



REPORT PRACTICAL TRAINING

AT

MAJLIS PERBANDARAN KULIM

09000 KULIM

KEDAH DARUL AMAN

BY

NURULHUDA BINTI ABD WAHAB (2003680318)

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INTRODUCTION TO PRACTICAL TRAINING

1.1 Background of Practical Training

Practical training is one of the important subjects that the student must be complete to get Diploma of Computer Science under Faculty of Information Technology and Quantitative Science, University of Technology Mara. Practical training needs to do at the last semester at any organization or company.

The purpose of practical training is to expose the student to the real environment of working. It also gives a lot of experience and information to the students. I choose to do practical training at Majlis Perbandaran Kulim, Kulim Kedah. I started practical from 3 July 2006 until 20 October 2006. I have been placed at Information Technology Department.

ABSTRACT

The Letter System 'LES' is the system that can keep tow-relational record structure comprising user and letter. The LES also used for manage all data about the department who get the letter and the letter information. Furthermore, the LES can help give effectiveness in out and in process. As we know, usually, many companies are used manual system in manage their organization. The manual system keeps information about the letter and department, and then keeps them into the file.

There are many disadvantages by using manually system such as difficult to search back the data, take time in searching the data, does not have method for backup data, easy to lose and error in writing down the data. There are two (2) tools that are used in the software development such as Visual Basic 6.0 Professional Edition as design tool and Microsoft Access 2003 as database tool.

The development of the Letter System goes through Systems Development Life Cycle (SDLC) by implementing the RAD model. Therefore, the prototype of computerized system is developed in order to make the systematic management system that can help the organization to manage all the management of the company

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