INDUSTRIAL TRAINING REPORT:
BAHAGIAN PUSAT SUMBER DAN MULTIMEDIA

ADVANCE TECHNOLOGY TRAINING CENTRE (ADTEC)

KM 9, JALAN JERANTUT – TEMERLOH, 27000

JERANTUT PAHANG DARUL MAKMUR

SPECIAL PROJECT:
ADTEC JERANTUT LUMNI SYSTEM

ePERMOHONAN ADTEC JERANTUT

PORTAL RASMI ADTEC JERANTUT

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

01 AUGUST 2016 – 31 DECEMBER 2016

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

Maryam binti Mohd Ghazali

2014807818

Date of submission: 12 January 2017

ABSTRACT

Based on the period from 1 August to 31 December 2016 in Department Bahagian Pusat Sumber dan Multimedia (BPSM) at Advance Technology Training Centre (ADTEC), Jerantut . There are many task that has been assign to the trainee during the internship which are multimedia task, program committee, system development, library task, networking task, and PC maintenance task. There are three types of development that need to be complete which are ADTEC Jerantut Alumni System, ePermohonan ADTEC Jerantut, and Portal Rasmi ADTEC Jerantut. The application of knowledges during the training gives the trainee a lot of experiences. There are many feedbacks after the internship. The trainee also gained a lot of knowledge and skills that can be used in the future.

Keywords: *Industrial training, system development, skills*

ACKNOWLEDGEMENT

Bismillahhirahmanirrahim

First of all thank Allah for allowing me to undergo and end the internship programme completely without any serious problems and allow me to completed this report. Thanks to Mr. Zawawi bin Mohamad and Advanced Technology Training Centre (ADTEC) for giving me the opportunity to undergo industrial training in this organization. The experience gained is very valuable and may help me in the future. Last but not least to all the staff at the *Bahagian Pusat Sumber & Multimedia* (BPSM) department because provide a guidance for me.

Thank you to all the lecturers who has guide me during the industrial training especially Madam Izzatil Husna binti Arshad as my faculty supervisor. The guidance provided for industrial training with distinction and class to produce professional reports that will be greatly appreciated.

Thanks also to the friends who share their knowledge and opinions to get a good report. Last but not least thanks to my parents and other family members for moral support unwavering throughout my industry training.

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LIST OF ABBREVIATION

ABBREVIATION	DESCRIPTION
1GovUC	Government Webmail & Email applications
ADTEC	Advance technology training centre
AJAS	ADTEC Jerantut alumni system
BPPL	Bahagian Pengurusan Pelajar & Latihan
BPSM	Bahagian Pusat Sumber & Multimedia
DKU	Dewan Kuliah Utama
JTM	Jabatan Tenaga Manusia
KSM	Kementerian Sumber Manusia
MySMS	Store Management System
SKM	Sijil Kemahiran Malaysia
SPM	Sijil Pelajaran Malaysia
TMS	Training Management System
UiTM	Universiti Teknologi Mara

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CHAPTER 1

INTRODUCTION

Figure 1: Organization's logo

1.1 Background of the Organization

Advance Technology Training Centre Jerantut (ADTEC) is an education institution that under Jabatan Tenaga Manusia and Kementerian Sumber Manusia (KSM). This institution offers to the student from Sijil Pelajaran Malaysia (SPM) to further studies in their institute on Sijil Kemahiran Malaysia (SKM) level certificate (SKM level 3) and diploma for 5 semesters (SKM level 5). SKM is Malaysia Vocational Certificate, which is like a ticket to enter to the industrial for seeking jobs.

Jabatan Tenaga Manusia (formerly known as the Jabatan Tenaga) or JTM serves as the department responsible for producing a skilled workforce to meet the needs and demands of workers semi-skilled and skilled for the country's industrial sector. Mukim Pulau Tawar, Jerantut District has been chosen as the location for the construction of an institution of skills that will enhance economic dynamism Pahang.

ADTEC Jerantut was built in 2007 on the site of 60 acres (24.4 hectares) in Mukim Pulau Tawar, Jerantut, Pahang. The institute began its operations on December 19, 2011. It is located in Kg. Sri Muda of 10km from the center of Jerantut.

In ADTEC Jerantut, courses offered are diploma level, consist of Engineering and also Technology Skills. There are 5 main areas carried out at the institute, which are Welding Technology Engineering, Manufacturing Engineering Technology, Industrial Product Design Engineering Technology and Polymer Engineering Technology.

The Institute is a symbol of pride for employees, students and the surrounding community in raising awareness of the importance of science skills. With a total of 75 staff, ADTEC Jerantut able to train up to 800 people will be skilled workforce at a time by offering 4 full-time courses and more than 400 participants, half of the year to meet the country's industrial sector in line with the country to achieve the status of National developed by 2020.

1.2 Organizational Structure

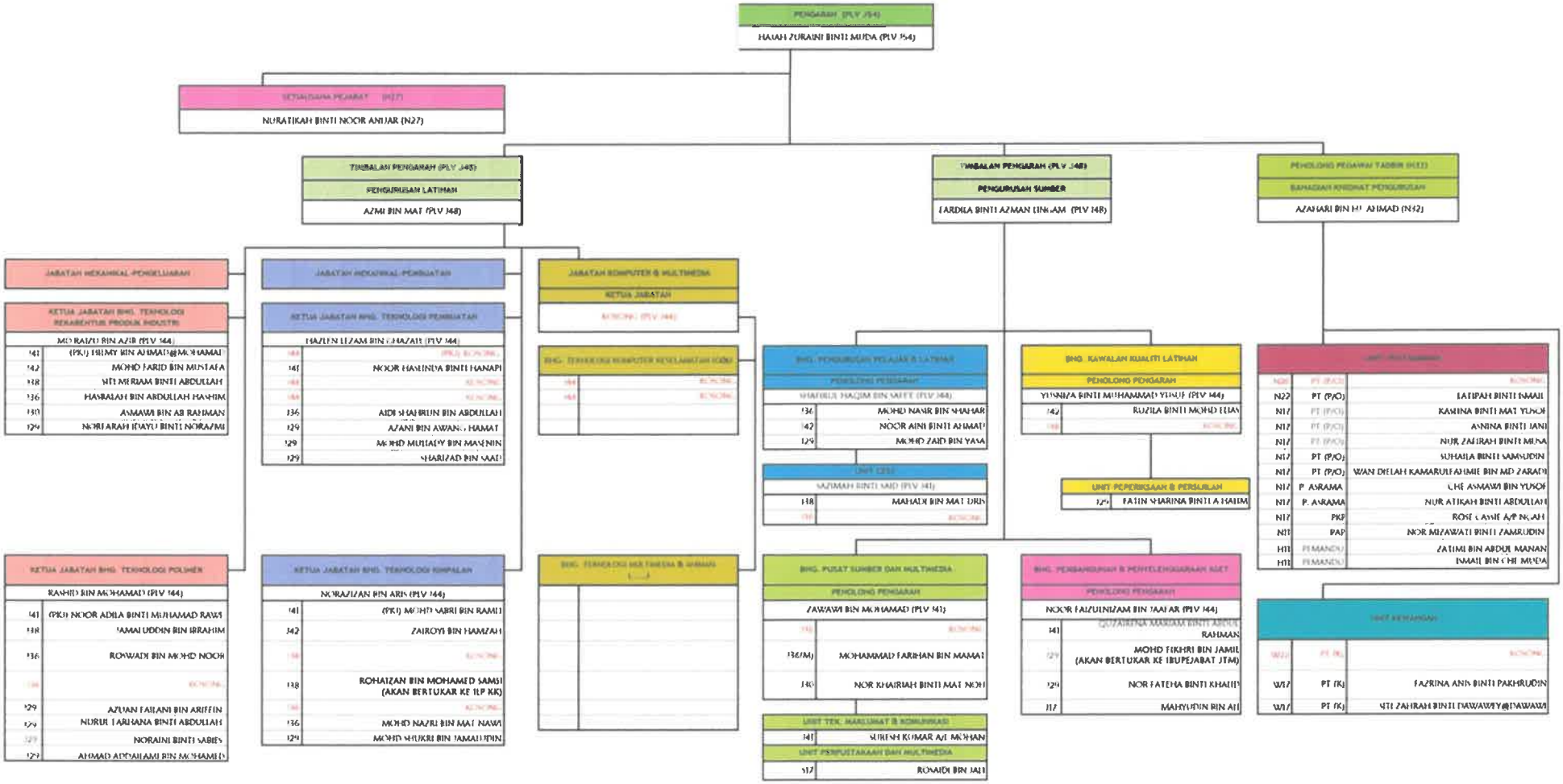


Figure 2: Organization chart of ADTEC Jerantut

CHAPTER 2

ORGANIZATION INFORMATION

2.1 Departmental Structure

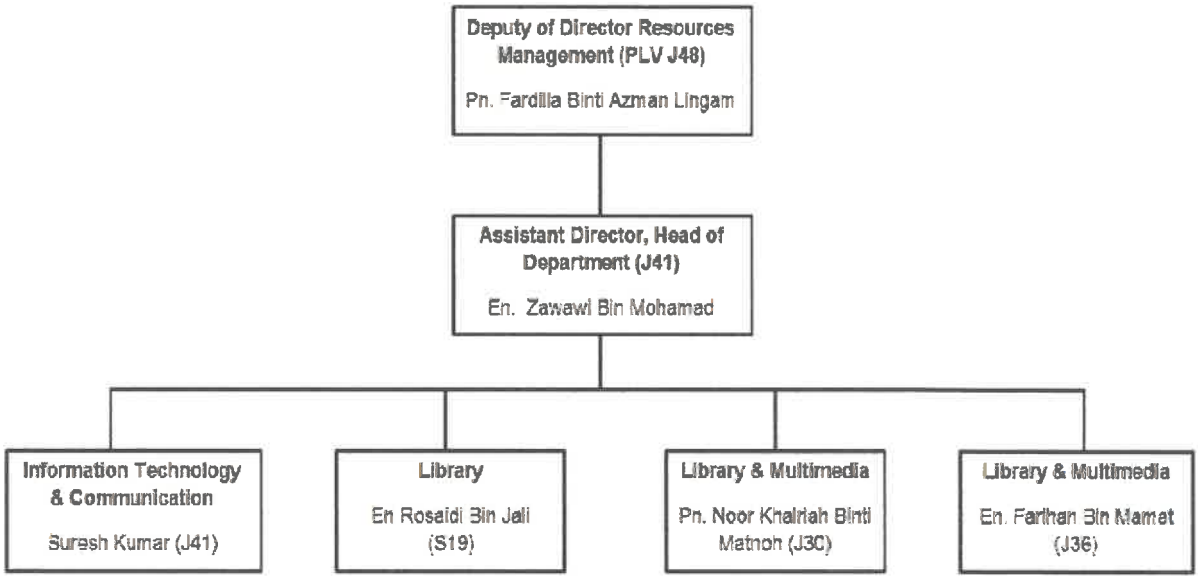


Figure 3: Departmental Structure *Bahagian Pusat Sumber & Multimedia*

2.2 Departmental Function

Bahagian Pusat Sumber & Multimedia (BPSM) is leaded by the Assistant Director, Mr. Zawawi bin Mohamad as the Head of Department. The objectives of this department are providing support services and facilities, particularly in the computer and a library. This includes the preparation and conduct of training for all staff and students ADTEC Jerantut in producing skilful manpower in the field of information technology to enhance their knowledge and skills in line with current technology. The resource center is divided into two parts, namely:

2.2.1 Bahagian ICT dan Multimedia

a. Operation and Maintenance infrastructure and ICT systems

The function is including control and monitor networking facilities, control and monitor CCTV room, and control server room. Every month, staff from this department must implement total premonitory maintenances (TPM) for networking systems, CCTV room, and also server room.

b. Monitoring and maintenance of ICT equipment for all departments

All equipment in ADTEC Jerantut is monitored by this department, of which if there any problem with the ICT equipment that use by staff or students, this department needs to check, repair if needed, and solving the problem related to the ICT equipment and facilities. For example the internet connection slow, sharing printers problem, the computer problem, system down, , installation of the software, virus issues, and others.

c. Scheduled for maintenance operations office ICT equipment

All of the ICT equipment needs to be maintained to make sure the equipment working normally without problem. So that, this department is assigned to make schedule and do maintenance of ICT equipment based on the schedule.

d. Control P.A system in the Great Hall & DKU

If there anybody that need to use the facilities in DKU and Great Hall, there must be a library and multimedia department to control and set up the P.A system and ICT facilities in it.

e. Control and as a system and web administration for system that use by ADTEC Jerantut.

This department are assigned to be the administrator for Training Management System (TMS), Government Webmail & Email applications (1GovUC), and Store Management Systems (MySMS). 1GovUC and MySMS are the systems that use by all staff and TMS are used by both staff and students. Besides, the developments of the website are also assigned to this department, such as updating, upgrade, design, and restructuring. Besides, this department also needs to develop Network Attach Storage (NAS) for every department. The development of NAS is for file sharing and storage.

f. Control and monitor multimedia equipment.

This department is assigned to monitor all multimedia equipment at ADTEC Jerantut, such as the process of borrowing and returning the equipment. All multimedia equipment that need to control includes mic, speaker, portable speaker, walkie-talkie, camera, lens camera, tripod, and others.

g. Develop the promotional materials and other multimedia activities.

Most of multimedia and design activities are developed by BPSM such as poster, signboard, banner, backdrop, flyers, photobook and magazines, and others multimedia materials that need to be design.

2.2.2 Pusat Sumber

a. Circulation

Control the borrowing material in the library for students and staffs such as the borrowing and returning process system via online and the usage of OPAC (Online Public Access Catalog).

b. Acquisition

Read the material lists from suppliers and make the interaction with the suppliers and contributor for the library collection. This unit manage and conduct acquisition process for all reading materials.

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

In this industry, many new things that trainee have learned from officemates, staff and industrial supervisor. For industrial training activities, the supervisor (Mr. Zawawi bin Mohamad) has taught the trainee on how to develop web using Joomla!. As a trainee, developing web with using Joomla is something new because the trainee has never use Joomla before.

Besides, the new thing that the trainee learn during the five months of internship gives the trainee positive impact such as the trainee show the improvement of skills for example, the trainee are given task for trouble shooting the computer when the internet are not available for the computer. So, the trainee will find the solution to solve the problem. This kind of experience will make the training will be good in problem solving.

3.1.1 Electronic Design and Publishing

a. Photo editing for the photo book that will be published by ADTEC Jerantut.

Most of the activities that trainee have done during this internship are editing tasks. There are many editing activities that the trainee has done through the five months. The first task using Adobe Photoshop that the trainee gets is editing the Deputy of Director (Training) image. The image needs to be edit because it will be uploading to the website. This image using the elements of stamping, eraser, brightness, and sharpen. The image that edited like below:

Figure 4: Result of the photo edited

The trainee was assigned by this project because it will help the process of making the photo book more quickly. All of the images that need to insert to the Photobook look beautiful and interesting. The technique that use in the software Photoshop CS6 is polygonal lasso tools (crop), and some outer glow. After that convert the picture to format Portable Network Graphics (PNG) because the PNG format can hide the background. Below is the example:

Figure 5: Result of photo edited

b. Photo editing for the new website.

All of images that inserted to the website need to be editing by using Adobe Photoshop CS6 to make the images more interesting and save into PNG format to hide the background. The example of the edited image by Adobe Photoshop as follow:

Figure 6: Photo edited for website

c. Create design for directory in the new website.

This directory can allow the visitor of the website knows the management of ADTEC Jerantut. The directories of staff are created by using software Adobe Photoshop CS6. The examples of directory that will be upload such as below:

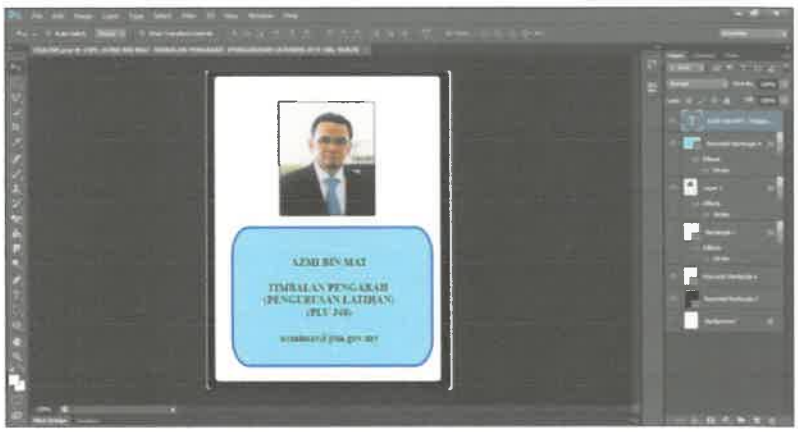


Figure 7: Staff Directory

e. Create icon for the new website.

The icon created size is with dimension 18 x 18 cm. Every icon that inserted to the website will be linked with the pages that related. The example of the icon as follow:

Figure 8: Icon created for website

Figure 9: Icons in website

f. Edit and resize logo for footer in new website.

The logo that used is vectorised logo so that it will make the logo are more live and not dull. The edited logo that inserted in the website such as follow:

Figure 10: Logos in website's footer

g. Create header for new website and ePermohonan system.

The trainee is using the software Adobe Photoshop CS6 to create headers. The size of the headers must suitable with the position. The elements that used to created headers are logos, text, effects, colors, and other elements to make the headers more interesting. The headers that created as follow:

Figure 11: ePermohonan system header

Figure 12: Website header

h. Banner and Poster for ADTEC activities

Figure 13 shows the poster that created by trainee for Independence Program. The size of this poster is A4 and created using software Adobe Photoshop CS6. The elements that used to make this poster interesting are images, brushed, stroke, opacity, colour gradient, text, crop/marquee tools to make the pictures smooth, outer glow, drop shadow, and many else.

Figure 13: Poster for Independence Program

Based on Figure 14, the trainee was assigned by Bahagian Pengurusan Pelajar (BPPL) to create a banner for Independence Day celebration. The size of this banner is 243cm x 121cm dimension and created using software Adobe Photoshop CS6.

The elements that used to make this banner interesting are images, brushed, stroke, opacity, colour gradient, text, crop/marquee tools to make the pictures smooth, outer glow, drop shadow, and many else.

Besides, the banner that created by the trainee get "The best banner in Jerantut". The design and ideas are all by the trainee, but just the text "SELAMAT MENYAMBUT HARI KEMERDEKAAN" are change by (*Bahagian Pengurusan Pelajar & Latihan*) BPPL unit from colour red to colour yellow.

Figure 14: Design for Independence celebration banner

Figure 15: Awarded first place during "Sambutan Hari Kebangsaan Malaysia 2016"

Figure 16 show that the trainee was design the banner for Head of Director JTM visit to ADTEC Jerantut. As the other design, this banner also created by using software Adobe Photoshop.

Figure 16: Banner for Head of Director visit

The trainee was assigned to create banner for Hari Raya Aidiladha using Adobe Photoshop CS6 and make it interesting. The banner created to make the villagers aware of the Ibadah Qorban that will be held at Masjid ADTEC Jerantut. The duration of making this banner is about one day to complete.

Figure 17: Banner Hari Raya Aidiladha

The schedule of the library is created because of the schedule that stick in front of Library building are torn, damage and the colour are not interesting anymore. So that, with using Photoshop, the trainee created the new schedule with A3 size and using a various types of element to make the schedule interesting. After printing two pieces, the schedule needs to laminate and stick it in front of the Library building.

Figure 18: Library schedule

Banners are one of the most important elements that need to have for every website. So, one of the trainee duty is to create banners for the website using Adobe Photoshop CS6. The banners that create must be formal, and look great and also have the creative characteristic. The examples of banner that create by the trainee are banner for Director of ADTEC and for the new students' application. The size of the banner that created must be suitable with the slideshow in the website.

Figure 19: Banner for Website

Figure 20: Banner for Website

i. Signboard design

The trainee needs to create the design for the signboard of ADTEC Jerantut using Photoshop and submit to the director for approval. The design that will be approve by the Director will be make as Signboard in front of the main gate.

Figure 21: Signboard design 1

Figure 22: Signboard design 2

j. Backdrop design

The trainee also needs to create backdrop for program (figure 22 and 23) and building (figure 24). The backdrops that design for program will be have on the "Majlis Persaraan" and "Majlis Perpisahan" at Felda Residence, Tekam. For the design in figure 24, it will be put in the administration building behind the customer service counter.

Figure 23: Backdrop design 1

Figure 24: Backdrop design 2

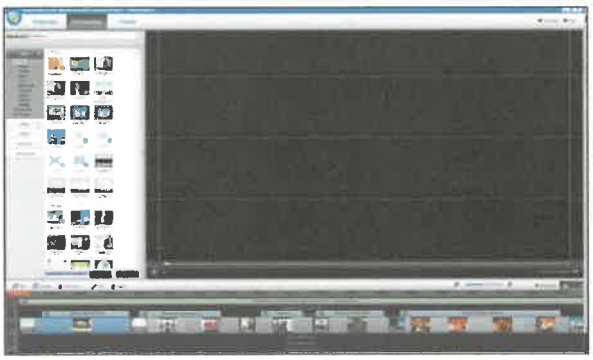
Figure 25: Backdrop design 3

3.1.2 Multimedia activities (Video editing)

The trainee was assigned by the supervisor to create slideshow or video for last semester student farewell ceremony. This slideshow will be watch by all students and staff that attended to the ceremony. Here the step that show the process of editing the slideshow using Wondershare software.

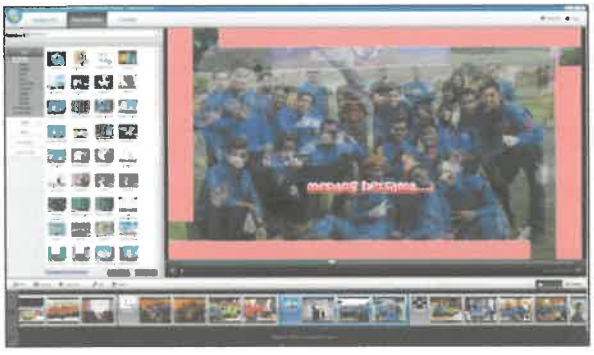
This is interface of Wondershare software. This software is for edit and makes slideshow with interactive template. Firstly it need to insert files that want to make the slideshow.

Figure 26: Video editing step 1



After that, click the personalize button and choose the timeline style. The timeline style is easier to edit which is there a button to add text, audio, and image changing.

