COVER & TITLE PAGE:

The title page must have the following features:

1. Neat and organized

2. Clearly indicates the subject title in the upper half of the page

3. The title of the report should specifically identify both the report's function and subject

4. The person or organization writing the report and the person or organization receiving the report, the date of submittal appear in the lower half of the page

Look at the example below:

FEASIBILITY STUDY OF OFFICE EXPANSION

FOR UNITED COMPUTER TECHNOLOGIES, INC.

Prepared for

Joanne R. Galloway

Senior Vice President

United Computer Technologies, Inc

By

William D. Santiago

Senior Partner

PRT Management Consultants, Inc.

March 3, 2021

COMPLETE TITLE OF THE PROJECT IN ALL CAPS, TIMES NEW ROMAN, FONT SIZE 20

by

<Student Name> in font size 16
<Reg.No. XX> in font size 15

A Project Report submitted to the
DEPARTMENT OF CUMPUTING
in partial fulfillment of the requirements for the degree of
BACHELORS OF SCIENCE IN COMPUTER SCIENCE
[Font: Times New Roman, Size: 14]

Department of Computing
University of Okara
<Month, Year>
[Font: Times New Roman, Size: 14]