

**INDUSTRIAL TRAINING REPORT:
COMPUREX CORPORATION**

**SPECIAL PROJECT:
WEBSITE DEVELOPMENT
“SUPPORTCASE.COM & MOBIREX.COM.MY”**

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**REPORT SUBMITTED IN FULFILLMENT OF THE REQUIREMENT FOR
THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

02 FEBRUARY 2015 – 30 JUNE 2015

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Signed by

NUR FATEIN NABILLA KAMAL

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Date of submission: 9 July 2015

ABSTRACT

The trainee had undergone to an industrial training which started from 19th January, 2015 until 30th June, 2015 at one of the software development company named Compurex Corporation which located at Kota Damansara, Selangor. The period of the industrial training was more than five months in total and the reason for early entrance was as to be familiarized with the company environment and most importantly as the senior staff wanted to share the knowledge to the trainee before they leave the company. The trainee has been put under IT Department and being supervised by the company IT project manager, Sam Chia. During the industrial training period, the trainee has been assigned so many projects for example, the trainee has been involved in system testing, recordkeeping, documentation, administrative works, electronic publishing and so on. In addition, the trainee also has been involved in two special projects which under web development and both of the websites were developed together with projects team members. To be concluded, there were so many things that the trainee has experienced at the company during the industrial training period whereby a few things were good and vice versa but importantly, the trainee has learnt to be more systematic and manageable person and the greatest thing was it improved the trainee communication skills as well as it made the trainee to experience the real situation as a worker.

Keywords: *IT Project Manager, System Testing, Administrative Works, Electronic Publishing, Web Development, and Special Projects*

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Thank you,

Best regards.

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Chapter 1: Introduction

1.1 Background of the Organization

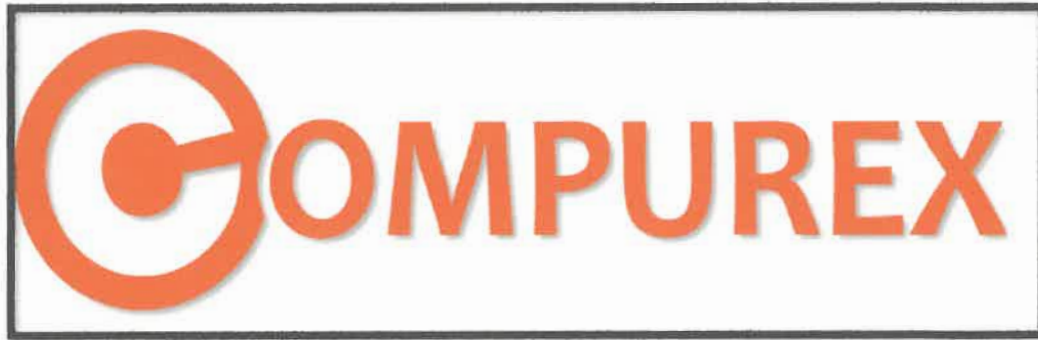


Figure 1
Company Logo

Compurex Corporation was founded over 10 years ago and it was recognized as a software development company that delivers technology solutions and services to local and international IT alliances which needed the benefits of information management to the customers. Compurex Corporation also enables organizations to have latest technological solutions to improve their customer service levels and to follow rapidly to the market needs. The company is staffed with experienced, skilled and professional workers that provide future growth in various business industries such as Telecommunication, Banking, Educational sector and Manufacturing sector. In addition, the company also provide a comprehensives set of development services, professional consultation and mobile solution to assist organization to achieve their business efficiency and to have the latest technologies for operational and business enhancements. The company main focus or expertise is:

- Software Development
- Mobile Application Development (Apple, Android, Blackberry, Windows Phone)
- Mobile Device Management (BES)
- Project Management
- Large Scale Database Design

1.1.1 Company Vision

To provide robust and reliable IT & Communication solutions that meet current business needs and sustain to provide future growth of business.

1.1.2 Company Mission

Continually improve our technologies and services that enable businesses to success

1.1.3 Company Objectives

- To develop and deliver innovative technological solutions by focusing on development
- To provide a conducive working environment for personal growth to achieve individual full potential
- To build a corporate culture by embracing diversity and equal opportunity

1.1.4 Company Major Business/Activities

- High Speed Broadband & Communication Solutions
- Digital Multimedia Contents
- Latest Innovative Solutions
- Software Development Services
- Educational & Professional Training Services
- 24/7 Customer Support

1.1.5 Group of Companies

- Eversolution Sdn. Bhd.
- Maxvigo Sdn. Bhd
- Dashberry Corp.
- Starjaya Sdn. Bhd

1.2 Organizational Structure

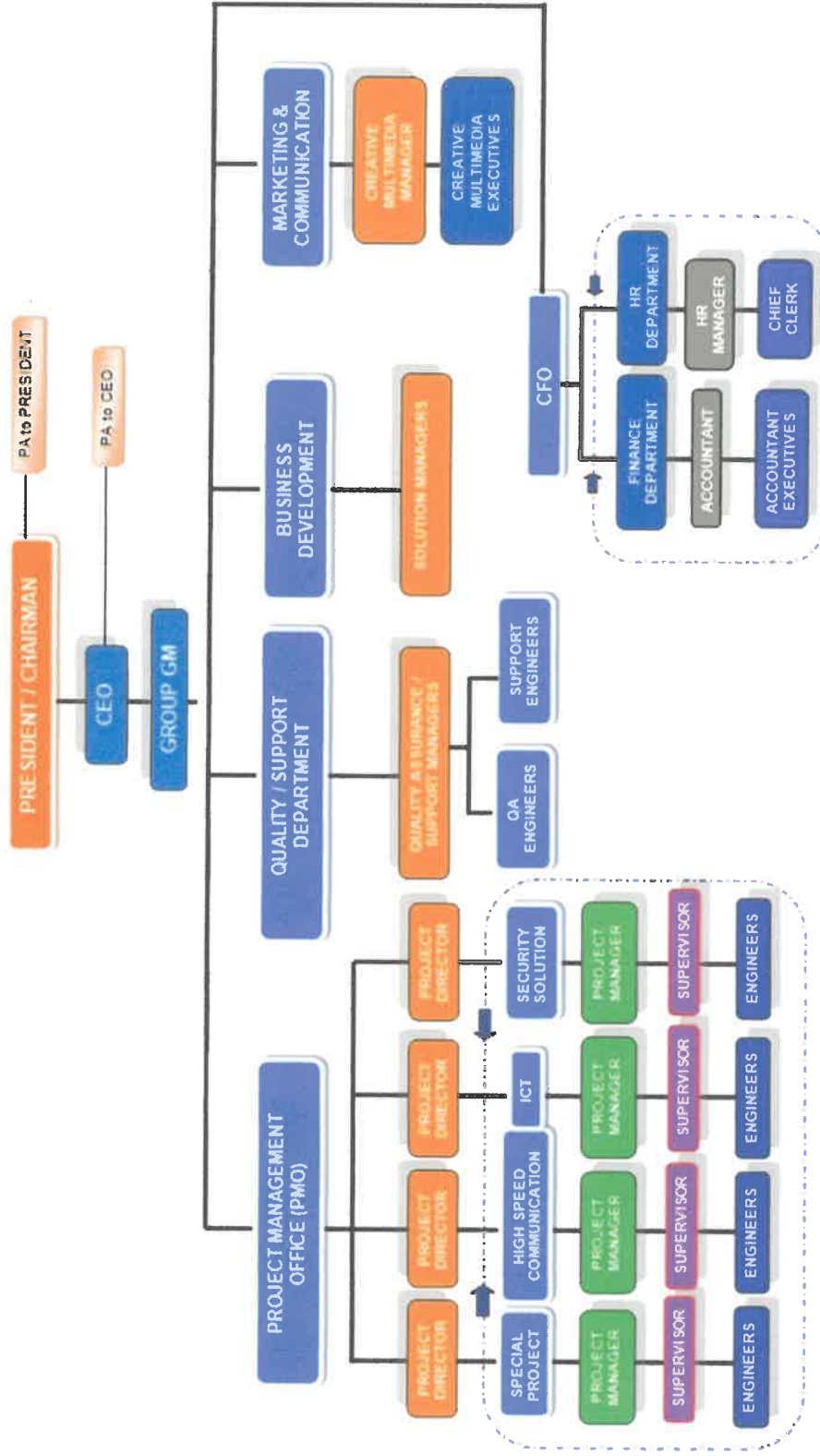


Figure 2
Company's Organizational Chart

1.2.1 Company Management Team



Figure 3

Company Management Team

Chapter 2: Organization Information

2.1 Departmental Structure

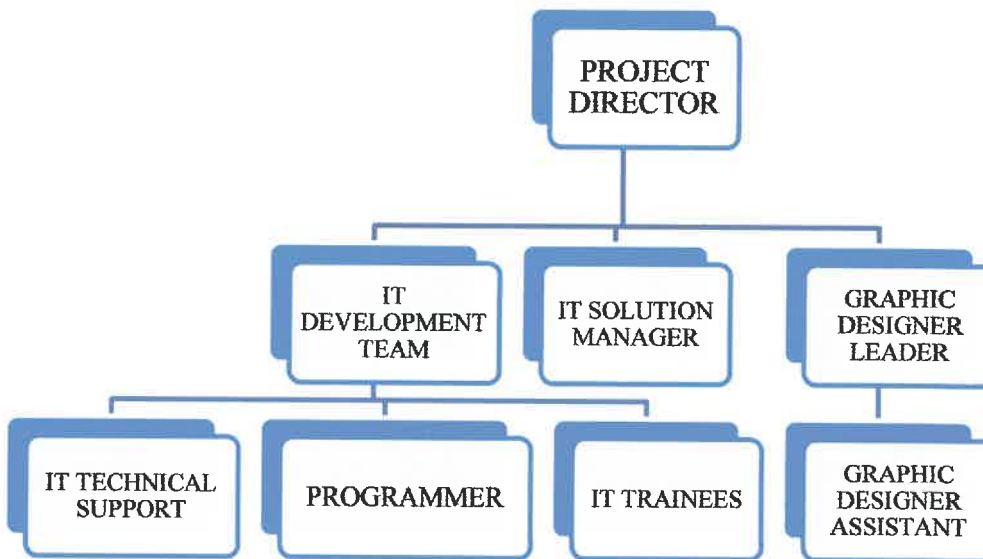


Figure 4
Departmental Structure

Figure 4 Departmental Structure organizational structure of IT Department in Compurex Corporation. In this department, the job division has been divided into two teams which are IT focus and multimedia focus. Under IT focus, there is an IT development team which responsible to handle all IT tasks includes programming, IT support, maintaining company websites, mobile applications and also conduct professional trainings and professional services. Meanwhile, under multimedia focus, there is a graphic designer leader that handles all the multimedia design tasks regarding the mobile application, system development, web development, company graphics, company corporate video, company products brochures and so on with the help from assistant. Apart from that, IT solution manager is responsible to handle and provide IT solution to the customers. The project director will only manage, supervises, and monitors these divisions and guide them to do the right tasks and submit the project on a given date line.

2.2 Department Function

The department is responsible for various programs, supports, services and processes that are related to IT field include:

- Provides robust and reliable IT & Communication solutions that meet current business needs
- Conducts advance research and development on communication & IT products with advance features
- Provides the flexibility to tailor client's system according to their budget and priority without losing out in the features and benefits that are necessary to operate and compete in this ever changing business landscape
- Sustain to provide future growth of business
- Provides Corrective Maintenance & Preventative Maintenance Protection
- Conducts professional training and professional services

2.2.1 IT Development Team Responsibilities

- Develops websites and system that meets the current user needs
- Provides training for programming, database and mobile application
- Maintain and enhance IT services to all the clients

2.2.2 Graphic Designer Responsibilities

- Create and design banners, products brochures and images
- Help development team in designing the web and system interfaces
- Conduct training focus on multimedia by using Adobe Photoshop software

2.2.3 IT Solution Manager Responsibilities

- Delivers innovative broadband infrastructure solutions
- Provide integrated communications & security solutions to meets the needs of the organizations.
- Provide latest innovation solution for industries in order to achieve their goals and expectations
- Provide latest interactive mobility solutions for different industries

Chapter 3: Industrial Training Activities

3.1 Training Activities

During industrial training at Compurex Corporation, there are eight (s) training activities that has been involved by the trainee which are system testing, recordkeeping, documentation, administrative works, electronic publishing, daily routines activities and last one is company events.

3.1.1 System testing

From the earlier of internship period, the trainee has been exposed to the company system and has been asked to run the system testing on one of the company system named Berjaya Sampo Travel Care System which is developed for Berjaya Sampo Insurance Berhad. Berjaya Sampo Travel Care System is a system that enables a person to apply for their travel care insurance policy.

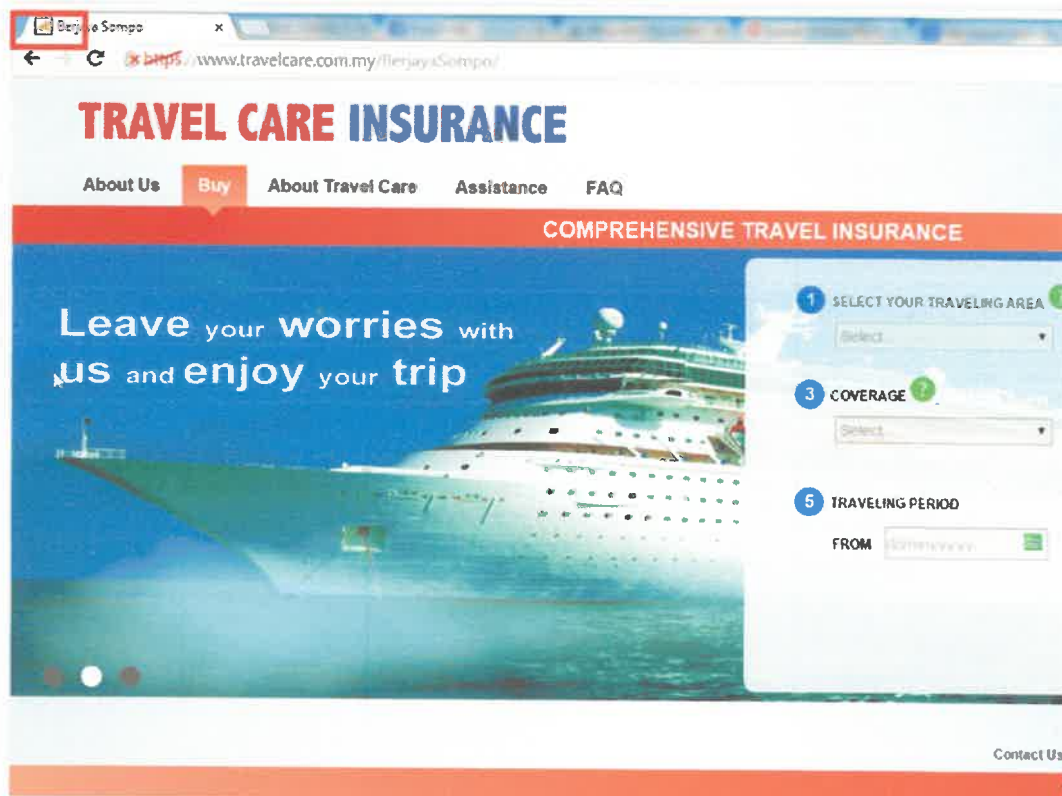


Figure 5
System Testing Interface

The system enables the client to choose their period of insurance, type of coverage, the numbers of life insured and their insurance classes. The trainee has been asked to test the system whether the system can work properly or not. The steps for the system testing are as follows:



Figure 6
System Testing Flow

After the trainee made a payment, the payment receipt will be automatically generated by the system and been sent up to the trainee's email. But sometimes when the trainee testing the system, the system also consist an error whereby sometimes the payment receipt does not being sent to the trainee's email and every errors of the system must be reported and documented so that the developer knows where and what to be improved as to make the system to be well functioned. The report must be named as Berjaya Sompo Insurance (BSI)- Error Report After Deployment and must be sent up to the developer once the trainee done the system testing. *Refer to Appendix 1 to see the payment receipt*

3.1.2 Recordkeeping

Recordkeeping is one of the training activities done by the trainee during their industrial training. The recordkeeping at Compurex Corporation before the trainee's entrance was not well managed whereby the arrangement not so tidy and the company only use a few racks to put all the company related non-active and semi-active folders and the company also use plastic boxes as to put their active records.



Figure 7
Example of recordkeeping 1

After the trainee's entrance, the trainee suggests to the company to adjust their record keeping style to be well managed with proper labelling compared to before. And the trainee has been asked to put the proper label at the plastic boxes which ease the company staff to access to the active records. During the recordkeeping also the trainee need to choose and separate the unwanted documents that need to be recycled and arrange the documents based on their categories for example, the brochures will be put together with brochures files and so on.



