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Department of Information Systems





ITBIS105 Project Outline

Project Purpose

The purpose of this project is to enable students create good MS Office Word report and MS Office PowerPoint presentation on a selected topic, by applying all covered skills that have been learned in the course practical part in addition to some extra skills that should be self-learned by each team such as: Word Cover-Sheet, Table of Content, Bibliography, PowerPoint Hyperlinks.

Project Team Members

This project should be carried by a team of maximum 4 students and minimum 2 students. Attached is the **Project Team Members sheet**

Project Topics

Each team can select one of the topics listed below:

- 1. Computer categories
- 2. Mobile computing
- 3. Cloud computing
- 4. Web 2.0
- 5. Social Networking
- 6. Computer ethics
- 7. Virtual Reality (VR)
- 8. Internet technologies
- 9. Online learning environments
- 10. Multimedia
- 11. Computer Parts
- 12. Social implications of using Internet communication
- 13. Network Security and Privacy
- 14. Computer Storage

Project Documentations

Part 1: MS Office Word Report:

The report should provide information about the selected topic and each team must follow the rules below:

1. The main structure of the report must contain the following elements:

- Cover Sheet including: Project Title, Course Title & Code & Section, Instructor Name, Student Name & ID#, Submission Date (month and year).
- Table of Content.
- Introduction.
- Main content about the selected topic including main headings and subheadings with related information.
- Team performance report (maximum two A4 pages) including each

College of Information Technology
Department of Information Systems





member contribution; i.e. each participant should describe his/her contribution.

- Conclusion containing the overall understanding about the topic.
- References or bibliography section.
- Appendix (optional) in case of having any extra supporting information.

2. Your report format should satisfy the following standards:

- The paper size should be A4 with 1.25" space for all page margins.
- The font face: Bookman Old Style size: 12 except headings or titles which can be in different sizes.
- The line spacing must be 1.5
- Maximum number of words is 5000 words, minimum is 2500.
- Paragraphs must be justified with appropriate indentation.
- The text must be organized and well formatted.
- Any other illustrations or objects included like pictures, clipart, tables, etc, must be organized and formatted correctly.

Part 2: MS Office PowerPoint Presentation:

PowerPoint Presentation should summarize all information provided in the report. The following are some instructions that help each team to create the required result:

- 1. Maximum number of slides is 30 and minimum is 15
- 2. Apply appropriate Layout for each slide of the presentation (this will automatically apply specific font face, size and color).
- 3. Apply only one Design Theme for all slides.
- 4. Apply simple Animation & Transition where needed.
- 5. The structure of the presentation must contain:
 - Title slide including: Project Title, Course Title & Code & Section, Instructor Name, Student Name & ID#, Submission Date (month and year)
 - Home slide including links to other slides.
 - Other slides: containing information and other illustrations or objects like tables, flow charts, pictures, clipart, etc.
- 6. After finishing, each team must have 2 copies of the presentation to be submitted:
 - PowerPoint Presentation
 - PowerPoint Show

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Each	team	must	submit	а	printed-out	report	+	а	CD	including	the	PowerPoint
prese	ntatior	ı files l	by			L	ate	e su	ubmi	issions will	not	be accepted
after	this da	te. Ren	nember,	Ke	ep backup co	pies (so	ft a	nd	l har	d copy) of	the p	roject.

College of Information Technology
Department of Information Systems



Project Assessment

Projects will be marked as follow:

- 1. 15% for the Word Report
- 2. 15% for the PowerPoint Slides
- 3. 5% for the Presentation

Word Report Evaluation Tips		
1	Header & Footer	1
2	Word Art or Headings & Titles	0.5
3	Images or pictures	1
4	Font face, size, style "B, I, U", color	1
5	Columns with line & Drop Cap	1
6	Watermark	0.5
7	Tabs	1
8	Table(s)	1
9	Bullets	0.5
10	Highlight	0.5
11	Page border	1
12	Paragraph border style & color & shading	1
13	Indentation	1
14	Cover Page	1
15	Table of Content	1
16	References or Bibliography	1
17	Structure: Introduction, Table of content,	1
	TOTAL	15

Eval	Evaluation Tips		
1	Design	1	
2	Transition	1	
3	Animation	1	
4	Word Art	0.5	
5	Shapes with formatting	1	
6	Footer	1	
7	Picture in Master Slide	0.5	
8	Font formatting: B, I, U, color etc	1	
9	Symbol	0.5	
10	Images	1	
11	Bullets	0.5	

College of Information Technology
Department of Information Systems



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12	Action buttons	1
13	13 Organisation Chart	
14	Flow Chart	1
15	Table	1
16	Hyperlinks	1
17	Structure: Cover slide, Main slide,	1
TOTAL		

Note that the instructor will focus on marking the format and organization of the report and presentation more than the content itself.

Project Presentation

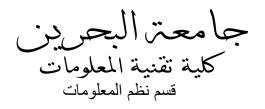
Each team should select a date for the project presentation:

Day	Date
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The presentation time should be selected and approved by the course instructor and the team members.

College of Information Technology Department of Information Systems





ITBIS105 Project Team Members

Section Number:		
Course Instructor:		

Team Number	Team Members	Selected Topic
1		
2		-
3		-
4		
5		-
6		

College of Information Technology Department of Information Systems



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