



**UNIVERSITY TECHNOLOGY MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT
UNIVERSITY MALAYSIA KELANTAN, JELI BRANCH
UNIVERSITY MALAYSIA KELANTAN,
BEG BERKUNCI NO 100,
JELI, 17600,
KELANTAN.**

**SPECIAL PROJECT: TRAINING WORKSHOP (BUILD YOUR
OWN WEBSITE IN 2 HOURS)**

BY:

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**IM245 – BACHELOR OF INFORMATION SCIENCE (HONS.)
INFORMATION SYSTEM MANAGEMENT**

TRAINING DURATION:

05 FEBRUARY 2017 – 29 JUNE 2017

INDUSTRIAL TRAINING REPORT



**UNIVERSITI
MALAYSIA
KELANTAN**

UNIVERSITY MALAYSIA KELANTAN

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FACULTY OF INFORMATION MANAGEMENT

UNIVERSITY TECHNOLOGY MARA

MACHANG,

KELANTAN

11 JULY 2017

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Signed by

Indera Syah Iyman Bin Roslan

2014933813

Date of submission: 11 July 2017

ABSTRACT

This special project was completed during the industrial training period from 5th February 2017 until 29 June 2017 in Faculty of Agro-Based Industry (FIAT) at University Malaysia Kelantan, Campus Jeli (UMKKJ). The trainee was placed under the library premise since there was no vacancy in the FIAT office under the supervision of Dr. Leony Tham Yew Seng which he is the Senior Lecturer of FIAT. The trainee has proposed a training workshop as his special project which is Build Your Own Website in 2 Hours. The training workshop focused on developing a website from free website development platform. In addition, the trainee was intended to promote FIAT expertise where the training workshop takes place as their stepping stone on selling their expertise in the industry. However, the trainee is also involved in other activities and programs which trainee was exposed to new experience and knowledge for the duration of industrial training. Throughout the industrial training, the trainee has gained the ability to communicate with confidence, multitasking and works on teamwork. The staff in UMKKJ is friendly and trainee they gave good cooperation with trainee during the industrial training period.

Keywords: *Industrial training, FIAT, UMKKJ, website, workshop*

ACKNOWLEDGEMENT

Bismillahirrahmanirrahim,

Trainee would like to express my gratitude towards Allah for His bless to the trainee for the easiness in completing this report. In addition, trainee wants to list several people who have helped the trainee a lot during the internship period. Without them, trainee was unable to perform well and strong to face all the difficulties that trainee has faced.

First of all, trainee would like to express my highest gratitude to my family, especially my father, for his sacrifice by supporting the trainee in term of financially and moral support without any complaint. For my mother, thank you so much for supporting the trainee and all the prayers that she prays for the trainee. Thank you for the extraordinary patience, moral and financial support.

In addition, to my friends or to be more specified my awesome housemates; for their pure heart, waking the trainee up every day and advice when the trainee faced difficulties in completing my task given by the supervisor or any related to office works. Not forgotten, my classmate or to be more specified my best friend, who actually gives his time to teach the trainee and be by my side all along the industrial training period.

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time to entertain my application. Trainee also would like to mention Dr. Leony Tham Yew Seng, who have been supervised the trainee during the internship period.

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CHAPTER 1

1.0 INTRODUCTION

1.1 BACKGROUND OF THE ORGANIZATION

University of Malaysia Kelantan (UMK) established in 2007 where it is one of the government's visions to drive the country towards high-income nation. The establishment of University Malaysia Kelantan was intended to help our nation in maintaining by making head start in increasing the human capital as fertilizer on the country's development. Besides that, University Malaysia Kelantan played an important role in supporting entrepreneurship education in Malaysia to produce multitalented graduates. Moreover, the existence of University Malaysia Kelantan was discussed by the cabinet of Malaysia under the Ninth Malaysia Plan on 14 June 2006. Concentrating on the concept "Entrepreneurship is Our Thrust", in order to enhance the efforts to endorse entrepreneurial education, it is crucial to do so. Advancing the platform for excellence, YBhg. Prof. Dato Dr. Mortaza Bin Mohamed, Vice-Chancellor, as the head of the university together with strong support from top management and academia, they have completed UMKs to become a leading higher education institution offering high quality programs that meet market demand.