Figure 27: Video editing step 2



Edit the slideshow, and make it interesting, and choose the suitable template with the number of the photos of every slides.

Figure 28: Video Editing step 3

When the slideshow are done, save the slideshow in video format. There are various of format so just choose. Wait for the publishing, and the video are done.

Figure 29: Video editing step 4

3.1.3 Program committee

BPSM is responsible in multimedia activities so that in every activity that organize in ADTEC Jerantut, the trainee need to take pictures. The program that the trainee have on duty to snap pictures are during Head Director of JTM visiting, benchmarking visit and library system meeting at Shah Alam, "Majlis Bubur Asyura", monthly assembly of staff and students, final year project presentation, short course of Industrial Product Design Department, and other programs that organized by ADTEC Jerantut.

Besides, the trainee also has been appointed to be one of facilitator for program S.E.K.S.I (Skill, Experienced, Knowledge, Sensitive, & Innovative) that held in DKU. The program is for student semester 4 and 5. The objective of the program is to improve the student's skill about the technique writing resume, mental and physical preparation about ethics, documentations preparations before interview, and also learn about public speech technique.

AHLI JAWATANKUASA PROGRAM
LAWATAN KERJA KETUA PENGARAH JABATAN TENAGA MANUSIA
PADA 4 OKTOBER 2016

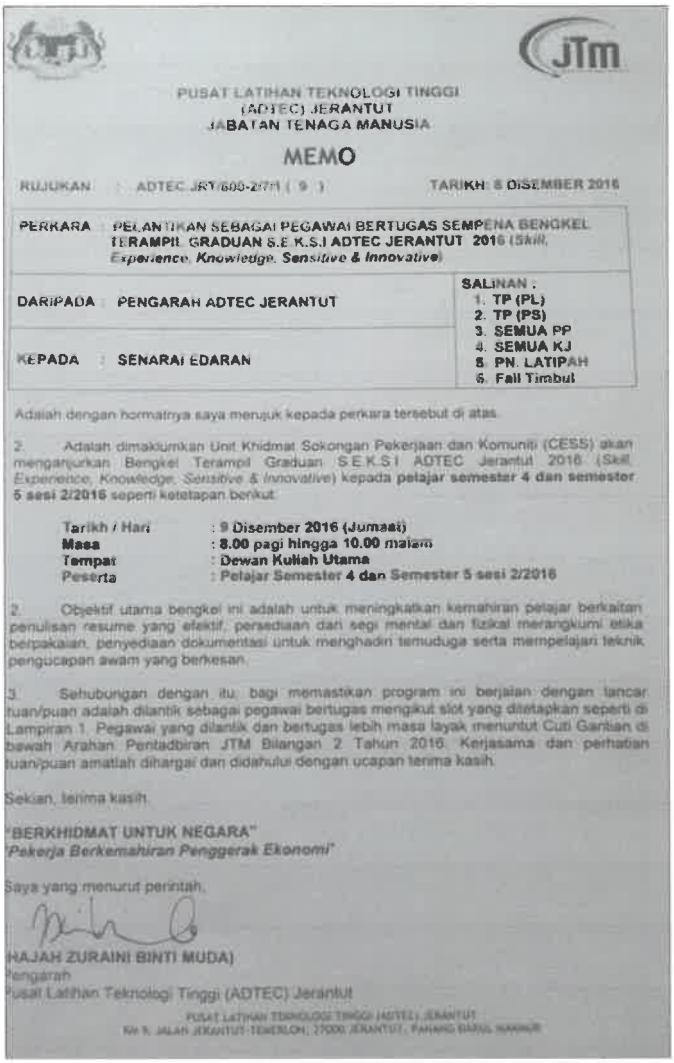
Pengerusi: Encik Aziz bin Mat (TPPL)
Pemeriksa: Puan Farikha binti Arman Langkan (TPPS)
Setiausaha: Puan Ratnakah binti Nasir Ansar (PA)

1. Jawatankuasa Protokol & Jamuan
Pengerusi: Puan Yasmina binti Mohammad Yusuf (PP BKKL)
AJK Kecil Protokol
Encik Azaham bin Haji Ahmad (PPTK)
Encik Hashidah bin Abdullah Hashim (BPH) - Pengacara Majlis
Puan Khairiha binti Ali Khalid (BKKL) - Pengacara Majlis
Encik Mahadi bin Mat Dris (CESS) - Bacaan Doa
Encik Mohammad Hanif bin Che Hussin (BPPL) - Bacaan Doa
Puan Sarirah binti Said (PP CESS) - Persediaan Gide
Puan Rozila binti Mohd Hasi (BKKL) - Persediaan Gide
Cik Fazrina Azin binti Pakhrudin (KEW) - Pencampaian Hadiah
Puan Nur Zahrah binti Hanawiyah (KEW) - Pencampaian Hadiah
Encik Wan Dodah Ramaruhaimin bin Mat Zacaib (BKP)
Encik Che Ambaan bin Yusuf (BKP)
Cik Nur Ardiah binti Abdullah (BKP)
Puan Rosa Cawan Lip Ngah (BKP)
Encik Zacaria bin Abdul Manan (BKP)
Encik Jamal bin Che Muda (BKP)
AJK Kecil Jamuan
Puan Latipah binti Ismail (BKP)
Puan Kasihna binti Mat Yusuf (BKP)
Puan Aminah binti Jani (BKP)
Puan Salkada binti Samsudin (BKP)
Puan Nur Zafirah binti Musa (BKP)
Puan Nur Mazaiah binti Zamrudin (BKP)

2. Lawatankuasa Persiapan Tempat dan Audio Visual
Pengerusi: Encik Nasir Kasimbasan bin Isadat (PP BPPA)
AJK Kecil Audio Visual
Encik Zawawi bin Mohamad (PP BPSM)
Puan Nur Khairiah binti Mat Rich (BPSM)
Encik Mohammad Farihan bin Mamat (BPSM)
Encik Rosandi bin Lali (BPSM)
Cik Maryam binti Mohd Ghazali (BPSM)
AJK Kecil Persiapan
Puan Qurawesia Maryam binti Abdul Rahman (BPPA)
Encik Mohd Eddin bin Ismail (BPPA)
Puan Nur Farikha binti Khalid (BPPA)
Encik Makhrudin bin Ali (BPPA)

Figure 30: Example of committee list

Figure 31: Snap pictures activities



PUSAT LATIHAN TEKNOLOGI TINGGI
(ADTEC) JERANTUT
JABATAN TENAGA MANUSIA

MEMO

RUJUKAN : ADTEC.JRT.600-2/7/1 (9) TARIKH: 6 DISEMBER 2016

PERKARA : PELANTIKAN SEBAGAI PEGAWAI BERTUGAS SEMPENA BENGKEL TERAMPIL GRADUAN S.E.K.S.I ADTEC JERANTUT 2016 (*Skill, Experience, Knowledge, Sensitive & Innovative*)

DARIPADA : PENGARAH ADTEC JERANTUT

KEPADA : SENARAI EDARAN

SALINAN :
1. TP (PL)
2. TP (PS)
3. SEMUA PP
4. SEMUA KJ
5. PN. LATIPAH
6. Fail Timbul

Adalah dengan hormatnya saya merujuk kepada perkara tersebut di atas.

2. Adalah dimaklumkan Unit Khidmat Sokongan Pekerjaan dan Komuniti (CESS) akan menganjurkan Bengkel Terampil Graduan S.E.K.S.I ADTEC Jerantut 2016 (*Skill, Experience, Knowledge, Sensitive & Innovative*) kepada **pelajar semester 4 dan semester 5 sesi 2/2016** seperti ketetapan berikut:

Tarikh / Hari	**: 9 Disember 2016 (Jumaat)**
Masa	**: 8.00 pagi hingga 10.00 malam**
Tempat	**: Dewan Kuliah Utama**
Peserta	**: Pelajar Semester 4 dan Semester 5 sesi 2/2016**

2. Objektif utama bengkel ini adalah untuk meningkatkan kemahiran pelajar berkaitan penulisan resume yang efektif, persediaan dari segi mental dan fizikal merangkumi etika berpakaian, penyediaan dokumentasi untuk menghadiri temuduga serta mempelajari teknik pengucapan awam yang berkesan.

3. Sehubungan dengan itu, bagi memastikan program ini berjalan dengan lancar tuan/puan adalah dilantik sebagai pegawai bertugas mengikut slot yang ditetapkan seperti di Lampiran 1. Pegawai yang dilantik dan bertugas lebih masa layak menuntut Cuti Gantian di bawah Arahan Pentadbiran JTM Bilangan 2 Tahun 2016. Kerjasama dan perhatian tuan/puan amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"
"Pekerja Berkemahiran Penggerak Ekonomi"

Saya yang menurut perintah,

HAJAH ZURAINI BINTI MUDA)
Pengarah
Pusat Latihan Teknologi Tinggi (ADTEC) Jerantut

PUSAT LATIHAN TEKNOLOGI TINGGI (ADTEC) JERANTUT
KM 9, JALAN JERANTUT-TEMERLOH, 27000 JERANTUT, PAHANG DARUL MAKMUR

Figure 32: Memo for duty on program

3.1.4 Control and monitor PA system and audio-visuals

PA system control and monitoring management also assigned to BPSM unit. So that, trainee was also need to do the job that related to the PA system management for a few times which are during the students from orphanage from BERA visit, during the Head of JTM Director visit, visiting from headquarters, and during the examination weeks. The trainee duty is to set up the PA system and make sure the microphone and speaker work correctly. Besides that, trainee is also need to make sure that the

projector and computer in the audio-visual room in the DKU work correctly during the program are organize.

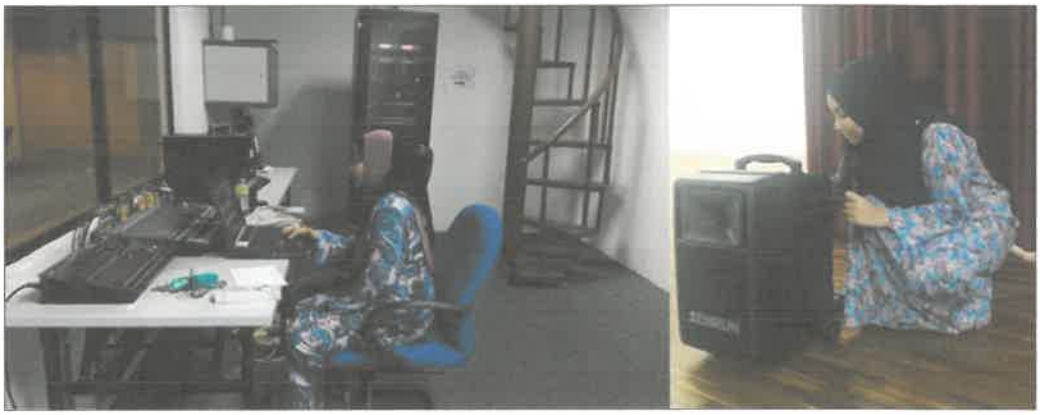


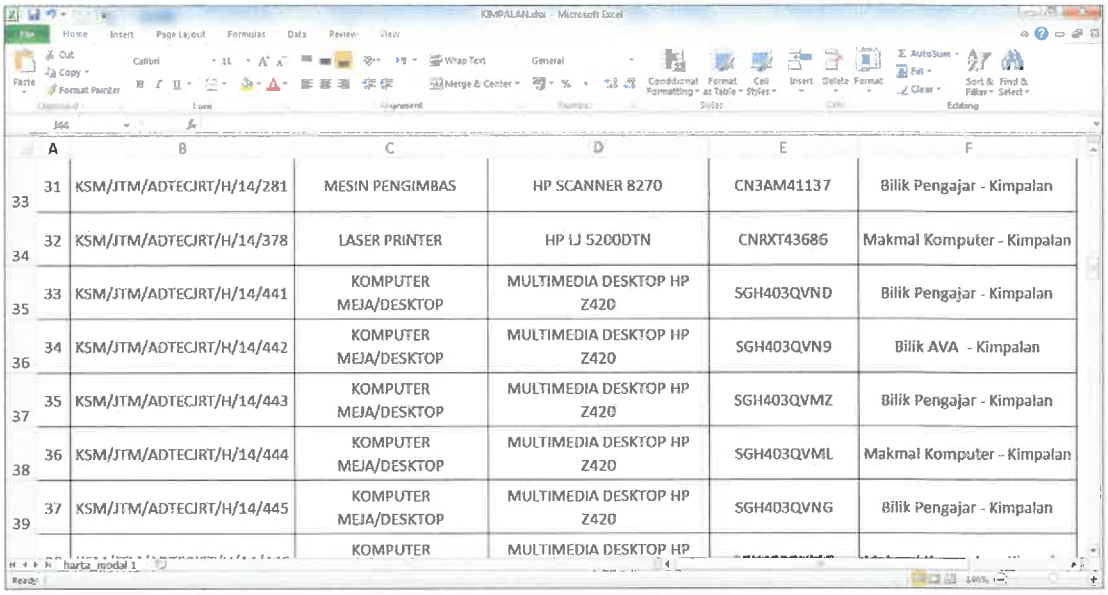
Figure 33: Control PA System

3.1.5 PC maintenance activities

During the five months internship, the trainee also has done many PC maintenance activities. The trainee also has formatted and reset a few computers for staff. Some of the staff has the problem with their computer so that they ask the BPSM staff to solve the problem. For the HP brand, to reset the computer just need to restart and press the F1 button until the option appear, but for the others, there need CD or drives that have OS (Operating System).

Then, the trainee also has assigned to audit ICT equipment for every department and workshop. The objective of this audit is to make sure the equipment in a good condition. Almost all of the ICT equipment that has in all building in the ADTEC Jerantut is under BPSM responsibilities. So that, the BPSM staff must always make sure that the equipment are in good condition.

Furthermore, the trainee also needs to help other BPSM staff for installing PCs, printer, driver, and software for all staff in ADTEC Jerantut if there any request. This is because, all the ICT facilities and equipment responsible for BPSM unit.



	A	B	C	D	E	F
33	31	KSM/JTM/ADTECJRT/H/14/281	MESIN PENGIMBAS	HP SCANNER 8270	CN3AM41137	Bilik Pengajar - Kimpalan
34	32	KSM/JTM/ADTECJRT/H/14/378	LASER PRINTER	HP LJ 5200DTN	CNRXT43686	Makmal Komputer - Kimpalan
35	33	KSM/JTM/ADTECJRT/H/14/441	KOMPUTER MEJA/DESKTOP	MULTIMEDIA DESKTOP HP Z420	SGH403QVND	Bilik Pengajar - Kimpalan
36	34	KSM/JTM/ADTECJRT/H/14/442	KOMPUTER MEJA/DESKTOP	MULTIMEDIA DESKTOP HP Z420	SGH403QVN9	Bilik AVA - Kimpalan
37	35	KSM/JTM/ADTECJRT/H/14/443	KOMPUTER MEJA/DESKTOP	MULTIMEDIA DESKTOP HP Z420	SGH403QVMZ	Bilik Pengajar - Kimpalan
38	36	KSM/JTM/ADTECJRT/H/14/444	KOMPUTER MEJA/DESKTOP	MULTIMEDIA DESKTOP HP Z420	SGH403QVML	Makmal Komputer - Kimpalan
39	37	KSM/JTM/ADTECJRT/H/14/445	KOMPUTER MEJA/DESKTOP	MULTIMEDIA DESKTOP HP Z420	SGH403QVNG	Bilik Pengajar - Kimpalan
			KOMPUTER	MULTIMEDIA DESKTOP HP		

Figure 34: List of computer to audit

3.1.6 Networking activities

The networking activities that the trainee do is troubleshoot the computer if don't have internet connection. The action that the trainee must do is go to the network control panel, click at the connection and find the available IP address. Other method also can type CMD and find the available IP by IPCONFIG.

Besides, the other network activities that the trainee needs to do is make UTP 5 cat cable (RJ45). This cable is use for workshop and administration building. The trainee must use the equipment that prepare by BPSM like cramping tools, Ethernet cable (category 5e/CAT5e), and RJ45 Crimpable connectors.

Then, the trainee also learns on how to install the AP and NAS. Firstly, must have the model of the AP. Then, connect the cable with the computer then it will appear the page of set up the IP address. Then, insert the IP that available for the place which means if the building is set up IP from 172.6.1 – 172.6.200, it must enter the IP among 172.6.2 – 172.6.199 because 200 for gateway.

For the installation of NAS, there must have a thumb drive / hard disk to put NAS. Restart the computer and choose the option of the installation. When the installation is done, set up the IP address that wants to use.

Figure 35: Making UTP Cat 5 cable

3.1.7 Visiting Activities

The trainee was joined BPSM team on bench marking and library system visiting at ADTEC Shah Alam. In this visit, the trainee also has time to visit data center at the ADTEC Shah Alam. The meeting is about the usage of TMS and OPAC for library. The server that using by ADTEC Shah Alam are more advanced and have quality than sever that use by Jerantut branch.

Figure 36: Benchmarking visiting and Library System Meeting

3.1.8 Library Activities

The library's duties that the trainee was assign are check the quantity of the new arrival book for library collection. When the library collections are receive at the library, the trainee need to make sure the quantities and the titles of the materials correct. After that, the trainee needs to record new arrival book in accession book. Every book that have register in the TMS need to recorded in the accession book that prepared by government. The information that need to records in the accession book is accession number, publisher, price, ISBN, place and year of publication, and supplier. Then, when the collections are registered, the collections must be stamping to mark as library materials.

Moreover, the trainee also has done other library duties such as monitoring the entire computer lab, multimedia room, seminar room, photocopy room, and other room that have in the library. If there any staff that want to use or reserve the facilities in the library, the trainee need to make sure the staff register their name. If there any damage, the name that register will be responsible.

Then, the trainee also has helped the library management to do the assets activities such as stick the sticker to the ICT and library equipment. This objective of this action

is avoiding the missing equipment and to make sure borrower can return the equipment on time.

3.1.9 System development

The trainee also involved in system development tasks, including ADTEC Jerantut Alumni System, ePermohonan for Applicant study, and Portal Rasmi ADTEC Jerantut. The main project is AJAS, which took about 3 monts and 2 weeks for finishing this system. The software / tools used to complete this system are using PHP, CSS, and MySQL. For the ePermohonan system, the duration of the development is 5 days. The method used to develop same like AJAS. For the Portal Rasmi ADTEC Jerantut, the duration of the development is from 5 December 2016 until 30 December 2016. The method for develop this website is using Joomla 3.6 and Xampp server.

3.2 Special Project – System Development

3.2.1 ADTEC Jerantut Alumni System (AJAS)

ADTEC Jerantut Alumni System (AJAS) is a system that developed for alumni of the students from ADTEC Jerantut students. This system can allow the alumni to register in this system so that the ADTEC Jerantut's management will know what the latest updates from their former students are.

The purposes of this system are to allow the alumni gather among them, then to make the ADTEC Jerantut Management follow the latest update from their former students and can give the other alumni information of jobs and careers opportunities.

The first batch of ADTEC Jerantut will be graduated soon, so that the ADTEC Jerantut Alumni System developed because to gather the all alumni from ADTEC Jerantut to give their latest information about them to the management of the alumni.

a. Mission

i. Allow CESS Department know the latest update from ADTEC's alumni.

ii. Allow alumni to gather and change the opinion each other.

iii. Give the other alumni information of jobs and careers opportunities.

b. Vision

i. Easily for CESS department to monitor the alumni from ADTEC Jerantut.

ii. Easily for CESS department to contact the alumni from ADTEC Jerantut.

c. Project Overview

As we know, the entire education institute needs an alumni society. After the students finish their study, and graduate from the institute, the institute needs to know their updates and their succession. The institute also want to evaluate on how much the students could fit the suitable field that have connection with their course during their study and how much they apply it in their daily life. Through this system, ADTEC management will be able to know the conditions of their graduate after leaving the institution.

d. Client Background

Advanced Technical Training center (ADTEC), is an institute that provide technical education for students to make the students familiar with the industrial environment. With the developing of ADTEC alumni system, the management of alumni staff will be easier to manage the information about the alumni. Besides that, with this system,

there also can make the management to trace the alumni updates, which is sometimes, the alumni management want to make program and invite the alumni over to make figure to the other current students as an examples about their success. So that, it will be more interesting for them to use the system. Before that, there are no students that have their graduation from ADTEC branches Jerantut, so that this AJAS are developed for the management of CESS to monitor the movement of their alumni.

e. Problem Statement

Currently, ADTEC Jerantut does not have any particular system for the Alumni management. This is because, the first batch of alumni that will be graduate in this year. This organization can make their work more effectively by developing a system.

f. Objectives of the Project

i. To make the management of alumni more systematic.

ii. To gather the alumni for sharing information through system.

iii. To make the management easy for contact the alumni.

iv. To make sure the every alumni occupation.

g. Scope of the Project

There are several scopes of the project that have been identified which is this system is for ADTEC Jerantut especially for Alumni and alumni management. Besides that, the users of this system have admin that responsible to setup the alumni information. The software used in developing this system is Notepad++ which is use for Hypertext processors (PHP) language, Xampp for the database and Adobe Dreamweaver CS5 for the Cascading Style Sheet (CSS) for the

interface design. Furthermore, the module of this system are suitable for alumni management which is there are there are page that can share information, the page that can share pictures, the page that can edit profile, and page for members which is the alumni can see the profile of the others alumni. This system is more likely to a social media which are users can share opinion and pictures.

h. User Target

The user targets for this system are staffs and alumni from Adtec Jerantut. This is because, this system are developed because of the CESS department need to know the update of their former students.

i. Tools used for development

To develop ADTEC Alumni System, tools that are going to be used in systems development is such as follow:

i. HP Pavilion 500-223w Desktop PC with Intel Core i3-4130 Processor, 8GB Memory, 1TB Hard Drive and Windows 8.1
ii. Operating systems, windows 8.1 (single language)
iii. Xampp Server version 3.2.1 (apache, MySQL)
iv. Adobe Dreamweaver CS6 64-bit
v. Adobe photoshop CS6 64-bit
vi. Notepad++
vii. Web browser (google chrome)

j. System Development Life Cycle (SDLC)

i. Project Planning

During this phase, the resources related to the development of the system are identified, if available or not. Moreover, the tasks involved also identified as we can move forward only if we have the total estimates of the number of phases to be made. Risks like hardware, information, technology, and else also be identified through the risk assessment tools.

