

**<College Address >**

**<Project Title>**

*A project submitted*

*in partial fulfillment of the requirements for the degree of*

*Bachelor of Science in {Program Name}*

**by**

Student’s First Name Middle Initial Last Name (Student ID)

**Supervised by**

Supervisor’s First Name Middle Initial Last Name

Co-Supervisor’s Name (if any)

**Company where project is executed**

<Company Name and Address>

**Month Year**

**ACKNOWLEDGEMENT**

The acknowledgement is a statement of gratitude for assistance to accomplish the project. It may mention the names of the people the project members want to thank for their support in the project (Guide, supervisor, friends etc..).

**UNDERTAKING**

This is to declare that the project entitled “Project Title” is an original work done by undersigned, in partial fulfillment of the requirements for the degree “Bachelor of Science in Computer Science” at Computer Science Department, <college name>

All the analysis, design and system development have been accomplished by the undersigned. Moreover, this project has not been submitted to any other college or university.

Student 1

Student 2

Student 3

Note: sign across your name

**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. The abstract should not exceed 300 words and its contents are italicized.*

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# Introduction *(Heading 1)*

This chapter comprises background of the project, the reasons for taking it, problems addressed by the project and expected outcomes. A good report starts with an introduction to the title of project. The necessary background information is provided to establish context of the project. The motivation and significance of the project should be highlighted. A crisp problem statement is followed by scope of the project along with any limitation or exclusions. The specific objectives to be achieved should be stated. A roadmap or organization of report concludes the chapter.

# Content

When drafting your document, you may keep the data in separate files. You can later copy and paste them in this template using “Keep Text Only” so that source formatting isn’t included.

Always proofread your document. MS Word provides grammar and spell checking. Although the grammar checking isn’t perfect at all times, the service serves as a great guide in constructing your statements. The rule of thumb states that if it doesn’t sound good, then something must be wrong. When using MS Word you can change it to, “when there’s a red, green or blue wavy line, then something must be wrong.” Other proofreading pointers follow in the next subsections.

## *Abbreviations and Acronyms (Heading 2)*

Before using abbreviations or acronyms, make sure that the long name has been used first followed by the short name enclosed in parentheses. Afterwards, the abbreviations and acronyms can then be used alone. However, try not to use them when writing titles or subtitles.

Notice *Heading 2*’s format with a style of *Bold*, *Italics* and *Left Indent*. This format should be followed for all subtitles and even inner subtitles.

## *Units*

Use metric system’s modern form, the International System of Units (SI), in writing units. Table 3.1 shows the seven SI base units. Don’t be mistaken for the acronym SI as it came from French, Le Système international d'unités.

Table ‎2.1 The 7 SI Base Units

|  |  |  |
| --- | --- | --- |
| **Unit** | **Symbol** | **Quantity** |
| metre | m | length |
| kilogram | kg | mass |
| second | s | time |
| ampere | A | electric current |
| kelvin | K | thermodynamic temperature |
| mole | mol | amount of substance |
| candela | cd | luminous intensity |

Furthermore, always include zero before decimal points of numbers less than one such as “0.75” but not “.75”.

## *Equations*

Use the Insert Equation in MS Word 2010 when writing equations by clicking Insert tab and Equation icon beside the Symbol icon, as shown in Fig. 1.

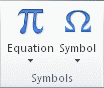


Figure ‎2.1 Equation Icon in Insert Tab of MS Word 2010

Equations should be numbered consecutively as in (1) and (2). A center tab and a right tab stops were used in the example so that the formula is centered while the number is right aligned. Equation (1) is the formula to get the area of a circle while (2) is a quadratic equation. Notice that the word “equation” was used in the beginning of the statement when referring to (1) but was not included when mentioning a formula inside the statement like (2).

(1)

(2)

# Using the Template

When your data are ready for the template, open the template file and click File-Save As from MS Word 2010 menu. Your filename should follow this format:

*year* **<year of gradyuation> -** **Proposal/Implementation -** *title*

(e.g. 2013 3rd year - Implementation – Online Library Management System)

## *Contents*

Start by changing the items in the preliminary pages of this template: cover page, abstract, and table of contents. Use your outline as the basis for your table of contents.

## *Figures and Table*

Place figures and tables in the same page where they were cited. You may use the abbreviation “Fig. 1” to cite the figure.

Titles for both table and figure should be bold and centered using 10 point Times New Roman. However, a table’s title should be written on top while a figure’s should be at the bottom.

In numbering both tables and figures, prefix the chapter number. For example the 2nd table in chapter 3 should be numbered as **3.2**.

# Printing and Binding

A week before every scheduled evaluation, students are required to print and submit to their supervisor spiral bound copies of their report.

# Conclusion

The conclusion is a required part that closes the document with a brief summary of the study including the problems found and the proposed solution. Most importantly, it should recommend to the readers the benefits of pursuing the project based on the researcher’s analysis

# Major Contributions

In this section, students should list the major tasks each student, as member of the team, has performed as well as highlight the major individual contributions for the success of the project. It is expected that all students should fairly share the responsibility of the tasks of the project under the direction of the supervisor.

# References

Give references of websites, books you have referred to while working on the project