and subtopics should be indented consistently throughout the report. Numbering format may also be applied to topics and subtopics in a consistent way.
d. Use 1.5 spacing in the main text.
e. Page numbering begins on introduction page.
f. Use A4 size paper (210 mm x 297 mm or 8.27" x 11.69").
g. Cover page must be a plain paper (no design) of light blue color.
h. Report should be fixed binding (comb binding is acceptable).

Note:
- A soft copy of the report in CD format must be submitted together with the printed report.

A report is organised in such a way that makes it presentable and readable.

The suggested arrangement for this practicum report is as follows:

1. **Cover and Topic Page**

<div align="center">

Cover page

</div>

<div align="center">

UNIVERSITI UTARA MALAYSIA
TUNKU PUTERI INTAN SAFINAZ SCHOOL OF ACCOUNTANCY
(TISSA-UUM)

PRACTICUM REPORT
SECOND SEMESTER SESSION 2020/2021 (A202)

[TOPIC]

STUDENT NAME
MATRIC NUMBER

</div>

<div align="center">

Topic page

</div>

<div align="center">

[TOPIC]

[NAME OF THE PRACTICUM ORGANISATION]

[CITY AND STATE OF THE ORGANISATION]

</div>

2. **Acknowledgement**

   This section should be brief, condensed and may contain the expression of appreciation to all parties, individuals, or organisation, who have assisted, financed, contributed or supported you in carrying out the study.

3. Disclaimer

A disclaimer is to be disclosed and signed by students to acknowledge that students will take full responsibility for the content of their reports and that the reports were truly prepared by them. Students are required to include the following disclaimer in the report:

<div style="border:1px solid black; padding:10px;">

DISCLAIMER

This practicum report is submitted to the Tunku Puteri Intan Safinaz School of Accountancy (TISSA-UUM), Universiti Utara Malaysia in partial fulfilment of the requirement for the degree of Bachelor_____, Universiti Utara Malaysia.

I, the undersigned, shall be responsible for the accuracy of all opinion, technical comment, factual report, data, figures, illustrations, and photographs in this report. I bear full responsibility for checking whether the material submitted is subject to copyright or ownership rights.

Name   :
Matric No   :
Signature   :
Date   :

</div>

4. Abstract

An abstract is a comprehensive summary of the contents of the report, which enables readers to survey the contents of the report quickly. It should be brief, readable, accurate, concise, and correctly reflect the purpose and content of the report. The abstract should not exceed 200 words. Please avoid using abbreviations and acronyms. The abstract should include important information, such as the problem statement, purpose, methods, key concepts, major findings, and conclusions. It should be written in active voice, using the third person, rather than the first person.

5. Table of Contents

A list of the contents should be arranged in sequence to show the topics and appropriate subtopics with reference to their page numbers in the main text.

6. Lists of Tables, Figures and Diagrams

The lists contain the exact titles of tables, figures, or diagrams as they appear in the text. They are to be numbered in a consistent way. Title, number and page number of each table, figure and diagram is to be disclosed in the list.

7. Main Text

In the body of the report, students must introduce the problem or case to be studied, emphasises its significance, and outline the objectives of the study. Further discussion on how the study was carried out until possible solutions are recommended should be divided into several sections. The description of the section is as follows:

7.1 Introduction and Background of Study

Background
Company background - brief description of practicum company which includes company profiles, nature of business, number of employees, etc. Describe the system that is currently used in the company/department you are attached to.

Problem Statement
Explain the problem/s with the current system/scenario.

Project Objective/s
What do you intend to achieve by developing the system?

Scope of Project
Describe the features of the proposed system.

Significance of Project
Explain the importance of having the new system for the organisation.

Software Requirement
List of software needed to develop the system

7.2 Methodology

Choose either Systems Development Life Cycle (SDLC) **OR** Object-Oriented System Analysis and Design

Explain the activities that you performed in each phase according to the methodology.

7.3   Project Outcomes

Provide the diagrams according to methodology.

SDLC	Object-Oriented
• Context Data Flow Diagram (DFD) • Data Flow Diagram (DFD) Level 0 • Data Flow Diagram (DFD) Level 1 • Entity Relationship Diagram (ERD)	• Use Case Diagram • Use Case Description/Written Use • Case • Activity Diagram • Class Diagram

7.4   Conclusion

Problems and Constraints
Discuss problems and constraints that you faced during the project.