During this phase, requirement analysis has been made to identify difference method, techniques, and resources and different tools that can be helpful and beneficial for the project management. Throughout the development process, a proper project management is done which involves the planning and control the people, process and events that occur as software involves from the beginning concept to an operational implementation. Figure 37 until Figure 44 indicate the task, duration all process involved throughout the system development of AJAS.

	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	✓	**Preliminary**	**1 day**	**Tue 02/08/16**	**Tue 02/08/16**	
2	✓	Suggession from CESS Department	1 day	Tue 02/08/16	Tue 02/08/16	
3	✓	**Initiating**	**3 days**	**Thu 04/08/16**	**Mon 08/08/16**	
4	✓	Identify the problem	1 day	Thu 04/08/16	Thu 04/08/16	2
5	✓	Analyze the requirement	1 day	Fri 05/08/16	Fri 05/08/16	4
6	✓	Determining Project Scope	1 day	Mon 08/08/16	Mon 08/08/16	5
7	✓	**Planning**	**3 days**	**Tue 09/08/16**	**Thu 11/08/16**	
8	✓	Project Planning	1 day	Tue 09/08/16	Tue 09/08/16	6
9	✓	Story Board	2 days	Wed 10/08/16	Thu 11/08/16	8
10	✓	**Analysis**	**8 days**	**Fri 12/08/16**	**Tue 23/08/16**	
11	✓	Context Diagram	2 days	Fri 12/08/16	Mon 15/08/16	9
12	✓	Data Flow Diagram (DFD)	2 days	Tue 16/08/16	Wed 17/08/16	11
13	✓	Data Dictionary	1 day	Thu 18/08/16	Thu 18/08/16	12
14	✓	Functional Requireme	1 day	Fri 19/08/16	Fri 19/08/16	13
15	✓	Non- Functional Requirement	1 day	Mon 22/08/16	Mon 22/08/16	14
16	✓	System Model	1 day	Tue 23/08/16	Tue 23/08/16	15
17	✓	**Design**	**7 days**	**Wed 24/08/16**	**Thu 01/09/16**	
18	✓	ERD & Database	2 days	Wed 24/08/16	Thu 25/08/16	16
19	✓	Interface Design	3 days	Fri 26/08/16	Tue 30/08/16	18
20	✓	System Workflow	1 day	Wed 31/08/16	Wed 31/08/16	19
21	✓	System Input	1 day	Thu 01/09/16	Thu 01/09/16	20
22	✓	**Implementation**	**61 days**	**Fri 02/09/16**	**Fri 25/11/16**	
23	✓	Coding	60 days	Fri 02/09/16	Thu 24/11/16	21
24	✓	Testing	1 day	Fri 25/11/16	Fri 25/11/16	23
25	✓	**Maintenance**	**8 days**	**Mon 05/12/16**	**Wed 14/12/16**	
26	✓	Fixed coding	7 days	Mon 05/12/16	Tue 13/12/16	24
27	✓	User Manual	1 day	Wed 14/12/16	Wed 14/12/16	26

Figure 37: Task in AJAS Development Process

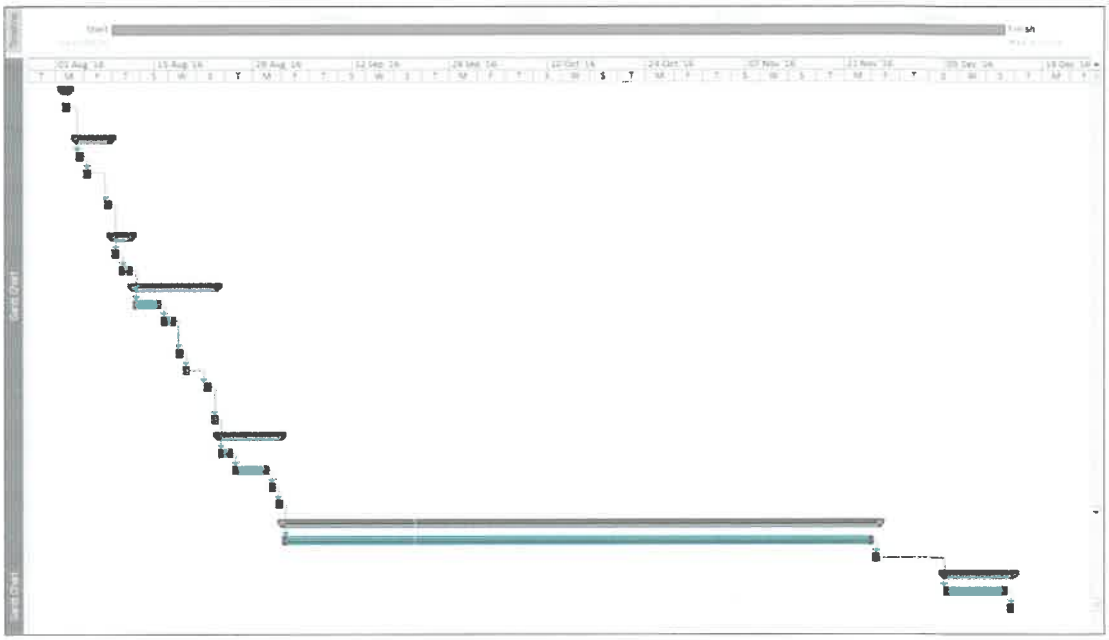


Figure 38: AJAS Gantt Chart

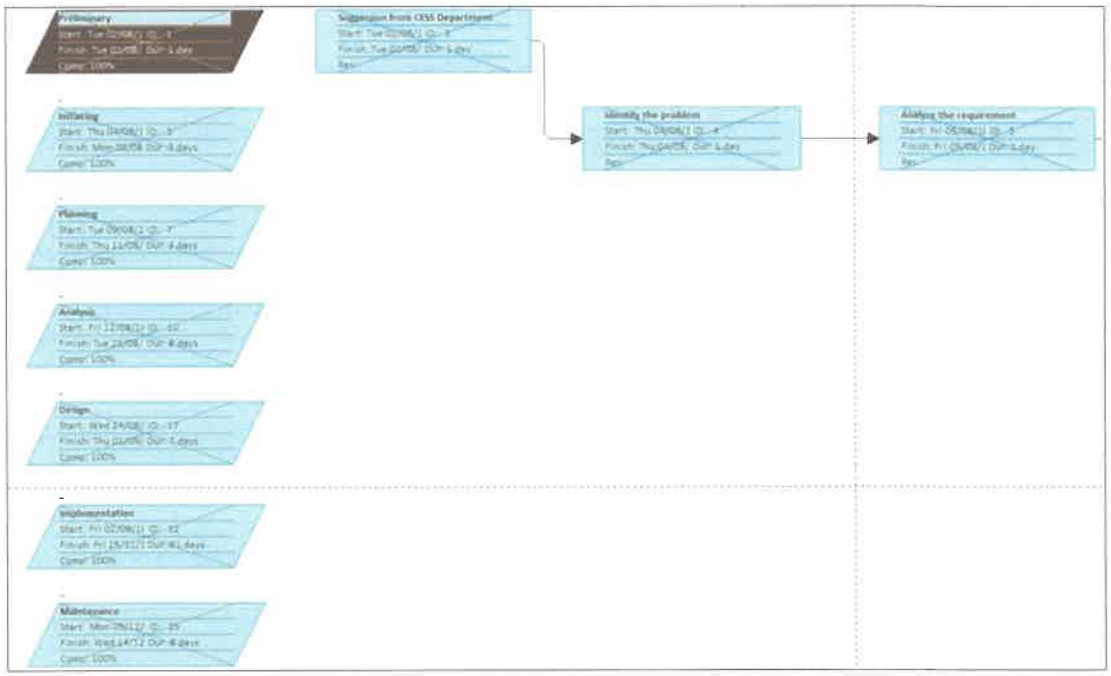


Figure 39: AJAS Network Diagram

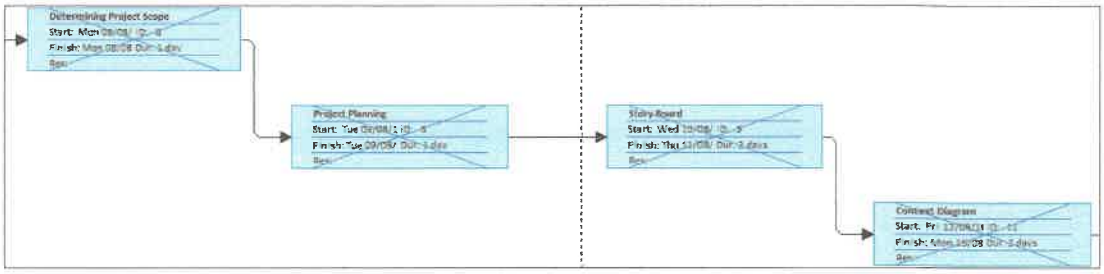


Figure 40: AJAS Network Diagram

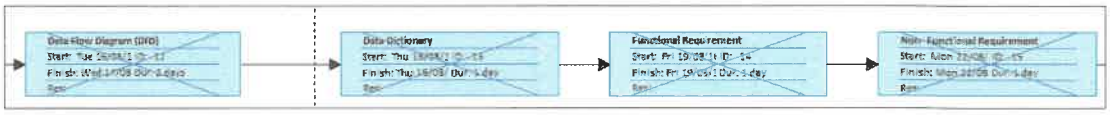


Figure 41: AJAS Network Diagram

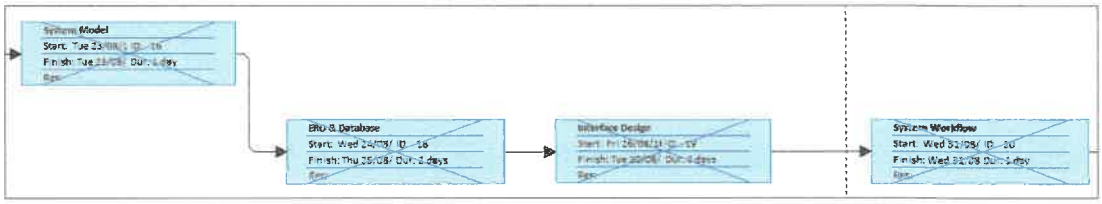


Figure 42: AJAS Network Diagram

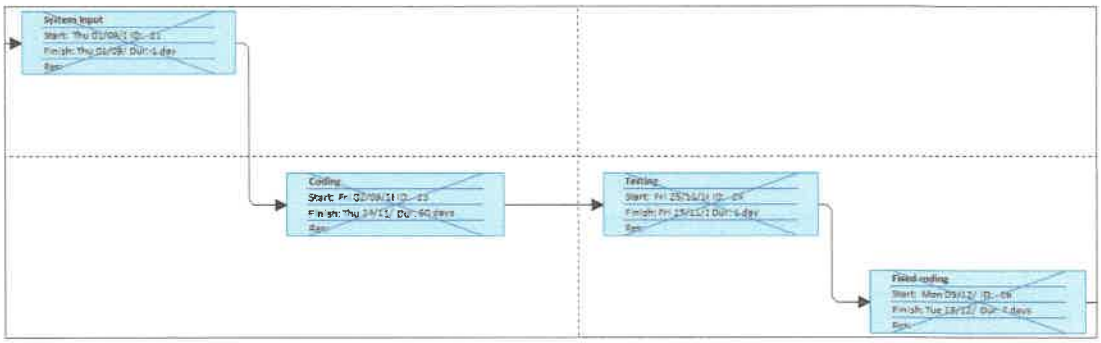


Figure 43: AJAS Network Diagram

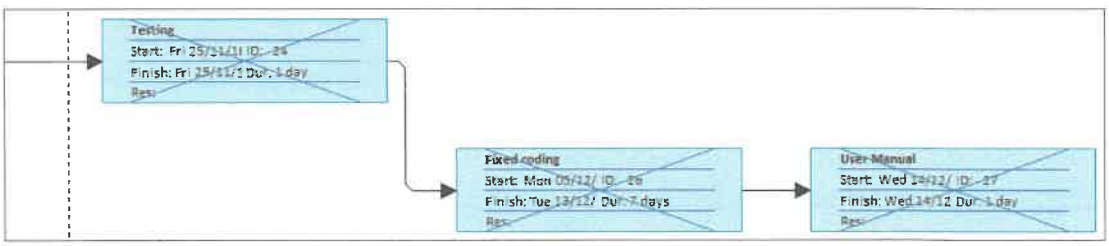


Figure 44: AJAS Network Diagram

ii. Analysis

Analysis of current system has been made, whereby it was identified that ADTEC Jerantut has no system for alumni because there is no graduate before year 2016.

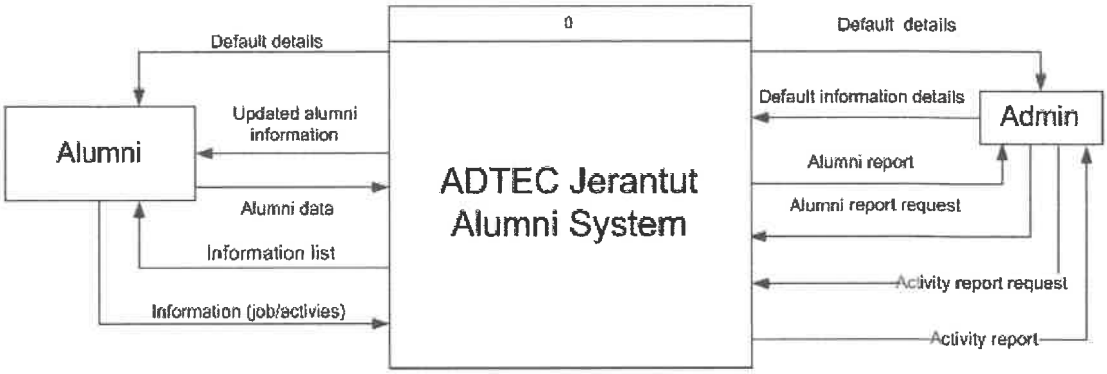


Figure 45: AJAS Context Diagram

Figure 45 indicates the context diagram of AJAS. There are two (2) external entities which are alumni and admin. The data flow is shown by the arrow available in the diagram above. Data flow also act as an arrow depicting the movement of data. Based on the diagram there are six (5) types of data flow that communicate between alumni and system. In addition, the context diagram also will show there are two (6) types of data flow that communicate between admin and system. As we can see on the diagram, the system will view information and pass to the admin for checking the transaction and activities. Besides, they also responsible to retrieve and kept the information.

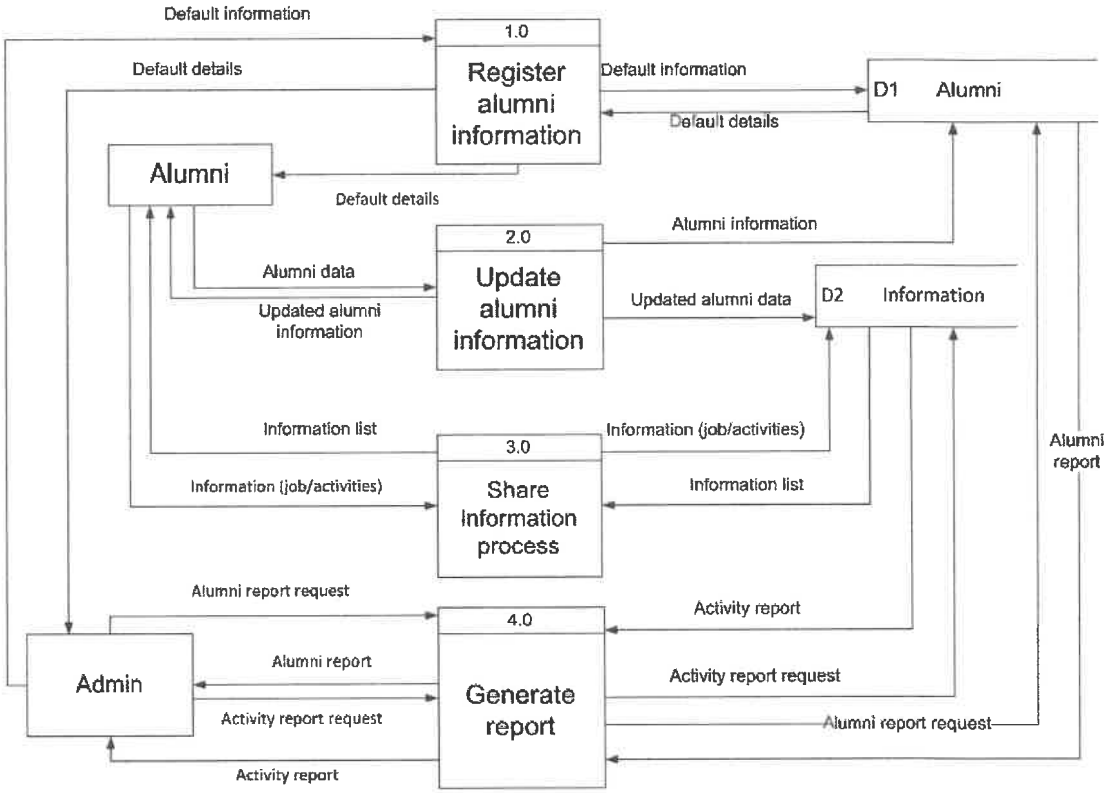


Figure 46: AJAS Data Flow Diagram

Figure 46 known as Data Flow Diagram Level [0] also called as DFD [0]. As indicated by the diagram in the ADTEC Jerantut Alumni System there will be four (4) modules that we called as the process consists of register alumni process, share information process, update alumni information process, and generate report process. Each module will process the data between (alumni and the system), and (admin and system). Besides that, there are four (2) categories of data store be created in the systems to store the information such as alumni and information.

Table 1: AJAS data flow description

Description of data flow	
Sources link	**Description**
Alumni	Contain information about alumni information, updated information, and share information process.
Admin	Contain information about report and edit the information.
Data flow	**Description**
Default information	Inserted by admin alumni usage.
Default details	Information about alumni that use by alumni.
Alumni data	Alumni can update the information.
Updated alumni data	Alumni information updated in the system.
Information (job/activities)	Alumni can share the Information about job, activities.
Information list	Information shared into the system.
Alumni report request	Admin can request the report of all alumni.
Alumni report	The systems contain the report details of alumni.
Activity/job report request	Admin can request activity/job of alumni.
Activity/job report	Admin can generate activity/job of alumni.
Process	**Description**
Process 1.0	Process of Register Alumni
Process 2.0	Process for update information
Process 3.0	Process of Shared Information
Process 4.0	Process of Generate report
Data store	**Description**
Alumni	Data store for Alumni data.
Update	Data store for Update data
Information	Data store for information data

Table 1 show the description of every data flow in the AJAS data flow diagram. There are four main descriptions which are sources linked, data flow, process, and data store.

iii. Design

Design can be describe on overall design that include in this system which are database design, interface design, entity relational diagram, data structures, and others.

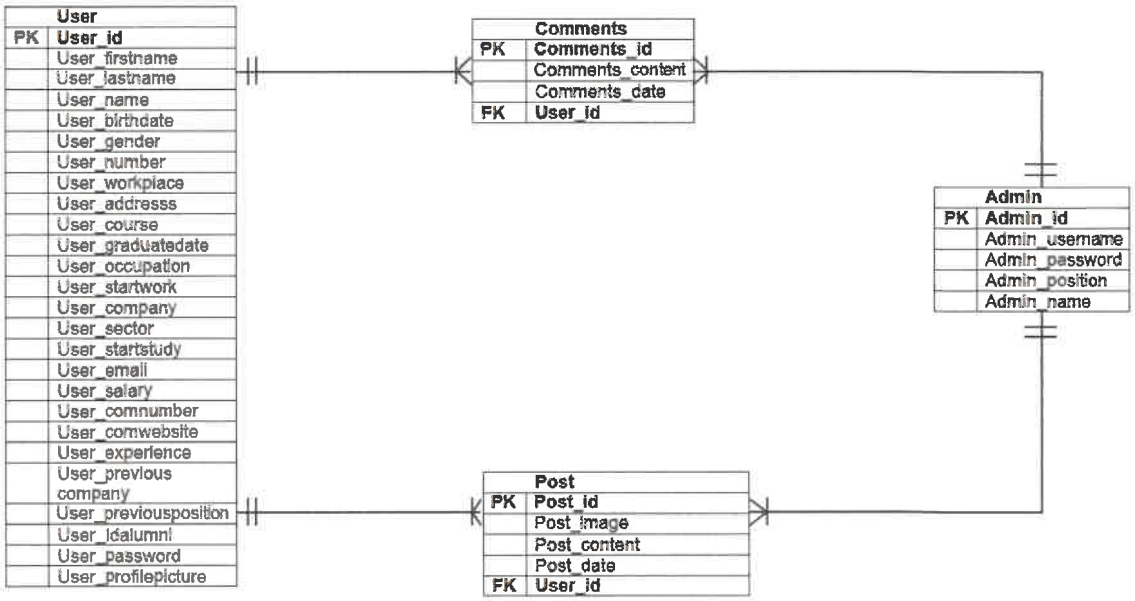


Figure 47:AJAS Entity Relational Diagram

Figure 47 shows the tables that contains in AJAS database. Every table in AJAS database has the relationship. So, the Primary key (PK), and Foreign Key (FK) play an important rules for every table. There are 4 tables in the database which are user, comments, admin, and post.