Figure 8
Example of recordkeeping 2

All of the company records were put at the level two which the space was not really big to accommodate many files and folders because it would be too crowded because that level always been used plus there also staffs that worked on that level which is Research and Development staffs. Before the company use the boxes to store their active records, that records were placed on the table and that is not the proper way of record keeping. As to make it better, one of the staff which holds Project Manager position suggests to the top management to use the boxes as to make it better and proper as well as they can cut space. After the trainee done all the arrangement of files and separate the unwanted documents, the trainee then arrange each of the documents to be put on the folders that already arranged and combined the documents together and put the files onto the racks and the boxes.

3.1.3 Documentation

During the industrial training at the Compurex Corporation, the trainee also involved in documenting the company documents. For example, the trainee has been asked to edit and enhance the proposal for delivery of Mobile Executive Dashboard System to University Tun Hussein Onn Malaysia (UTHM). The purpose of this proposal was to introduce to the UTHM regarding the DashVision™ System that provides UTHM's Smart-Phone users with unique value added experience by using its unique features. The Executive Dashboard Solutions, facilitates UTHM Key Decision Makers (University Chancellor, Vice Chancellors & Committee Members) to have the latest up-to-date information for making important decision quickly and efficiently. On this task, the trainee has been asked to create a latest banner based on own creativity and also improve the proposal's system architecture. In addition, on this task also, the trainee has to cooperate together with the graphic designer, Khuzaini Noryazid in order to get his opinion regarding the banner and system architecture designs. This task has taken time about two weeks to be finalized in terms of the colour and graphic chosen.



Figure 9
UTHM Banner

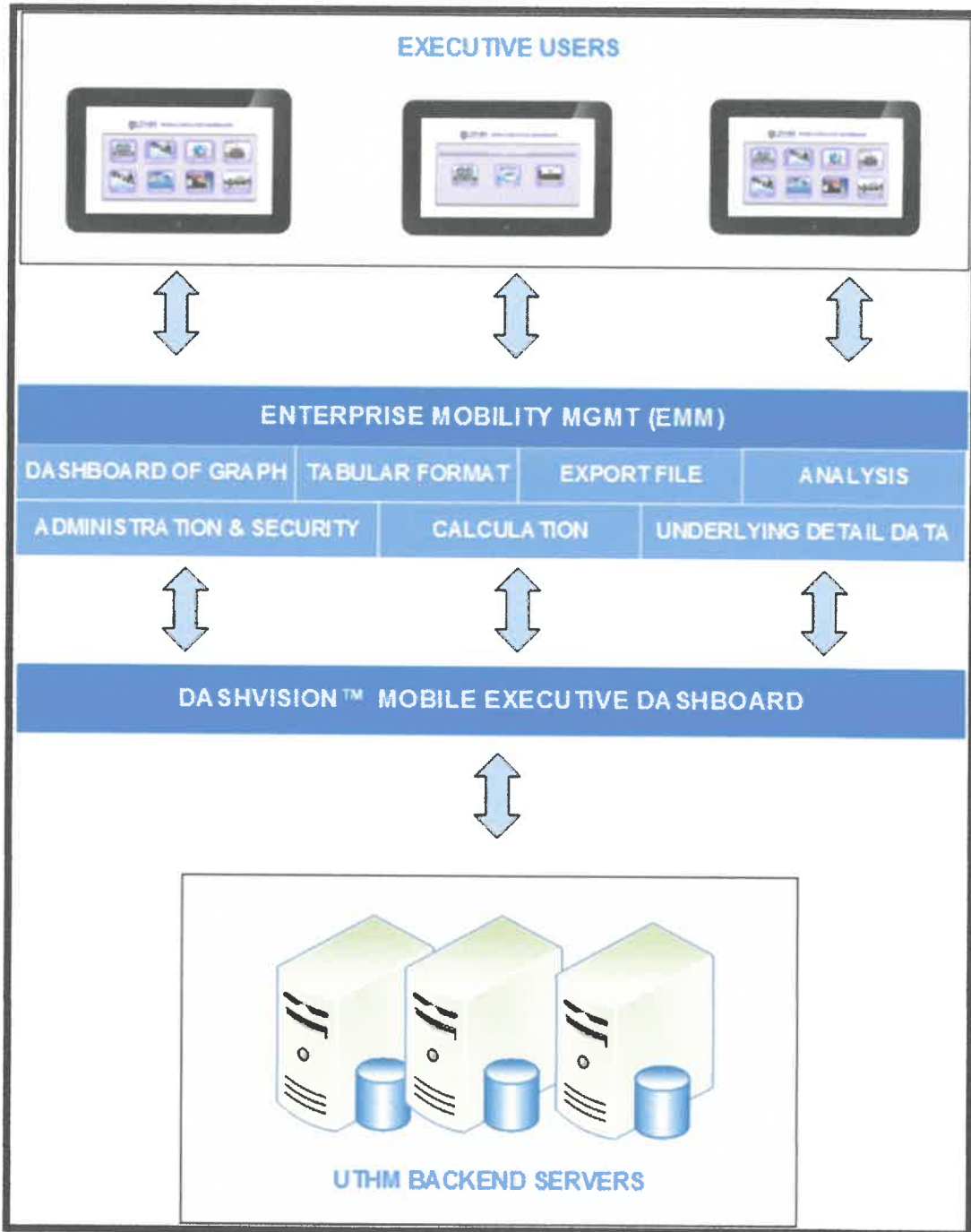


Figure 10
UTHM System Architecture

Another documentation activities done by the trainee during industrial training was creating an issue form or support form. The project manager has asked the trainee to help her to create issue form or support form to be sent to the clients. The purpose of creating the issue form was to enable the client make a report if they have any problems with company services for example if they have problem with system that the company developed for them then they can use the form to report the issue by fill in the form which contains details like date of the issue, customer ID, name, address, their issues, and problem status and after they done fill in the details, the form would be sent to the company and the company would alert on the problem occurred and would take an action as to solve it. Many forms that has been created by the trainee which were Celcom Form, Hardware & Software Request Form, Job Assignment Form, “Perbelanjaan Anggaran 2013”, and Telephone Report Form.

The image shows a screenshot of a support form. At the top, there is a header with a logo and the text 'COMPLINE CORPORATION (S) SDN. BHD.'. Below the header, the form is titled 'LOG REPORT TICKET #(CUSTOMER ID)'. The main section is labeled 'SUPPORT FORM' and contains the following fields:

SUPPORT FORM	Customer case ID	2015/FAMA/000
	Date	

Below this is the 'CUSTOMER DETAILS' section:

NAME	
ADDRESS	

The 'ISSUE' section is a large text area with a list of numbers 1, 2, and 3 on the right side for bullet points.

The 'STATUS' section is a large text area for describing the current status of the issue.

At the bottom, there is a box labeled 'Authorized by:' with a signature line and the instruction '(Name, Sign, Date & Time)'.

Figure 11
Example of issues form

3.1.4 Company event



Figure 12
CNY Celebration Event

On 23rd February 2015, the company held Chinese New Year (CNY) celebration for a whole day and this was the annually event celebrated by the company. The event not only involved the company members, but also public whereby public would get a chance to see lions dance and Chinese traditions for CNY celebration. The trainee responsibility during the event was they need to take care of the main entrance as to avoid any strangers or unfamiliar people to be in the office area because the company does not want any bad things happen during the celebration day.

3.1.5 Administrative work

During the industrial training period also the trainee has been in-charged in administrative work. The trainee had to do the office work and act like a staff that work on administration department. This is because the company was having a problem on staffing which the company does not have enough staff on all department in the organization so that the trainee has to get involved into administrative work too.

For the administrative work, the trainee has been asked by the supervisor to follow up client from CyberSecurity Malaysia regarding the Purchase Order (PO) on the company's support services. As known, Compurex Corporation does provide support services to all of their clients based on their business with the company.

The process of the trainee's followed up the client was the first one by making a call and talk to Puan Zarizan regarding the PO matters. During the calling session, the trainee has to ask Puan Zarizan on when the company could gave a response on PO that has been sent to them and when they will be able to process the PO and give status to the company as a feedback. The PO matters was important to the company because it was related to financial which one side has to make payment and the other side must proceed with the services that they has provided and been agreed by both sides.

In addition, as long as the PO matters still on hanging, means that from CyberSecurity side still does not have update any status or latest feedback, until then the follow up session would not be closed and the trainee has to follow up until the PO matters is settled. In fact, the trainee has been follow up this client almost every week as to remind them regarding the PO matters and this task made the trainee learnt on how to speak formally with people regarding business matters.

Furthermore, another administrative work done by the trainee was photocopying documents, filed them and arranged them properly into the file provided by the company. Actually, the task must be done by the supervisor but then the supervisor asked the trainee to help her in filing the documents because at the same time the trainee has no tasks on hand.

For this task, the trainee had to photocopy all the documents contained in a file and make it two sets, one set was for company used and another set for client used. The task was urgent because the supervisor need to bring the files during the presentation with the client. The trainee had to do the task properly, neatly and tidily by photocopy the document, then arrange them followed the original arrangement and then file them with proper file cover and label.

The task was given quite late to the trainee that needs the trainee to stay back late a bit and settled all that before the next day. Like mention above, the documents was urgent need and need to be settled before the trainee leave the office.

3.1.6 Websites development and enhancement

The trainee also involved in websites development and enhancement which required the trainee to develop new websites and enhance the company websites. For web enhancement, the trainee has been assigned to enhance two of the company websites which were Mobirex.com.my and company multilingual websites and the trainee only responsible to handle two of the company websites to make it multilingual and another websites were given to another trainees.

The company had several websites and all of the websites must be enhanced by the trainee. Early of the trainee first day of industrial training started, the supervisor asked senior intern to show and explain a bit regarding the company websites to the trainee whereby the supervisor asked the trainee to see, check the coding and get familiar with the language used because the trainee has to do some enhancement on all the company websites plus the websites were not been updated for a long time.

All of the enhancements must be supervised and monitored by the supervisor and the criteria that need to be enhanced also based on the supervisor feedback and opinions. In addition, all the graphics and designs used in the websites must be changed and update to the latest design on market. For this task, it was not only the trainee that do the work but also the trainee cooperate with other team members and each of them played important roles in order to finish up the task on time.

Sometimes, the trainee need to think on things that need to be enhanced because the supervisor and top management would like to know the trainee's own opinions regarding on what need to be changed because they thought that the trainee might have the better idea and more creative and the idea given maybe applied on the websites sooner or later.

The trainee was responsible to enhance two company websites which were Eversolution.com and Mobirex.com.my. The things that need to be enhanced were to make all the websites to become multilingual website which contains three different languages that were English, Malay and Chinese.

In addition, there also would be an improvement for the website design because to make the website become multilingual, the trainee needs to add the selection button so that people could choose which languages they want to use.

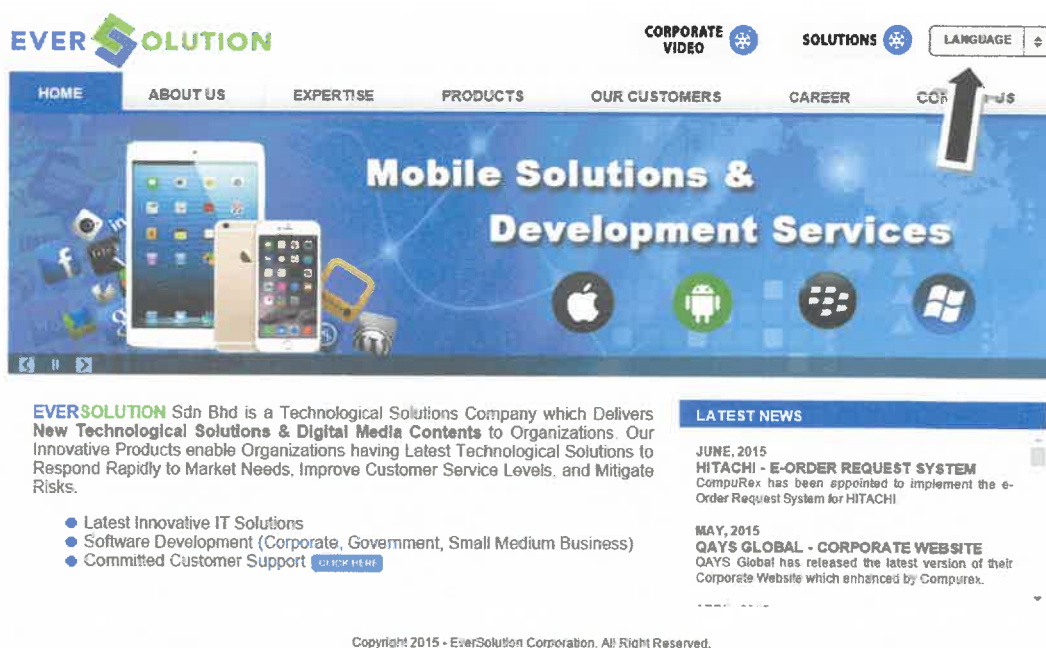


Figure 13
Multilingual Web interface

Furthermore, the graphics and designs were not much to be changed just the wording on the customer images. Because for English version, the content on the customer images were in English so if the website change to Malay language, then the content of the images also must be in Malay and as well as Chinese language. For example, refer the figures below.

