[REPORT TITLE]

[TRAINING ENTITY NAME]

By

[Student Name]

[Academic ID]

Supervisor by

[Supervisor Name]

College of Computers and Information Technology

Department of *[your department]*

Taif University

[Month, Year]

I

ABSTRACT

An abstract can be either descriptive or informative. A descriptive abstract summarizes the motivation, scope and methods used to attain the solution or findings. An informative on the other hand, is almost like the table of contents written in paragraph. It also includes the results, conclusions and recommendations [1]. The abstract should not exceed 200 words and its contents are italicized.

Acknowledgment

The acknowledgment section helps identify the contributors responsible for specific parts of the project. It can include authors, non-authors, funding sources, editing services, or even administrative staff. In academic writing, the information presented in the acknowledgment section should be kept brief. It should only mention people directly involved with the project. In other words, one should not consider thanking ones' parents for moral and financial support.

SIGNATURES

Student's Name	Signature	Date
		____ /____ / 20

Acronyms and Abbreviations (If any)

Build-operate-transfer   (BOT)

East Asia and the Pacific   (EAP)

TABLE OF CONTENTS

The Table of Contents depends on your outline which you can discuss with your supervisor. Take note that in the sample table below, the items are the official contents to be followed. However, all reports must have **cover page, abstract, introduction, conclusion, and references [Note: Update the table of contents before submitting the report]**.

LIST OF TABLES

LIST OF FIGURES

1. Introduction

The Introduction section is meant to set the context for your work and highlight how it contributes to the knowledge in your field. In this section you should states the purpose of the training, background information on the training.

2. Training Program

2.1   Company Profile

2.1.1   Department Overview

2.2   Work Description

2.2.1 List of Projects/Tasks

2.2.2 Project/Task One (Title) [NB: Write each task]

2.2.2.1 Background

2.2.2.2 Problems Faced & Solutions) (Tools and Techniques used to solve the problem)

2.2.2.3 Relationship to academic background

3. Technical Experience

3.1 Experience Gained & Techniques Learned

3.2 Challenges Faced During Training

4. Conclusions and Recommendations

The conclusions and recommendations section is required part that closes the document with a brief summary of the overall experience gained, lessons learned, relationship to your courses and your academic background, and conclusions and recommendations. Most importantly, it should recommend to the readers the benefits of pursuing the Co-op training based on your experience.

References

Citations are numbered consecutively inside brackets. In writing the references, we follow American Psychological Association (APA) style. The references below show examples of how to include a book with 3 authors (we used this in our Abstract), a project report (also in Abstract), a book with one author and cited 3 times [3-5], a book with 2 authors [6], an online book [7], an article in a journal [8], an article from an online newspaper [9], work with no author [10], an article in Wikipedia [11], a personal interview [12], a website [13], and a video found online [14].

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[12]   Rosario, R. (2008, April 7). Personal interview.

[13]   Sebastian, B. (2010, July 25). Programming Style. PCPrograms.com. Retrieved July 25, 2010, from http://www.pcprograms.com.

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Appendices

[Letter from the company (if any): appreciation, offer, certificates, etc.]