Suggestion
Provide any suggestions on how to further improve the project.

Conclusion
Finally, students need to conclude their study in this section.

8.   Reference List

Details of all references, acts, or accounting standards that students have used in order to complete their study must be disclosed after the main text. The citation of each reference in the main text as well as in the reference list should be consistent. You may refer to American Psychology Association (APA) reference style (http://www.apastyle.org/).

9.   Appendices

Supporting documents, forms, questionnaires, and other significant materials to support the report are to be disclosed in this section. Resize the material to fit into the report to make it tidier and more manageable.

10.   Project Delivery

- Project report (hardcopy)
- User manual (hardcopy)
- Softcopy in CD/DVD
  - System
  - User manual
  - Project report

o Video demonstration (applicable to student who is unable to present in UUM)

In summary, the practicum report should have the above components and follow the suggested format and guidelines. Students may contact their respective UUM supervisors to find out more or to clear up any confusion or query.

4.0 ASSESSMENT OF PRACTICUM

Component		%
Employer report		40%
Practicum report:		
Logbook	5%	
Project report	20%	
System	25%	
Presentation	10%	60%
Total		**100%**

Note:

- Assessments will be done using the following rubrics:
  1. Logbook Rubric – **Appendix 1**
  2. Written Report Rubric –**Appendix 2**
  3. System Rubric –**Appendix 3**
  4. Presentation Rubric –**Appendix 4**

- The employer report and attendance form should be sent directly by the employer to the respective student's UUM supervisor.
- Student should send all reports including logbook and CD to your UUM supervisor

Appendix 1: Logbook Rubric

	LOGBOOK RUBRIC
Pusat Pengajian Perakaunan Tunku Puteri Intan Safinaz TUNKU PUTERI INTAN SAFINAZ SCHOOL OF ACCOUNTANCY Universiti Utara Malaysia	Student Name (Matric No) : _____ Organisation : _____

CONTENT (Report Writing)					
Traits	**Poor (0-3)**	**Fair (4-6)**	**Good (7-9)**	**Excellent (10-12)**	**Score**
Information	The information is organised.	Information is somewhat organised.	Information is well organised.	Information is very well organised.	
	Several entries are missing.	Three or more entries are missing.	One or two entries are missing.	All entries are covered.	
	Entries do not include supporting details and/or examples and verification by employers.	Three or more entries are missing supporting details and/or examples and verification by employers.	One or two entries are missing supporting details and/or examples and verification by employers.	All entries include supporting details and/or examples and verification by employers.	
Impact of the task (Reflection of each task)	Expresses very limited or no connection between task and self.	Expresses some connection between task and self.	Expresses how she/he could change as a result of the task.	Expresses change(s) in self because of the task.	____ x 2
Total Score					/60

Lecturer's Name: _____   Date: _____

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Appendix 2: Report Writing Rubric

<table>
<tr>
<td colspan="2" rowspan="2">
Pusat Pengajian Perakaunan
Tunku Puteri Intan Safinaz
TUNKU PUTERI INTAN SAFINAZ SCHOOL OF ACCOUNTANCY
Universiti Utara Malaysia
</td>
<td colspan="5">COMMUNICATION RUBRIC (REPORT WRITING)