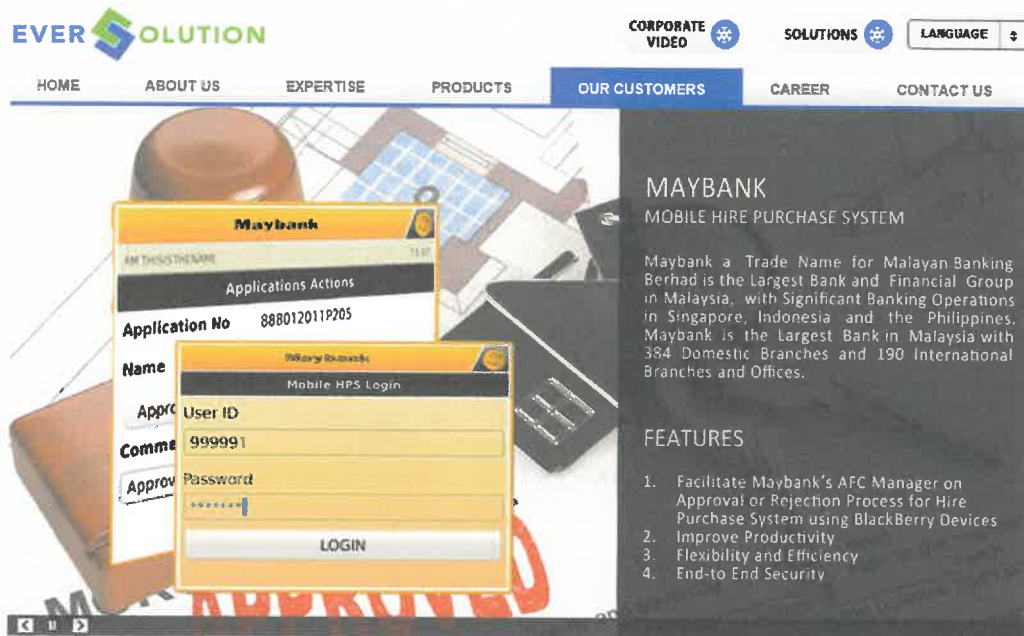


Figure 14
English Customer Page

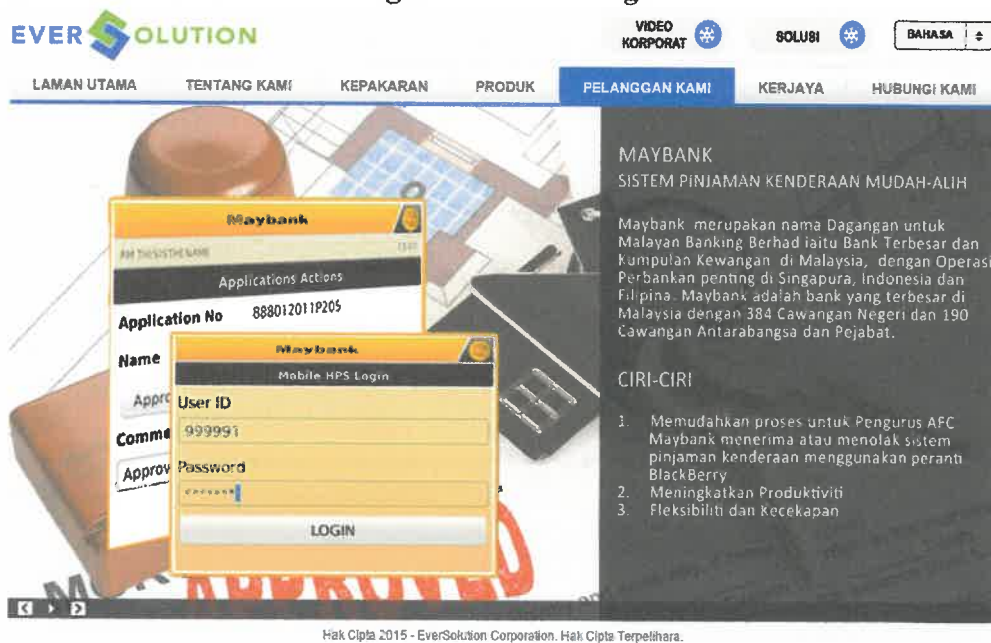
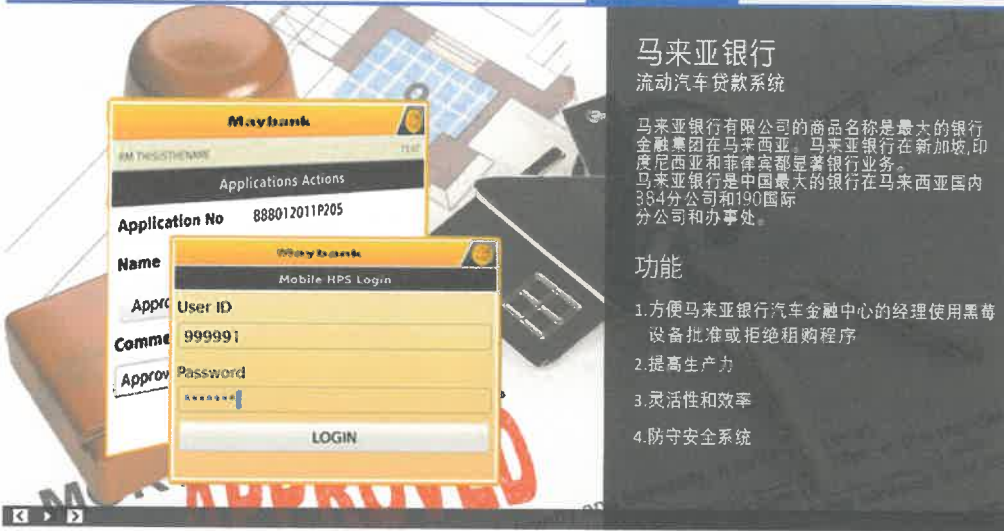


Figure 15
Malay Customer Page



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Figure 16
Chinese Customer Page

Self Help Hotline
Business Add-Ons
Business Solution
Data Internet
Fixed Lines
Mobile
Product & Services
Goods & Services Tax (GST)



Common Question

- Do Maxis have any Payment Channel Options ?
- Who is eligible to subscribe the Maxis Business Kit ?
- Is there penalty if I do not adhere to the contract period ?

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Figure 17
English FAQ Page



Figure 18
Malay Customer Page

On the other hand, the trainee also been asked to develop new websites which Support Case website and website that asking for donation named as Ugyen Phug Monastery. Both of the websites were brand new one and first developed and deployed in the company. *More details will be discussed on Special Project Section.*

3.1.7 Electronic publishing

During the industrial training, the trainee has been asked to get involved in electronic publishing or graphics and designs and as for that the trainee has been assigned to create company successful stories Power Point slide and also create brochure for Ministry of Tourism Malaysia. The first task given was the trainee has been asked to create Malaysia My Home Stay successful story and put the story into Power Point slide. This slide then would be used on the company websites under Our Customer's module.



Figure 19
Corporate Profile

Actually, the story already had on the website but the trainee needed to enhance it a bit and for this task, the trainee needed to change the design and also the wording to make it become better. To create the story, it needed the trainee to do some research on Ministry of Tourism profile because the application was related to the ministry. The content of the story must be based on the function of the application included its features must be tallied with the apps function. As to complete the task, the trainee had undergo with many situations such as the graphics were not suitable and the content wording was being rejected because of some words used was not formal and not appropriate to be put on live.

So to complete the task, the trainee took time for almost two weeks in order to have the most perfect and acceptable story by the supervisor. The story content kept changing because of the feedback got from the supervisor that wanted the trainee to change this and that. Another task under electronic publishing that has been done by the trainee was Ministry of Tourism (MOT) Brochure.

The brochure was created as to promote Malaysia Home stay and the trainee has been assigned to only focus on home stay at Selangor under Colours of 1Malaysia event that held at Dataran Merdeka. The supervisor wanted the trainee to use their own creativity and idea on designing the brochure.

The theme of the brochure is according to the Colours of 1Malaysia event that the supervisor wanted the trainee to act like they want to promote the home stay at the event by creating the brochure and distribute the brochure during the events. The feedback got from the supervisor regarding the final product was quite impressive and both side supervisor and top management were all agreed and satisfied with the product.

At first, the design was too crowded then after the trainee got the feedback from the top management and the supervisor, then the trainee rethink on what the most suitable things to be put on the brochure and at last the design has been changed and the final product was accepted and been satisfied with the trainee's work quality and creativity. As to design the brochure, the trainee also got help from the online brochure images searching and used any of that as the reference on getting the idea to create the brochure design and the trainee used Adobe Photoshop software to design the brochure.

SELANGOR HOTSPOT

1. i-City Shah Alam
2. Zoo Negara
3. Masjid Shah Alam
4. Sunway Lagoon
5. Pantai Morib
6. Air Terjun Sg Gabai
7. The Curve
8. Ikea
9. Mines Wonderlands
10. IOI Mall



TOURISM
MALAYSIA



Discover Selangor HomeStay



SELANGOR DARUL EHSAN



Memancing
Kuda kepang
Mencanting batik
Permainan gasing



Figure 20
FrontPage MOT Brochure

Top 5 Homestay



Homestay Haji Dorani

Mr Abd Rahman Daud
Tel: +6013-6077025
Fax: +603-32410846
Email: doranihomestay@yahoo.com
Address: Homestay Sg. HJ Dorani,
Sabak Bernam, Pusat Homestay Parit Satu,
Sg Haji Dorani, Sungai Besar,
45300 Sabak Bernam



Homestay Banghuris

Mrs. Misriah/Tuan Hj. Basir bin Wagiman
Tel: +6019-3919547/+6012-6628548
Fax: +603-31421010
Email: banguris_homestay@yahoo.com
Address: Banghuris Homestay, Kg. Hulu
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Selangor



Homestay Kanchong Darat

Hj. Mahyudin bin Bakri /
Tel: +603-31874505 / +603-3180 1401
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Email: admin@sgsireh.com
Address: Homestay Sungai Sireh,
Kg. Sungai Sireh, 45500 Tanjung Karang,
Kuala Selangor, Selangor



Homestay Air Manis

Subani bin Marzuki
Tel: +6016-6895763
Fax: +603-32161696
Email: airmanishomestay@yahoo.com
Address: No.30, Jalan Haji Mansor, Batu 37
Darat, 45300, Sabak Barnam, Selangor

Figure 21
Back page MOT Brochure

Homestays Hotspot



Paddy Field



Kites Playground



Fruits Plantations



DISCOVER
Homestays in *Selangor*

Main Activities :

Fishing
Kuda Kepang
Batik Painting
Spinning Gasing

COME & VISIT US AT
Colours of 1Malaysia
on 18th May 2013

SELANGOR DARUL BHSAN



Figure 22
Latest MOT Brochure

Top 5 Homestays in Selangor



Homestay Haji Dorani
Mr Abd Rahman Daud
Tel: +6013-6077025
Fax: +603-32410846
Email: doranihomestay@yahoo.com
Address: Homestay Sg. HJ Dorani,
Sabak Bernam, Pusat Homestay Parit Satu,
Sg Haji Dorani, Sungai Besar,
45300 Sabak Bernam



Homestay Kanchong Darat
Hj. Mahyudin bin Bakri /
Tel: +603-31874505 / +603-3180 1401
Fax: +603-3180 1401
Address: Batu 23, Jalan Aman, Kanchong Darat,
Kuala Langat, 42700, Banting, Selangor



Homestay Sungai Sireh
Mr Abu Bakar / Selamat
Tel: +603-32692400, +6019-3467372
Fax: +603-32410846
Email: admin@sgsireh.com
Address: Homestay Sungai Sireh,
Kg. Sungai Sireh, 45500 Tanjung Karang,
Kuala Selangor, Selangor



Homestay Banghuris
Mrs. Misriah/Tuan Hj. Basir bin Wagiman
Tel: +6019-3919547/+6012-6628548
Fax: +603-31421010
Email: banghuris_homestay@yahoo.com
Address: Banghuris Homestay, Kg. Hulu
Chuchoh, 43950 Sg. Pelek, Sepang,
Selangor




Homestay Air Manis
Subani bin Marzuki
Tel: +6016-6895763
Fax: +603-32161696
Email: airmanishomestay@yahoo.com
Address: No.30, Jalan Haji Mansor, Batu
37 Darat, 45300, Sabak Bernam,
Selangor

Figure 23
Latest MOT Brochure

3.1.8 Daily routine activities

The trainee also had their daily routine activities during their industrial training which were the trainee have to check all the company websites either the websites well functioned or vice versa and the trainee need to backup all the latest projects done without overwrite the folders or files.

The task by checking all the availability of the websites must be done by the trainee everyday and once they got into work in the morning, they need to test and open all the company websites as to ensure the websites were working properly. The task was not only done by the trainee but also for all company's staff as the company wanted their staff to be alerted on the issue like this.

If the websites checked were not working properly, the trainee need to report the matters to IT technical staff as to resolve the problem because they were many people that accessed to the company websites and if problem like the websites cannot be accessed then the clients cannot see anything from the company websites then it would be a problem to the company. Sometimes, if the IT technical staff was not in, then the trainee had to resolve the matter by checking the servers either problems or not and the trainee had a permission to access to the servers and resolve the matters.

Another task for daily routine activities that been involved by the trainee was the trainee have to backup all the latest project done every at the end of the working day and the folders or files must not be overwrite but must be created new one and be named accordingly based on the date and number of version. For example, if yesterday work named as 20151802Compurexv2 folder then the next day would be named as 20151902Compurexv3. The trainee cannot copy the latest files and paste it at the same folders because the company wanted to secure the chronology of the work project.

3.2 Special project

The trainee has two special projects that put under web development category. During the industrial training at Compurex Corporation which was more than five months in total because of early entrance, the trainee has been assigned to develop website and the website was totally different in terms of content compared to all company websites. The website that the trainee needed to be developed was Support Case website and donation website named under organization which was Ugyen Phug Monastery.

3.2.1 Web development

The trainee has been assigned by the project manager as to develop two brand new one websites which start from scratch named Supportcase.com and Ugyen Phug Monastery.com. Both of the websites used the same web development phases as below:

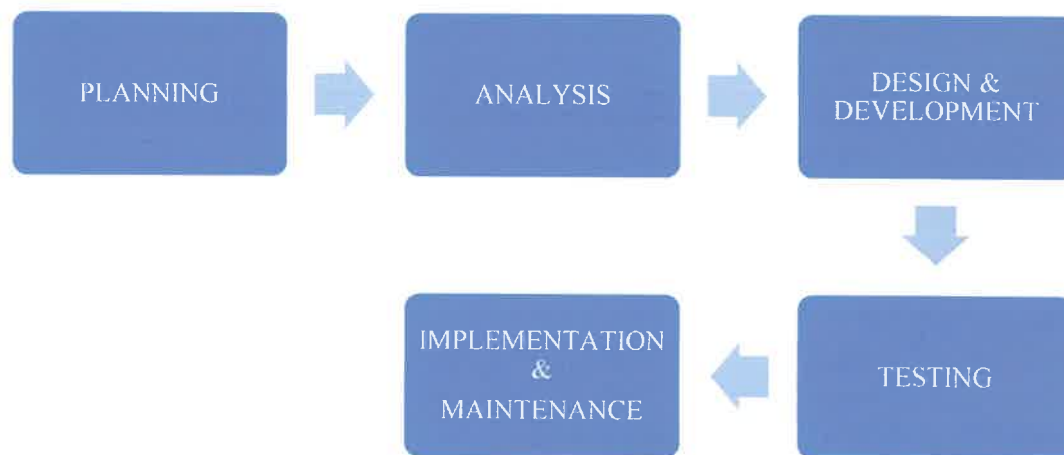


Figure 24
Web Development Phase

In addition, both web development were not only used the same web development phases but also used the same type of hardware and software. Plus, the process to develop both websites also did not have much different because both of the websites were starting from scratch. Below were the type of hardware and software used in order to develop the websites.

HARDWARE	
Product name	Details specification
Acer Laptop	-Portable PC -Intel Pentium P6100 -2GB DDR3 memory 320GB HDD
Samsung Hard Disk	-Portable -1TB -Micro 3.0 USB wire
Logitech Mouse	-Portable -wireless
Toshiba Pendrive	-Portable -8GB
Maxis Broadband	-1GB

Figure 25
Hardware Used

SOFTWARE	
Product name	Details specification
Adobe Photoshop CS5	Used to manipulate and edit digital images with multiple editing functions
OSS	Used as a platform to design and create style web pages and interface by using XHTML and HTML by providing variety of layouts, fonts, and colors to be used to
Adobe Dreamweaver CS5	Used to write coding either HTML or CSS or Java. Also used to manipulate coding and edit directly from design rather than code.

Figure 26
Software Used

3.2.1.1 Supportcase.com

The trainee first special project was to develop support case website. The project was not developed alone but the trainee cooperated with another two team members named Khuzaini Noryazid and Zerra Alies. The trainee was the project manager and also programmer under this project and another two team members were helping in terms of graphics and designs because both of them were company graphics designer. Below were the job position and responsibilities.

Table 1
Job Position & Responsibilities

JOB POSITION & RESPONSIBILITIES
 <p>PROJECT MANAGER/PROGRAMMER</p> <ul style="list-style-type: none">• Handle the project• Generate idea of the web contents, frame and language to be used• Assign the task accordingly based on person specialty• Decide the software to be used• Do the coding• Run the web testing• Do web maintaining



SENIOR GRAPHIC DESIGNER

- Lead the designer team
- Brainstorm idea and design with team
- Give ideas and opinions
- Sketch the web frame
- Design the web storyboard



INTERN GRAPHIC DESIGNER

- Find suitable images or design to be put on the web
- Help senior designer
- Give ideas and opinions
- Create web logo
- Create web banner
- Assists programmer on designing

The project assigned to the trainee took time almost more than two months to finish it which was assigned on early February and finish around early April. The milestone or gantt chart used to describe the real time taken as to finish the task can be seen below:

Table 2
Gantt chart progress

GANTT CHART (MONTH/2015)	JAN	FEB	MARCH	APRIL
1. Brainstorm the idea				
2. Decide content to be put				
3. Define aims/objectives of the project				
4. Decide language to be used				
5. Hardware and software details				
6. Storyboard, web system structure and navigation				
7. Develop website				
8. Test website				
9. Install/Deploy website				
10. Website Maintenance				

Table 3
Milestone Progress

MILESTONE (MONTH/2015)	FEB	MARCH	APRIL
1. Completion of developing the website			
2. Completion of project documentation			
3. Completion of project installation			

Below were the five website development phases used by the trainee as to develop the website.

1) Planning

Planning was the first phase of web development whereby the trainee first step need to identify the purpose of the website, the target audience, the type of website to be done and the contents to be put on the website. First of all, the trainee has been assigned to develop a website called Support Case. Support case website aims to provide the clients support services via on web whereby the clients can get access to the support services by accessing to the support case website.

In addition, the support case website will help a lot if the client or any public users get access to the company support case website, they would get to know what and which type support services that the company provides to people. The target audience of the website of course the company clients but the website also can be accessed by anyone that interested to know about the company support services.

Before the trainee start the actual project steps, the trainee first brainstorming the ideas and way to develop the website with their team members because this was the first company support website assigned to the trainee and the website need to be informative and good in terms of every sides because anything the clients can just refer to the support website. First step taken on planning phase was the trainee brainstormed with their team members on what coding need to be used, the storyboard of web frame, the title for each of web modules and its functions and the web graphics and designs including motion pictures.

2) Analysis

After the trainee done the brainstorming session with team members, the trainee who hold positions as a programmer and project manager decide to use frame like most of the company websites used because it looks more formal and user-friendly but the support case website did not contained any latest news like other company websites. In addition, during analysis phase also the trainee and team members work together and have made an agreement on what suitable content and modules that shall to be put on the websites.

