

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**SHARED FACILITY LIBRARY
PAGOH HIGHER EDUCATION HUB
MUAR, JOHOR**

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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 declaring 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 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.

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ABSTRACT

Industrial training refers to work experience done during the program of study that relevant to professional development before graduation. Industrial training granted student with work experiences that required student to do specific task and responsibility. During industrial training, student is expected to contribute to the activities of the work place and meet the same demands of work production and responsibility that were expected by the organization regular employee. This report was made to fulfil the requirement of the subject IMC690 - Industrial Training for final year students Faculty of Information Management. The purpose of this report is to explain in detail about task and lesson learnt along the five-month industrial training at Shared Facility Library, Higher Education Hub Pagoh. Contents in the report was divided to four section; Chapter 1, Chapter 2, Chapter 3 and Chapter 4. Each chapter contains different contents that distinctive to each chapter.

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Last but not least, I would like to seek forgiveness if I have committed the offense during the completion of this internship and industrial training report either intentional or accidental.

Thank you.

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