UMK starts with four main programs which; Creative Technology, heritage, Entrepreneurship & Business and Applied Science,

Entrepreneurship Technology. UMK also offers twenty-seven different programs in another five different faculties in combining with current request and industrial development. In training for further compact development of human assets, support is causing from a strong support system to meet investors' requests. Careless support staff and efficient ecosystems have funding to provide an encouraging and reliable learning environment for students. In line with modern progress, UMK is now ready to explore all the possibilities. University Malaysia Kelantan has three campuses in the states of Kelantan where the main campus operates in Bachok, the second campus in Jeli and temporary campus in Pengkalan Chepa.

1.2 ACADEMIC FACILITIES AND RESOURCES

Each of the campuses in Kelantan, UMK has provided their students with:

1. Hostel
2. Library
 - a. Self-check-out terminal
 - b. Book drop
 - c. Database center
3. Clinic
4. Sports and cultural facilities
5. Cafeteria
6. Surau

7. Security guards
8. Computer Lab
9. Counselling Center
10. Language Lab
11. Spa Lab (only in Pengkalan Chepa campus)
12. Science laboratory (only in Jeli campus)
 - a. Biology lab
 - b. Chemistry lab
 - c. Material science lab
 - d. Food lab
 - e. Environmental lab
 - f. Geoscience lab
 - g. Mineralogy lab
 - h. Husbandry lab
 - i. Natural resource lab
13. Multipurpose Hall
14. Wireless Internet Access throughout campus (WiFi)

1.3 MISSION AND VISION OF THE ORGANIZATION

1.3.1 Mission

To become an international campus, centered by excellent human capital that emphasize entrepreneurship.

1.3.2 Vision

UMK Jeli campus assurances to:

1. Provide a complete and conducive infrastructure in support of entrepreneurship education, research and commercialization that is relevant to the community.
2. Practice quality management and professional work cultural, ready to improve and be of high integrity.
3. Conduct continuous improvement to achieve the standard of international campus.

1.3.3 Motto

“Entrepreneurship is Our Thrust”

1.5 DEPARTMENTAL STRUCTURE IN UMK JELI

Department in University Malaysia Kelantan Campus Jeli:

1.5.1 Administration Department



Picture 1: Administration Staff

Administration department functions as management and administration supports in order to make sure that all the activities and program parallel in achieving university management. This department responsible to provide effective support service and provide their service in efficient and effective. Administration department is powered by Registry Assistant Officer which they have five subsections which is;

1. Positioning and service
2. Financial management
3. Staff development / Asset management
4. Mail management inventory
5. General administration

The main function of the department is to organize matters that relate to administration, management and human resource development in University Malaysia Kelantan Campus Jeli. Other than that, administration department also responsible in obtaining campus security, maintenance of campus property and development. Other than that, Administration Department has sub-unit which these units support the administration and management of University Malaysia Kelantan Campus Jeli.

Name of department	Administration Department
Campus	UMK Jeli
Operating Hours	9.00 am – 5.00 pm
Address	Administration department, University Malaysia Kelantan, Locked Bag 100, 17600, Jeli, Kelantan.

Table 1: Administration business information

1.5.2 INFRA DEVELOPMENT AND INFRASTRUCTURE UNIT



INFRA DEVELOPMENT AND INFRASTRUCTURE UNIT

1.	Abdul Aziz Bin Mohamad	Engineer
2.	Shaidi Bin Md Zahid	Engineer Assistant
3.	Mohamad Razmizan Bin Ramly	Engineer Assistant
4.	Mat Farizal Bin Mat Hassan @ Yusuf	Engineer Assistant
5.	Nooraihan Binti Kamaruddin	Engineer Assistant
6.	Nik Mohd Kahirul Hafzan B. Nik Mustapha	Engineer Assistant
7.	Muzlam B. Mat Nor	Driver
8.	Zakaria Bin Jusoh	Driver
9.	Md Fazly Ismail B. Che Adam	Driver
10.	Wan Osman Bin Husin	Driver
11.	Nik Mohd Izzat Fakhrullah B. Nik Mustapa	Driver
12.	Mohd Khair Bin Mohammad	General Assistant
13.	Che Rosidah Bt. Che Daud	Assistant
14.	Fazli Bin Saad	Driver
15.	Razami Ismail	Driver