The trainee also conducted online research on finding the right information to be put onto the website. In addition, the trainee also asked the supervisor's opinions regarding the information content and luckily the supervisor gave a file that consist of related information of company support services which that information would gave a lot of benefits to the trainee because the trainee could refer to the information while doing the website information content.

Furthermore, the trainee also referred to another company support website and saw how they put the information and what suitable content and modules were put on the website. For example, the trainee referred to Blackberry support website and got few ideas on how to develop own support website plus Compurex Corporation also do many applications related to Blackberry and some of the support Blackberry provided were same with what Compurex Corporation provided.

3) Design and development

After the trainee had undergone the analysis phase, the trainee then move to the next phase which was design and development. The trainee and team members had decided to use linear type of website layout because the website connects web pages in a straight line and means that the websites allowed it users to read the website in a specific order or in other word, the website layout is simple and the modules must be read accordingly.

In fact, the website was using a simple website layout but the website was easy to be accessed by all levels of people and it was easy to understand the flow of how the website's functioned because there was no complicated or confusing buttons that used to represent the links but it already had link on title modules that would make the clients open the page one by one based on the information content.



Figure 27
Support Case Logo

Figure 28 above was the logo chosen to be put on the web and the logo already accepted by the top management where it ease the trainee to proceed to index page design. The logo was created by intern graphic designer, Zerra Alies and been conducted by senior graphic designer, Khuzaini Noryazid.

The colour of the logo has been chosen by the trainee as a programmer and the trainee decided to apply the colour on every style on the website page include footer and also bullet point.

Below were the website interfaces page by page includes its information content that has been compiled together.



Figure 28
Support Case Main Page

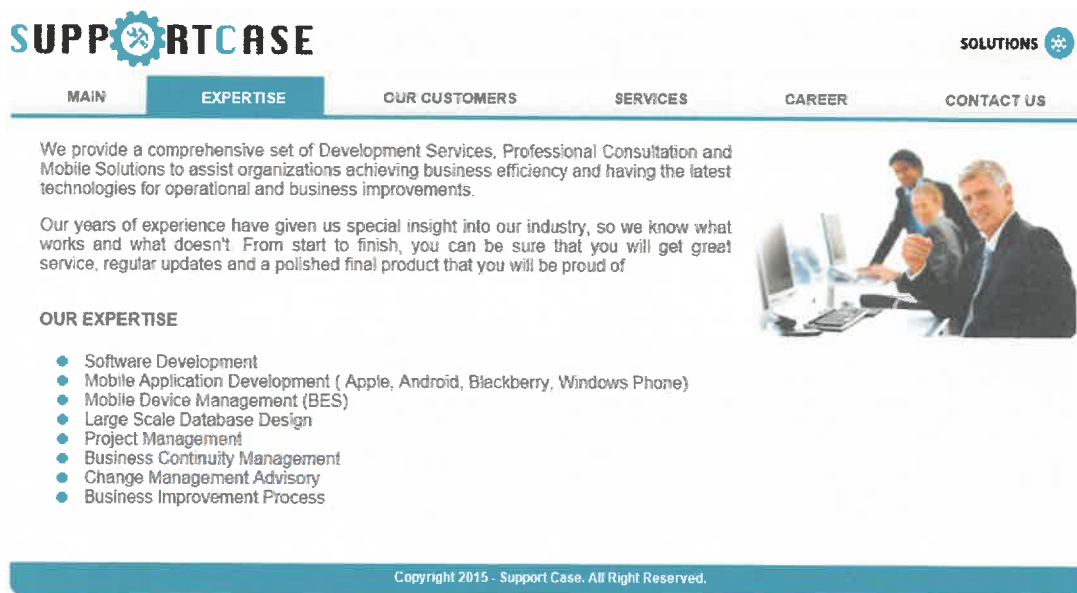


Figure 29
Expertise Page

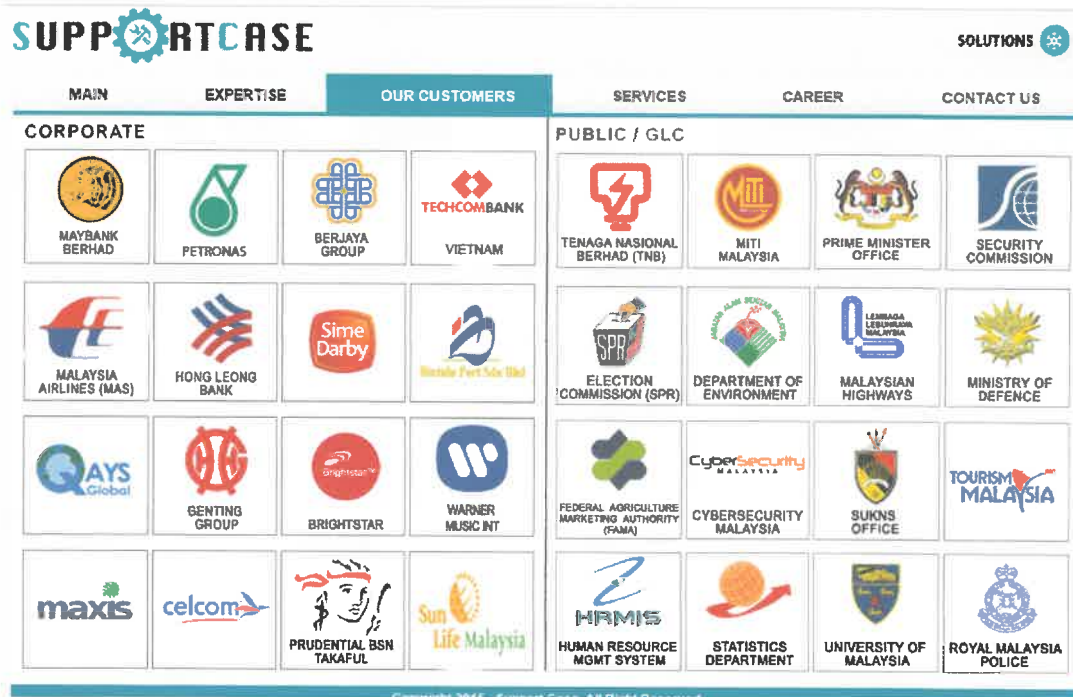


Figure 30
Our Customer Page

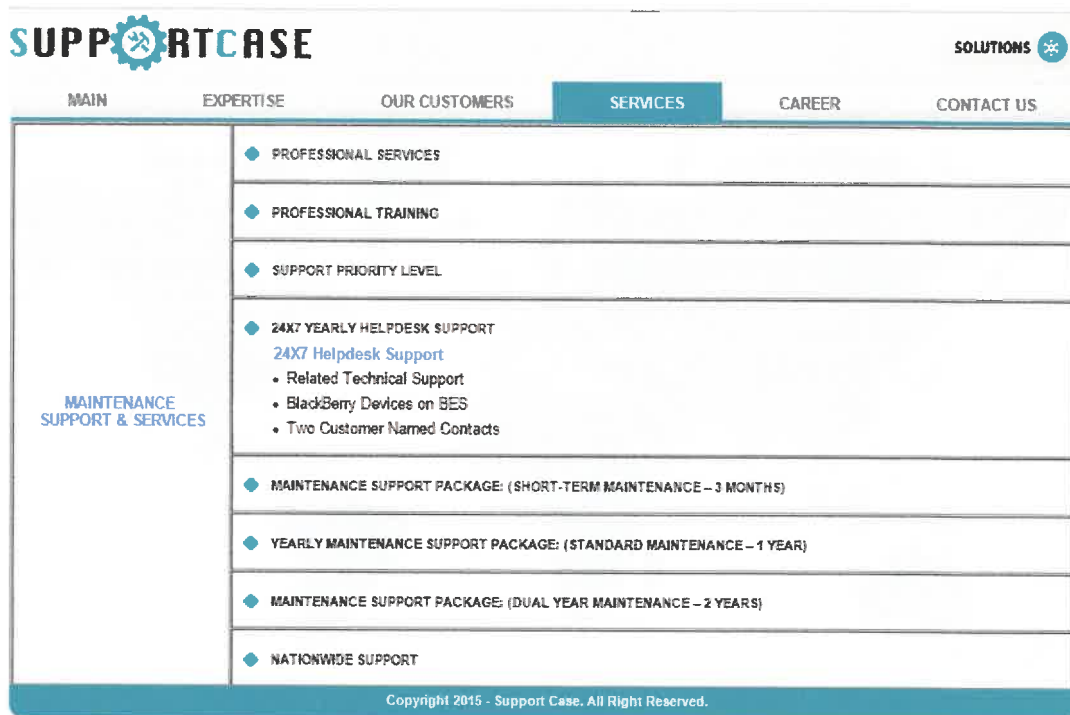


Figure 31
Services Page

CAREER - JOIN US

We are looking for energetic and forward looking individuals to be part of our growing team towards realising the vision to be a leading IT Development Company of choice. We welcome talents of diverse backgrounds and cultures with strengths and weaknesses to join and grow with us



POSITION AVAILABLE: (POSTED: JAN 06, 2015 UNTIL JUN 30, 2015)

SOFTWARE DEVELOPER (FULL TIME / INTERNSHIP)

- Professional Training, Diploma, Bachelor Degree in Computer Science/IT or Equivalent
- Programing kll(s): HTML, Java, C++ or PHP
- Database Knowledge: SQL Language
- Good Knowledge on Software Development & Database
- Candidate should be a Hardworking, Self-Motivated, and Positive Working Attitude

SALES EXECUTIVE

- Fresh Entry Level -- Diploma, Bachelor Degree or Equivalent
- Minimum 1 Year Experience in Relevant Sales/Marketing Field would be an Advantages
- Good Verbal & Written Communications Skills, Presentation Skills & Interpersonal Skills
- Self-motivated and Result driven with Strong drive to Achieve Sales Target!
- Willing to Travel to Current and Potential Clients

ASSISTANT PROJECT MANAGER

- Professional Training, Diploma, Degree in Computer Science / Information Technology or Equivalent
- Minimum 2 Year Work Experience in a Project Management
- Strong Leadership, Interpersonal, Reporting and Computing Skills
- Ensure proper Project Handover to the Client upon Completion

Figure 32
Career Page

CONTACT INFORMATION

COMPUREX CORPORATION
No 12, Jalan PUJ 5/9, Dataran Sunway,
Kota Damansara, 47810,
Petaling Jaya, Selangor
Malaysia

PHONE
+603 6140 9000

FAX
+603 6140 9800

EMAIL
support@compurex.com.my

MAP
[View Map](#) [Download](#)

GET IN TOUCH WITH US!

If you need further information about our company and products, please write to us. We shall respond to your email as soon as possible!

CONTACT PERSON	EMAIL ADDRESS
<input type="text"/>	<input type="text"/>
COMPANY NAME	COUNTRY
<input type="text"/>	<input type="text"/>
YOUR MESSAGE	
<input type="text"/>	
<input type="button" value="SUBMIT"/>	<input type="button" value="CLEAR"/>

Figure 33
Contact Us Page

4) Testing

After the trainee had done all the three phases of web development which were planning, analysis, and design and development, the trainee then move to next phase which was testing. The support case website that been done in terms of web frame, information content, graphics and designs, multimedia and so on, must undergo web testing especially on the functionality of the certain modules for example if the modules have multimedia images or image slide, the trainee needed to check either the slide was properly working or not.

In addition, the usability and the functionality of the support case website also shall be tested and need to ensure they work properly based on their flow. The first step on testing the support case website was the trainee asked other people opinions regarding the accurate spelling of the content for example, the page titles, the buttons name, the information content and also the wording at image slides. As for better testing, the trainee also showed the website to the supervisor for proofreading before upload into the live server.

The next step under testing is the trainee checked all the links and ensures the links work properly and does not have any broken links and need to ensure each links are links to the right page or place. And the trainee also checked the image slides as to check the graphic display properly or not on the slides because sometimes not all the images will be displayed on the slides because of maybe the image was not in the same folder with the folder name in the html so they cannot detect the name and made it disappeared on the website. The most important step under testing that has been done by the trainee was check either the website can work on all type of internet browser includes Mozilla Firefox, Internet Explorer and also Google Chrome because sometimes not all the website be supported with the browser. So, the trainee checked the web can

be accessed through all browsers and each browser do not contain any image or graphic loss or not supported during the testing session at internet browsers. Furthermore, the trainee also test the web to check for speed of loading on slow speed connection either it still run or the page totally cannot be displayed. All of these requirements have been tested by the trainee and if something errors occur, the trainee was responsible to solve it from time to time.

5) Implementation and maintenance



Once the trainee done the testing phase, the website then was being implemented in the company by upload it to the web server so that people can be accessed to the website. The trainee checked everything and classified the files of the support case folder properly and getting ready to be uploaded to the server. Once the web has been uploaded to the server, the trainee must update to the supervisor so that supervisor can double checked the functionality and usability of the support website before the website being accessed by the top management and if everything were good then the website was considered as a success project done by the trainee and if the supervisor asked the trainee to update or add anything later, the trainee just can adjust the content in the support case folder files. Usually for another company websites, the latest news always been updated but the support case website does not have any news put on the web just the graphics and designs that usually being asked to change and update especially on the corporate video and logo designs.

3.2.1.2 Ugyen Phug Monastery.com

Ugyen Phug Monastery.com was the trainee's second special project under web development. The project was not developed alone but the trainee cooperated with another one members named Siti Nabilah Fakhri. The trainee was the project manager and also programmer under this project and another one was helping in terms of graphics and designs because both the trainee and another one member has been

assigned like that from earlier of the project given by the supervisor, Sam Chia. Below were the job position and responsibilities.

Table 4
Job Position & Responsibilities

JOB POSITION & RESPONSIBILITIES
<div style="text-align: center;"></div> <p style="text-align: center;">PROJECT MANAGER/PROGRAMMER</p> <ul style="list-style-type: none">• Handle the project• Generate idea of the web contents, frame and language to be used• Assign the task accordingly based on person specialty• Decide the software to be used• Do the coding• Run the web testing• Do web maintaining
<div style="text-align: center;"></div> <p style="text-align: center;">GRAPHIC DESIGNER</p> <ul style="list-style-type: none">• Find suitable images or design to be put on the web• Give ideas and opinions• Create web logo• Create web banner• Assists programmer on designing

The project assigned to the trainee took time almost two months to finish it which was assigned on May finish around June. The milestone or gantt chart used to describe the real time taken as to finish the task can be seen below:

**Table 5
Gantt chart progress**

GANTT CHART (MONTH)	2015					
	JAN	FEB	MARCH	APRIL	MAY	JUNE
1. Brainstorm the idea						
2. Decide content to be put						
3. Define aims/objectives of the project						
4. Decide language to be used						
5. Hardware and software details						
6. Storyboard, web system structure and navigation						
7. Develop website						
8. Test website						
9. Install/Deploy website						
10. Website Maintenance						

**Table 6
Milestone progress**

MILESTONE (MONTH)	2015			
	MARCH	APRIL	MAY	JUNE
1. Completion of developing the website				
2. Completion of project documentation				
3. Completion of project installation				

Below were the five website development phases used by the trainee as to develop the website.

1) Planning

Planning was the first phase of web development whereby the trainee first step need to identify the purpose of the website, the target audience, the type of website to be done and the contents to be put on the website. First of all, the trainee has been assigned to develop another website called Ugyen Phug Monastery. Ugyen Phug Monastery was the name of the temple that situated at Bhutan Mountain. The website aims to collect donation to improve Bhutan Mountain Temple's facilities and services to the people. Currently, the temple needed an amount of money as to build and improve its temple.

In addition, the trainee had to think how to develop donation or charity website in terms of their contents to be put, the graphic and design to be used, the wording and so on as to collect donation from people the website was totally different with the website that already done by the trainee.

First of all, the supervisor, Sam Chia asked the trainee to study about Bhutan country before proceed to the development phase because the supervisor wanted the trainee at least to know what were the current situation of Bhutan country at the moments and the supervisors also asked the trainee to read a lot on Bhutan's culture and environment diversity so then when the trainee starting to develop the website, the trainee knows a little on the Bhutan country.

During the planning phase, the trainee had brainstorm the idea and also do some online research about Bhutan country and the trainee was able to know the suitable information content that need to be put on the web and the trainee also had done the storyboard of

the website so that the storyboard will help the trainee in the design and development phase. But at first, the website contains general information of the Bhutan because the supervisor wanted the trainee to develop website for Bhutan which does not focused on any temple located at that country and after the trainee done the rough frame of the website, the trainee showed to the supervisor but then the supervisor got the information that asked the trainee to develop the website but focus on Bhutan Mountain Temple which was Ugyen Phug Monastery.

Then the trainee conducted online research again regarding the Bhutan mountain temple and the information that already had on the rough website frame changed to the latest one but after being showed to the supervisor, the website still need to improve regarding the contents used.