Course Code and Name   : _____
Student Name (Matric No) : _____
Task   : _____
</td>
</tr>
<tr></tr>
<tr>
<td colspan="7" align="center">CONTENTS</td>
</tr>
<tr>
<td align="center">No.</td>
<td align="center">Traits</td>
<td align="center">Poor
(0-3)</td>
<td align="center">Fair
(4-6)</td>
<td align="center">Good
(7-9)</td>
<td align="center">Excellent
(10-12)</td>
<td align="center">Score</td>
</tr>
<tr>
<td align="center">1.</td>
<td>Coherence</td>
<td>The flow of writing as a whole lacks coherence/unclear.</td>
<td>The flow of writing is coherent but paragraphs are not well-structured.</td>
<td>The flow of writing is coherent with well-constructed paragraphs.</td>
<td>The flow of writing is coherent with well-constructed paragraphs and subheadings.</td>
<td></td>
</tr>
<tr>
<td align="center">2.</td>
<td>Information</td>
<td>One or more topics were not addressed. Information has little or nothing to do with the main topic.</td>
<td>All topics are addressed and most questions are answered with about 1 sentence each. Information clearly relates to the main topic. No details and / or examples are given.</td>
<td>All topics are addressed and most questions are answered with at least about 2 sentences each. Information clearly related to the main topic. It provides 1 - 2 supporting details and / or examples.</td>
<td>All topics are addressed and all questions are answered. Information clearly relates to the main topic. It includes several supporting details and / or examples.</td>
<td>_____ x 2</td>
</tr>
<tr>
<td align="center">3.</td>
<td>Analyses</td>
<td>Provides insufficient evaluation and critical analysis of the topic in terms of research and comparison to similar work done by others.</td>
<td>Provides somewhat adequate evaluation and critical analysis of the topic in terms of research and comparison to similar work done by others.</td>
<td>Demonstrates thoughtful evaluation and critical analysis of the topic in terms of research and comparison to similar work done by others.</td>
<td>Demonstrates sophisticated evaluation and critical analysis of the topic in terms of research and comparison to similar work done by others.</td>
<td>_____ x 2</td>
</tr>
<tr>
<td align="center">4.</td>
<td>Grammar & Spelling</td>
<td>Many grammatical, spelling or punctuation errors.</td>
<td>Some grammatical, spelling or punctuation errors.</td>
<td>A few grammatical, spelling or punctuation errors.</td>
<td>No grammatical, spelling or punctuation errors.</td>
<td></td>
</tr>
<tr>
<td align="center">5.</td>
<td>Appearance</td>
<td>Unacceptable appearance. Does not use</td>
<td>Appearance is acceptable but a lot could be</td>
<td>Appearance is generally good; only some</td>
<td>Excellent formatting and appearance. Use</td>
<td></td>
</tr>
</table>

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			improved.	elements need to be improved	appropriate table, figure, font, font size, line spacing and border areas.	
		appropriate table, figure, font, font size, line spacing and border areas. Unclear style.				
6.	**Sources & References**	Some sources are not accurately documented. References are not cited in text, and no or few references are provided in the reference list. Style and format are incorrect.	All sources (information and graphics) are accurately documented but many are not in the desired format. Few references are cited in text and in the reference list. Most references use incorrect style and format.	All sources (information and graphics) are accurately documented, but a few are not in the desired format. Most references are cited in text and appropriately provided in reference list. Most references use correct style and format.	All sources (information and graphics) are accurately documented in the desired format. Complete references in text and reference list. All references use correct style and format.	
Total Score:						**/96**

Lecturer's Name: _____   Date: _____

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Appendix 3: System Evaluation Rubric

<table>
<tr>
<td colspan="2" rowspan="2">

Pusat Pengajian Perakaunan
Tunku Puteri Intan Safinaz

TUNKU PUTERI INTAN SAFINAZ SCHOOL OF ACCOUNTANCY

Universiti Utara Malaysia</td>
<td colspan="6">**SYSTEM EVALUATION RUBRIC**

Course code and Name   : _____
Student Name (Matric No) : _____
Task   : _____</td>
</tr>
<tr></tr>
<tr>
<td colspan="8">**CONTENTS**</td>
</tr>
<tr>
<td>**No.**</td>
<td>**Traits**</td>
<td>**Poor**
(0-3)</td>
<td>**Fair**
(4-6)</td>
<td>**Good**
(7-9)</td>
<td>**Excellent**
(10-12)</td>
<td colspan="2">**Score**</td>
</tr>
<tr>
<td>**1.**</td>
<td>**Data structure**
   Fields and data type
   specify relationship
   among tables (where
   applicable)</td>
<td>Demonstrate limited ability to identify required tables, relevant field's properties and specify relationships between tables. Most of the required elements and relationships are left out.</td>
<td>Demonstrate fair ability to identify required tables, relevant field's properties and relationships between tables. Many elements and relationships are left out</td>
<td>Demonstrate good ability to identify required tables, relevant field's properties and relationships between tables However, some elements and relationships are left out.</td>
<td>Demonstrate excellent ability to identify required tables, relevant field's properties and relationships between tables. No elements and relationships are left out.</td>
<td colspan="2"></td>
</tr>
<tr>
<td>**2.**</td>
<td>**Coding standards**
   Functions
   Codes
   Formulas</td>
<td>Demonstrate limited ability to organised coding standards.</td>
<td>Demonstrate fair ability to organised coding standards.</td>
<td>Demonstrate good ability to organised coding standards.</td>
<td>Demonstrate excellent ability to organised coding standards.</td>
<td colspan="2">____ **X2**</td>
</tr>
<tr>
<td>**3.**</td>
<td>**System control**
   Access control
   Protected sheet/cell</td>
<td>Apply limited information system security and control measures.</td>
<td>Apply fair information system security and control measures. However, more improvements are still needed.</td>
<td>Apply good amount of information system security and control. However, some improvements are still needed.</td>
<td>Apply excellent information system security and control measures.</td>
<td colspan="2"></td>
</tr>
<tr>
<td>**4.**</td>
<td>**User interface**</td>
<td>Demonstrate poor design of system interfaces.</td>
<td>Demonstrate fair design of system interfaces.</td>
<td>Demonstrate good design of system interfaces.</td>
<td>Demonstrate excellent design of interfaces of the system.</td>
<td colspan="2"></td>
</tr>
</table>