Table 2: Table user in AJAS database

#	Name	Type	Collation	Attributes	Null	Default	Extra
1	user_id	int(100)			No	None	AUTO_INCREMENT
2	firstname	varchar(100)	latin1_swedish_ci		No	None	
3	lastname	varchar(100)	latin1_swedish_ci		No	None	
4	username	varchar(100)	latin1_swedish_ci		No	None	
5	birthday	varchar(100)	latin1_swedish_ci		No	None	
6	gender	varchar(100)	latin1_swedish_ci		No	None	
7	number	varchar(100)	latin1_swedish_ci		No	None	
8	alamat	varchar(300)	latin1_swedish_ci		No	None	
9	tp	varchar(300)	latin1_swedish_ci		No	None	
10	jurusan	varchar(100)	latin1_swedish_ci		No	None	
11	graduate	varchar(100)	latin1_swedish_ci		No	None	
12	kerja	varchar(100)	latin1_swedish_ci		No	None	
13	mkerja	varchar(100)	latin1_swedish_ci		No	None	
14	nso	varchar(100)	latin1_swedish_ci		No	None	
15	sektor	varchar(100)	latin1_swedish_ci		No	None	
16	st	varchar(100)	latin1_swedish_ci		No	None	
17	emel	varchar(200)	latin1_swedish_ci		No	None	
18	salary	varchar(200)	latin1_swedish_ci		No	None	
19	cn	varchar(200)	latin1_swedish_ci		No	None	
20	cw	varchar(200)	latin1_swedish_ci		No	None	
21	ex	varchar(200)	latin1_swedish_ci		No	None	
22	pp	varchar(200)	latin1_swedish_ci		No	None	
23	pcom	varchar(200)	latin1_swedish_ci		No	None	
24	email	varchar(100)	latin1_swedish_ci		No	None	
25	password	varchar(100)	latin1_swedish_ci		No	None	
26	profile_picture	varchar(100)	latin1_swedish_ci		No	None	

Table 3: Table admin in AJAS database

#	Name	Type	Collation	Attributes	Null	Default	Extra
1	id	int(100)			No	None	AUTO_INCREMENT
2	name	varchar(100)	latin1_swedish_ci		No	None	
3	position	varchar(100)	latin1_swedish_ci		No	None	
4	username	varchar(100)	latin1_swedish_ci		No	None	
5	password	varchar(100)	latin1_swedish_ci		No	None	

Table 4: Table comments in AJAS database

#	Name	Type	Collation	Attributes	Null	Default	Extra
1	id	int(100)			No	None	AUTO_INCREMENT
2	name	varchar(100)	latin1_swedish_ci		No	None	
3	comments	mediumtext	latin1_swedish_ci		No	None	
4	date_publish	timestamp		on update CURRENT_TIMESTAMP	No	CURRENT_TIMESTAMP	ON UPDATE CURRENT_TIMESTAMP

Table 5: Table post in AJAS database

#	Name	Type	Collation	Attributes	Null	Default	Extra
1	post_id	int(100)			No	None	AUTO_INCREMENT
2	user_id	varchar(100)	latin1_swedish_ci		No	None	
3	post_image	varchar(100)	latin1_swedish_ci		No	None	
4	content	varchar(100)	latin1_swedish_ci		No	None	
5	created	varchar(100)	latin1_swedish_ci		No	None	

Table 2 until Table 5 shows the Data Dictionary / Physical file (metadata) for every table in AJAS database. So, there are contains the information about type of the queries that has been inserted into the table.

Figure 48 until Figure 60 are the interface design for AJAS users, which contains of the interface design of AJAS. There are 2 types of interface which is for alumni (user) and the other is for administrator. Then, there also contains the dialog box for AJAS.

Alumni (user)

Figure 48: Alumni Login page

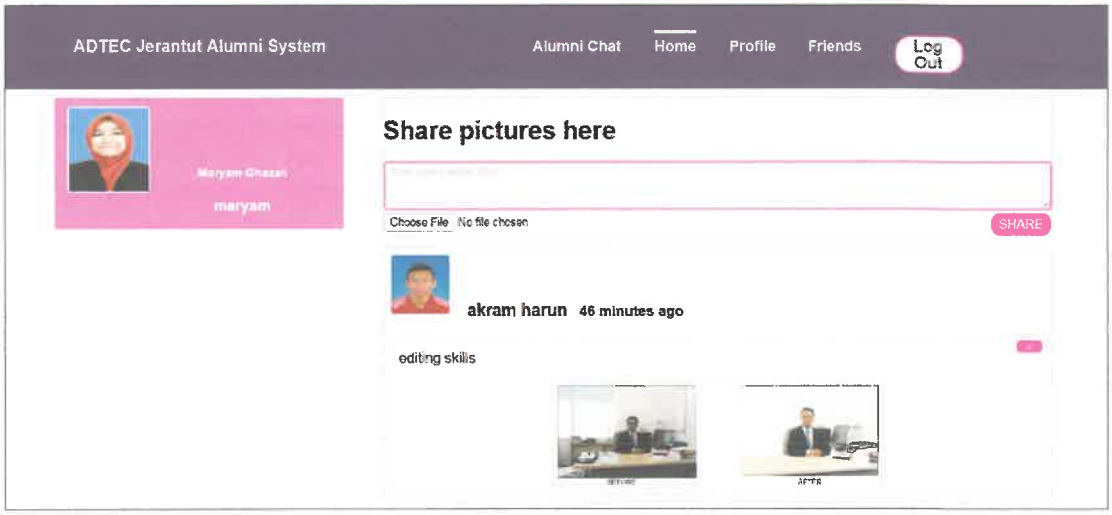


Figure 49: Home page of AJAS

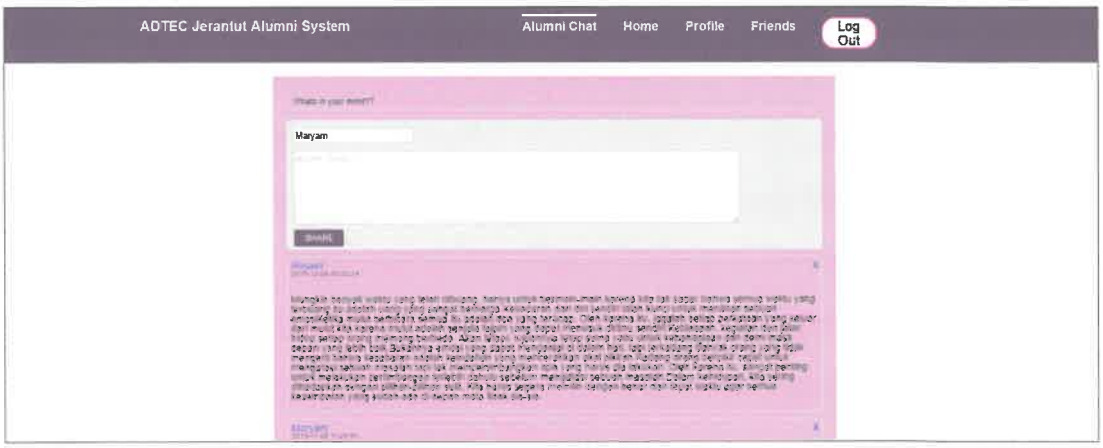


Figure 50: Alumni chat page

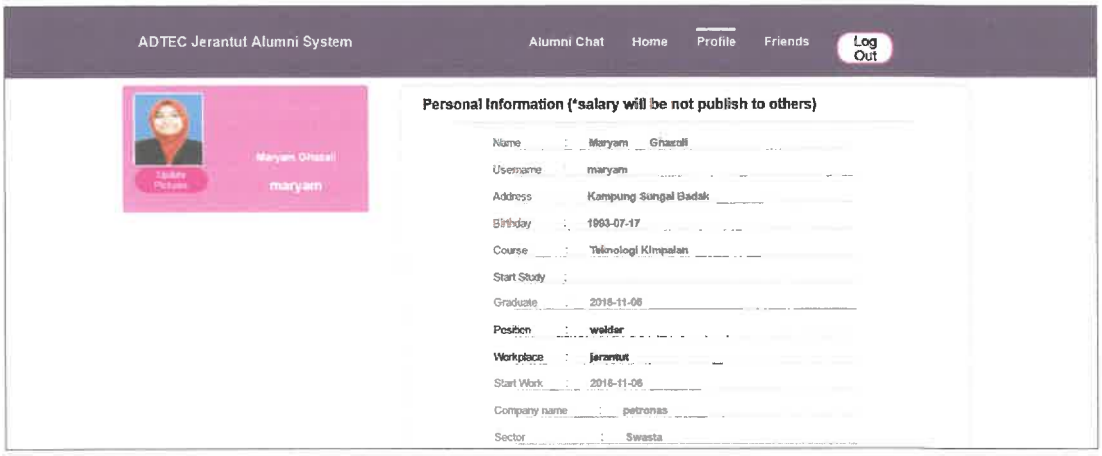


Figure 51: Profile page

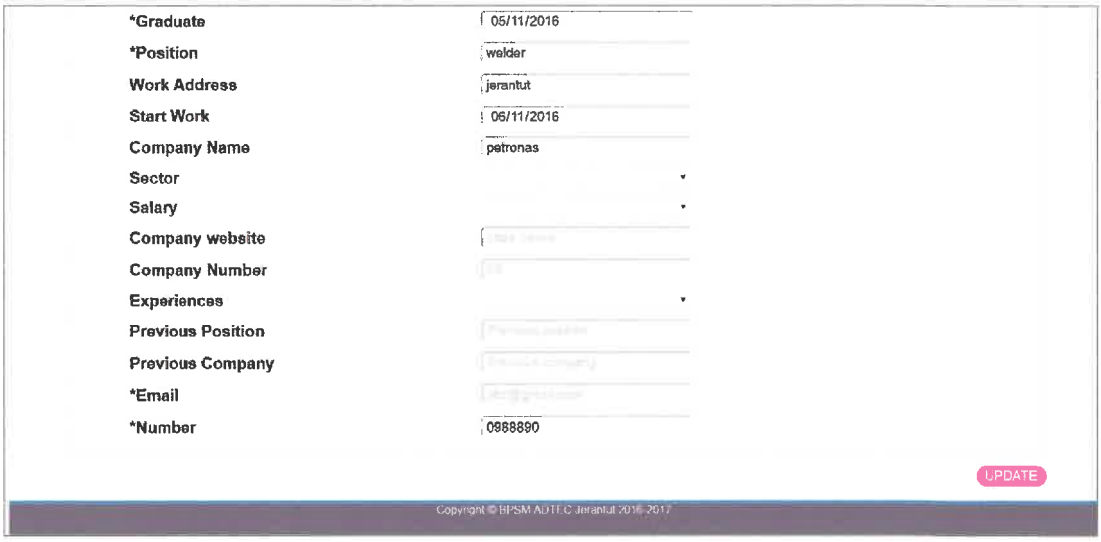


Figure 52: Edit profile page

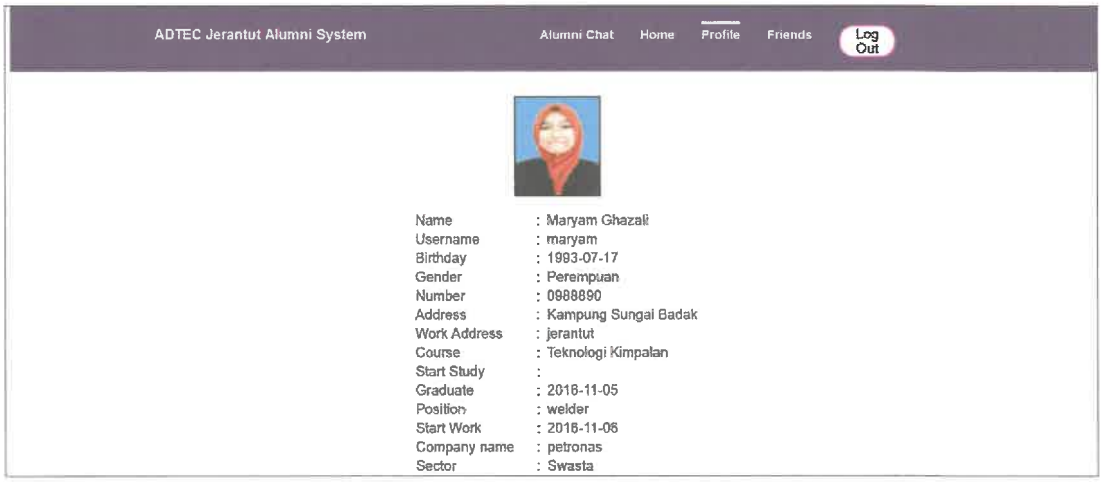


Figure 53: View profile page

Admin

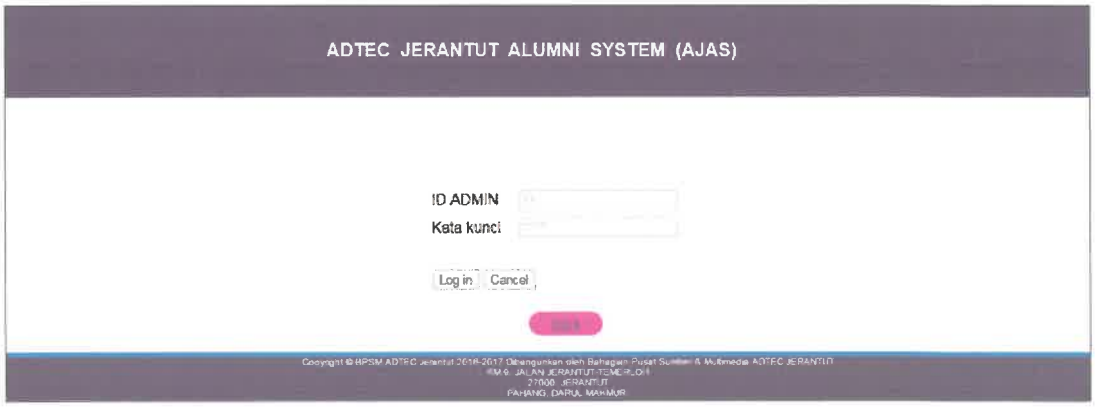


Figure 54: Admin login page

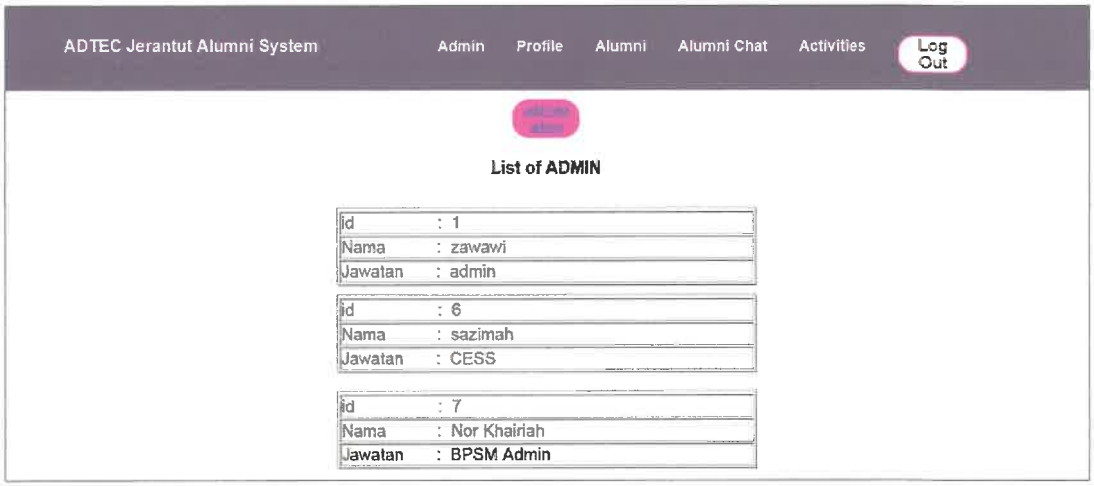


Figure 55: Admin list page

Figure 56: Admin profile page

Figure 57: Alumni list page

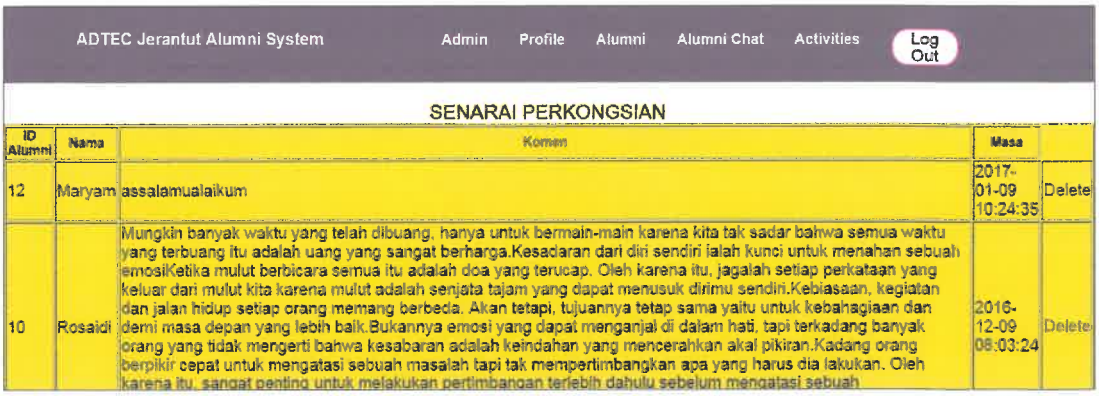


Figure 58: Alumni Chat list

Figure 59: Alumni post /activities page

Dialog Box

Figure 60: Dialog box in AJAS

vi. Implementation

In the implementation stage, the trainee use Notepad++ to develop PHP code, Xampp server for MyQL, and Adobe Dreamweaver for CSS. Figure 61 and 62 show some sample codings of the system.

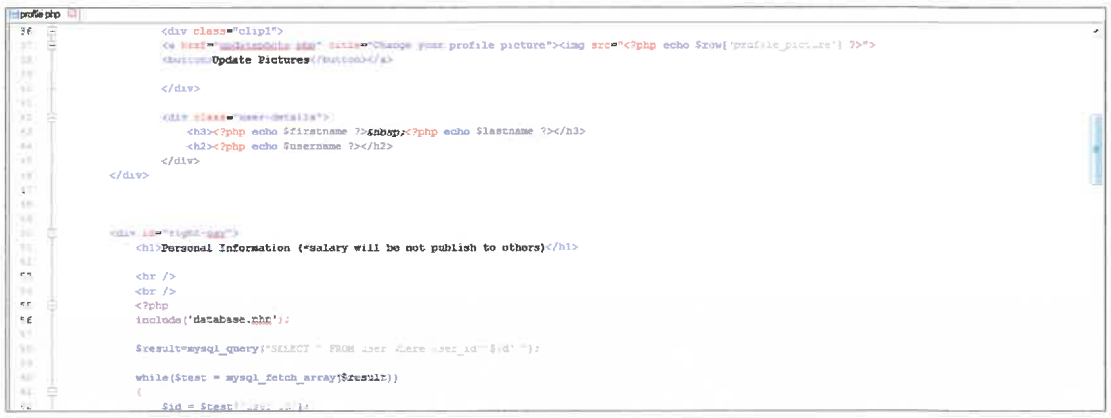


Figure 61: PHP Coding

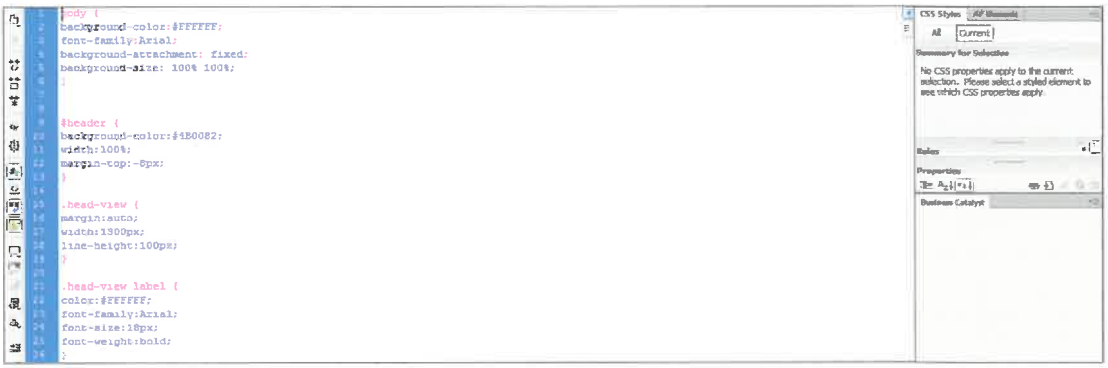


Figure 62: CSS coding

v. Maintenance

Before publish the system, Assistant Director (*Bahagian Pusat Sumber & Multimedia*) want to testing the system for observation. The objectives of the testing is to observed if the system work correctly, to add other features, and to fixed some of the content that lack. After the testing stage, there are some features that need to add and some of the errors need to be fixed. The features that to add are adding some query for alumni information such as salary, current company, and experiences.

3.2.2 Mini Special Project (ePermohonan)

This system is developed for visitor of the website and other people to apply for study at ADTEC Jerantut. This system will be linked with the ADTEC Jerantut website, so that every applicants need to visit the ADTEC Jerantut website first.

a. Mission

i. Allow people to apply for study at ADTEC Jerantut via online.

ii. Allow the management for easy to manage the information by applicants.

b. Vision

i. Reduce the usage of paper.

ii. To make the applicants easy to apply via online.

c. Project Overview

This system is developed to make the people and student after SPM easy to apply via online. Before this, all of applicants need to fill the form and send to the administration office at ADTEC Jerantut. Some of people cannot afford to come to the office because of some reasons, so that with this system user can apply for study on anytime as they have internet connection.

d. Problem Statement

The development of this system is to make the applicants for further study will be easy because they just need to apply via online.

e. Objectives of the Project

i. To make the management of applicants information more systematic.

ii. To give the facilities to other people on apply studies via online.

f. Scope of the Project

There are several scopes of the project that have been identified for this system which is all of people can use this system. The software used in developing this system is Notepad++ which is use for Hypertext processors (PHP) language, Xampp for the database and Adobe Dreamweaver CS5 for the Cascading Style Sheet (CSS) for the interface design. Furthermore, the module of this system are suitable for applicants management because there can fill it the form with information that needed.

g. User Target

All people that interesting to further studies in ADTEC Jerantut.

h. Tools used for development

To develop ePermohonan, tools that are going to be used in systems development is such follow:

i. HP Pavilion 500-223w Desktop PC with Intel Core i3-4130 Processor, 8GB Memory, 1TB Hard Drive and Windows 8.1
ii. Operating systems, windows 8.1 (single language)
iii. Xampp Server version 3.2.1 (apache, MySQL)
iv. Adobe Dreamweaver CS6 64-bit
v. Adobe photoshop CS6 64-bit
vi. Notepad++
vii. Web browser (google chrome)

j. System Development Life Cycle (SDLC)

i. Project Planning

During this phase, the resources related to the development of the system are identified, if available or not. Moreover, the tasks involved also identified as we can move forward only if we have the total estimates of the number of phases to be made. Risks like hardware, information, technology, and else also be identified through the risk assessment tools.

During this phase, requirement analysis has been made to identify difference method, techniques, and resources and different tools that can be helpful and beneficial for the project management. Throughout the development process, a proper project management is done which involves the planning and control the people, process and events that occur as software involves from the beginning concept to an operational implementation.