2) Analysis

After the trainee done the phase one of web development phase, the trainee showed and shared what they had done for the website to the supervisor and top management including the information content. The feedback got from both sides wanted the trainee too improve a lot on the content and as for that, the top management plan a meeting with the monks from Bhutan as to discuss details regarding the website.

Two weeks after the trainee been assigned the task, the monks came to the office to see what the trainee has done for them. Overall, the monks was quite satisfied in terms of the frame, the graphic used, and only need to enhance a little on information content and also images. The monks also provide the trainee the temple's pictures and the pictures they wanted to be put on the website and also donation information been provided by the monks.

During the meeting with the monks also, the trainee had to explain how the website will work for them meant that the flow of the website and it was quite difficult because the monks not really understand the flow of the website and the trainee need to explain step by step to the monks in order to make them understand and know how to handle the website when they were back to their country.

In addition, it was quite hard also for the trainee to be able to communicate with the monks because they are speaking too slow and sometimes the words cannot be heard and the trainee will asked the monks to speak again in order for the trainee to understand what the monks wanted to do on the website.



Figure 34
Meeting 1



Figure 35
Meeting 2

During analysis phase, the discussion with the monks went properly and many additional information that the trainee gained included the donation information, the collection of monastery images and the idea how the monks wanted the website to look like. The monks gave a lot of ideas in terms or designing but the trainee only able to use the ideas a few of them because some of the idea seemed impossible to do in a short time and also it might affect the overall website frame designs.

Any additional information that the trainee wanted from the monks also, the trainee discuss through Facebook and the monks helped a lot in terms of giving suitable information content to be put on the website. Furthermore, the monks also suggested to the trainee to follow the images that they provided and put the images based on their ordering.

3) Design and development

After the trainee had undergone the analysis phase, the trainee then move to the next phase which was design and development. The trainee and another team member had decided to use linear type of website layout because the website connects web pages in a straight line and means that the websites allowed it users to read the website in a specific order or in other word, the website layout is simple and the modules must be read accordingly.

In fact, the website was using a simple website layout but the website was easy to be accessed by all levels of people and it was easy to understand the flow of how the website's functioned because there was no complicated or confusing buttons that used to represent the links but it already had link on title modules that would make the clients open the page one by one based on the information content.

For the first design of the web which was before the monks came to the office, the logo used in the website was under Bhutan Mountain Temple but after been discussed with the monks, the monks suggested to put their temple name as a website logo so that people know the owner for the website because Bhutan Mountain Temple too broad and general and there was not only one temple at Bhutan, but there were many of them so the monks wanted the website to use Ugyen Phug Monastery as the logo.



Figure 36
First Logo Design

Figure 37 above was the logo created by the graphic designer to be put on the web and the logo already accepted by the top management before this and after the website been showed to the monks, they wanted to change a bit on the logo name as to make it more specific.



Figure 37
Finalize Logo Design

Figure 39 above was the logo created and been accepted by the monks. The colour of the logo has been chosen by the trainee as a programmer and also with the help from the graphic designer to design the logo neatly and tidily and the trainee decided to apply the colour on every style on the website page include footer and also bullet point. The monks were satisfied with the new logo design and the colours chosen so then the monks asked to proceed to the next web design interfaces.

The design frame also has been accepted by the monks and the frame used was not so hard to handle and access because the website was more to ask people to donate so the trainee decide to use simple frame with simple modules link titles so that the website can be accessed at any level of age because the words used too simple to be understood.

Below were the website interfaces page by page includes its information content that has been compiled together.

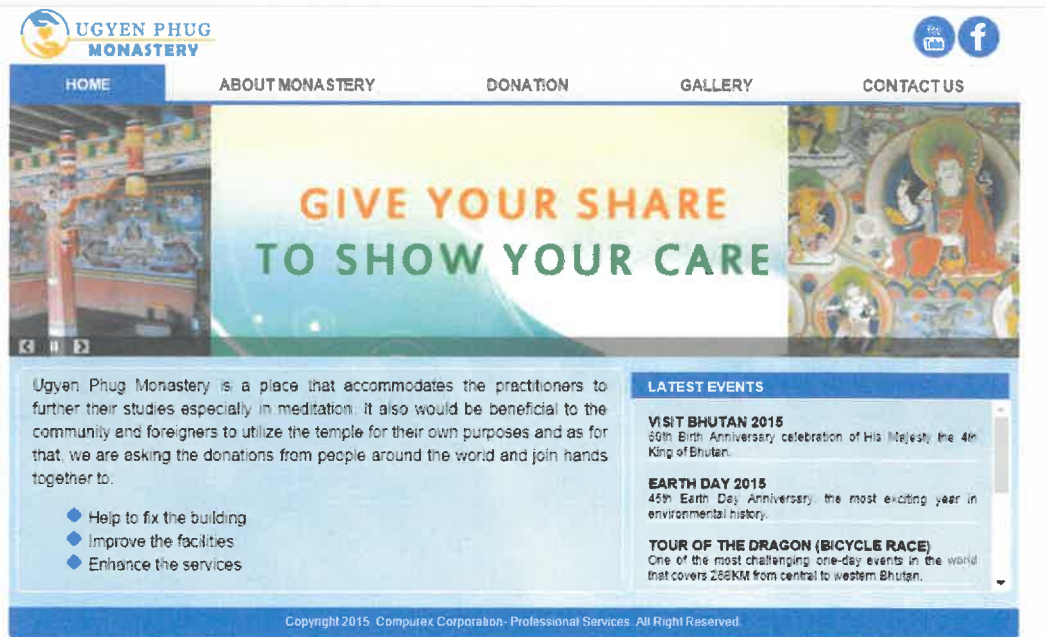


Figure 38
Main Page Website

Figure 39 above was the index or main page of the website where it provided people to visit the website YouTube and Facebook link of the owner of the temple. The information contents on the description and latest news being discussed with the monk and the figure 39 above showed the final product of website main page.

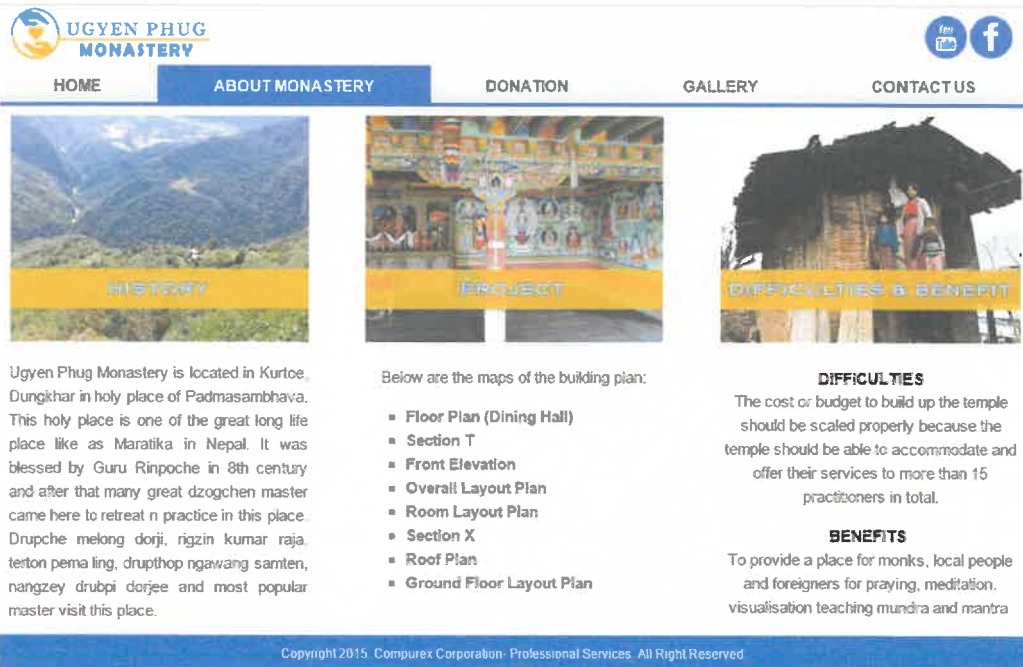


Figure 39
About Monastery Page

Figure 40 above was the second page of the website where it provided content on monastery introduction. The project content can be click on each of the button as to see the building plan layout so that people know how much they could donate to help the construction of the building. All the information content on the About Monastery page has been discussed further with the monks regarding the page layouts, information content and the arrangement of the information were all decided by the monks.

Actually about the arrangement of the content, the monks first wanted to make it four partitions because they had another one contents to be put which under Learning and Practice but after been discussed thoroughly regarding the suitability to put the four partition, the trainee then suggested to stick with three partitions because if the trainee used four partitions, the alignment of the partition would not be nice and the information content might look too crowded because the partitions was done under a table which contained three columns. After that, the monks were agreed to stick with the trainee's idea.

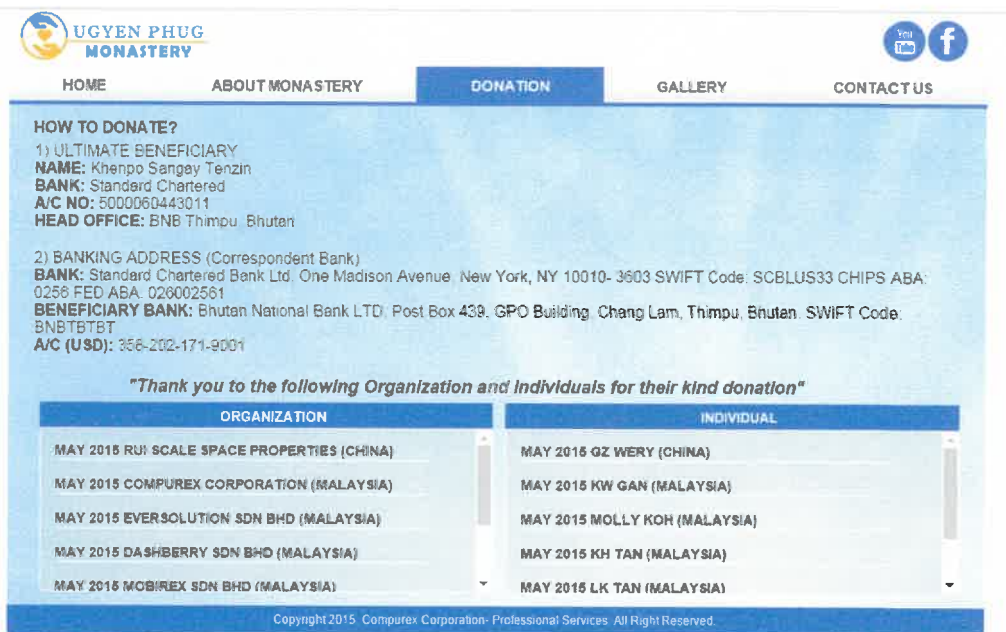


Figure 41
Donation Page

Figure 41 above was the third page of the website where it provided content on how and where to donate the money. The donation content was given by the monks through the discussion session on Facebook. The two information boxes that could be scrolled up and down were the person and the organizations who were had gave their contribution in order to make the monastery to be one of the successful retreat centre at Bhutan.

The donation information which the bank account number and name could be trusted because the sources was from the owner of the temple itself and the owner of the temple was very grateful if there are people out there that wanted to help them in terms of money because to build the temple or monastery, they need an amount of money so that was the purpose of the website which asking people to give their donation.



Figure 42
Gallery Page

Figure 42 above was the Gallery page of the website where it provided images related to the Ugyen Phug Monastery. The arrow buttons can be click to show the next page of images. All of the images have been chosen by the monks and they were the ones who provided the images to the trainee to be put on the website.

There were more than ten images were put on the website and the monks also suggests that the trainee always check the monks Facebook if there were any latest images that they had uploaded and the images must also be put on the website from time to time. The monks and the top management were satisfied with the layouts of the Gallery page and they liked the idea of the trainee on how the trainee made the images to be animated by putting the arrow buttons as to represent the images were on the slides.

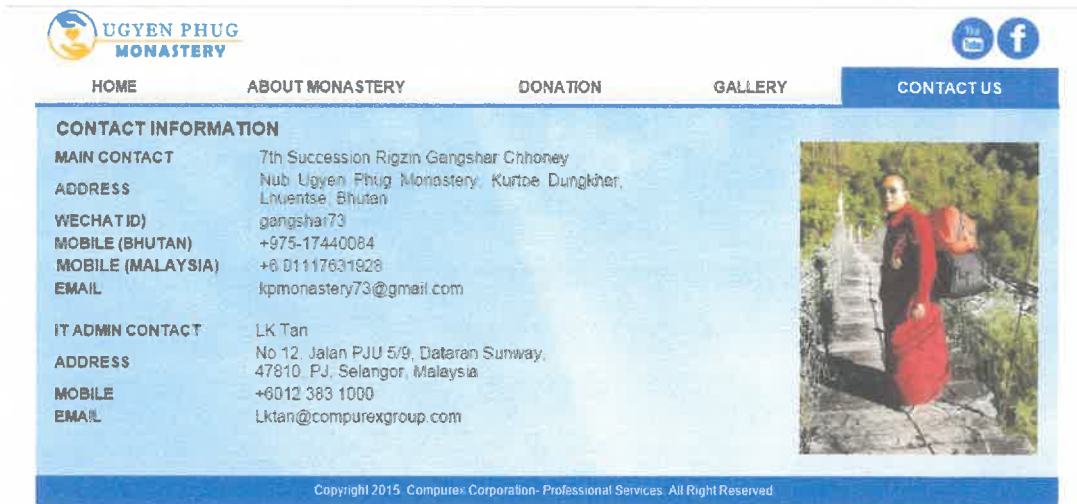


Figure 42
Contact Use Page

Figure 43 above was the Contact page of the website where it provided contact information of the owner of the monastery. All the donators could contact the responsible person that in-charged for the monastery if they have any enquiries.

The main contact was the responsible person that owns the monastery at Bhutan meanwhile the IT Admin Contact was the person that in-charged in handling the website in Malaysia. Or if there were any enquiries regarding the donation, people could also contact the person who in-charged in Malaysia.

4) Testing

After the trainee had done all the three phases of web development which were planning, analysis, and design and development, the trainee then move to next phase which was testing. The donation website that been done in terms of web frame, information content, graphics and designs, multimedia and so on, must undergo web testing especially on the functionality of the certain modules for example if the modules have multimedia images or image slide, the trainee needed to check either the slide was properly working or not.

In addition, the usability and the functionality of the website also shall be tested and need to ensure they work properly based on their flow. The first step on testing the Ugyen Phug Monastery website was the trainee asked other people opinions regarding the accurate spelling of the content for example, the page titles, the buttons name, the information content and also the wording at image slides. Plus, the trainee also has checked all the information and asked the monks for proofreading because the website was built for them. As for better testing, the trainee showed the website to the supervisor for proofreading also before the website can be uploaded into the live server.

The next step under testing is the trainee checked all the links and ensures the links work properly and does not have any broken links and need to ensure each links are links to the right page or place. And the trainee also checked the image slides as to check the graphic display properly or not on the slides because sometimes not all the images will be displayed on the slides because of maybe the image was not in the same folder with the folder name in the html so they cannot detect the name and made it disappeared on the website.

The most important step under testing that has been done by the trainee was check either the website can work on all type of internet browser includes Mozilla Firefox, Internet Explorer and also Google Chrome because sometimes not all the website be supported with the browser. So, the trainee checked the web can be accessed through all browsers and each browser do not contain any image or graphic loss or not supported during the testing session at internet browsers. The website was using simple graphics and designs so it would not have much problem during the web testing on internet browsers. Furthermore, the trainee also test the web to check for speed of loading on slow speed connection either it still run or the page totally cannot be displayed. All of these requirements have been tested by the trainee and if something errors occur, the trainee was responsible to solve it from time to time.

5) Implementation and maintenance

Once the trainee done the testing phase, the website then was being implemented in the company by upload it to the web server so that people can be accessed to the website. The trainee checked everything and classified the files of the donation website folder properly and getting ready to be uploaded to the server. Once the web has been uploaded to the server, the trainee must update to the supervisor so that supervisor can double checked the functionality and usability of the donation website before the website being accessed by the top management and if everything were good then the website was considered as a success project done by the trainee and if the supervisor asked the trainee to update or add anything later, the trainee just can adjust the content in the donation website folder files. In addition, after the website has been uploaded and can be accessed online, the top management will update to the monks and the trainee must sent the website link to the monks as for them to access the website directly from Bhutan.