Infra Development and Infrastructure unit is led by an engineer who is assisted by three Civil Engineer Assistant, two Electrical Engineer Assistant, an Administrative Assistant, a public Assistant, six drivers and Skill Worker. Their main tasks are:

1. Carry out maintenance service on buildings and infrastructure by ensuring the physical facilities and infrastructures secure and conducive for entire campus communities, and visitors.
2. Implement and oversee construction projects, renovations and upgrades to meet the requirements of the University.

2. Implement and oversee construction projects, renovations and upgrades to meet the requirements of the University.
3. Provides site preparation, technical and logistics and public address equipment operation for an official program of the UMK Jeli Campus.
4. Managing transport services for UMK Community.
5. Planning, preparing and maintaining the landscape UMK Jeli as forest park.

1.5.3 FINANCE UNIT



Picture 3: Finance Unit staff

Finance unit was established in March 2012, with one staff that held the position of Assistant Accountant, where the job description is to manage finance that related governance in UMK Jeli Campus. The position was held in order to appoint the staff of the Treasurer's Office. The functions of the Treasurer's office are responsible for planning, implementing and monitoring of revenue generation as well as provide a financial statement.

It has six divisions which are:

1. Budget
2. Procurement
3. Payment
4. Account
5. Asset and inventory
6. Receipts and student financial

1.5.4 INFORMATION TECHNOLOGY UNIT

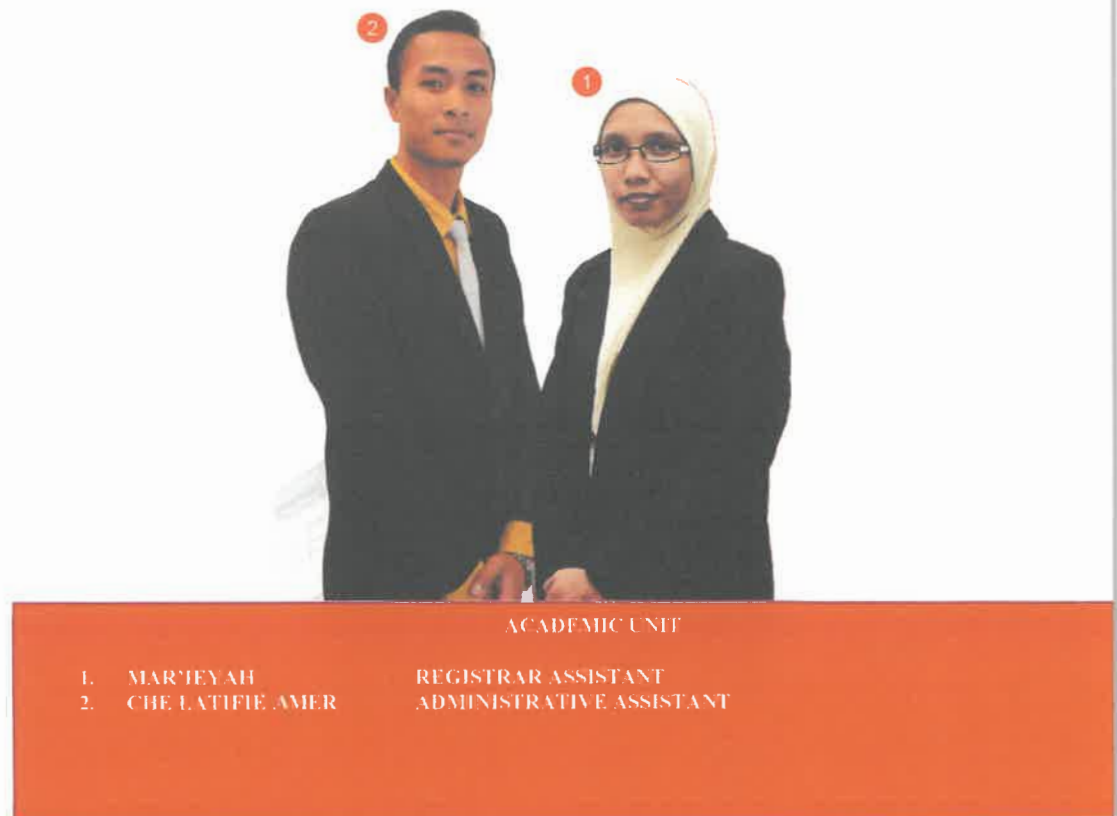


Picture 4: Infra Development and Infrastructure staff

Information Technology Unit is responsible in planning and maintaining Information & Communication Technology (ICT) and Teaching and Learning. Information Technology Unit has five staff powered by Assistant Information Technology Officer, two Computer Technician, daily part-time worker (Computer Technician) and a Vendor Computer Technician. The ICT Infrastructure unit provides maintenance service throughout the campus where their job is to make sure that all of the tasks will be done accordingly with high quality of connection and communication effectively and efficiently. They also provide other technical support services which are:

1. Consultation on technical help for their user
2. Provide repair services and installation of software or application
3. Give an advice and recommendation for suitable device or hardware
4. Provide lending device or hardware such as a projector for students
5. Basis inspection on every device or hardware under their supervision

1.5.5 ACADEMIC UNIT



Picture 5: Academic Unit staff

The Academic Unit is headed by an Assistant Registrar (N41) with assistance from an Administrative Assistant (N117). The responsibility of the unit is managing academic affairs where it involves various duties such as registration for new and current student, secretariat to examination for undergraduate students, schedule the use of lecture rooms, hall and laboratories. In addition, University Malaysia Kelantan Campus Jeli has made a Memorandum of Understanding with Kolej MARA Kulim where they had come into the implementation of a program called “Program Persediaan Keusahawanan Sains” in 2011. The aim of this program is to

produce candidates who will pursue an undergraduate program in University Malaysia Kelantan.

1.6 STUDENTS AFFAIRS DEPARTMENT



Picture 6: Student Affairs staff

General Administrative Unit, Financial department and student activity is one of the unit where they stand under one unit which under Students Affair department University Malaysia Kelantan Campus Jeli. Mr. Faiz Nur Hakim Bin Azmi is an Assistant Registrar where he is the person who in charge of the department. Besides that, he is also assisted by other staff in same the position but scope down into Clerical and Operation performed by Mrs. Nur Syahira Binti Suhaimi and General Office Assistant performed by Mr. Ahmad Syazwan Bin Syukri. The department function requires two types of

job scope where it is involved in General Administration, finance and student's activity. General Administration and financial unit it requires daily activity. For example, the tasks that they did are corresponding business, the handing over of goods/students document, financial matters and documentation task.

