

INDUSTRIAL TRAINING REPORT

KDU UNIVERSITY COLLEGE
UTROPOLIS GLENMARIE CAMPUS
JALAN KONTRAKTOR U1/14, SEKSYEN U1
40150 SHAH ALAM, SELANGOR

Prepared By

SITI AMNAH BINTI MOHAMAD (2011904557)

FACULTY OF INFORMATION MANAGEMENT, PUNCAK PERDANA CAMPUS

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DECLARATION OF WORK ORIGINALITY

I hereby to declare that this report is produced and written by me. All information in this report was obtained in accordance with academic rules and ethical conduct. I understand the university policy on plagiarism and I declare that all works are properly cited and acknowledge.

(SITI AMNAH BINTI MOHAMAD)

9 of July 2015

ABSTRACT

This report is a report of practical training program that discuss about four main chapters which are introduction, organization information, training activities and conclusion. Chapter one is an introduction that will give a general idea about the organization itself including its establishment, management team and few others. Chapter two which is organization information stressed on five organization's departmental structure and its functions that are acquisition department, cataloging department, circulation and reference department, IT unit and repairing unit. The training activities are under chapter three and it will have a discussion about all the activities during practical training program based on different departments and units as well as trainee's special project. While the last chapter, a conclusion will include subtopics of knowledge gained, personal thought and opinion, lesson learnt plus limitation and recommendation.

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