Chapter 4: Conclusions

4.1 Application of knowledge, skills and experience in undertaking the task

During industrial training period, the trainee was involved in Professional Services Department which is also known as IT Department at Compurex Corporation. The trainee had joined the department for quite a long period which is more than five months starting from January 2015 until June 2015 this was because the company wanted the trainee to start earlier from the date of the internship as the company wanted to teach and share the knowledge because the senior staff will be on leave during the trainee actual internship starting date which supposed to be on 2nd February 2015. In addition, the company wanted the trainee to be familiar and get used to the company environment and their business flow as soon as the trainee first day started.

The trainee had applied the knowledge on documentation, records management, system testing, graphics designs, and website development and enhancement. For the documentation, the trainee has been asked to enhance and improve the proposal for delivery of Mobile Executive Dashboard System to University Tun Hussein Onn Malaysia (UTHM) including its wording, graphic and system architecture based on the requirement and opinions given by the senior staff. In this proposal, the trainee learnt the good and better word structure to be used in the proposal as well as the professional colours to be used on the graphic and system structure. The trainee was able to fulfil the senior staff requirement and opinions because the trainee had applied the documentation skills during their studies before where the trainee also had a little experience on doing the proposal for System Analysis and Design I and II so it helped a lot in finishing the proposal enhancement.

Furthermore, the trainee also had applied the knowledge on records management during the internship period. The trainee has been asked to manage and do some arrangement for the company files and the trainee also needed to dispose the unwanted files or documents. During the disposal period, the trainee learnt from the senior staff which documents was still in need or in other word called as active records so that the trainee need to put those documents aside, kept, labelled and arranged them in proper way as they still being used by the company. Meanwhile, for the non-active records, the trainee needed to separated them and gathered them to be disposed or to be recycled. During the period also, the trainee has suggested to the company a way on how to have a proper label for their files and documents as well as its arrangement and the suggestion was well accepted by the top management. All of this knowledge and skills was learnt during records management subject and was applied during internship period.

Moreover, another knowledge applied by the trainee during internship period was system testing. The company had a system called as Berjaya Sompo Travel Care whereby the system eased their users on how to apply the insurance during their travel period. The trainee was asked by the senior staff to always check and test the system almost everyday as to ensure the system worked well. From the system testing, the trainee has learnt the actual system work on a live server and the trainee also got to learn the error of the system, learn how to make dummy payment while testing the system and did some corrective maintenance support documentation just like a user manual. The system testing experience and skills also have been learnt during studies period whereby the trainee had to develop their own system for the System Analysis and Design I and II subjects as well as Advanced Web Design & Content Management subject.

For graphics and designs of the proposal delivery of Mobile Executive Dashboard System to University Tun Hussein Onn Malaysia (UTHM), the trainee got to learn on how to design neatly and professionally based on business people's perspective. The trainee had to design system structure and banner for the proposal which the trainee used Adobe Photoshop for banner and Microsoft Visio for system structure. For the banner, the trainee asked help from senior worker on how to manipulate the adobe skills to produce a good design for banner. In addition, the trainee got to learn the specific professional colours that must be used and colours that cannot be used or non suitable for corporate documentation. Based on this task, the trainee got to improve their skills on using and manipulating the Adobe Photoshop and also Paint. The trainee also had done some research on how to create and make a perfect banner based on corporate perspective thinking and also learnt from Youtube on how to use the functions that the trainee not familiar in the Adobe Photoshop. In addition, the trainee also used and applied all the knowledge learnt from studies to create and design images to be put under product page of Mobirex and all of the company websites by using Adobe Photoshop.

During the internship period at Compurex Corporation, the trainee has been asked to develop two websites for the company which were Support Case website which a website that provide support and maintenance for company's clients and also a website that asking for donation named as Ugyen Phug Monastery which the name was represent the name of the monastery that need the donation. Both of the websites used HTML, CSS, PHP and JAVA coding but mostly relied on HTML and CSS. The trainee applied all the knowledge learnt from university to apply to the both websites and the trainee also asked help from senior IT worker if they got any technical problem while doing the websites.

During the completion of the websites, the trainee learnt how to independently manipulate more on CSS and HTML coding compared to what they had learnt from the university which was quite basic but when the trainee had to solve the coding itself during the internship period, they were able to do so based on their skills and experience on their studies time. Plus, by developing these websites, the trainee got to add their knowledge and improve their skills and experience on website development and got to feel the experience of actual website developer in a development team. Besides that, by developing these websites also the trainee got to learn more on Adobe Photoshop and had improved their skills on that too.

4.2 Personal thoughts and opinion

Based on the trainee personal thoughts, opinions and perspective of view, there were a lot of pros and cons during the internship period at Compurex Corporation which the pros was increase knowledge on graphics and designs, increase the programming skills and knowledge, friendly IT staff and last one was working opportunity. Meanwhile the cons were firstly about the project or task given by the supervisor, secondly the working hours, thirdly staffing, and next was management.

4.2.1 Increase knowledge and skills on graphics and designs

As known, during internship period, the trainee needed to design banners, images to be put on the company websites. The knowledge that the trainee learnt during their studies was not much compared to what they have learnt and got during the internship period where those knowledge could be their added value or bonus. The trainee also asked helped from senior graphic designer, Khuzaini Noryazid in order to learn what pictures or images suitable to be put and be manipulated by using Adobe Photoshop. The trainee got so much useful information especially about the corporate colours that should be used and avoided while designing new graphics. Compurex Corporation was too focus and took seriously on the colour chosen before the trainee wanted to design something or even after the design was ready to be put on the website, it still must be shown to the top management and the top management will reviewed the design and gave comment on it until the trainee design got accepted only then can be put on the website. From that, the trainee got to learn and knew what colours they should use in designing their graphics and as well as the trainee got to feel satisfied with their own products.

4.2.2 Increase the programming skills and knowledge

The trainee thinks that the project given by the supervisor could increase their programming skills and knowledge as well as the trainee got to learn something new especially on CSS and Java script. As known, during the studies, the trainee only got to learn basic CSS, meanwhile when the trainee have to develop a website which mostly depends on CSS and HTML language, it taught a lot whereby the trainee need to do some online research on CSS coding and complete the task independently. From that, the trainee gained their knowledge on CSS. In addition, the project also used JAVA script which was for the multimedia image slides and the trainee was able to manipulate the coding to make it function on the website. Even though the trainee did not learn much on JAVA during studies before but still able to manipulate the coding and it also because of help from senior IT staffs. Although, the knowledge given by the faculty was necessary but, the trainee thinks that some improvement can be done by teach more on JAVA and CSS language in order to avoid any technical problems during internship.

4.2.3 Friendly IT staff

The trainee feels that the IT staffs at the Compurex Corporation were friendly and easy to ask help at any time. Whenever the trainee got stuck or having problem such as programming or technical problem, the trainee will go to the senior IT staff and ask help from them. Usually the IT staffs will stay back late just in case the trainee need help from them so they were available for them. In addition, the IT staffs not only help on technical side but also they gave their opinions to the trainee as to improve their project. For example, the IT staffs gave suggestion on how to make the website look more professionals and if the trainee did not know certain effects on JAVA script or the slides did not well functioned then the IT staffs will help the trainee in order to solve the problems.

4.2.4 Working opportunity

The trainee feels that the organization provides a lot of working opportunities and supportive environment. This is because the company itself has dealt with most well-known organization or company for example CyberSecurity Malaysia, Suruhanjaya Pilihan Raya Malaysia (SPR), Lembaga Pemasaran Pertanian Persekutuan (FAMA) and many more where the company provides IT solution for those companies. By having a good image of the company, the trainee feels that the company business can go far where the trainee can take it as an opportunity to be one of the company communities. In addition, Compurex Corporation has a few senior staff that wanted to retire early and some of them wanted to change working places so that the trainee has a big chance to replace their position. In fact, if the trainee gets a chance to be part of the company members, it will be an advantage for them because the company provides training and the company also has its own senior staff to teach the trainee if they are accepted to be the company community.

4.2.5 The project timeline or task given by the supervisor

The trainee feels that the company give a lot of task at the same time with deadly timeline. Basically, to complete and finish a website, even during the studies, the trainee take time about few months as to finish it up but in the organization the supervisor wanted the website to be finished according to the short timeline they provided without even discuss it first with the trainee and if the trainee cannot finish on the time given, the trainee need to have their own reason and justification of the late delivery of the projects. After all, it would make the trainee stress and did not enjoy their work because the trainee feels they are factory workers not as an internship students but more likely to be permanent.

Of course the faculty provide industry training planning schedule but both the trainee and supervisor did not follow that because the company already had its own project timeline that shall be followed by all the interns students and at the end of the day the supervisor will check and review the trainee projects and give comments on it either to improve or to enhance. Based on the trainee opinions, of course it gave a lot of benefits to the trainee by doing the project faster but it also gave stress as well because the trainee had to change, improve and enhance the same things everyday because the supervisor expectation was quite high and as long as the project does not meet their expectation until then the trainee had to do the same things all over again. So that, the trainee suggests that it is a must for the company and the trainee to follow and use the industry training planning schedule as to avoid problem like this to happen in the future.

4.2.6 Inappropriate working hours

The trainee feels that the working environment at the organization is not so good especially on the lunch hour time and also time coming to work. The working hours of the company start at 9A.M until 6P.M but the company urge the trainee to come early than the actual working hours and usually once the trainee arrived at the company the trainee must first see the supervisor and show all the project progress even actual working time starts at 9A.M but if the trainee arrived earlier and if the project was an urgent project then the trainee must first see the supervisor to show the project progress. There is no time for the trainee to rest for a while once they arrived at the company. And sometimes if the trainee arrived late than 9A.M, the trainee needs to stay back late to replace the late time arriving. Meanwhile, for lunch hour time the company had a schedule for it and each person had their own time to go lunch or rest and it more likely primary and secondary student recess time. The actual time for lunch starting from 12 p.m to 1 p.m then 1 p.m to 2 p.m and if the person goes out at 12.30 p.m and come back

at 1.30 p.m then the next person supposedly able to go out on 1.30 p.m and come back at 2.30 p.m but the management of the company does not allowed it because they said the trainee must follow the lunch hour given which is only between 12 p.m to 2 p.m and cannot be more than that time. In fact, that is not fair because mostly the permanent staff usually go out whenever they like and it affect the trainee lunch hour as well. From the trainee opinion, the management should have better planning for the lunch hour schedule as to make it fair and square between all of the workers.

4.2.7 Staffing

Based on what the trainee could see and observe during the internship period, the company is having problem on staffing. In the company, the trainees are more than the permanent staffs. Mostly the permanent staffs are all gone and work at different places and because of that the company accept a lot of trainee because they want to backup the permanent staff position that have been retired and change their work place. In addition, when the staffing problem becomes an issue, the one that responsible for that is the trainee. The tasks or works that supposedly to be done by a permanent staff is given to the trainee and the trainee daily activities is just like a permanent staff and because of lack of staff, all the works must be completed by the trainee even the tasks is not related to the trainee profession for example the trainee is under IT Department but the trainee need to audit account which is under financial department even the trainee does not have any idea or knowledge on finance but still the trainee has to do it. Apart of that, the trainee does not only have to be multitasking on IT Department only but also multitasking on many departments depending on the works given. Because of this problem, the trainee feels burden of the tasks given whereby there is a due date for each tasks and need to complete based on the given due date.

4.2.8 Management

For the management, the trainee feels that the management in the company is not well managed and quite bias. In the trainee point of view, the company management is not good and bias especially related on genders. In the company, all the tasks or works given are under management responsibility. The management that arranges the tasks and gives the tasks to all the staffs as well as the date where all project must be completed and submitted. The trainee feels that the management is not well managed because one of the reason is, supposedly the project timeline or due date of the project could be discussed with the trainee or ask trainee opinions how and when they could finish the task given because the task will be completed based on the trainee capability to finish it and if the trainee having problem or stuck it will affects the project date submit. Another reason is the senior staffs take advantage of the trainee time and effort. This is under management because management that give and arrange the task to all the workers in the company and management should strictly ensure the respective person that do and complete the task given and not others because at the end the senior staff will be praised and the one that really do the work gets nothing. For example, the trainee always needs to complete senior staff tasks where senior staff does nothing at all and where the task is been delegated to the trainee, the task has become the trainee responsibility without the management knowing it. The senior staff will always give reasons or excuses as to avoid doing the task itself and when it comes to presentation to the top management, the senior staff will lead the presentation and act like they are doing the work. In fact, if there is some mistake which need some adjustments the senior staffs will ask the trainee to change it.

The management must be well aware of this kind of situation because the trainee also has their own tasks to be completed and management should take this problem seriously by asking who the one that do the job as to be fair to the trainee and not lightly let the problems happens because the trainee might not have enough time to complete their own tasks and other person's tasks. The trainee suggests that the management must strictly monitor and supervise all the staff projects so that this problem may be reduced. Apart from that, the management also is quite bias especially on genders. For example, the management does not put their trust on female staffs doing the tasks like developing a system. Mostly all the system development tasks are given to the male staffs and website development and other tasks will be given to female staffs. This is not fair because not all female staffs does not know how to develop a system and the management not give a chance at all for a female staff to prove that they also can get involve with system development. In this case, the trainee only get to do other tasks except developing a system and of course other tasks also give advantages to the trainee but the trainee also wants to expand their knowledge more on system development in actual working life where it can be as an added value to them in their future career. In fact, the trainee only involve in website development and other basic company tasks. Even though the trainee had programming knowledge and experience but if that knowledge is not being used, it will be wasted. And as for that, the trainee suggests that the management should give an opportunity to the female staffs to work on system development even grouped them with male staffs as long as they can expand and improve their knowledge on system development.

4.3 Lesson learnt

During the five months of industrial training period, many lessons that the trainee has learnt. To be overall, one of the lesson is the trainee learnt to be more discipline and punctual. In the company, there is rule and regulation that the trainee must follow for example there is schedule for throwing the trash and each of the staff will be on duty according to the date stated. By doing this cleaning session, the trainee learnt to be more discipline and responsible towards their workplace because working environment plays an important role in order to make them comfortable and enjoy their working time. In addition, the trainee also learnt to be more punctual and be on time for example the trainee come early to work and submit projects on time given by the management. Furthermore, the trainee also has become a responsible trainee because the trainee finished all the task and work given by the supervisor on time and if delayed the trainee has their own justification of late the delivery. Based on the project involvement, one thing the trainee learnt for sure that there was a constraint while completing the project and the trainee must have their own planning and way to solve and manage as to complete the given task based on the project timeline. Importantly, the trainee has improve in communication skills whereby the company wanted all the staffs communicate using English language as to make them to be more professionals even in the meeting the trainee using English language as to deliver the message and communicate with the top management. Besides that, during the internship period also the trainee has learnt to commit with multiple tasks and learnt to manage their own time as to ensure all the projects finish on time so that the trainee can move to next project or task.

Based on the projects or activities in the company, there also many lesson learnt by the trainee especially on system testing. Early of the internship, the trainee needs to do system testing on Berjaya Sompo Travel Care Insurance whereby it needs the trainee to do the actual system testing as to ensure there is no problem or error of the system which make the customer complain. During the testing, the trainee experiencing the actual payment getaway and learnt to do some corrective maintenance support of the system testing by checking all the system modules either the functions working properly or not and if not, the trainee must report to the IT technical staff. In addition, the trainee also was entrusted by the project manager to improve and enhance the official proposal Mobile Executive Dashboard System to University Tun Hussein Onn Malaysia (UTHM). The trainee learnt about the corporate colours and how to do an official proposal. At the company also, the trainee learnt to communicate with the clients. For example, the trainee needs to handle clients from CyberSecurity Malaysia to follow up on the supports matters and as for that it taught the trainee on how to speak well with the clients and what words are suitable to use in the formal communication. Furthermore, during the internship period also the trainee gets to cooperate with foreign client which is from Bhutan. Bhutan is located near China and India. The trainee needs to develop a website that asks for donation as to improve the facilities and services provided by the monks at the certain area which is the trainee focused on Ugyen Phug Monastery. By cooperating with this foreign client, the trainee learnt how to speak well in English because the monks using English as their communication language and the trainee can handle the project well based on the information and instructions given by the monks and supervisor.

Furthermore, the trainee also got to learn on how to upload files direct into the servers and handle the servers independently. It is an added information because the trainee was entrusted by the company and got a chance to handle the live servers because at least the trainee knows how the servers work and how to upload files into the servers by using company domains. Every end of the week, the trainee must check the files in the servers either update or not and if not the trainee need to upload the latest one. The trainee needs to do cross checking on all the files in the servers and ensure all the files are back up at correct place or folders. By this, the trainee learnt to be manageable and systematic person.