Figure 63 and 64 indicate the task, duration all process involved throughout the system development of ePermohonan ADTEC Jerantut.

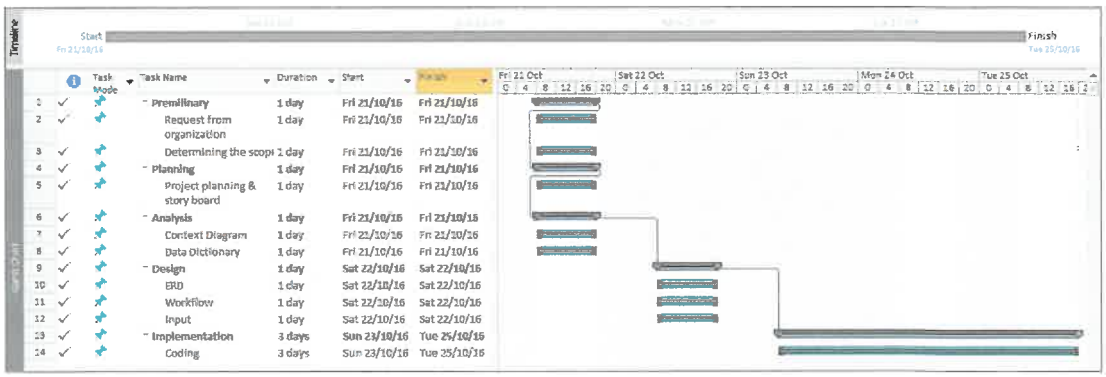


Figure 63: Ghantt chart of ePermohonan system

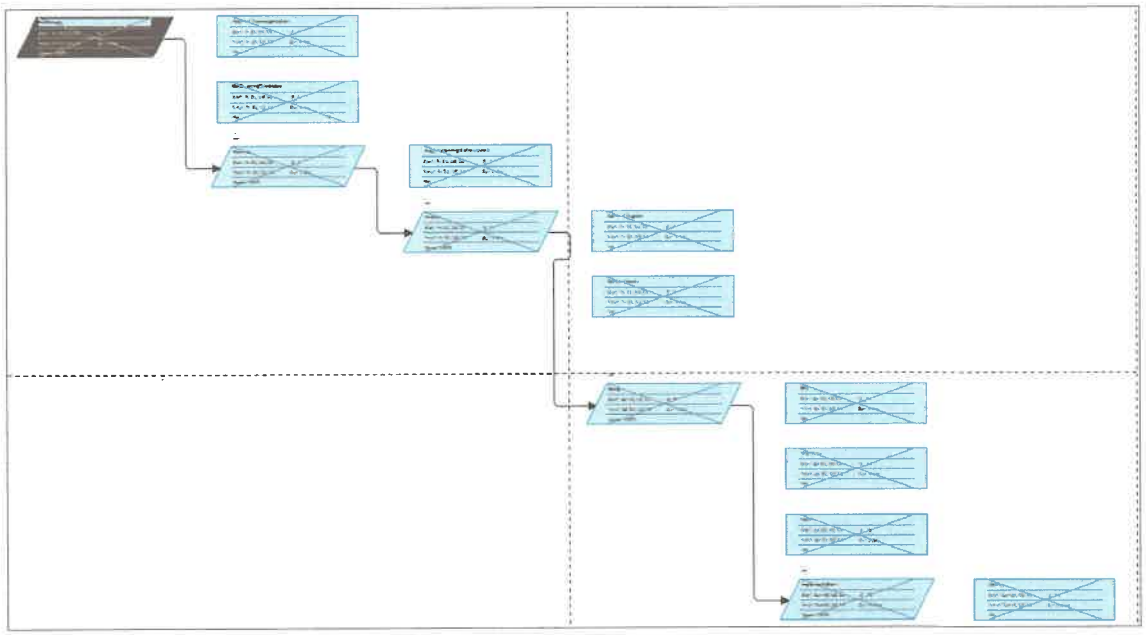


Figure 64: Network Diagram for ePermohonan System

ii. Analysis

The system was proposed by the head of department to develop one simple system that can link with the website so that the people can apply for studies via this system.

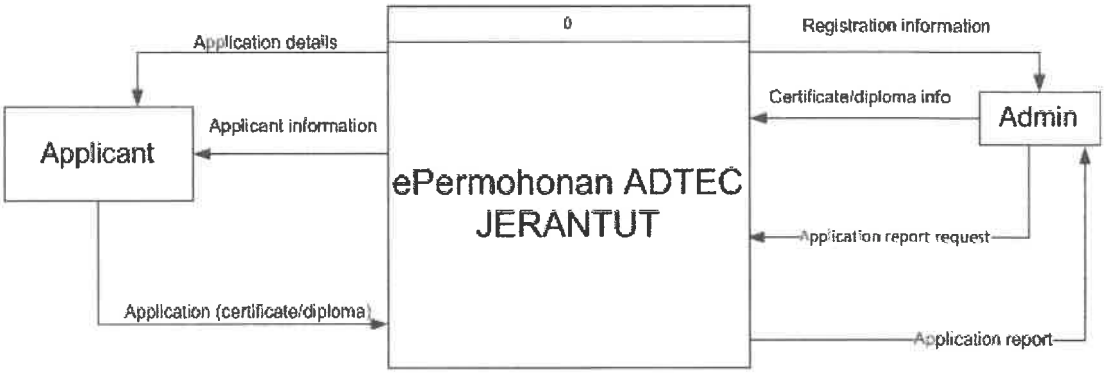


Figure 65: ePermohonan ADTEC Jerantut context diagram

Based on the context diagram above, we can see there are two (2) external entities which are applicant and admin. The data flow is shown by the arrow available in the diagram above. Data flow also act as an arrow depicting the movement of data. Based on the diagram there are six (3) types of data flow that communicate between applicant and system. In addition, the context diagram also will show there are two (4) types of data flow that communicate between admin and system. As we can see on the diagram, the system will view information and pass to the admin for checking the transaction and activities. Besides, they also responsible to retrieve and kept the information.

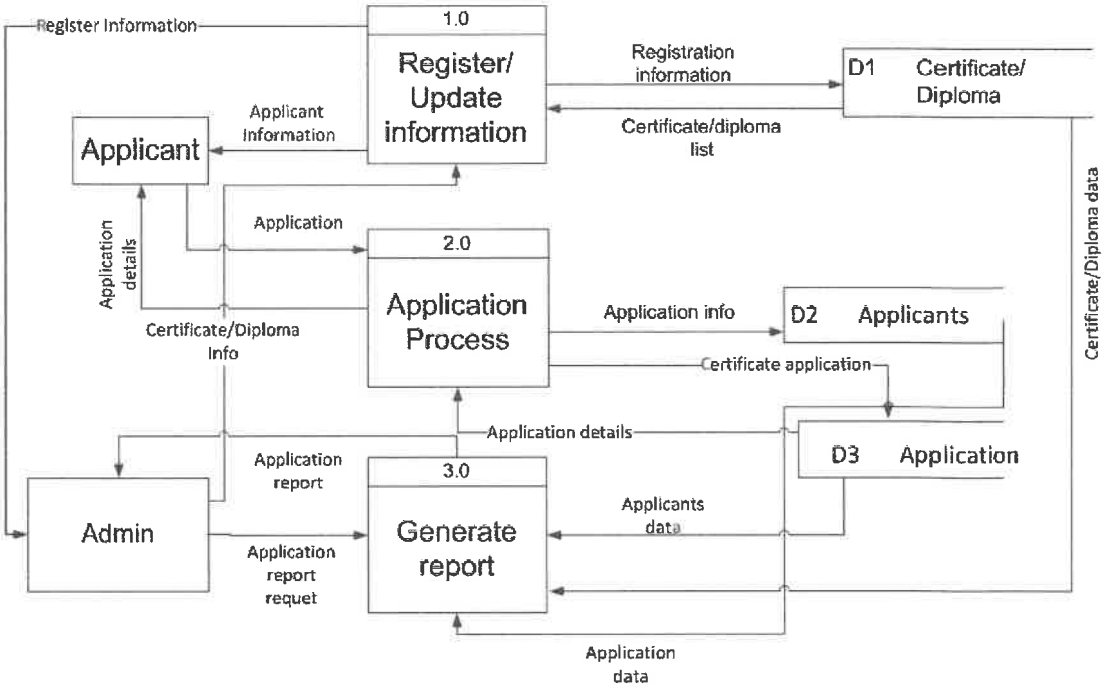


Figure 66: ePermohonan ADTEC Jerantut dfd

The above diagram known as Data Flow Diagram Level [0] also called as DFD [0]. There are four (3) modules that we called as the process consists of register applicant process, application process and generate report process. Each module will process the data between (applicants and the system), and (admin and system). Besides that, there are three (3) categories of data store be created in the system to store the information such as certificate/diploma, applicant, and application.

iii. Design

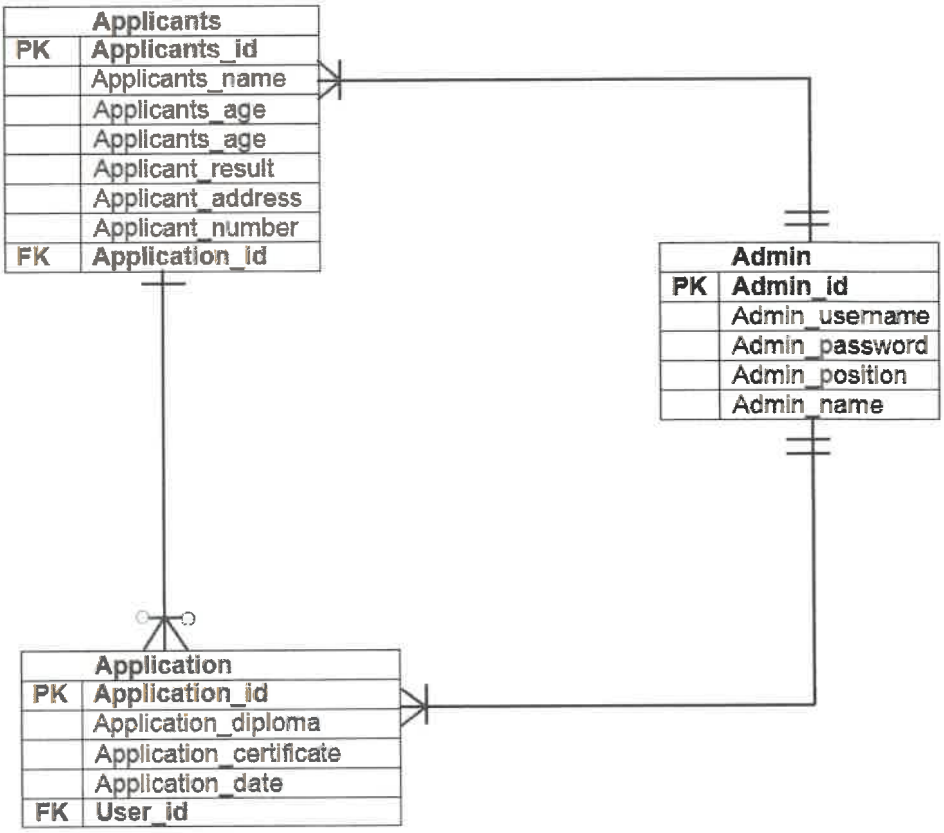


Figure 67: ePermohonan ADTEC Jerantut ERD

Figure 67 shows the tables that contains in **ePermohonan ADTEC Jerantut** database. Every table in AJAS database has the relationship. So, the Primary key (PK), and Foreign Key (FK) play an important rules for every table. There are 3 tables in the database which are application, admin, and applicants.

Table 6: Table admin in ePermohonan

#	Name	Type	Collation	Attributes	Null	Default	Extra
1	bil	int(11)			No	*None*	AUTO_INCREMENT
2	username	varchar(20)	latin1_swedish_ci		No	*None*	
3	password	varchar(20)	latin1_swedish_ci		No	*None*	

Table 7: Table application in ePermohonan

#	Name	Type	Collation	Attributes	Null	Default	Extra
1	bil	int(11)			No	None	AUTO_INCREMENT
2	name	varchar(200)	latin1_swedish_ci		No	None	
3	noic	varchar(100)	latin1_swedish_ci		No	None	
4	alamat	varchar(500)	latin1_swedish_ci		No	None	
5	notel	varchar(100)	latin1_swedish_ci		No	None	
6	email	varchar(100)	latin1_swedish_ci		No	None	
7	bidang	varchar(100)	latin1_swedish_ci		No	None	
8	spm	varchar(200)	latin1_swedish_ci		No	None	
9	bm	varchar(200)	latin1_swedish_ci		No	None	
10	sj	varchar(200)	latin1_swedish_ci		No	None	
11	institusi	varchar(200)	latin1_swedish_ci		No	None	
12	skm	varchar(200)	latin1_swedish_ci		No	None	
13	kos	varchar(200)	latin1_swedish_ci		No	None	

Table 6 and 7 shows the Data Dictionary / Physical file (metadata) for every table in ePermohonan ADTEC Jerantut database. So, there are contains the information about type of the queries that has been inserted into the table.

Figure 68 until Figure 71 are the interface design for ePermohonan ADTEC Jerantut users, which contains of the interface design of AJAS. There are 2 types of interface which is for applicants (user) and the other is for administrator. Then, there also contains the dialog box for AJAS.

Figure 68: ePermohonan Mainpage

Figure 69: Admin login page

Figure 70: Applicants information page

Figure 71: Dialog box

iv. Implementation

In the implementation stage, the trainee use Notepad++ to develop PHP code and Xampp server for MySQL. Figure 72 show the sample of coding using PHP using Notepad++.

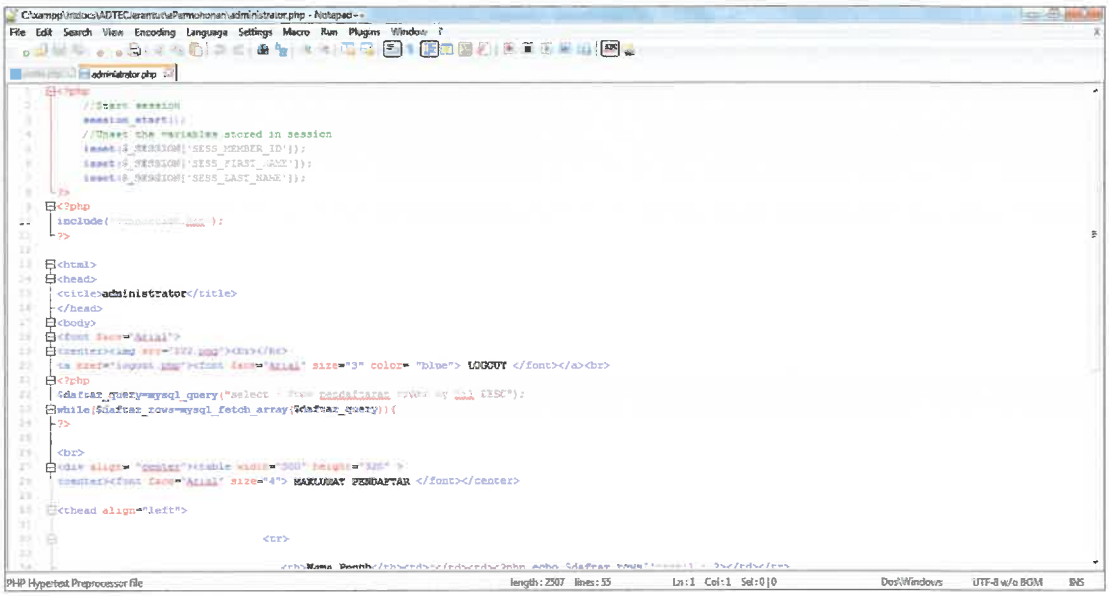


Figure 72: PHP coding

v. Maintenance

Before publish the system, Assistant Director (*Bahagian Pusat Sumber & Multimedia*) want to testing the system for observation. The objectives of the testing is to observed if the system work correctly, to add other features, and to fixed some of the content that lack.

After the testing stage, there are some features that need to add and some of the errors need to be fixed. The features that to add are adding some query for applicants information such as SPM result, main subject, previous institution, and else.

3.3.3 WEBSITE (PORTAL RASMI ADTEC JERANTUT

i. Planning

The trainee was assigned to develop the website using Joomla! 3.6 package. Joomla! Is a CMS (Content Management System) that allow to create website.

Tools used for development

Figure 73: Planning step for website

ii. Analysis

Target user for this project is public. Everyone can access to this website. To develop this website, tools that are going to be used in systems development is such below:

i. HP Pavilion 500-223w Desktop PC with Intel Core i3-4130 Processor, 8GB Memory, 1TB Hard Drive and Windows 8.1
ii. Operating systems, windows 8.1 (single language)
iii. Xampp Server version 3.2.1 (apache, MySQL)
iv. Adobe photoshop CS6 64-bit
v. Notepad++ (for template & plug in editing)
vi. Web browser (google chrome)
vii. Joomla! Version 3.6
viii. Plugin, extension, modules for joomla 3.0 and above

iii. Design

All of the design activities with using Joomla! Must be in the administrator page. Figure 74 until 79 show the process of design.

Figure 74: Step to module page

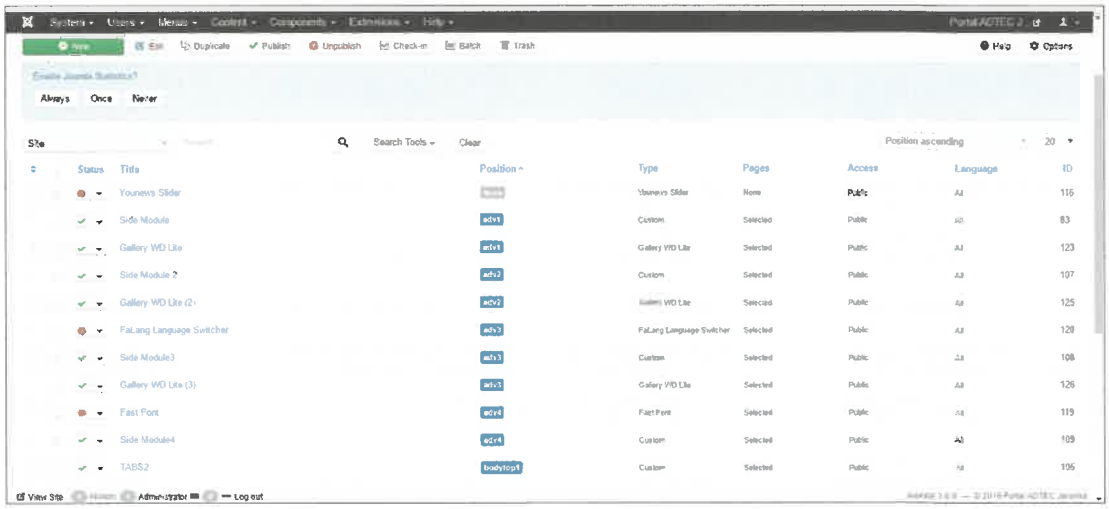


Figure 75: Module page

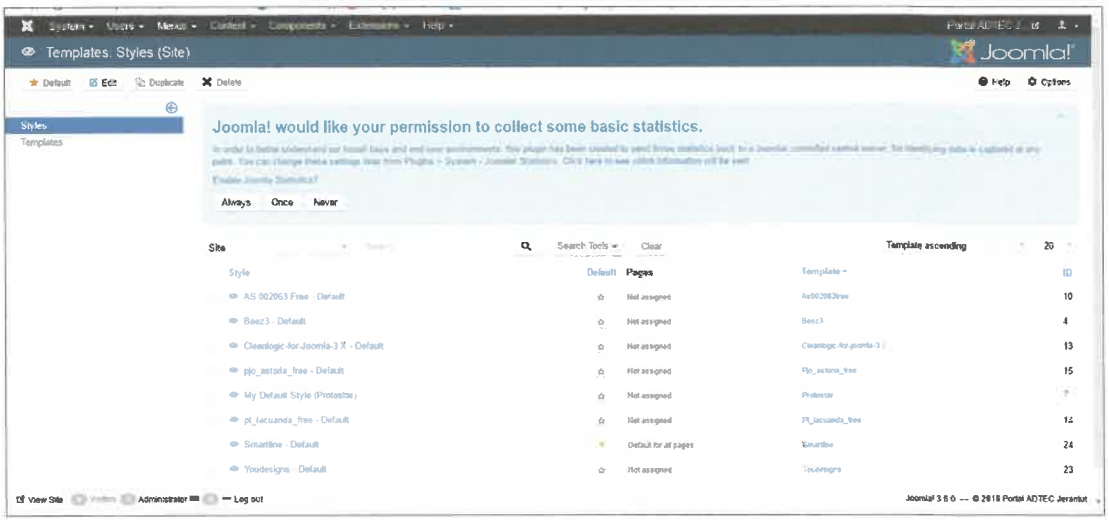


Figure 76: Template page

Figure 77: Position template page

Figure 78: Template setting page

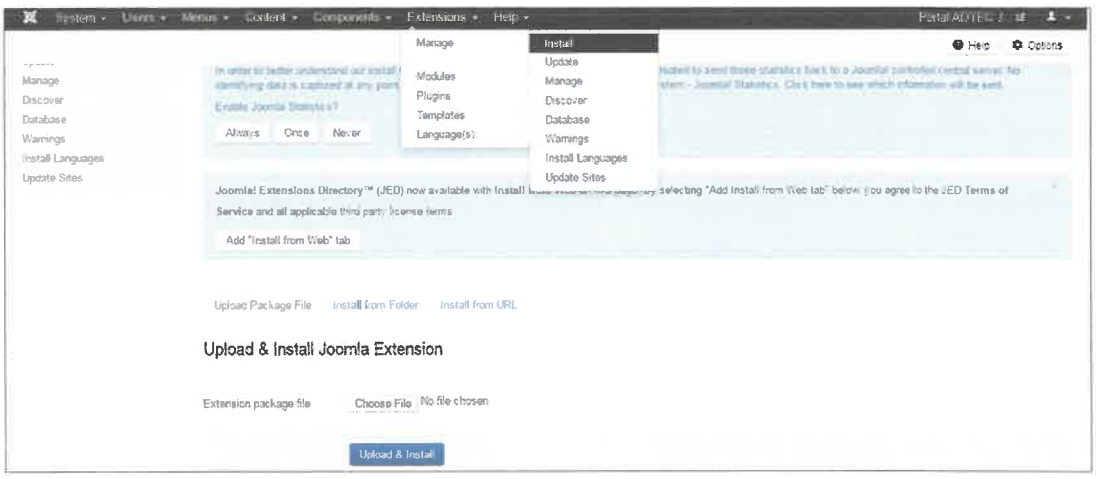


Figure 79: Installation module, plugin, template page

Figure 80 show the interface design of Portal Rasmi ADTEC Jerantut.

