INSTITUTE OF SOFTWARE TECHNOLOGIES

DEPARTMENT OF ORACLE AND REDHAT TRAINING

DIPLOMA PROJECT GUIDELINES

DIPLOMA IN ORACLE DATABASE ADMINISTRATION

2020

**INTRODUCTION**

The project is a partial fulfillment of the diploma in oracle database administration offered in the department of oracle and redhat training. The students are expected to write a well-articulated project paper in chapter format, with length of 10000 words. Students will undertake this project paper and submit it at the final semester. This guideline aims to provide students with a guide on how to go about the various stages of doing the project.

**OBJECTIVES**

The main objectives of the diploma project are summarized as follows:

1. To provide students with the opportunity to integrate the knowledge and skills developed from oracle database training
2. To provide students with the independent study and to develop the ability to organize work with a view to achieve specific goal
3. To undertake an academic project based on sound technology, business and innovation management principles and intellectual reasoning

**THE PROJECT PROCESS**

The objective of this course is to work on a project that shows what you have learned during the course of your diploma program and must also have the following qualities:

1. Be one that can be applied in society in one way or another
2. Be a system that can be marketable

**PROJECT PAPER**

Upon the supervisors’ approval of the detailed project proposal, the students should proceed and prepare their project paper under the supervisor’s guidance; the document should

1. Be written in past tense
2. Have an appendix; which consist of important pages

**PROJECT PAPER ORGANIZATION**

The project paper should consist of three main parts:

* The preliminary pages or front end. This includes elements such as the title page, dedication, abstracts, acknowledgements, declaration form, table of contents, list of tables, figures and abbreviations.
* The text or main body, usually divided into parts – chapters and sections
* The supplementary pages or back end. The supplementary pages consist of references and appendices or annexes

**PROJECT PAPER SECTIONS**

**TITLE PAGE**

Should have the correct title, student details, and the diploma programme with a statement on what the project should fulfil

Refer to sample in Appendix A

**DECLARATION PAGE**

The page contains the student’s declaration of the originality of the project report. This declaration page must be signed by the student.

The declaration page is to follow the format and content as shown in Appendix B

**DEDICATION PAGE (OPTIONAL)**

Students may include an optional dedication for the project report. The dedication must be brief, not more than one paragraph and must not contain any number, chart or photograph.

Refer to sample in Appendix C

**ACKNOWLEDGEMENT PAGE(OPTIONAL)**

Here you have the opportunity to thank the various people who have helped in the development of the project. It might include specific individuals who have given information, offered insights, or generally been supportive. Gratitude may be expressed to groups of people, like those who were studied, or fellow students.

Refer to sample in Appendix D

**TABLE OF CONTENT**

Table of content identifies the contents and organization of document. It is made up of

* Section headings
* Page numbers

The table of content should be generated using the respective word processor.

**LIST OF TABLES**

Section consists of list of the table used in the report, indicating table no, its title and page no found

**LIST OF FIGURES /ILLUSTRATIONS**

Section consists of list of the figures or illustrations such as diagrams, photographs, drawings, graphs, charts, maps etc used in the report indicating figure no, its title and page no.

**CHAPTER ONE**

Chapter one should consist of the following sections

**Introduction**: introduction of the project area; how it operates and how the problem exists

**Background of the study** – this is usually a detailed background information about the project/research area and about the client. It should be clear on what business the client is involved in and how operations are currently conducted.

**Problem statement(s)**

This is a statement of the problem the project is intended to address. It should clearly show the problem in the light of the project research and its contribution to the solution. Ideally it should originate from the way the organization currently performs its functions. Each problem should be stated clearly with a brief explanation on how it arises from the functions be undertaken.

**Objectives**

Clear, concise “SMART” objectives should be provided including project/research and system development related objectives. (S – Specific, M – Measurable, A – Achievable, R – Realistic/Relevant, T – Time bound/boxed.)

The supervisor should guide the student on the minimum and maximum number of objectives as per his/her project. Key words like Investigate, develop and analyze should be used to list objectives

Scope and Limitation of the Study – a brief description of the project scope – what was covered and what was not and why?

**Justification –** student should justify their project by indicating the interestingness and challenge that the project presents, the timeliness of the idea, the possible advantages that realization of such a project would bring.

**Project risk and mitigation-** this section should contain a list of project risks and the mitigations to these risks

**Budget and Resources** – This should generally address all the envisaged resources that will enable the development of the system to succeed. The key items are hardware, software, human and any other costs that will be incurred.

**Project Schedule** – brief description of the project work break down structure. Project gantt and network diagram clearly showing the critical path should be included in the appendix section.