4.4 Limitations and Recommendations

There are several limitations faced by the trainee which divide into two categories, one is under project and another one is under company. For limitation under project which is too much project to handle, work is not used, learnt basic skills in CSS and Java, learn basic skills in graphics and designs, and hectic project date line. Meanwhile, limitations under company are lack of IT equipment and facilities, lack of staff and resources, traffic jam, files not really update and hard to impress supervisor. However, there is a recommendation for each of the limitations which is recommendation under project is the management should arrange tasks properly and based on the capability of a person to complete it, the management should appreciate work that has been done by the trainee, the faculty should teach more on the CSS and Java language, the trainee should take an initiative to learn and improve their skills in graphics and designs and the management should have a discussion with the trainee regarding the date of project submission. On the other hand, the recommendation under company is the organization should have enough IT equipment and facilities as to accommodate their staffs, should hire more people and get more resources to be used by the staffs, IT technical staff should always check and update the files in the servers, and last recommendation is supervisor should at least appreciate their trainee's efforts.

4.4.1 Limitations and recommendations under project during the internship period.

- Too much project to handle

The trainee has too many projects on hand whereby sometimes there is not enough time and energy for the trainee to finish all the tasks given on time. In addition, sometimes the trainee not only handle project under IT department but also another department for example administration. Even in a busy situation where all the tasks given need to be submitted, still the trainee involve in another work for instance, the trainee have to work as administration staff and handle calls and clients

whenever the administration staff go out for lunch or go somewhere else. In fact, there are many projects the trainee handled and must maintain everyday which are maintaining and updating company websites only if there is latest news need to be updated and another project like developing new website. One recommendation for this limitation is the management should arrange tasks properly and based on the capability of a person to complete it and by this way the trainee would not feel stress and would have enough time to complete their own tasks and be able to submit the tasks based on the date line given by the management.

- Work is not used

Sometimes, the task that the trainee submit or show to the supervisor and top management is not used and most of the tasks just wasting time to be finished for because at the end the task is not used or implement at any company website or any medium related to the company. For example, the trainee need to design a banner based on own creativity. Even though, there is a graphic designer staff that responsible to create the banner but still the supervisor insists the trainee to create it but after the trainee done created it, the supervisor and top management will not used the design and at the end they asks the graphic designer staff to create it so it just waste the trainee time because the trainee also has to complete another tasks. As for that, the trainee recommends that the management should appreciate any work that has been done by the trainee and not just keep rejecting and ask the trainee to do it again and again because it will drag the actual date of submission. Furthermore, at least the management should use the work done by the trainee as to show their appreciation of the trainee hard work by using of the designs the trainee made in the company websites or corporate video. So that, the trainee does not feel that they are wasting their time and energy on doing the work.

- **Learnt basic skills in CSS and Java**

During studies before, the trainee only learned basic CSS and Java and when the trainee has to develop a website for company which mostly depends on CSS and Java, it is quite difficult for the trainee and it needs the trainee to learn independently and do some online research too as to help and guide in developing the website. In addition, sometimes the trainee will ask help from senior IT staff regarding the CSS and Java coding. For the recommendation on this limitation, the trainee would like to recommend the faculty to teach more on the CSS and Java language and not only teach the basic. In addition, the faculty also could provide special training class for the students that interested in learning more on the subject matters so that, the knowledge could be used and applied during their industrial training.

- **Learnt basic skills in graphics and designs**

At the company, the trainee got involved in several tasks related to graphics and designs which need the trainee to be far way more creative compared to during what the trainee had done during the studies before. But, it takes time and the trainee need to put a lot of effort when involving in graphics and designs because the trainee only knew basics functions of Adobe Photoshop. So whenever the trainee has to design something like banner or image, the trainee needs to learn the steps to manipulate the functions in Adobe Photoshop from YouTube and also ask others opinions regarding the designs then it will takes time for the trainee to be able to finish the design on a given time. The recommendation for this limitation is the trainee should take an initiative to learn and improve their skills in graphics and designs by joining a multimedia class or something like that as to improve and increase their knowledge on that area.

- Hectic project date line

Hectic project date line is one of the limitations that the trainee faced during the internship period because the trainee has to handle many projects and each project has its own date line which sometimes the date line is near to each other and sometimes on the same date need to be submitted. Because of this, some of the tasks sometimes will be delayed the date of submission because the trainee has not enough time to be able to finish everything just on time especially when the tasks given is impossible to finish quickly for a example developing a website which take time and need to focus on that one only but if the trainee has to handle other tasks included develop a website, it will affect the date of submission of each task. One recommendation for this limitation is the management should have a discussion with the trainee regarding the date of project submission. The management and the trainee should use the task planning schedule provide by the faculty so that both parties will come to an agreement where both of them agreed which date the trainee supposed to submit their project and this will be based on two parties agreement not just only one party that decides. By using the task planning schedule, the trainee project will become more manageable and consistent.

4.4.1 Limitations and recommendations under company during the internship period

- Lack of IT equipment and facilities

The company is lack of IT equipment for example servers and personal computers (PC) and the company also does not provide any laptop to the trainee and the trainee need to bring their own laptop as to do their work. Supposedly, the company provide backup laptop to the trainee so that when the trainee's laptop cannot be used or infected by virus that disable the trainee to do their work then the trainee can use company's laptop in order to complete their tasks. Most of the company does provide laptop to their workers even to the trainee but not for this company. The servers also is not enough because sometimes when the trainee want to update some adjustment to the website and whenever the trainee wants to upload the adjustment to the server, the files of adjustment cannot be replace or add because the storage is full and the company only has three servers which is one for backup and another two for live update but when the two servers are full, it needs the IT technical staff to clean up the servers and remove unwanted files and folders. In addition, the company also provide less discussion room. There is only one discussion room that most of the staffs used and the room also used for conduct an interview session with people that apply for a job in the company as well as apply for internship. For example, the trainee also used the room to do a brainstorming and discussion with person that work together on the same tasks but whenever there is a person come to interview, the discussion need to be stopped as to conduct the interview session first and this will affect the idea and the mood to continue the discussion. As for that, the trainee recommends that the organization should provide enough IT equipment and facilities as to accommodate their staffs.

By providing enough equipment and facilities, it will give benefits to both sides, company and also staff whereby for staff is there is no problem occur when it comes to server full of storage because at least the company has another server to store the information and same goes to the discussion room. If there is more than one discussion room, then the staff can use another discussion room to have the brainstorming session with the project members. Meanwhile benefit for the company is they will have more productive and proactive staffs and all the company works become systematic and manageable.

- **Lack of staff and resources**

The company also is lack of staff and resources because most of the tasks or works are done by the trainee and at the same time the trainee also need to complete their own tasks. The resources such as references that can be used for the trainee to refer also is lack and the trainee need to do online searching and online research as to be their reference resources. As to overcome this problem, the trainee would like to recommends that the company should hire more people and delegate task properly based on their position or profession and get more resources to be used by the staffs in order to help them gain more knowledge and use the resources as their references to complete their tasks.

- **Traffic jam**

The distance between the office and the trainee's house is not far but just because of heavy traffic jam make the distance become far. Usually, the trainee will go to office early two hours as to avoid the jam but sometime the jam is unpredictable because sometimes the traffic is not so jam that enables the trainee to arrive earlier than the actual working hours and sometimes the jam is heavy that makes the

trainee arrive late at office and affect their attendance. So as a recommendation, the company should give their consideration on the staff that stuck in a jam or have any emergency to arrive late without affect the attendance because they has a reason for that especially the trainee because the trainee mark is also based on the trainee attitude which is if the trainee come early it will be considered as punctual and vice versa. And whenever the trainee comes early, it can be counted and replaced with the time that the trainee arrives late.

- Files not really updated

asZAt the early internship period, the trainee need to check all the company website either the latest news or each of the pages is updated and same with all website or not but the trainee found that some of the information is not updated so that the trainee need to change the information and make it updated. But when the trainee get the source code from the IT staff, the trainee found that the files given also not updated because the content is totally different with what contains in live web so it need the IT staff to find the actual file or the latest file to be given to the trainee as to ease the trainee to do some adjustment and to find the correct files and folders is take time and the IT staff need to check the files and folders thoroughly and when the files or folders still cannot be found then the trainee has to remake the files exactly like what has in the web and this will make difficult to the trainee because the trainee just starting their internship period but have to edit the coding which mostly depends on CSS and Java that the trainee unfamiliar with. One recommendation for this limitation is IT technical staff should always check and update the files in the servers so that whenever the trainee is being asked to edit or update something on the company websites, they get to access to the real folders

that the contents is same with the live one and this will avoid the trainee from wasting their time to edit the things that is not same with the actual one.

- Hard to impress supervisor

The trainee faced this limitation because whenever the trainee completed their task and ready to show to the supervisor, the supervisor does not accept the trainee's work and keep complaining on what the trainee had done. Even though the trainee had follow all the supervisor instructions but still at the end the work is not accepted and being rejected so the trainee need to do it again and again. Because of this all the tasks given become dragged which affect the date line of submission. For example, when the trainee is asked to create a banner and when the banner is done and show to the supervisor, then the supervisor reject and ask to adjust this and that then after being adjusted still not been accepted but the date to submit the banner is being dragged and at the end the supervisor blaming on the trainee because cannot finish the tasks given on time. However, the trainee recommends that supervisor should at least appreciate their trainee's efforts in order to increase the trainee's work satisfaction and productivity. This is because whenever the supervisor rejects the trainee's product, it will decrease the trainee's work of satisfaction and this will lead to low self confident. So as to avoid this, the supervisor should appreciate what the trainee has done to their company even the work is simplest one and this will make the trainee happy to come for work.

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1. Student's Name : NUR FATEIN NABILLA BINTI KANAL
2. UiTM Matrics : 2012790465
3. Programme : IM245
4. Semester : 06
5. Home Address : _____

6. Tel No (H) : _____
7. Place of Training : Compurex Corporation Sdn Bhd
8. Name of Supervisor : SAM CHIA
In- Charge _____
9. Duration of Training From : 19 January 2015 To: 30 June 2015

FOR OFFICE ONLY
Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/1/15	testing system done by the company * thngcare.com.my	
20/1/15	organise company information & resources * arrange and filling the active records * labelling the boxes * edit report proposal of UTHM - THS	
21/1/15	create issue form and log book for record customer page 10	
23/1/15	Search and study IT tenders and quotation	
23/1/2015	Edit proposal, learn how to create official proposal for UTHM * quotation	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26/1/15	* record keeping * system testing * edit proposal UTHM	
27/1/15	have a look on another company proposal * edit proposal UTHM 1) banner 2) name of the system 3) colour format	
28/1/15	- study on mobile web coding - edit UTHM proposal system aesthetic colours - edit the arrangement	
29/1/15	edit company websites * update latest info	
30/1/15	- working on company websites * edit * update latest info	
	- finish up the last touch of UTHM proposal	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS
2/2/15	- Finish up on updating all the company websites - brainstorming on idea to create support care website * start from scratch	
4/2/2015	create frame for the support care website * edit colours * graphics * arrangement	
5/2/2015	edit support website	
6/2/2015	edit support website * insert content * arrangement * enhance follow up customer	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/2/15	- improve the content on the website * revise a support page	
10/2/15	- enhance the content in the website * logo * colours	
11/2/15	- improve the content on the website - final enhancement of UTMH proposal	
12/2/15	- improve the content on the website * introduction * logo	
13/2/15	- edit the customer page of support website	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/2/12	- Follow up customer	
	- Enhance the support website	
	* images	
	* colours	
	* text	
17/2/12	- Enhance the support website content	
18/2/12	- Edit a little content of the website	
	* customer's page	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/2/15	- no task (celebrating CNY)	
24/2/15	- finished the overall content in the support website	
25/2/15		
	- edit the support website	
	* content	
	of life	
	* customer page	
26/2/15		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/3/15	<ul style="list-style-type: none"> - wrap up all the components of the website - finalized the final output of the website 	
3/3/15	<ul style="list-style-type: none"> - follow up customer on po 	
4/3/15	<ul style="list-style-type: none"> - follow up customer - finalized the website 	
6/3/15	<ul style="list-style-type: none"> - finalized the website before submit to supervisor 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/3/15	<ul style="list-style-type: none"> - edit the alignment of the website content 	
10/3/15	<ul style="list-style-type: none"> - edit the content of the website 	
11/3/15	<ul style="list-style-type: none"> - photocopy the document then file it and arrange it properly - finalized the spreadsheet website before submit to the boss 	

DATE	EXTRACT NATURE OF WORK DONE
16/3/15	- test the sport car on the live server - The content still need to be improved * content support * logo * graphic images * footer
17/3/15	- adjust and edit the website content
18/3/15	- still working on the sportcar website - editing and proofreading * support in services page - edit the alignment - edit the colours change the colours used seems to be too striking

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/3/15	- edit the alignment of the website content	
24/3/15	- study the mobivera website * content * design	
25/3/15	- make rough draft of what need to be changed and update for mobivera website	
26/3/15	- edit the mobivera website banner * change smartphones model * change font * change background	
27/3/15	- edit the mobivera website * content alignment * design in graphics	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
30/3/15	- working on mobiview.com * edit a bit the graphics	
31/3/15	- follow up customer - adjust the website alignment	
1/4/15	- enhance a little of the support case website * change background * edit graphics	
2/4/15	- work on mobilview.com * change banner * change graphics - finished the support case website	
3/4/15	- edit the support case website for final * edit and change logo * edit the services content * change the graphics	

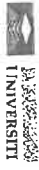
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/4/15	- change the mobilview website * edit alignment * edit graphics	
7/4/15	- final adjustment of support case website before show it to supervisor	
8/4/15	- adjust mobilview content	
9/4/15	- design the mobilview product * change pictures	
10/4/15	- edit latest news information - change background pictures	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/4/15	- show what have been done on mobile to supervisor - change on bit * graphics * computers	
14/4/15	- search what exactly and latest news that should be add and remove of latest news button * change system etc and wording	
15/4/15	- share with supervisor the latest enhancement - we change the graphics * remove unwanted products	
16/4/15	- add information for products page - change graphics	
17/4/15	- enhance supervisor website * synchronize with computer	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/4/15	- edit and change the content of services page of supervisor website * adjust alignment	
21/4/15	- study the web plan to be put on fig on mobile website - discuss with mezza what content to be put.	
22/4/15	- add another fig content on mobile website - discuss more detail with mezza.	
23/4/15	- edit fig content	
24/4/15	- finish up mobile website before confirm it and upload into the server.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/4/15	- check either both website working or not - adjust maldivian website * alignment	
28/4/15	- check the maldivian logo cause it not appear on live access	
29/4/15	- edit the coding a bit and the logo we appears.	
30/4/15	- create Maldivian live phone app present * preview make. - change maldivian video	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/5/15	- study and do some research on Bhutan countries	
6/5/15	- search and study appropriate material of Bhutan to be put on web soon.	
7/5/15	- discuss and brainstorm with group idea to be put on the new website * graphics * content * framework	
8/5/15	- change frame and adjust a little element to be put in the BSW'n website.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/5/15	- change color * graphics * interactivity	
12/5/15	- change frame * add new elements 1) latest events - change color - change arrangement	
13/5/15	- do some research for the suitable content to be put at latest events	
14/5/15	- brainstorm the content to be put on the Bhubn web	
15/5/15	- approve and implement the content the frame and the graphs and test it out on local.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/5/15	- edit and adjust a little on the content	
19/5/15	- finish up and wrapped up everything for the Bhubn website.	
20/5/15	- adjust a little on Bhubn website - do create gratitude letter for SPR	
21/5/15	- edit the content of the Bhubn website.	
22/5/15	- wrapped up all the Bhubn website * graphics * coding * content	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS
25/5/15	- edit the button website * change video * content	
26/5/15	- brainstorm the new button website * content * graphics	
28/5/15	- put the content based on the information getting from boss to the website. - show to the moms for the website - edit and change the content * logo	
29/5/15	- edit the about membership page * add description - change banner	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/6/15	- show the final button website but need to change a bit * logo * donation page's make no scroll * banner	
2/6/15	- edit the button logo * logo name & icon - start new page * translate multilingual website	
3/6/15	- wrapped up button website before show it to BV - translate evaluation * product page	
4/6/15	- translate evaluation website * main page * about us page	
5/6/15	- translate evaluation website * solution page * our customers page * contact us page	

DATE	EXTRACT NATURE OF WORK DONE
8/6/15	- translate evereducation website * product page * career page
9/6/15	- translate computer website * main page * about us page * solution page
10/6/15	- translate computer website - edit a little on evereducation * graphics
11/6/15	- wrapped up evereducation & computer website - split translate mobirex website * main page * contact us
12/6/15	- translate mobirex graphics * buttons

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/6/15	- translate mobirex fig page	
16/6/15	- update evereducation & computer website * latest news - translate fig page (mobirex) - 3 main bar links	
17/6/15	- continue translate mobirex fig page	
18/6/15	- continue translate mobirex fig page - wrap up and finish up mobirex website	
19/6/15	- find another selection button for multilingual and apply it to all websites.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS
22/6/15	- wrap up and finish up all the multilingual website - adjust the FAQ page of mobivera * make the bar links consistent	
23/6/15	- adjust and fix the errors of the company websites	
24/6/15	- adjust the logo size of desktop and dashboard website - translate 4 letter to bahasa melayu	
25/6/15	- edit and adjust alignment of the selection button of all multilingual websites	
26/6/15	- edit sign-in and mobile websites	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29/6/15	- need to design a brochure for Malaysia My Homestay * a brochure to promote homestay	
30/6/15	- edit and redesign the homestay brochure - deliver product to customer at Cybersecurity S&S Kembangan.	