Figure 80: Interface of Portal Rasmi ADTEC Jerantut

v. Implement

The main method use for developing website using Joomla! Is plugin, modules, and template.

The template use for Portal Rasmi ADTEC Jerantut is Smartline which is JTM has provided variety of templates for all institution under JTM for the website development. Table 8 and figure 9 show the module and plug in that used for the website development.

Table 8: Modules use for website development

Modules	**Function**
FaLang Language Switcher	Use for language switcher
HD WD Gallery	Use to preview album and pictures in website
Youplus video	Use to preview videos
Fast font	Use to resize font in the website
Slideshow CK	Slider in the website
YJnewsslider	To preview the latest news
VCNT	To count the statistic of website visitor
Site last modified	To site the last modified
Text scroller	Module use to scroll the text
Date	To show the current date
Custom modules	Custom modules can create manual modules enable to use WYSIWYG code.

Table 9: Plug In use in website development

Plug In	**Function**
Akeeba	Plug in for backups website
Ksecure	Plugin for website security that provide the security tricks. Avoid unauthorized to login the administration page.
Phoca Download	Application to preview and download documents
Gallery WD Lite	Plug in to enable the gallery page.
TABS2	To create tabs in the website.

CHAPTER 4

CONCLUSIONS

4.1 Application of knowledge, skills and experience

As an industrial trainee, there are many experiences that have gained through this internship. Most of the lessons from the previous semester are really helpful and can guide trainee to do their duties. All of the courses that have learn during the past four semester are really helpful and can make the trainee explore more further especially about database, PHP, and CSS.

Besides, during the internship, students can apply all the information that learns from the previous semester and diploma. The using of the software like adobe Photoshop and Dreamweaver can make me more skills in using the software. Table 10 shows the courses that the trainee learnt in university and how each course has been applied during the industrial training.

Table 10: Application of knowledge, skills, experiences

Activities	Applications of knowledge	Skills	Experiences	Related course
Multimedia activities	-the application of using software for video editing.	multimedia skills	-the trainee has chances in using new software such as Edius and Wondershare.	IMD 205: Multimedia for information presentation.
Electronic Publishing and Design	-Using software such as Photoshop, InDesign, -Application of tools in software	....	-The banner that create for Independence day celebration has been awarded as the best banner.	IMD 258: Electronic Publishing
Program Comittee	-Facilitator in program	Communication Skills	Experience in have position in various of program as a committee.	IMS 556: Information System Interaction & consultation
Control and Monitor PA system and Audio-visual room.	-guide others to using any tools of PA system and audio-visual for program such as multimedia	Technical skills	-Learn something new which is knows on control the audio-visual equipment.	Non-Related Course

	committee.			
PC maintenances activities	-Resetting & formatting Computer -PC, printer, driver, software installation	technical skill	-Format and resetting various type of computer and have every different method. -Lear on how to install in correct way.	IMD 259: Technical Support Services and Maintenance for Information Agencies
Networking Activities	-Network Configuration -Make RJ45	Technical skills	-Able to know important step of natwork configuration. -Able to learn on how to install AP and NAS. -Experiences in make networking cable.	IMD 259: Technical Support Services and Maintenance for Information Agencies
Visiting activities	-Found the main function of OPAC	Management skills	-Learn on how to have a proper meeting and discussions.	IMD 306: Management of Libraries and Resources Center

Library activities			-Able to know the process of acquisition in the library. -Able to know the real process of making online cataloguing and Copy cataloguing.	IMD 306: Management of Libraries And Resources Center IMD 301: Introduction To Cataloging
System development	- use P.A.D.I.M method	System development skills	-Enable to solve problem when have error. -Systematic planning really help the process of system development. -Able to apply the new knowledge.	IMS 606: System Analysis for Information Management 1 & 2 IMS 607: Advanced Web Design & Content Management IMS 506: Database Application & management

4.2 Personal thoughts and opinion

From the trainee experience, this organization is a good organization for industrial training because the trainee has been exposed with various new things during the five months internship. The exposition of the new things such as software, application, task, duties, and others can make the trainee improve skills. The staffs at the department are willing to help the training if there any problem related to the task.

Besides, the equipment and the facilities of that provided by this organization are really good. Thus, the trainee finished the task and duties without worries. All of the equipment that provided is very satisfied and in a good condition. Then, the organizations also has been used the various software that the trainee are not able to use before this, so during the practical training, the trainee has chances to learn new things from the organizations.

The trust that the organization put to the trainee are really helpful because the trainee are able to polish the talent in system development which is as a special project. This makes the system development skills are better because of the encouragement from the organization.

The basic knowledge that has been learning from faculty really helps the trainee in the process of finishing the task that has been assigned by the organization. All of the knowledge that has been learnt from the faculty mostly are use during the five months internship but the trainee are just need to explore more in order to improve the skills. This is because almost the entire development process of the system requires high technical skills and is not focus on theory only. Most of the task that has given to the trainee are related to the technical skills, so that the trainee need to find the best solution to finishing the task that has been assigned to them.

4.3 Lesson learnt

Many new input and lesson that trainee learned during the practical trainee at the organization. The input of the trainee get will be improve and enhance the trainee to be more professional, productive, and skills.

4.3.1 Skills improvement

During the past month internship, there are many skills that the trainee learn and improve the skills. The improvement of the skills gave the trainee self-confidence and knowledgeable. So, the skills that have been improved are:

i. Communication skills

The trainee has improved communication skills during the program that need to be attended as a program committee that has joined by the trainee. The experiences that have during the organization give the improvement because the trainee needs to interact with others during the program, for example the trainee gives advice and guide participant that joined the program.

The interaction with others people affected the trainee the confidence level and the correct way to interact with others. Every program that attended by trainee has the benefits, so that in order to become facilitator of the S.E.K.S.I (Skill, Experienced, Knowledge, Sensitive, & Innovative) that held in DKU, the trainee also learn a lot about techniques and important key on how to success after graduate. The program is for student semester 4 and 5 that will be graduated soon and seeking for job. The objective of the program is to improve the student's skill about the technique writing resume, mental and physical preparation about ethics, documentations preparations before interview, and also learn about public speech technique.

ii. Technical Skill

Technical skill can be improved with the technical and physical activities with the practical. It means that, the theory that has been learned from class session during the previous semester can be applied to the practical activities. This skill has improved through the PC maintenance activities and also networking activities. When the trainee always do the practical, the skill are improved and will be good with the daily activities of the technical, for example at first, the trainee found really hard to installing the new computer, but when the trainee always assigned by the organization, the technical skills has been good and can be solve the problem that related to the technical problem. The practices of with the technical activities make the trainee perfect to do the technical task.

iii. Multimedia, Electronic publishing, and design skills

The trainee also has been exposed with the multimedia activities from the organization. The organization gives the trainee trust on multimedia task such as photo editing, video editing, and also electronic design. Before this, the trainee already learns theory from the lessons and have basic which is the trainee is able to do the multimedia activities. Therefore, with the exposed in this field, the trainee is more skilled and good in multimedia skills. The trainee also has been exposed with the new software and tools that use by the organization such as Edius, Wondershare, Adobe Photoshop, Indesign, and Illustrator. This activities make the trainee explore more about the tools that have in the software and knows more about the every function that have in the software because the more application of the tools in the system can give the result are more effective. With the application of the tools, the trainee has been contribute for organization which is the banner that designed by the trainee has been Awarded for the first place during "Sambutan Hari Kebangsaan Malaysia 2016 peringkat daerah".

iv. System and web development skills

As an IS (Information System) student, the trainee has been expose with the system development and web design. So that, during the practical trainee, system and web development is one of the main activities that has be done by the trainee. In this stage, the trainee has a chance to polish the talent in the system development and web. The using of the new application such as Xampp server, and Joomla! Version 3.6.0 give the trainee a new method of system and web development skills. The use of new application can make the trainee know more about the system and web development, which is every application, has their own characteristic, function, and ability. Besides, with the exposition of the new application also can make improvement and positive impact to the trainee.

v. Problem solving Skills

Problem solving is very important for every individual because without this skill, the individual will be unable to solve the problem. During the five month internship in the organization, the trainee has been improve the problem solving skills because when there are some mistakes or errors during do task, the trainee must find the solution as soon as possible.

vi. Time Management skills

This skill are related to the other skills which is the trainee need to manage to be good in the every skills to make this skills are good. The trainee have be improved the time management skills because in the organization, the tasks that has been assigned by organization to the trainee are given duration and the trainee need to manage and complete the task on time which is the time duration that given. So that, the trainee has been learn on how to be a professional.

4.3.2 Teamwork

The trainee has been learn on how to work in the teamwork because there are many task that need to work in the teamwork such as during the program and as a program committee. During the task, the trainee has a lot of communication and interaction with other committee so that make the trainee are good work in the teamwork.

4.3.3 Multitasking Task

The training has been able to manage the multitasking task during the internship. This is because, during the system development process, the trainee are also need to do the multimedia task, PC maintenance task, networking task, and other task. Although the trainee able to do multi task in the same time, the trainee must make sure that the entire task that has been done have quality.

4.4.4 New environment

The trainee are able to accept the new environment, which means even the trainee are not familiar with the work environment, the trainee has been tried to be a professionals and comfortable with the working environment. So that, when the trainee has familiar with the environment, the trainee can complete the task given without problem.

4.4 Limitations and Recommendations

4.4.1 Limitations

a. Excessive Workload

Every organization has limitation, so do the in department BPSM ADTEC Jerantut. From the observation, what has the trainee see is this department are having a working overload. This problem can be seen when the staffs are need to do overtime in order to finish the task. The staffs have been informed by the top management to set up the 200 computer for the participant that will have a short course. So, to finish the task, the BPSM staff need to spend their time to do the task but as staff from other field also has helps the ICT staff to finish the task.

b. Irrelevant task

There are many tasks that related to ICT and multimedia are assigned to the library staff, so it show that there are irrelevant task to give to the library staff. The library staff duties are just to control the flow in the library and not involving in the ICT task.

c. Lack of Expert staff

Besides that, this organization also lack of expert staff. For example, in BPSM department, there just one officer that experts in computer engineering, and the other one is technician. So that, with the two IT staff that can cover seven buildings in the institution will be a burden.

4.4.2 Recommendations

a. Hire more staff

So, for the recommendations, the organizations must hire more staff to avoid the working overload for the staff. It is such a the staff disturb the privacy of the staff during their weekend and their time for rest.

b. Organized training for staff

The organization also needs to give training to all staffs about the system that used by the organization, many of the staff are not aware and familiar with the system that use by them. Every time that they have problem, they will go to meet the IT officer to solve the problem about the system that used by them.

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Nolan, RL. (1979). Managing the crisis in data processing. *Harvard Business Review, 57*(3/4).

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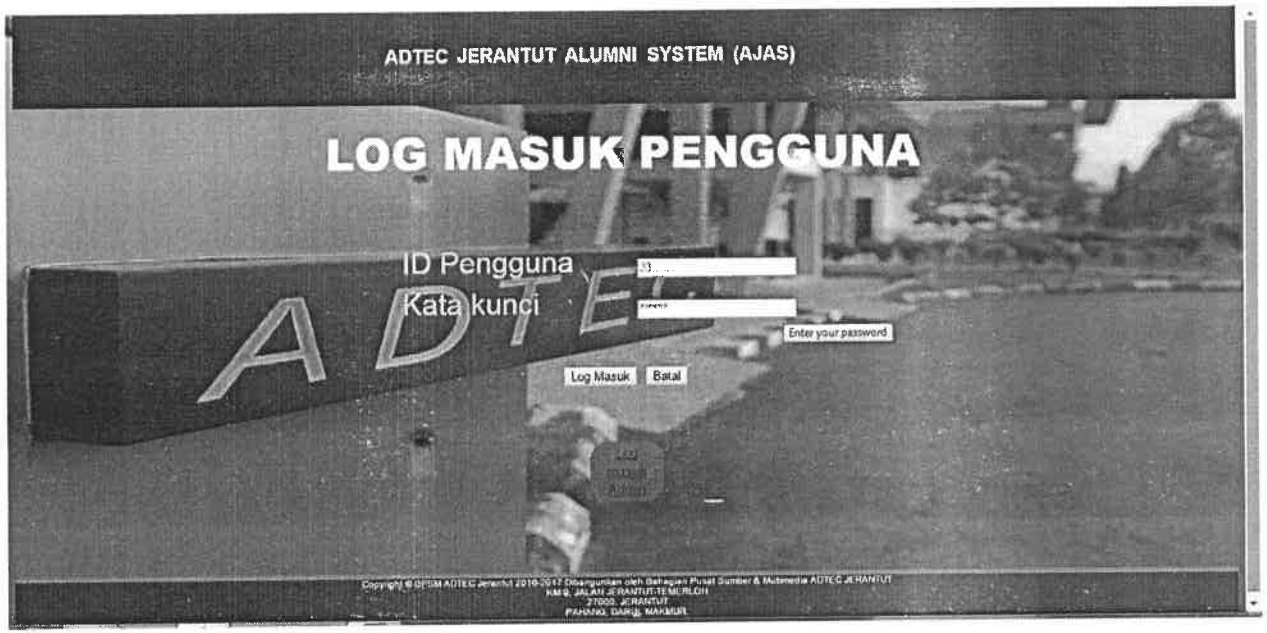
Venkatraman, N. (1994). IT enable business transformation: from automation to business scope definition. *Sloan management review,* 73 – 87.

APPENDICES 3



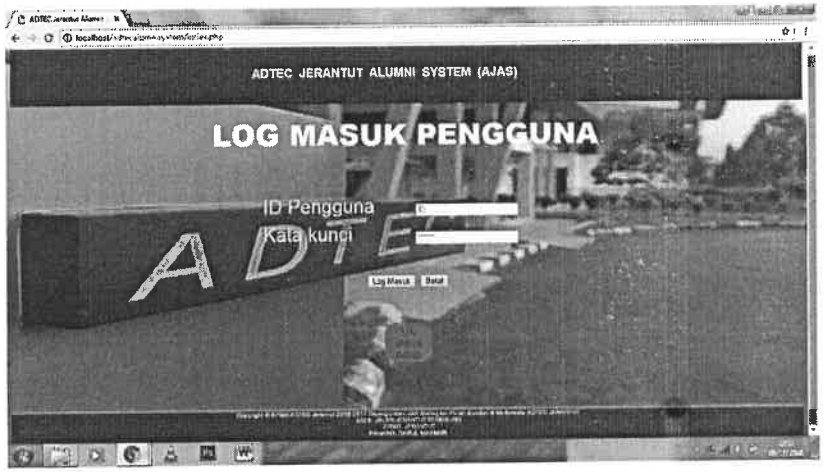
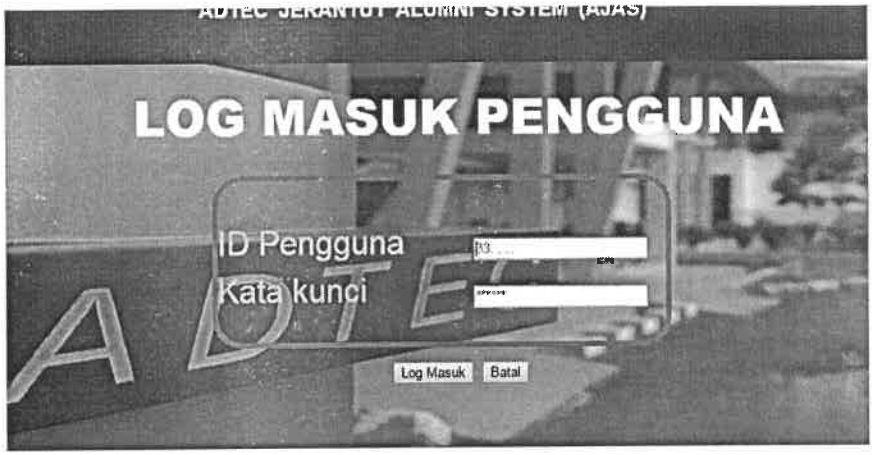
MANUAL PENGGUNA

ADTEC JERANTUT ALUMNI SYSTEM (AJAS)

SISTEM ALUMNI ADTEC JERANTUT

Copyright © UNIT BPSM ADTEC JERANTUT

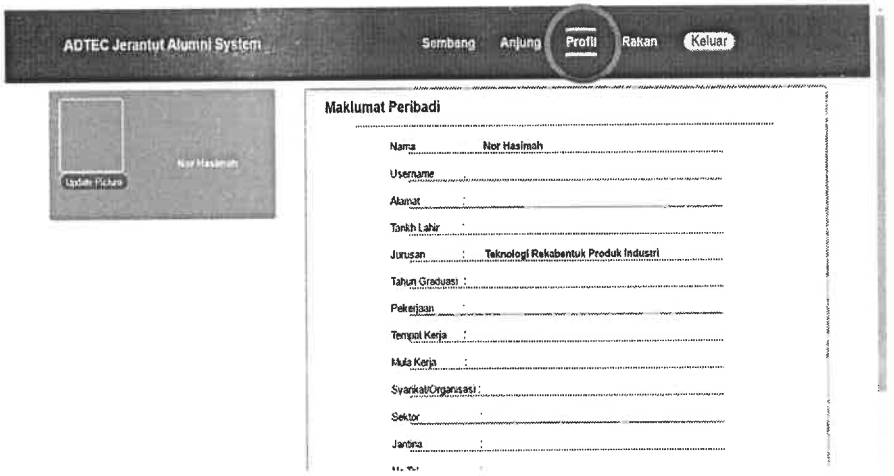
PROSES LOG MASUK

	
Muka Hadapan Sistem Alumni	1. Masukkan ID PENGGUNA dan KATA KUNCI di dalam kotak bewarna putih tersebut. 2. ID PENGGUNA anda ialah Nomnor NDP anda 3. Kata Kunci anda ialah No Kad Pengenalan anda 4. Kemudian tekan butang "Log Masuk".

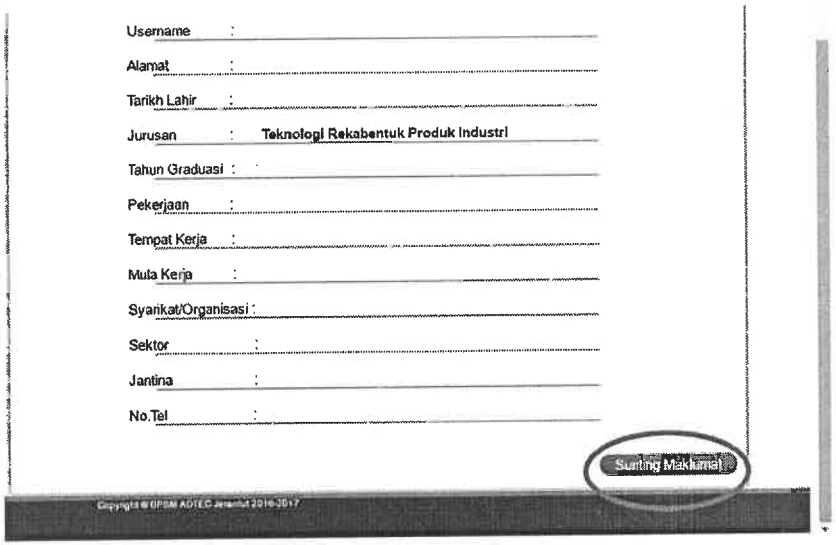
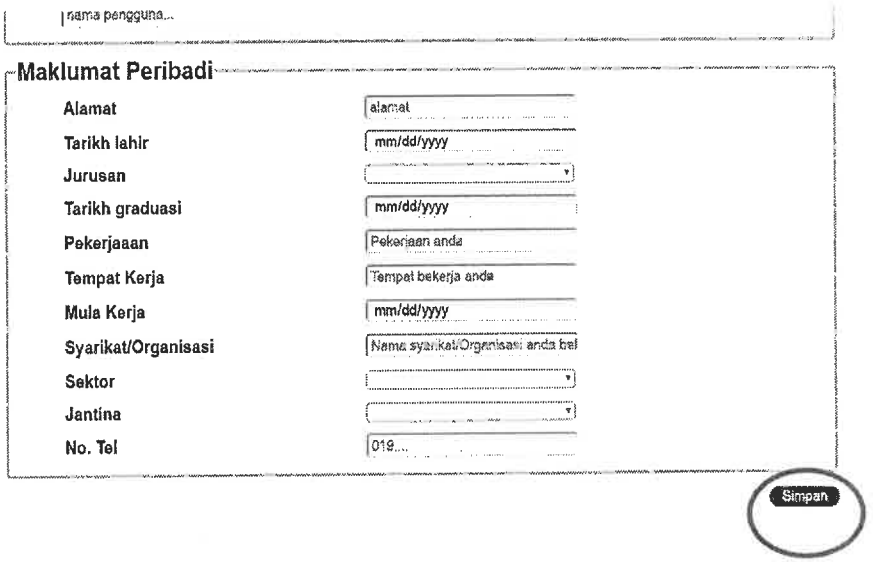
PROSES SUNTING MAKLUMAT

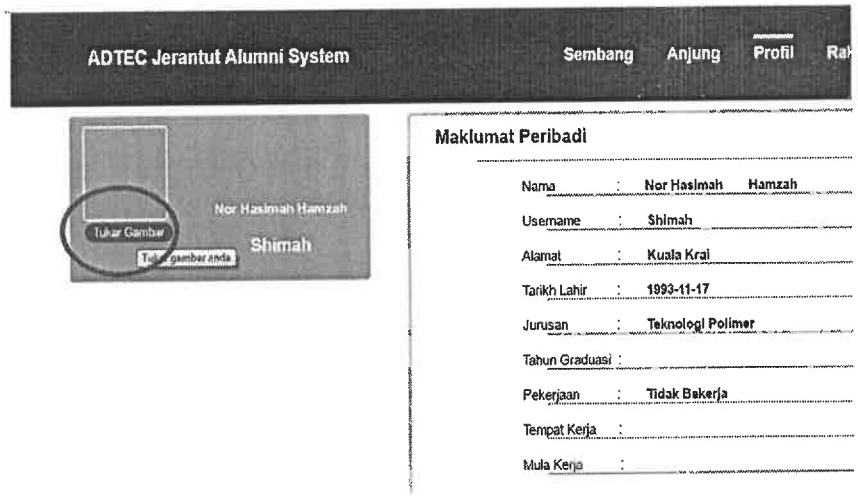
Page Anjung dimana pengguna boleh Kongsi gambar disini.