5.	**Data maintenance**
	    Data insertion
	    Data update
	    Data deletion
		System lacks ability to perform basic data maintenance namely data insertion, data update and data deletion.	System demonstrates fair ability to perform basic data maintenance namely data insertion, data update and data deletion.	System demonstrates good ability to perform basic data maintenance namely data insertion, data update and data deletion.	System demonstrates excellent ability to perform basic data maintenance namely data insertion, data update and data deletion.	

6.	**Output - fulfill user/ business requirements**
	    Dashboard
	    Report
	    Chart
		System lacks adequate report for decision making.	System demonstrates adequate report for decision making.	System demonstrates good report for decision making.	System demonstrates variety of reports including complex analysis for decision making.	

7.	**Ability to solve the proposed problems/requirements**	Lack of new elements in the system and not interesting. Has very limited original contribution to serve its intended purpose.	The system includes some new elements and quite interesting. Has fair contribution to serve its intended purpose.	The system is new, helpful, and interesting. Has considerable contribution to serve its intended purpose.	The system is unique, helpful, and very interesting. Has great contribution to serve its intended purpose.	
Total Score						**/96**

Lecturer's Name : _____   Date   : _____

Appendix 4: Presentation Rubric

<table>
<tr><td rowspan="3" colspan="2">Pusat Pengajian Perakaunan Tunku Puteri Intan Safinaz
TUNKU PUTERI INTAN SAFINAZ SCHOOL OF ACCOUNTANCY
Universiti Utara Malaysia</td><td colspan="6">COMMUNICATION RUBRIC (ORAL PRESENTATION)</td></tr>
<tr><td colspan="6">Course Code and Name : _____
Student Name (Matric No) : _____
Task : _____</td></tr>
</table>

		CONTENTS				
No.	**Traits**	**Poor (0 – 3)**	**Fair (4 – 6)**	**Good (7 – 9)**	**Excellent (10 – 12)**	**Score**
1.	**Organization**	Presenter does not follow logical sequence and no elaboration.	Presenter follows logical sequence but fails to elaborate.	There is a logical sequence in the presentation and provides good explanations/ elaboration.	Presenter follows logical sequence and provides excellent explanations/ elaboration.	
2.	**Idea Delivery**	Able to deliver some ideas and require further improvements.	Able to deliver ideas fairly clearly and require minor improvements.	Able to deliver ideas clearly.	Able to deliver ideas with great clarity and creativity.	_____ x 2
3.	**Multimedia Support and Visual Aids**	Student uses inappropriate multimedia support and visual aids.	Student uses average quality of multimedia support and visual aids.	Student uses good quality of multimedia support and visual aids.	Student uses excellent quality of multimedia support and visual aids.	
4.	**Non-Verbal Skills**	Student makes minimal eye contact with inappropriate gestures, posture and appearance.	Student makes some eye contact with acceptable gestures, posture and appearance.	Most of the time student has eye contact with good gestures, posture and appearance.	Student maintains excellent eye contact with commendable gestures, posture and appearance.	
5.	**Verbal Skills**	Student has minimal interaction with the audience, incorrectly pronounces terms, makes major grammatical errors and the voice cannot be heard.	Student has some interaction with the audience, pronounces some terms incorrectly, makes some grammatical errors and the voice can be heard.	Student has good interaction with the audience, correctly pronounces terms, makes minimal grammatical errors and speaks clearly.	Student has excellent interaction with the audience, perfectly pronounces terms, no grammatical errors and speak clearly.	
			Total Score			/72

Lecturer's Name: _____   Date: _____

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