

INDUSTRIAL TRAINING (IMC690)

FINAL REPORT: MELAKA INTERNATIONAL COLLEGE OF SCIENCE AND  
TECHNOLOGY (MiCoST) LIBRARY

PREPARED BY:

EZUHIJAHH NORIKMAH BINTI EZAL'AIN

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA

NEGERI SEMBILAN, KAMPUS REMBAU

## ACKNOWLEDGEMENT

Assalammualaikum w.b.t

Firstly, I am thankful to Allah s.w.t for the bounties and blessings bestowed throughout my period of industrial training. During that period of journey was very smooth and facilitated without interruption.

Besides that, I am also wanting to express gratitude to management of MiCoST for recruit me as an intern at their library also forming an excellent environment for my learning in both soft and technical skills. I am incredibly lucky to have such kind and supporting association, especially my supervisor and librarian, Puan Nawal Qistina Binti Baharudin, as well as librarian assistant, Encik Muhd Zulhakim Bin Salehuddin and Puan Nor Hafiqah Binti Abd Ghani. Thank you for giving me such a great internship and monitoring me well.

I would also like to express my appreciation to anyone who helped directly or indirectly, especially to my family. This is because they have helped me a lot by giving good advice and praying for me to simplify everything. I will never forget for those who giving me such a wonderful experience.

## TABLE OF CONTENT

<b>ACKNOWLEDGEMENT</b>	i
<b>TABLES OF CONTENT</b>	ii
<b>LIST OF FIGURES</b>	iii
<b>LIST OF TABLES</b>	iv
<b>LIST OF APPENDICES</b>	v
<b>ABBREVIATION</b>	vi
<b>CHAPTER 1: INTRODUCTION</b>	1-2
1.0 Introduction	
1.1 Goal of Industrial Training	
1.2 Objective of Industrial Training	
1.3 Institutions Selection	
<b>CHAPTER 2: INSTITUTIONS BACKGROUND</b>	3-5
2.0 MiCoST Background	
2.1 MiCoST Vision	
2.2 MiCoST Mission	
2.3 Core Values	
2.4 MiCoST Organization Chart	
<b>CHAPTER 3: SUMMARY OF WEEKLY TASKS PERFORMED</b>	6-21
3.0 Summary of Weekly Tasks	
3.1 Working Hours	
3.2 Weekly Tasks	
3.3 Final Project	
<b>CHAPTER 4: COMMENTS AND SUGGESTIONS</b>	22-23
4.0 Comments and Suggestions	
4.1 Comments	
4.2 Suggestions	
<b>CHAPTER 5: CONCLUSION</b>	24
<b>REFERENCES</b>	
<b>APPENDICES</b>	

## LIST OF FIGURES

<b>Figure 1:</b>	MiCoST Logo	3
<b>Figure 2:</b>	MiCoST Location	4
<b>Figure 3:</b>	MiCoST Organization Chart	5
<b>Figure 4:</b>	Panduan Penggunaan WebOPAC Front Page	14
<b>Figure 5:</b>	Table of Content	14
<b>Figure 6:</b>	Step 1 “Kegunaan WebOPAC”	15
<b>Figure 7:</b>	Step 2 “Cara Mengakses Menggunakan WebOPAC”	15
<b>Figure 8:</b>	Step 3 “Cara Melakukan Pencarian”	16
<b>Figure 9:</b>	Step 4 “Memperbaharui Pinjaman Bahan”	16
<b>Figure 10:</b>	Panduan Peminjaman & Pemulangan Buku Front Page	17
<b>Figure 11:</b>	Step 1 “Cara Mengakses WebOPAC”	18
<b>Figure 12:</b>	Step 2 “Portal Perpustakaan MiCoST”	18
<b>Figure 13:</b>	Step 3 “Masukkan Maklumat Bahan”	19
<b>Figure 14:</b>	Step 4 “Mendapatkan Maklumat”	19
<b>Figure 15:</b>	Step 5 “Menyemak Kelayakan Pinjaman”	20
<b>Figure 16:</b>	Step 6: “Menyemak Status Pinjaman”	20
<b>Figure 17:</b>	Step 7 “Pembaharuan Buku”	21
<b>Figure 18:</b>	Step 8 “Tempahan Buku”	21

# **CHAPTER 1**

## **INTRODUCTION**

### **1.0 INTRODUCTION**

Students that pursuing a Degree in Information Management (Library Management) at University Technology MARA (UiTM) must complete industrial training as a part of their programme. This industrial training programme is taken part of 22 weeks with 12 credit hours programme for students which taken from September 1, 2021, to January 31, 2022. Students are given an option in choosing the place for their industrial training, whether a governments or private institutions. This programme was being created to help all graduates develop the skills they need also allows them to study the worked environment to increase their marketability and careers. Students can utilise their learning theory in institutions of industrial training and gain variety of new skills during practical. Other than that, this programme also to help students develop their own personalities, improves soft and technical skills, enhances discipline in works ethics and regulations, and provide exposure to the workplace. Furthermore, industrial training can help students to boost their self-esteem and encourage them to pursue professions in their chosen fields in the future.

#### **1.1 Goal of Industrial Training**

To provide exposure and experience to industrial training students related to real-life work situations. In addition, industrial training students also can apply the knowledge they gain while studying.

#### **1.2 Objective of Industrial Training**

The main objectives of this industrial training are:

- To enlightening practical student technical skills and soft skills while dealing with works, clients, and co-workers.
- To improve ability to apply university learning theory to real-world circumstances.
- To strengthen student abilities to think creatively and share their thoughts.