1. Bagi Pengguna baru, pengguna mestilah mengemaskini PROFIL dahulu.

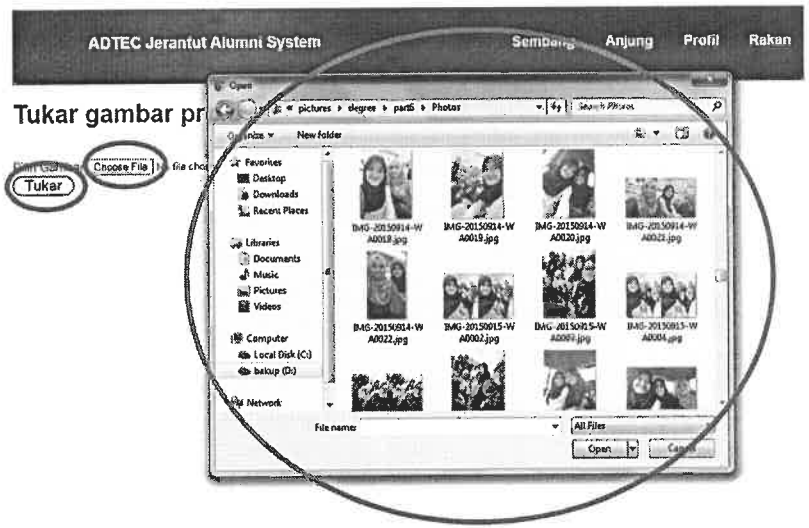


1. Tekan butang profil diatas

	
1. Skroll kebawah 2. Kemudian Tekan butang “Sunting Maklumat”.	1. Lengkapkan Maklumat anda. 2. Seterusnya, tekan butang simpan.

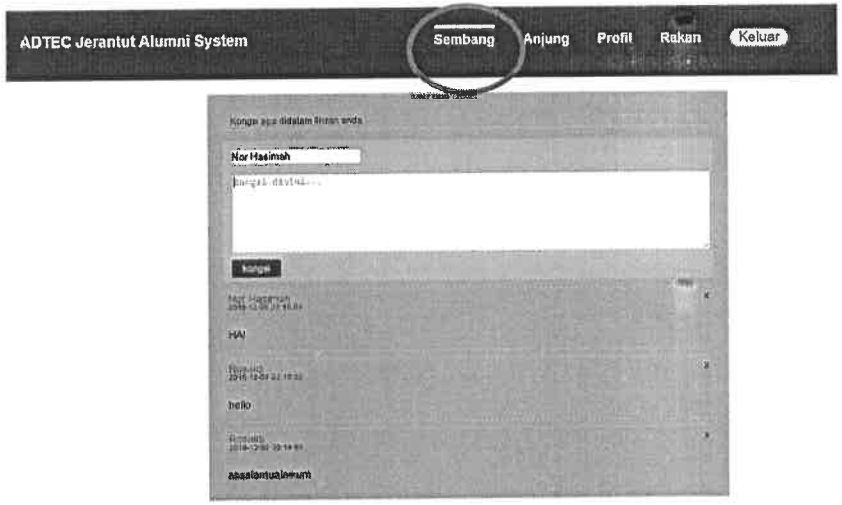


1. Kemudian , muat naik foto anda sebagai Gambar Profil anda.
2. Tekan Butan “tukar gambar”.

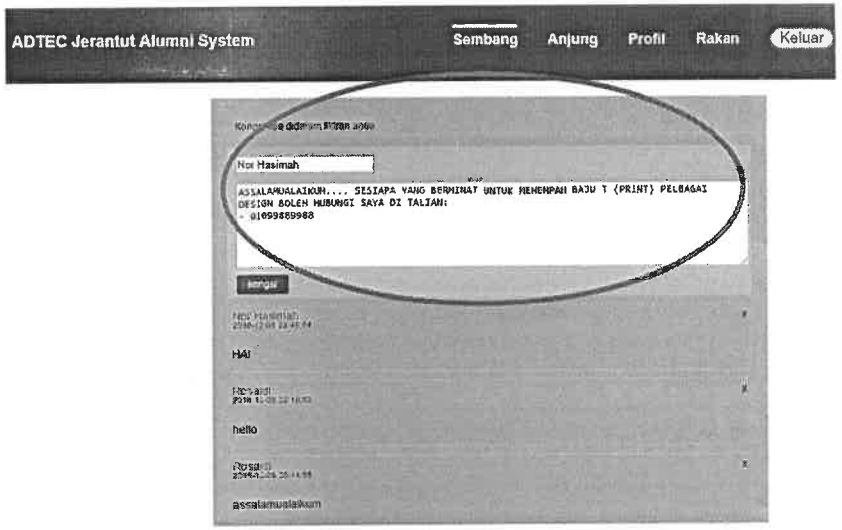


1. Kemudian akan keluar page untuk tukar gambar.
2. File akan terbuka untuk memilih foto.
3. Pilih foto untuk di muat naik.
4. Kemudian klik butang “tukar”.

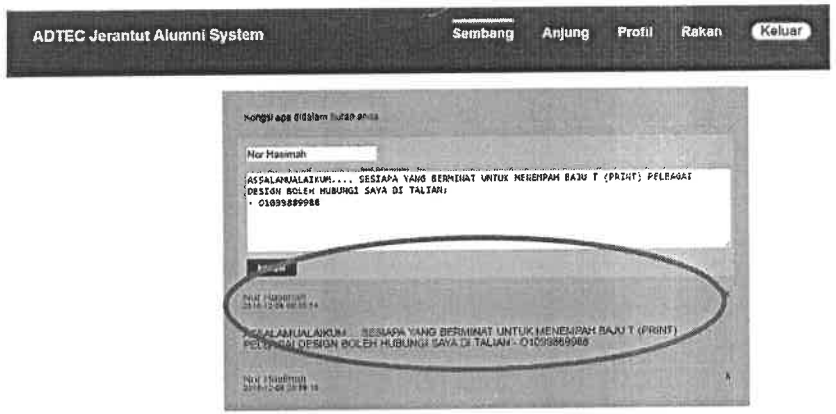
PROSES KONGSI PENDAPAT DI PAGE SEMBANG



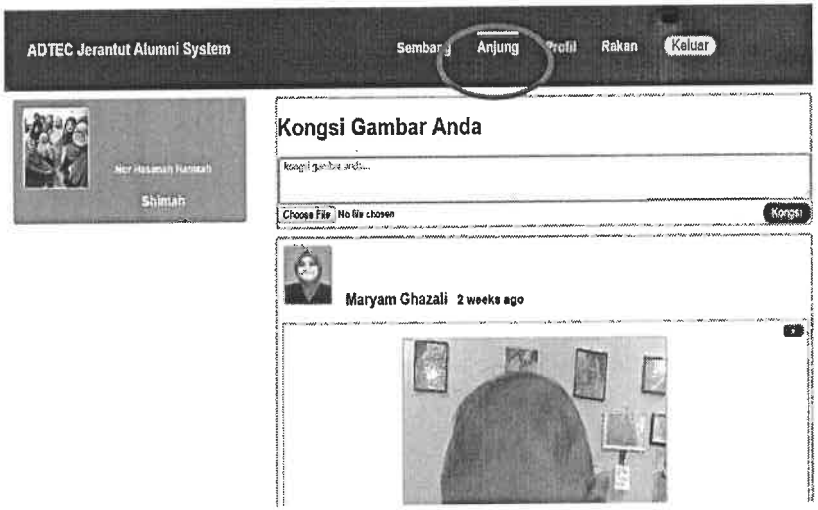
1. Klik butang sembang seperti diatas.



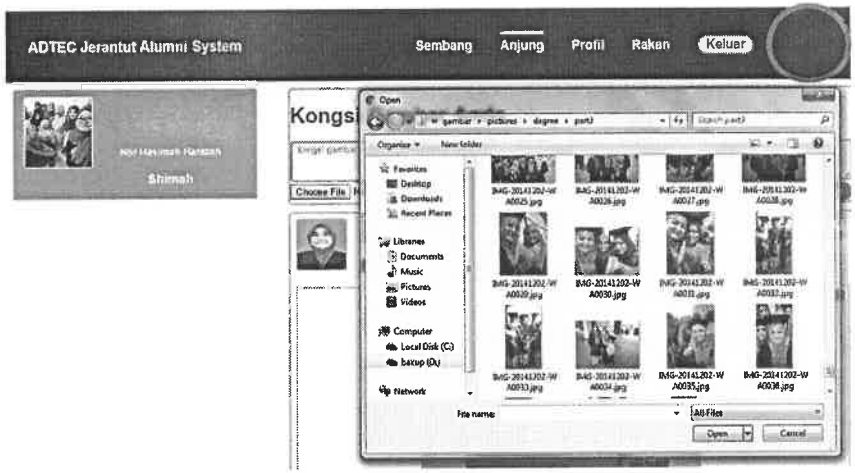
1. Tuliskan di ruangan putih yang telah disediakan

	
1. Tekan butang kongsi. 2. Maklumat yang dikongsi akan dipaparkan.	1. Klik butang “X” untuk padam maklumat yang dikongsi.

PROSES KONGSI GAMBAR DI ANJUNG



1. Klik butang “Anjung” diatas.
2. Kemudian tekan choose file.



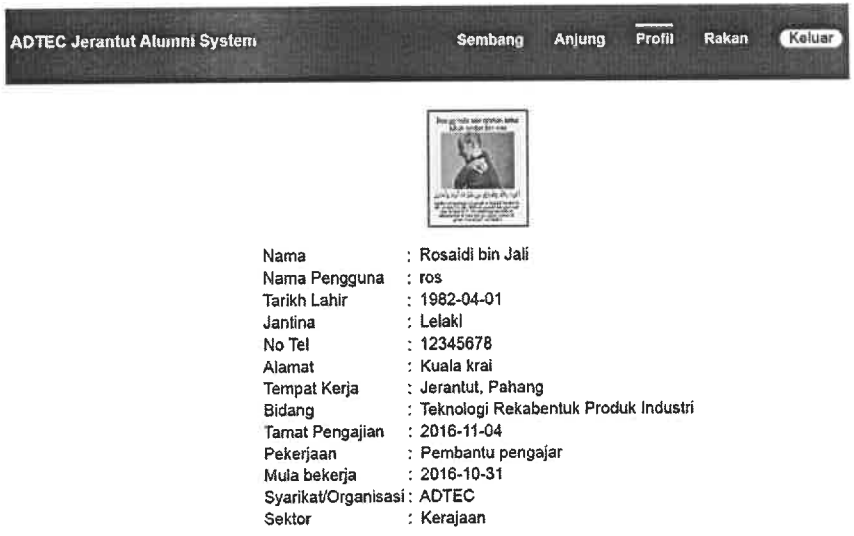
1. Terpapar file untuk memilih.
2. Pilih gambar yang ingin dikongsi

1. Tuliskan kapsyen foto anda disini.
2. Kemudian tekan butang kongsi.

1. Foto yang dikongsi telah dipapar

PROSES MELIHAT RAKAN-RAKAN

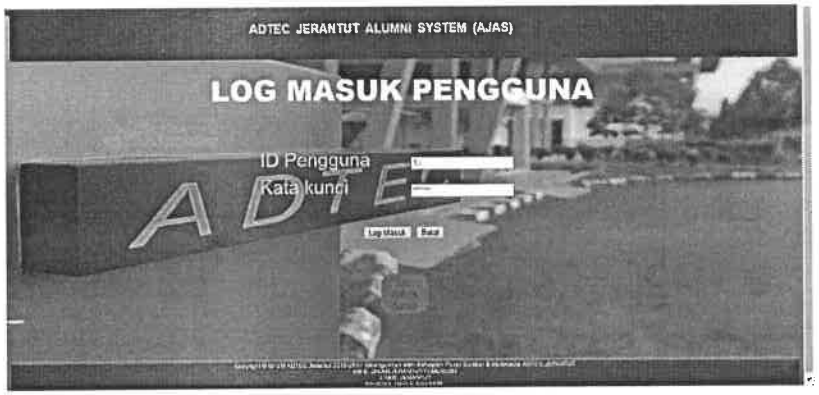
1. Klik butang “Rakan” diatas.
2. Kemudian terpapar senarai rakan.
3. Klik pada foto atau nama rakan.



1. Maklumat rakan anda akan dipaparkan.

PROSES KELUAR

1. Klik butang "Keluar" diatas.
2. Pastikan anda sentiasa tekan butan "keluar" jika selesai menggunakan system ini untuk mengelakkan daripada dicerobohi.



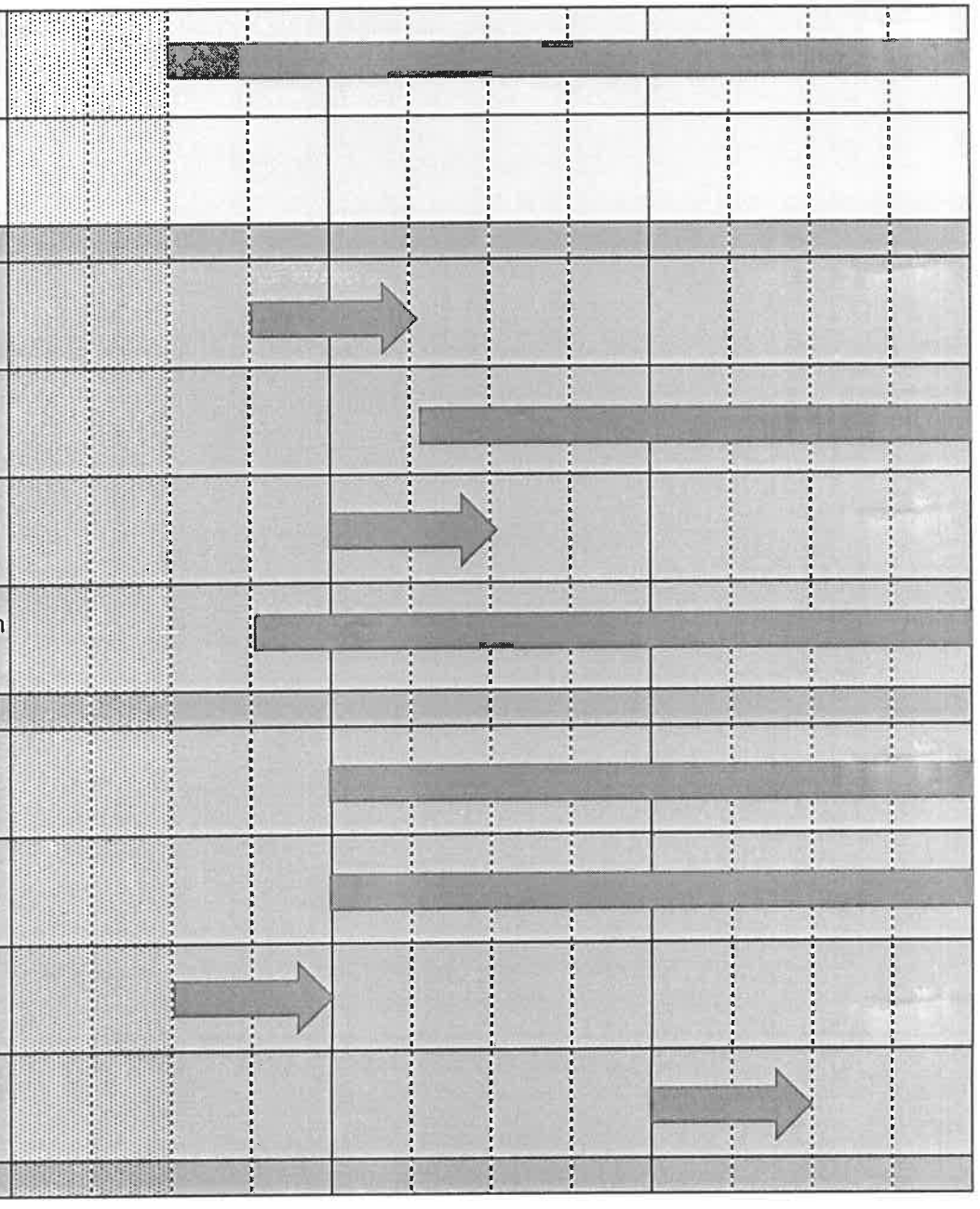
1. Pergi semula ke pade Log Masuk.

APPENDICES 4

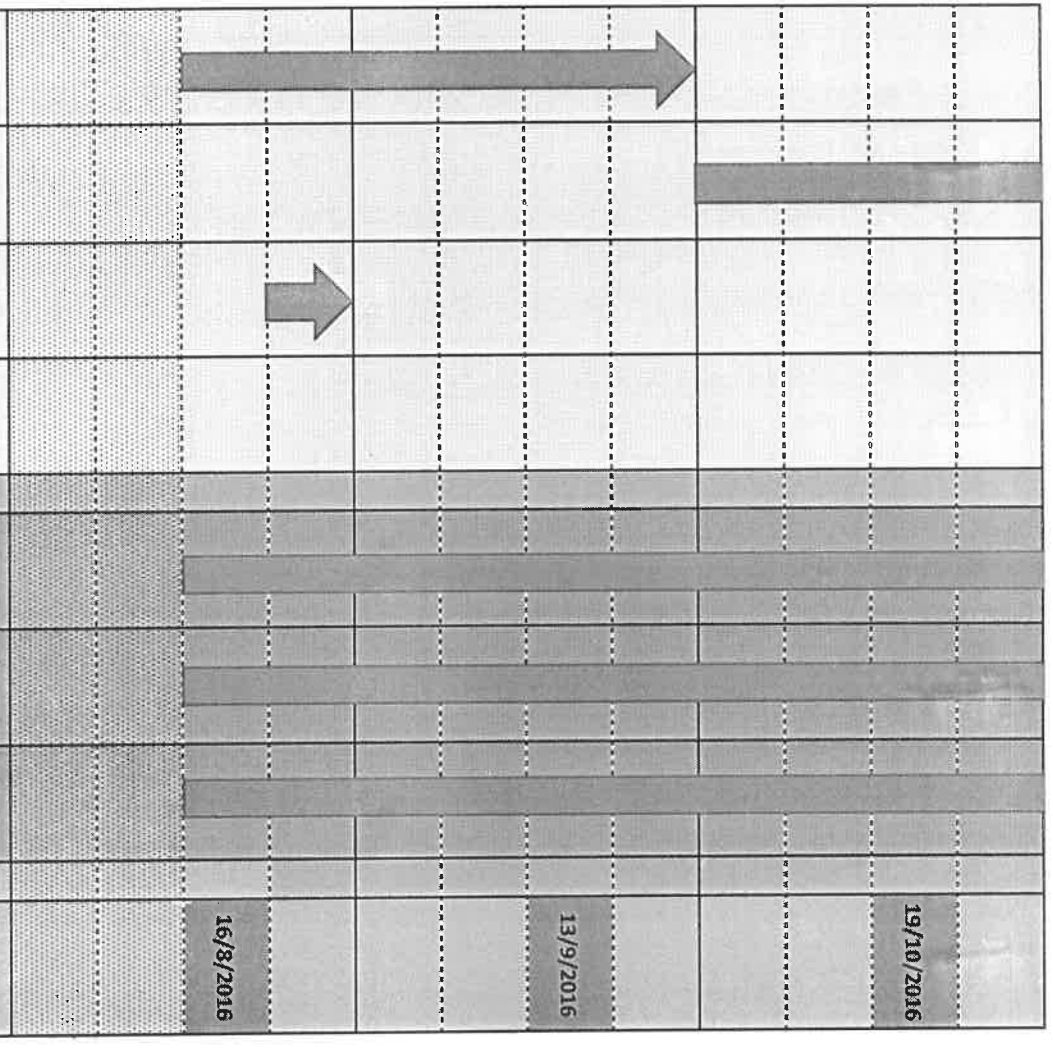
Perancangan dan Perlaksanaan Tugas Unit BPSM 2016 [1

No	Perkara	Ogos				September				Oktober			
		M1	M2	M3	M4	M1	M2	M3	M4	M1	M2	M3	M4
	Multimedia												
1	Membangunkan Portal ADTEC Jerantut menggunakan Joomla 3.5.1												
2	Membangunkan Sistem Alumni ADTEC Jerantut menggunakan PHP												
3	Mebangunkan bahan multimedia bagi setiap bengkel menggunakan perisian Edius dan Wondershare												
4	Merekacipta banner untuk Portal ADTEC Jerantut menggunakan Photoshop CS6												
	Software												
1	Melaksanakan bengkel TMS [Enrolment/ Pendaftaran Subjek] bagi Sesi 2/2016												
2	Memantau perlaksanaan MySMS II bagi pendaftaran senarai bahan guna habis												
3	Mamantau IPMS bagi penggunaan email 1GovUC semua pegawai setiap bulan												
4	Memantau BMT penggunaan talian internet 1GovNet												

5	Memantau dan menyelesaikan isu berkaitan antivirus Webroot	
6	Membantu menyediakan TMS report SPC.06 di setiap akhir semester	
	Hardware	
1	Menyediakan senarai lengkap dan lokasi PC, Printer dan UPS	
2	Melaksanakan TPM bagi PC di setiap unit dan bengkel [Kew Pa.7]	
3	Menyediakan senarai dan membeli bahan guna habis peralatan ICT	
4	Merekod dan memantau proses peminjaman peralatan ICT dari Pusat Sumber	
	Networking	
1	Melaksanakan TPM bagi server di bilik server	
2	Memantau dan melaksanakan TPM bagi switch/ AP di setiap bengkel/unit	
3	Menyediakan File Sharing Server menggunakan NAS open source	
4	Menyediakan UTP Cat 5 cable untuk kegunaan bengkel/unit	
	Perpustakaan	

