



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT
UiTM CAWANGAN NEGERI SEMBILAN
KAMPUS REMBAU

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN POLITEKNIK PORT DICKSON
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01 AUG - 31 DEC 2018

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

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10 JANUARY 2019

ABSTRACT

This report is made in order to meet the requirement of course Industrial Training (IMC 690). This report is divided into four chapters which contain information of organization and what has been done by industrial trainee. Industrial trainee has experience five months in organization chosen which is at Polytechnic of Port Dickson library. Many activities are done during the time given. The activities are related with librarianship and administration of organization. The experiences and knowledge gain during industrial training has been explained more details in this report.

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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TABLE OF CONTENT

TITLE	PAGE
TITLE	i
DECLARATION	ii
ABSTRACT	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENT	v-viii
LIST OF TABLES	ix
LIST OF FIGURES	x-xii
LIST OF APPENDICES	xiii
CHAPTER 1: INRODUCTION	1
1.0 INTRODUCTION	2
1.1 OBJECTIVE	3
1.2 BACKGROUND	
1.2.1 BACKGROUND POLYTECHNIC OF PORT DICKSON	4
1.2.2 VISION AND MISSION POLYTECHNIC OF PORT DICKSON	5
1.2.3 LOGO POLYTECHNIC OF PORT DICKSON	5
1.2.4 LOCATION POLYTECHNIC OF PORT DICKSON	6