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR FATEIN NABILLA KAMAL No. Matrik : 2012790465
 No. I/C :
 Nama / Alamat Organisasi : COMPUREX CORPORATION
 NO 12, JALAN PJU 5/9, DATARAN SUNWAY, KOTA DAMANSARA, 47810, SELANGOR
 Nama Penyelia : SAM CHIA
 Bulan / Tahun : 01/2015

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
19/1/15	9am	6pm	
20/1/15	9.15am	6pm	
21/1/15	9am	6pm	
22/1/15	9.15am	6pm	
23/1/15	9am	6pm	
26/1/15	9am	6pm	
27/1/15	9am	6pm	
28/1/15	9am	6pm	
29/1/15	9am	6pm	
30/1/15	9am	6pm	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : 24/6/15
 Tandatangan Penyelia : _____ Tarikh : 24/6/2015



REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR FATEIN NABILLA KAMAL No. Matrik : 2012790465
No. I/C :
Nama / Alamat Organisasi : COMPUREX CORPORATION
NO 12, JALAN PJU 5/9, DATARAN SUNWAY, KOTA DAMANSARA, 47810, SELANGOR
Nama Penyelia : SAM CHIA
Bulan / Tahun : 02/2015

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
2/2/15	9am	6pm	
4/2/15	9am	6pm	
5/2/15	9am	6pm	
6/2/15	9am	6pm	
9/2/15	9am	6pm	
10/2/15	9am	6pm	
11/2/15	9am	6pm	
12/2/15	9am	6pm	
13/2/15	9am	6pm	
16/2/15	9am	6pm	
17/2/15	9am	6pm	
18/2/15	9am	1pm	
23/2/15	9am	6pm	
24/2/15	9am	6pm	
25/2/15	9am	6pm	
26/2/15	9am	6pm	
27/2/15	9am	6pm	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : 24/6/2015
Tandatangan Penyelia : _____ Tarikh : 24/6/2015



REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR FATEIN NABILLA KAMAL

No. Matrik : 2012790465

No. I/C :

Nama / Alamat
Organisasi : COMPUREX CORPORATION

NO 12, JALAN PJU 5/9, DATARAN SUNWAY, KOTA DAMANSARA, 47810, SELANGOR

Nama Penyelia : SAM CHIA

Bulan / Tahun : 03/2015

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
2/3/15	9am	6pm	
3/3/15	9am	6pm	
4/3/15	9am	6pm	
5/3/15	9am	6pm	
6/3/15	9am	6pm	
9/3/15	9am	6pm	
10/3/15	9am	6pm	
11/3/15	9am	6pm	
12/3/15	9am	6pm	
13/3/15	9am	6pm	
16/3/15	9am	6pm	
17/3/15	9am	6pm	
18/3/15	9am	6pm	
19/3/15	9am	6pm	
20/3/15	9am	6pm	
23/3/15	9am	6pm	
24/3/15	9am	6pm	
25/3/15	9am	6pm	
26/3/15	9am	6pm	
27/3/15	9am	6pm	
30/3/15	9am	6pm	
31/3/15	9am	6pm	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _

Tarikh : 24/6/15

Tandatangan Penyelia : _

Tarikh : 24/6/2015



REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR FATEIN NABILLA KAMAL

No. Matrik : 2012790465

No. I/C :

Nama / Alamat Organisasi : COMPUREX CORPORATION

NO 12, JALAN PJU 5/9, DATARAN SUNWAY, KOTA DAMANSARA, 47810, SELANGOR

Nama Penyelia : SAM CHIA

Bulan /Tahun : 04/2015

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1/4/15	9am	6pm	
2/4/15	9am	6pm	
3/4/15	9am	6pm	
6/4/15	9am	6pm	
7/4/15	9am	6pm	
8/4/15	9am	6pm	
9/4/15	9am	6pm	
10/4/15	9am	6pm	
13/4/15	9am	6pm	
14/4/15	9am	6pm	
15/4/15	9am	6pm	
16/4/15	9am	6pm	
17/4/15	9am	6pm	
20/4/15	9am	6pm	
21/4/15	9am	6pm	
22/4/15	9am	6pm	
23/4/15	9am	6pm	
24/4/15	9am	6pm	
27/4/15	9am	6pm	
28/4/15	9am	6pm	
29/4/15	9am	6pm	
30/4/15	9am	6pm	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : -

Tarikh : 24/6/15

Tandatangan Penyelia : -

Tarikh : 24/6/2015



REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR FATEIN NABILLA KAMAL No. Matrik : 2012790465
No. I/C :
Nama / Alamat Organisasi : COMPUREX CORPORATION
NO 12, JALAN PJU 5/9, DATARAN SUNWAY, KOTA DAMANSARA, 47810, SELANGOR
Nama Penyelia : SAM CHIA
Bulan / Tahun : 05/2015

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
5/5/15	9am	1pm	
6/5/15	9am	6pm	
7/5/15	9am	6pm	
8/5/15	9am	6pm	
11/5/15	9.15am	6pm	
12/5/15	9am	6pm	
13/5/15	9am	6pm	
14/5/15	9am	6pm	
15/5/15	9am	6pm	
18/5/15	9am	6pm	
19/5/15	9am	6pm	
20/5/15	9am	6pm	
21/5/15	9am	6pm	
22/5/15	9am	6pm	
25/5/15	9am	6pm	
26/5/15	9am	6pm	
27/5/15	9am	6pm	
28/5/15	9am	6pm	
29/5/15	9am	6pm	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : _____ Tarikh : 24/6/15
Tandatangan Penyelia : _____ Tarikh : 24/6/2015

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NUR FATEIN NABILLA KAMAL

No. Matrik : 2012790465

No. I/C :

Nama / Alamat
Organisasi : COMPUREX CORPORATION

NO 12, JALAN PJU 5/9, DATARAN SUNWAY, KOTA DAMANSARA, 47810, SELANGOR

Nama Penyelia : SAM CHIA

Bulan / Tahun

06/2015

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1/6/15	9am	6pm	
2/6/15	9am	6pm	
3/6/15	9am	6pm	
4/6/15	9am	6pm	
5/6/15	9am	6pm	
8/6/15	9am	6pm	
9/6/15	9am	6pm	
10/6/15	9am	6pm	
11/6/15	9am	6pm	
12/6/15	8.30 am	6pm	
15/6/15	9am	6pm	
16/6/15	9am	6pm	
17/6/15	9am 9am	6pm	
18/6/15	8.30 am	6pm	
19/6/15	8.15 am	5pm	
22/6/15	8.30 am	7pm	
23/6/15	8.30 am	5pm	
24/6/15	8.30 am	4pm	
25/6/15	8.30 am	5pm	
26/6/15	8.30 am	5pm	
29/6/15	8.30 am	5pm	
30/6/15	8.30 am	5pm	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar

Tarikh : 30/6/15

Tandatangan Penyelia

Tarikh : 30/6/2015



COMPUREX CORPORATION (M) SDN. BHD.
No. 12 Jalan PJU 5/9, Dataran Sunway, Kota Damansara, 47810, P.J. Selangor, Malaysia
TEL: +603-61409000 FAX: +603-61409600 WWW: www.compurex.com.my



Private & Confidential

Dear Nur Fatein,

Welcome Aboard!

We are pleased to confirm your appointment with **CompuRex Corporation (M) Sdn. Bhd.** under our Industrial Training program.

Name : Nur Fatein Nabilla Binti Kamal
Title : IT Industrial Trainee
Date of Commencement : 01 February 2015 till 30 June 2015
Normal Working Hours : Monday to Friday **9:00AM – 6:00PM**
Allowance : RM 500

The Employment Letter will be hand over to New Staff on Date of Commencement.

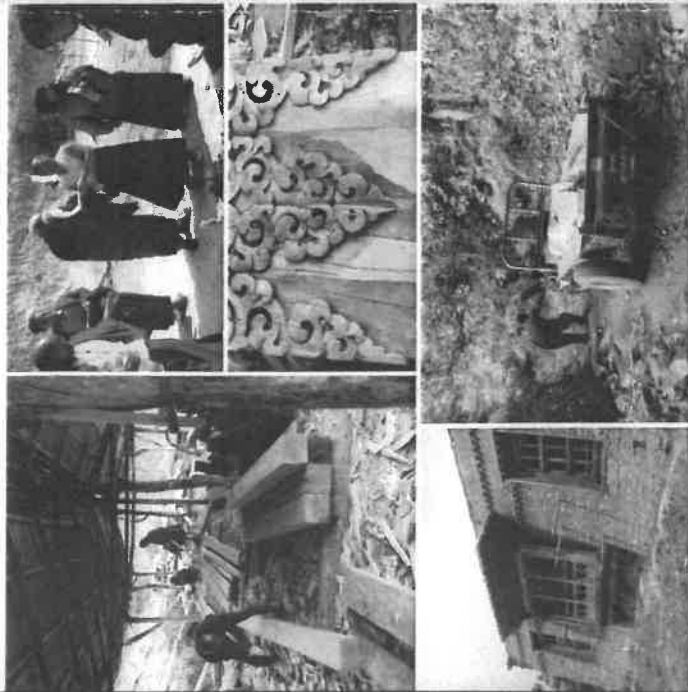
Thank you,

Best Regards,
Tan Lim Keat <LK>
Managing Director
CompuRex Corporation (M) Sdn Bhd
12, Jalan PJU 5/9, Dataran Sunway,
Kota Damansara, 47810 P.J. Selangor, Malaysia
TEL: [+603-61409000](tel:+603-61409000)
FAX: [+603-61409600](tel:+603-61409600)
EMAIL: Lktan@compurex.com.my
WEB: www.compurex.com.my

Private & Confidential

Gratitude:

Kunzang Shedrup Choling Retreat Centre family would like to extend earnest gratitude to all sponsors, physical laborers and related stakeholders for their valuable support so far. We believe in rewards and merits for generosity and good deeds. There is a saying "Goods are friends when need arises, Good is merits when life is at an end and Good is abandoning the sufferings". LET'S join hands together, accumulate merits and virtues and help build the Retreat Centre. Your helping hand will be credited.



HOW TO SPONSOR:

Cash Donation:

Please offer personally to Khenpo Rigzin Wangchuk, the main benefactor of the retreat Project

Donation via Cheque:

Please make Cheque payable to "Kunzang Shedrup Choling" and write on the reverse side of the cheque donation for the construction of Kunzang Shedrup Choling Retreat Centre.

Banking Address in Singapore:

Pay to:

Standard Chartered Bank, 6 Battery Road, Singapore 049909

Beneficiary Bank: Bhutan National Bank LTD,

Post Box 439,

Head Office, Thimphu, Bhutan

USD A/C No: 01-7-0059707 (SWIFTCODE=BNBTBTBT)

Ultimate Beneficiary:

Kunzang Shedrup Choling.

A/c No.: 0001301965010

Maintained with Bhutan National Bank LTD. Phuntsholing; Bhutan.

For further information contact:

Khenpo Rigzin Wangchuk

Kunzang Shedrup Choling Retreat Centre

Tsheldang, Nangkor, Zhemgang, Bhutan

Mobile: BTN: +975-17686273/17884687, SG #98645326

email: khenporigzin@gmail.com

“ DON'T GET LOST THINKING WHAT YOU CAN DO. HAVE A GLANCE THROUGH, DECIDE, DEDICATE AND HELP US ”

**KUNZANG SHEDRUP CHOLING
RETREAT CENTRE**

Vision:

Spread, Empower & Enrich wise wisdom to all sentient beings.

Mission:

Provide & Enable best sustainable retreat environment and a premiere Retreat Centre in the region.



INDUSTRIAL TRAINING STUDENT CHECKLIST

YRR/Ver2/IM245

Name: *NUR FATIHA NABILIA KARNAL*
 Organization: *COMPUREN CORPORATION*

UiTM ID: *2012790465*
 Unit/Department: *IT DEPARTMENT*

(* Please ✓)

NO.	DESCRIPTION	DATE ACKNOWLEDGE	SIGN	ATTACH APPENDIXES IN LI REPORT (before hardcopy bind)
1	Read & understand the Industrial Training Handbook			✓
2	Understand that you are NOT allow to take any leave during ITr. But for emergency leave/MC/special case, not more than 6 days in 5 months or else your ITr status automatically FAIL. Any leaves/time off/time lieu given by organization is not counted under this clause (Exceptional). (Record/remark in your attendance form, make copy of MC or any related dcmnt to be attached in your report with attendance report)			✓
3	Understand that public holidays/festival leave/special leave may varied by state. therefore, folow your current state of ITr and organization/company policy. NO semester break during ITr for ITr students. Record/remark in your attendance form)			✓
4	Read & understand the IMC690 assessment			✓
5	Review all the 4 rubrics for assessment (already emailed & download from portal i-Learn -- under IMC690 or IMS657 (folder "Yanty Rahayu Rambli (Ayu) -> Tumpang Pre IMC690-Industrial Training IM225)			✓
6	Fill in the 'Report Duty Declaration Form' (email to industrialtrainingfpm@yahoo.com , subject: Report Duty Declaration Form from <organization name> or fax : 03-79622007 latest by : 23 FEBRUARY 2015 - Utk Puncak Perdana			✓
7	Attendance Form (Everyday attendance need to be recorded) - if using system, please print every month and verified by industrial supervisor. If Punch Card please photocopy every month. Acknowledge your absent to your Organization Supervisor directly, in the event of long MCs, please Inform LI Koordinator/Faculty Supervisor. (Record/remark in your attendance form, make copy of MC or any related dcmnt to be attached in your report with attendance report)			✓

8	Log book (Everyday) - can use softcopy or photocopy if full utilized. Record everyday log and need to verify/sign/remarks by Industrial Supervisor weekly/daily)			✓
9	Email and print Industrial Evaluation Rubric to Industrial Supervisor (Via harcopy/softcopy) at Day 1-2 . Evaluation of organization supervisor need to be submitted directly to Faculty Supervisor A WEEK before 30 June 2015) - via email of fax : 03-79622007 - Utk Puncak Perdana			✓
10	Industrial Training Planner (Jadual Perancangan) for 5 months plan (to discuss with Industrial Supervisor - can be change as needed, weekly/monthly planner) you may draft using MS Office or MS Project			
11	Industrial Supervisor details (email to industrialtrainingfpm@yahoo.com, please see the template provided) DUE DATE: 23 FEBRUARY 2015			✓
12	Discuss with organization supervisor regarding Mini/Special Project			✓
13	Consultation - consult with Faculty Supervisor on your Mini/Special project (Via any types of communication medium) - minimum 3 TIMES			✓
				✓
				✓
14	PAID Semester (March - July 2015) fees (Last day payment 25 MAC 2015) * Refer Academic Calender			✓
15	IMC690 course Registration (23 Februari - 15 Mac 2015) * Refer Academic Calender			✓
16	IMC690 course Validation (Validation DATE 16 MAC - 29 MAC 2015, GUGUR TARAF - 31 MAC 2015) * Refer Academic Calender			✓
17	Presentation of Industrial Training (06 JULY - 10 JULY 2015) *estimation date, it may change upon approval, depends on campuses - book your date/time with Faculty Supervisor availability)			✓
18	Submission of 1 copy of Hard bind Industrial Training Report (06 JULY - 10 JULY) - Dark Blue Hardcover For UiTM			✓

19	Check your Muet result submission to Faculty and Send a copy to Pn Halimah (Office FPM), Minimum Band 2, Band 1 will not be graduated and need to reseat your Muet and result to be provide before convo) - failed to do so, u will not listed under convocation AND might not graduated) - Utk Puncak Perdana			✓
20	Attach softcopy Industrial Training Report in a CD and put in a nice envelop and paste it at the back of your Industrial Training Report			✓
21	Put this checklist in the Table of Contents under Appendixes in Industrial Training Report and Attach this checklist in your Industrial Training Report Appendix			✓

ITr = Industrial Training, FS = Faculty Supervisor, Visiting Supervisor = VS, LI = Latihan Industri, OS = Organization Supervisor