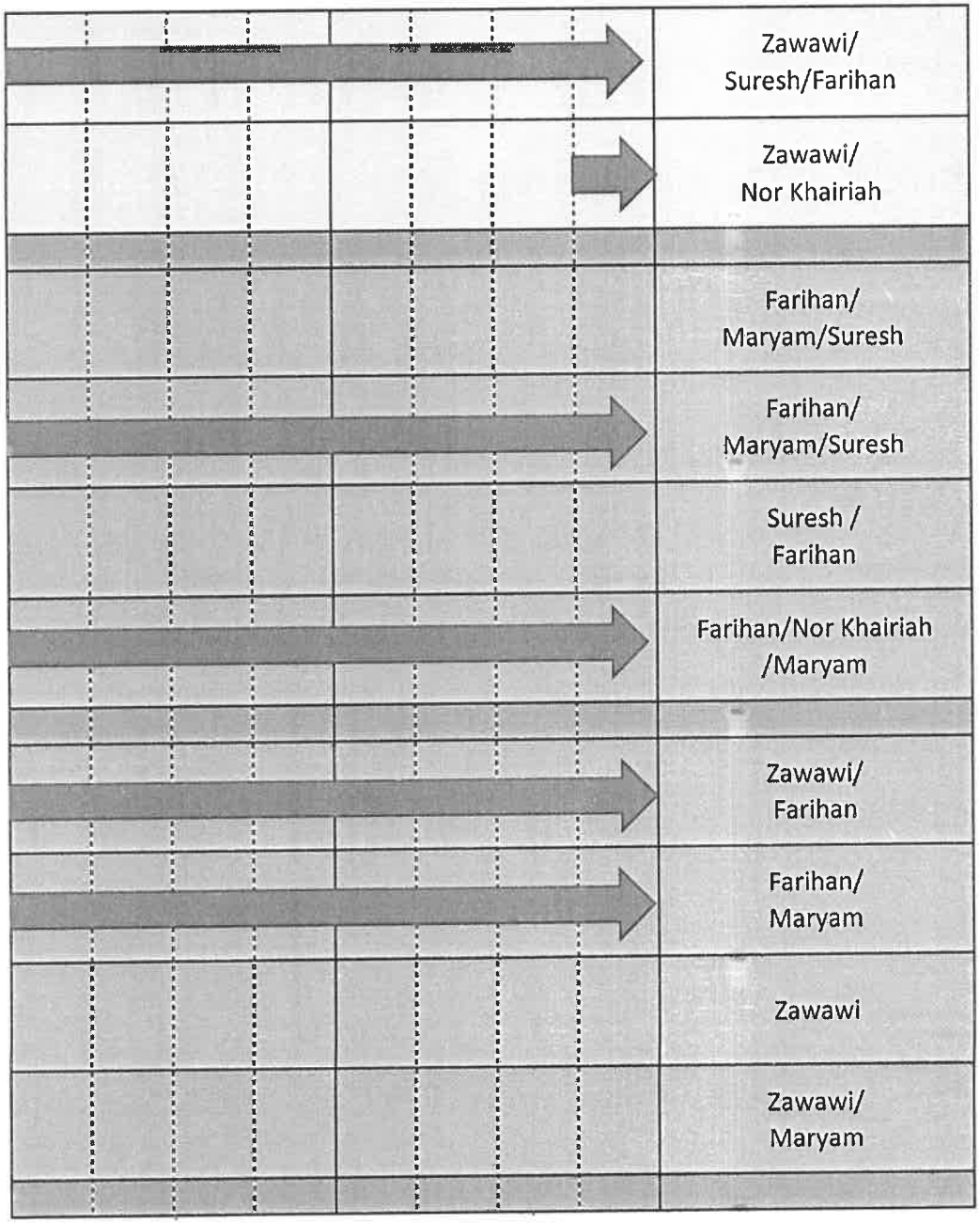


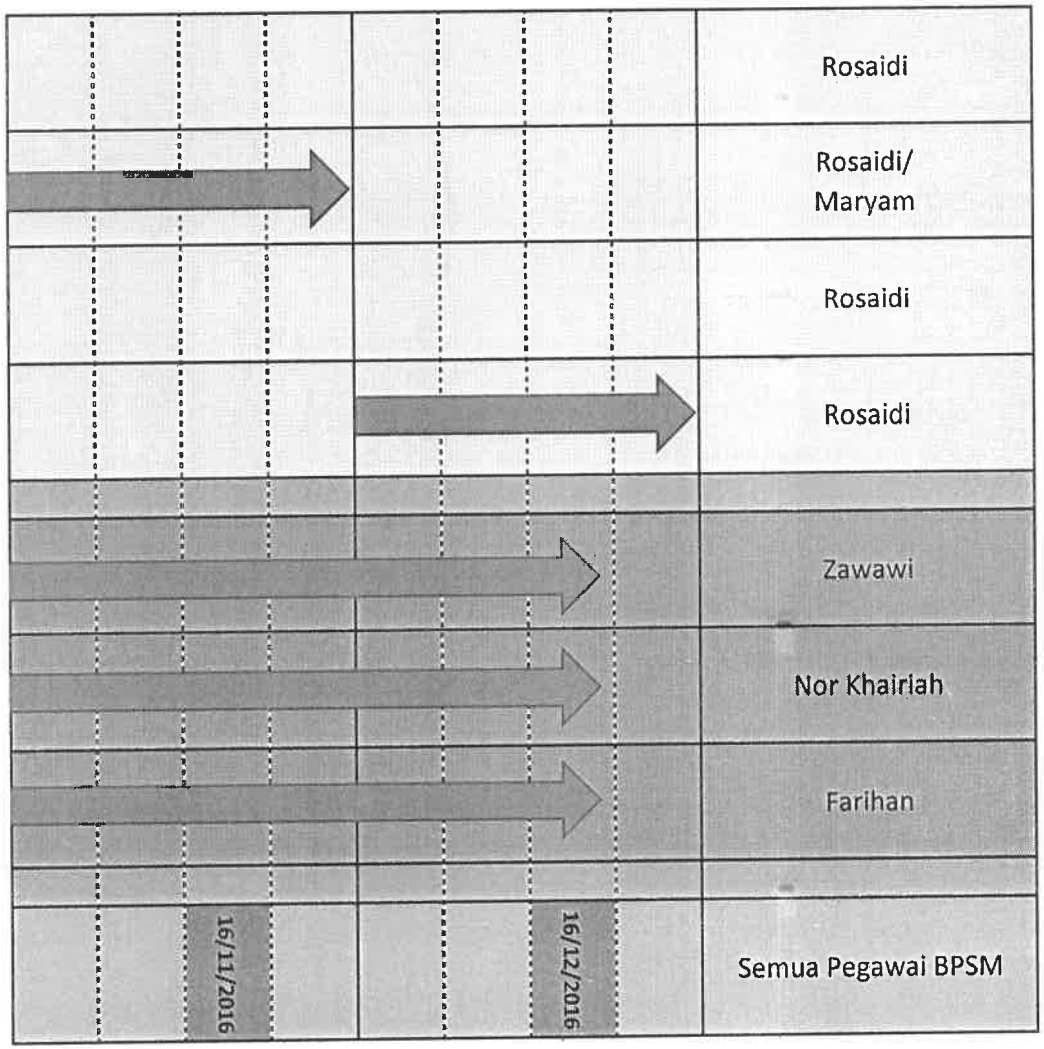
1	Memantau penghantaran buku teknikal/umum siri 1/2016 untuk Pusat Sumber ADTEC Jerantut Tarikh LO: 29/06/2016 [30 hari]	
2	Menyediakan senarai buku yang telah diterima secara manual dan pendaftaran di TMS	
3	Menukar tombol kunci bagi bilik Komputer dan bilik Perbincangan yang kehilangan kunci	
4	Memastikan pelajar yang tamat pengajian setiap semester telah memulangkan buku yang dipinjam jika ada	
	PnP [Pengajaran dan Pembelajaran]	
1	Matematik Kejuruteraan 4 [Polimer : Sem 4] Setiap Khamis - 2:00 pm ~ 5:00 pm	
2	Asas Elektrik dan Elektronic [Pembuatan : Sem 3] Isnin, Selasa - 8:00 am ~ 9:00 am Jumaat - 3:00 am ~ 5:00 am	
3	Fizik 1 [IPD : Sem 1] Setiap Jumat - 3:00 pm ~ 5:00 pm	
	Internal Meeting BPSM	
	Setiap bulan minggu ke -3 [Rabu]	



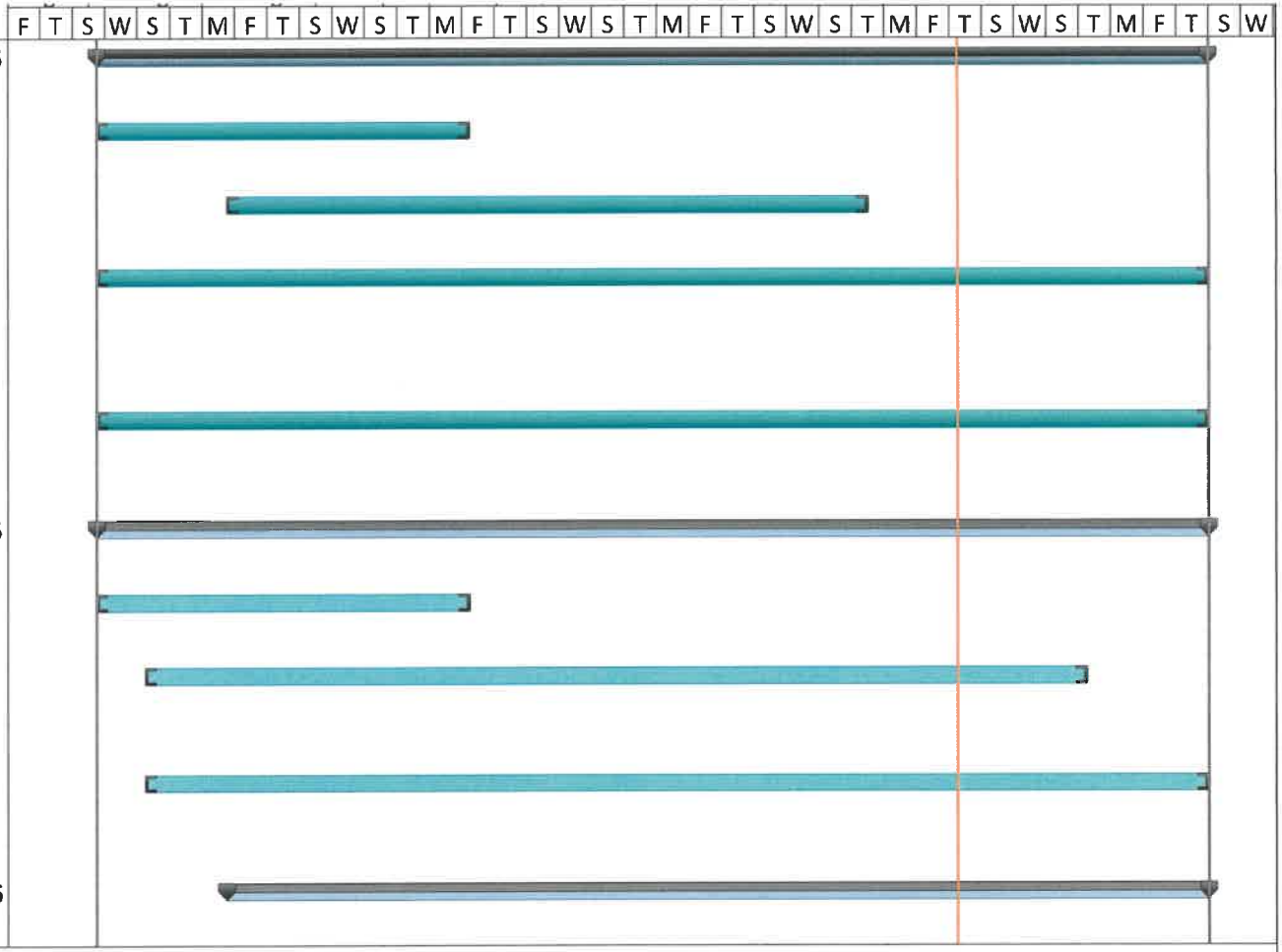
6 Ogos 2016]

November				Disember				Pegawai Bertanggungjawab
M1	M2	M3	M4	M1	M2	M3	M4	
								Zawawi/ Nor Khairiah/Maryam
								Zawawi/ Maryam
								Nor Khairiah/Farihan Rosaidi/Maryam
								Suresh/ Nor Khairiah/ Maryam
								Zawawi/ Nor Khairiah
								Zawawi/ Nor Khairiah
								Zawawi
								Zawawi


Zawawi/
Suresh/Farihan
Zawawi/
Nor Khairiah
Farihan/
Maryam/Suresh
Farihan/
Maryam/Suresh
Suresh /
Farihan
Farihan/Nor Khairiah
/Maryam
Zawawi/
Farihan
Farihan/
Maryam
Zawawi
Zawawi/
Maryam


Rosaidi
Rosaidi/
Maryam
Rosaidi
Rosaidi
Zawawi
Nor Khairiah
Farihan
16/11/2016
16/12/2016
Semua Pegawai BPSM

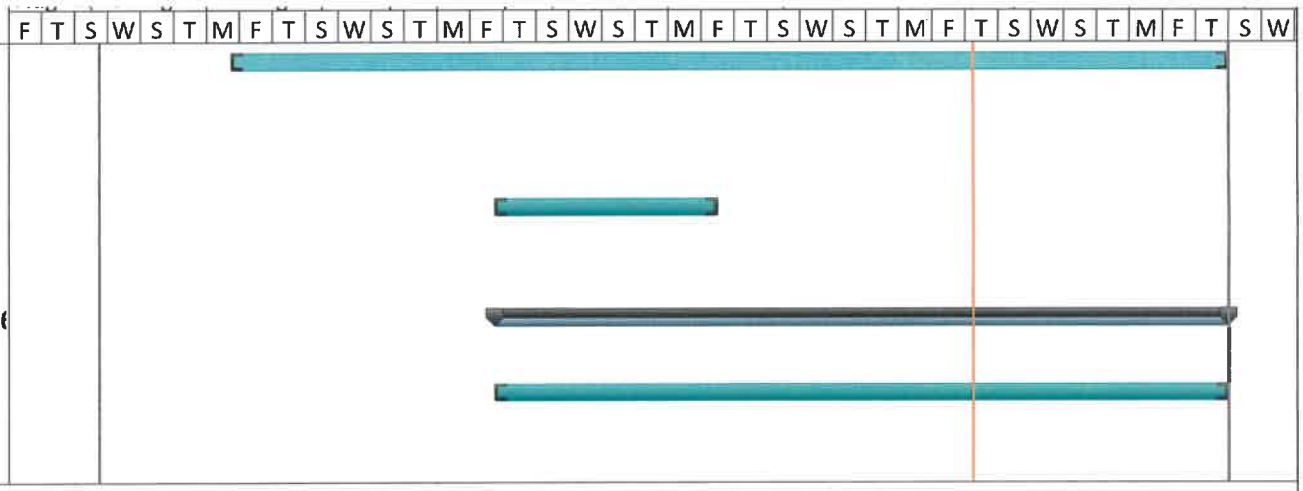
1	**Multimedia**	**99 days**	**Tue 16/08/16**
2	Develop ADTEC Jerantut portal using Joomla 3.5.1	34 days	Tue 16/08/16
3	Develop ADTEC Jerantut Alumni system using php	57 days	Thu 01/09/16
4	Develop multimedia source for every workshop using software Edius and wondershare	99 days	Tue 16/08/16
5	Design banner for ADTEC Jerantut portal using photoshop cs6	99 days	Tue 16/08/16
6	**Hardware**	**99 days**	**Tue 16/08/16**
7	Prepare the list of Pc, printer, and UPS location.	34 days	Tue 16/08/16
8	Implement TPM for every workshop and finantial department	84 days	Mon 22/08/16
9	Recorded and monitor borrowing ICT equipment process from library.	95 days	Mon 22/08/16
10	**Networking**	**87 days**	**Thu 01/09/16**



Project: Project1
Date: Wed 30/11/16

Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Deadline	
External Tasks		Duration-only		Progress	

11	monitor and implement TPM for switch/AP in every workshop/department	87 days	Thu 01/09/16
12	Prepare UTP Cat 5 cable for workshp/department usage.	21 days	Mon 03/10/16
13	**Library**	**65 days**	**Mon 03/10/16**
14	Prepare list of book that received in manual andregister in TMS.	65 days	Mon 03/10/16



Project: Project1
Date: Wed 30/11/16

Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Deadline	
External Tasks		Duration-only		Progress	

APPENDICES 5

LAMPIRAN 1

SENARAI PEGAWAI BERTUGAS
BENGKEL TERAMPIL GRADUAN S.E.K.S.I ADTEC JERANTUT 2016
(*Skill, Experience, Knowledge, Sensitive & Innovative*)
Tarikh / Hari : 9 Disember 2016 / Jumaat
Tempat : Dewan Kuliah Utama (DKU)

MASA	AGENDA	PEGAWAI YANG BERTUGAS
7.30 am – 8.00 am	Sarapan pagi	1. CESS – Pn. Sazimah Bt Said 2. BPPL – Pn. Hjh Noor Aini Bt Ahmad 3. KIMPALAN – En. Mohd Nazri B Mat Nawi 4. IPD – Cik Hjh Siti Meriam Bt Abdullah 5. POLIMER – Cik Nurul Farhana 6. PEMBUATAN - En. Sharizad Bin Saad 7. BPSM – Cik Maryam Bt Ghazali 8. BKKL – Cik Nurul Aziyati
8.00 am – 8.30 am	Pendaftaran & Taklimat Kursus	
8.30 am – 10.30 am	Slot 1 : Bengkel penulisan resume & *cover letter*	
10.30 am – 11.00 am	Minum pagi	1. CESS – Pn. Sazimah Bt Said 2. BPPL – Pn. Hjh Noor Aini Bt Ahmad 3. KIMPALAN - En. Mohd Nazri B Mat Nawi 4. IPD – En. Hasballah B Abdullah Hashim 5. POLIMER – Pn. Noor Adila 6. PEMBUATAN - En. Aidi Shahrun B Abdullah 7. BPSM – Cik Maryam Bt Ghazali 8. BKKL – Cik Nurul Aziyati
11.00 am – 12.00 pm	Slot 2 : Bengkel penulisan resume & *cover letter*	
12.00 pm – 3.00 pm	Makan Tengahari & Solat Jumaat	
2.30 pm – 5.30 pm	Slot 3 : Persediaan untuk menghadiri temuduga, penyediaan fail kerjaya, teknik menghadapi temuduga & Simulasi Temuduga (*Mock-up Interview*)	1. CESS - Pn. Sazimah Bt Said 2. BPPL - Pn. Hjh Noor Aini Bt Ahmad 3. KIMPALAN – En. Mohd Shukri B Jamaluddin 4. IPD – En. Hilmy B Ahmad @ Mohamad 5. POLIMER – En. Roswadi B Mohd Noor 6. PEMBUATAN - En. Mohd Mulaidy B Masenin 7. BPSM – Cik Maryam Bt Ghazali 8. BKKL – Cik Nurul Aziyati *Kuliah Maghrib – Ustaz Hanif
5.30 pm – 8.30 pm	Minum Petang & Solat Asar Riadah Makan Malam Solat Maghrib & Kuliah Maghrib & Solat Isyak	
8.30 pm – 10.00 pm	Slot 4 : Penampilan Diri & Pengucapan Awam	1. CESS - Pn. Sazimah Bt Said 2. BPPL - Pn. Hjh Noor Aini Bt Ahmad 3. KIMPALAN - En. Mohd Shukri B Jamaluddin 4. IPD - En. Hilmy B Ahmad @ Mohamad 5. POLIMER – En. Azuan Failani B Ariffin 6. PEMBUATAN – En. Azani B Awang Hamat 7. BPSM – Cik Maryam Bt Ghazali 8. BKKL – Cik Nurul Aziyati
10.00 pm – 10.30 pm	Minum Malam	
10.30 pm	Bersurai	

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : MARYAM BINTI MOHD GHAZALI

Student's Id : 2014807818

Unit / Department : BAHAGIAN PUSAT SUMBER DAN MULTIMEDIA

Organization : PUSAT LATIHAN TEKNOLOGI TINGGI (ADTEC)

Semester : **March – July 2016**

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (√)	DATE
1.	Receive, read and understand the documents; 1. Industrial Training Handbook			
	2. IMC690 Assessment			
	3. Definition of Special Project (IM225/245 Only)			
	4. Insurance Letter (UiTM)			
	5. Industrial Training Report Overall Contents			
	6. Cover & Title Page Guideline			
	7. Declaration Guideline			
	8. Abstract Guideline			
2.	Receive, read and understand the rubrics; 1. Rubric – Industrial Evaluation			
	2. Rubric - Individual Presentation			
	3. Rubric - Industrial Training Report (Overall)			
	4. Rubric - Industrial Training Report (Reflection Assessment)			
3.	Receive, read and understand all the forms			
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship **(1 – 5 February 2016).** Email : izzatil.husna.arshad@gmail.com **OR** Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Izzatil Husna Arshad")			
5.	Understand that students are **NOT ALLOWED** to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically **FAIL**. Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	**YES (MC / Letter)**		
6.	Understand that **NO** semester break during internship.			

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)			
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	**YES (Copy of attendance)**		
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily **OR** weekly **OR** monthly basis.	**YES (Copy of logbook entries)**		
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : izzatil.husna.arshad@gmail.com			
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM **OR** IM related tasks).			
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') **OR** make your own custom planner using MS Office / MS Project **OR** use the planner provided by the organization (if any).	**YES**		
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least **3 TIMES**, via face-to-face **OR** email **OR** phone calls **OR** any types of communication medium, which necessary.			
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.			
15.	**PAY** your fees (semester March – July 2016) before **28 March 2016 –** Refer Academic Calendar for the date.			
16.	**REGISTER** for IMC690 (Industrial Training) course **(22 February – 13 March 2016)** – Refer Academic Calendar for the date.			
17.	**VALIDATE** for IMC690 (Industrial Training) course **(14 – 31 March 2016). GUGUR TARAF: 1 April 2016** – Refer Academic Calendar for the date.			
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).			

19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.			
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator **OR** Faculty Supervisor within the last week of internship (**before / on 30 June 2016**).			
21.	Attend the presentation (viva) at the faculty **(17 – 20 July 2016)** *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.			
22.	Submit the Industrial Training Report (hard cover bind, dark blue) **(17 – 20 July 2016).**			
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	**YES**		
24.	Attach this checklist in **Appendices** section.	**YES**		
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	**YES**		

NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).