**CHAPTER TWO: LITERATURE REVIEW**

The literature review should not just be a compilation or reproduction of the works of others. It requires the student to examine and comment critically on the literature relevant to the student’s project area or area of research

**CHAPTER THREE: METHODOLOGY**

The methodology chapter should describe a model/framework under which the system was developed. It should address at least the following areas

The exact techniques used to collect facts and data

Tools used to analyze the data and the processes

Tools to implement and test the system

Time schedule and project cost

**CHAPTER FOUR: SYSTEM ANALYSIS AND REQUIREMENT MODELING**

The chapter should address at least the following areas

Description on hw the current system works using system analysis modeling tools such as flow charts, DFDs, Use cases, UML etc

How the facts and the data gathered including the methods used

Requirement definitions and modeling of the current

Requirement definitions and specifications of the project

**CHAPTER FIVE: SYSTEM DESIGN**

This section should consist of a description of the system design, database design (conceptual, logical and physical) using an appropriate modelling tool

**CHAPTER SIX: SYSTEM IMPLEMENTATION**

The chapter should address the following areas

Tools used for coding and testing

System test plan

Testing: this should be explained in terms of the data used to test and the approach

Proposed change-over techniques

A sample of the system code should be included in the appendix

**CHAPTER SEVEN: LIMITATIONS, CONCLUSIONS AND RECOMMENDATAIONS**

The chapter has the following functions:

Limitations: in this section you need to state some of the problems you encountered in the process of doing your research e.g. time factor, finances, anti-cooperative responses

Conclusion: ties the results of the study to theory, practice and policy by pulling together the theoretical background, literature review, potential significance for application and results of the study.

Recommendations: the section highlights suggestions and recommendations for further improvements in the system.

**REFERENCE**

References are the detailed description of resources from which information or ideas were obtained in preparing the project report. The details of every references cited in the text, published or unpublished, must be listed alphabetically in this page.

The Harvard system of referencing should be used

Example:

1. KADOLPH, S.J. (2007) Textiles. 10th ed. New Jersey: Pearson Prentice Hall.
2. LI, X. and CRANE, N.B. (1993) Electronic style: a guide to citing electronic information. London: Meckler.
3. UNIVERSITY OF SHEFFIELD LIBRARY (2001) Citing electronic sources of information [WWW] University of Sheffield. Available from:http://www.shef.ac.uk/library/libdocs/hsf.pdf [Accessed 20/06/2020].

**APPENDIX**

Appendices are supplementary materials to the text. These include tables, charts, graphics, computer programme listings and so on that are too lengthy and inconvenient to include in the text itself.

* Should include items such as:
* Organizational structure
* Instruments like document reviewed
* Interesting codes
* Technical guide and user’s manual

**FONT SIZE AND TYPE**

Candidates must use Times New Roman or Arial font. No other fonts are acceptable. Font size:

* For text use 12-point font
* For tables and figures, use 10-point
* For title page 12-point font
* For table of contents 12-point font

Please type in bold for headings and subheadings. Headings should be typed in all upper case letters while sub-headings are to be typed in upper and lower case letters.

**FONT STYLE**

Only one font style (Times New Roman) may be used throughout the project paper, including the title page, approval page, acknowledgment, bibliography and appendices. Exceptions to this can only be made for tables/figures/illustrations imported from other sources. Italic variants of the same font style may be used for labels, foreign words, book titles or occasional emphasis. The usage of bold variants of the same font style and underlining in the text of headings and titles is at the student’s discretion.

**HEADINGS**

Chapter headings are to be centered and written in bold, upper case letters. The font size for chapter headings I 14 point. Other sub-headings should be in upper and lower-case. Underlining and boldface in the sub-headings is at the student’s discretion.

**PARAGRAPHS**

Spacing between two paragraphs in the basic text should be set at 4.0 spaces. The first sentence of a paragraph should be indented to 6 spaces. A heading that appears as a last line on a page will not be accepted. There should be a minimum of two lines of a paragraph at the bottom of the page under the heading.

**LINE SPACING**

The project paper should be typed on one side of the page. The text should be spaced (1.5) throughout, with single-spacing for exceptional circumstances only:

* Abstract
* Appendices
* Long headings or subheadings
* Long captions to table, figures, or plates
* Bibliography
* Tables
* Quotations

**PLAGIARISM**

Making proper text citations and providing accurate referencing for quotations are crucial to help ensure that students do not intentionally, or otherwise, plagiarize the work of others. Plagiarism occurs when people steal the words, the ideas, and/or the work that rightfully belong to others and then present these words, ideas and/or work as if this material were their own words, ideas or works. Students are advised to pay serious attention to this matter, as it is a very serious offence to plagiarize the work of others. The best way to avoid plagiarism is to make proper documentation of the sources to which referred to in the project paper.

APPENDIX A

INSTITUTE OF SOFTWARE TECHNOLOGIES

DEPARTMENT OF ORACLE AND REDHAT ADMINISTRATION

PROJECT TITLE

NAME OF THE STUDENT

This project is submitted in partial fulfilment of requirement for Institute of Software Technologies award of Diploma in database administration and database app development

APPENDIX B

**DECLARATION**

I hereby declare that this project report is based on my original work except for citations and quotations which have been duly acknowledged. I also declare that this has not been previously and concurrently submitted for any other diploma or award in institute of software technologies.

Name:………………………………

Date:………………………………………….

**Supervisor**

I the undersigned do hereby certify that this is a true report for the project undertaken by the above named student under my supervision and that it has been submitted to institute of software technologies with my approval.

Name………………………………………..

Date………………………………………..

APPENDIX C

(sample)

**DEDICATION**

Specially dedicated to

My beloved grandmother, mother and father

(this dedication page is optional)

(position at centre of page)

APPENDIX D

**ACKNOWLEDGEMENTS**

I would like to thank everyone who had contributed to the successful completion of this project. I would like to express my gratitude to my research supervisor, prof.Dr xxxx for his/her invaluable advice, guidance and his enormous patience throughout the development of the research.

In addition, I would also like to express my gratitude to my loving parent and friends who had helped and given me encouragement…….

(page is optional)