CHAPTER 2

2.0 ORGANIZATION INFORMATION

2.1 DEPARTMENTAL STRUCTURE - FACULTY OF AGRO-BASED INDUSTRY (FIAT)

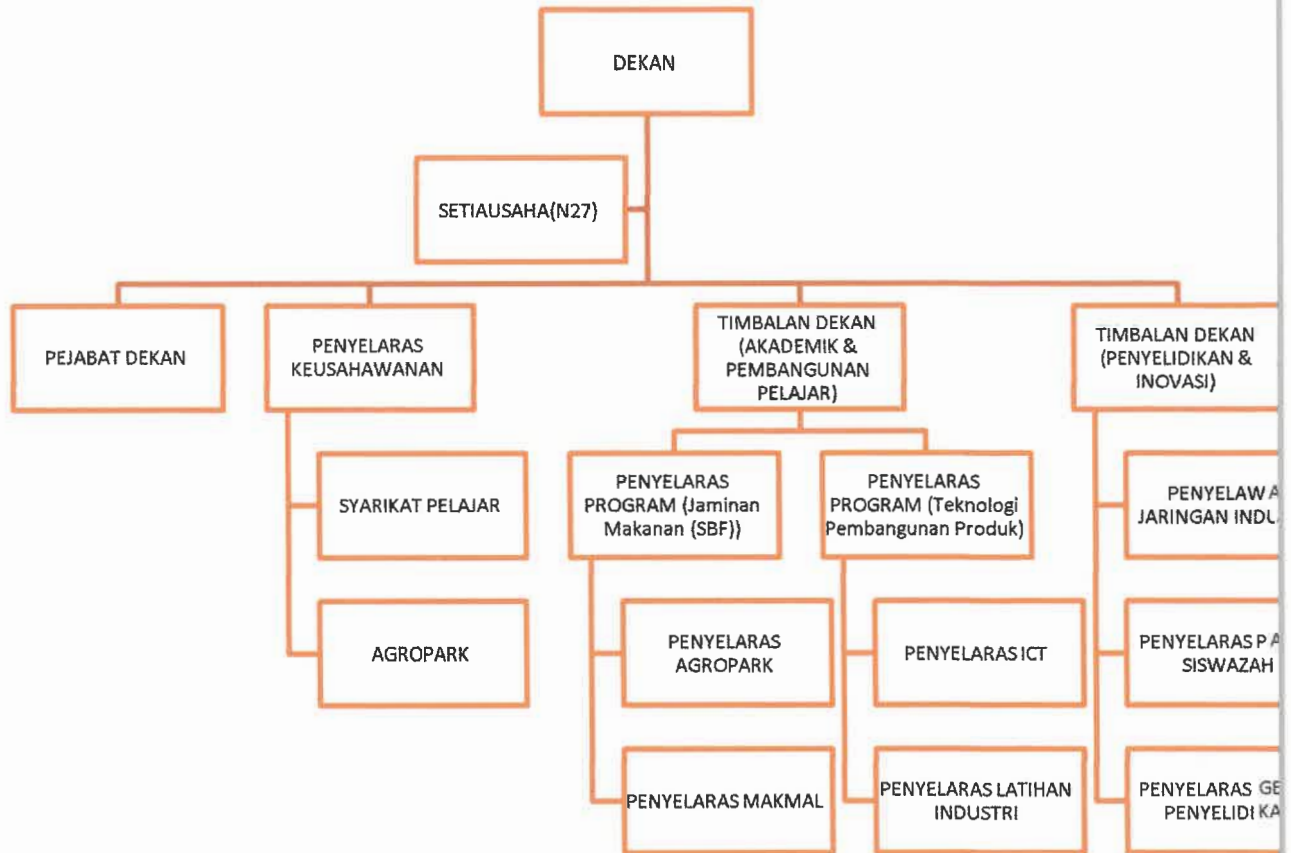


Chart 2: UMK Jeli Organization Chart

2.2 DEPARTMENT BACKGROUND

Faculty of Industry Agro-Based Industry (FIAT) was established on 1st April 2012 along with Faculty of Earth Science (FSB) after four years under Faculty of Agro Industry and Natural Resources (FASA). The establishment of this faculty is in line with the university's founding core where one of the components or the core of the university's establishment is agriculture and entrepreneurship. Farming is the major focus in the country and it is now associated with various technological advances and improvements, especially in ensuring that the country has enough food resources for a long period of time. With the motto of "Sustainable Agriculture for Food Security", FIAT intends to produce graduates who are able to assist the country in empowering agriculture and biotechnology development, especially industrial biotechnology and translating them into the process of producing value-added materials. This value-added material is an industrial product that will have commercial value.

2.2.1 VISION

Leaders in integration of science and technology with entrepreneurship for first-class human capital development.

2.2.2 MISSION

Produce quality human capital to drive national development through world-class infrastructure, delivery and human resources.

2.2.3 OBJECTIVE

- i. Strengthen the basic knowledge of farming that leads to the development of agricultural sustainability and food resources.
- ii. Build tech-savvy human resources with the ability to contribute effectively and professionally.
- iii. Produce highly capable graduates in entrepreneurship agro biotechnology with the support of humanitarian values and language proficiency.
- iv. Exploring the research and development of agro-based industries by looking for resource rich resources to ensure the adequacy of National food resources while protecting and maintaining the environment.
- v. Provide support systems that contribute to the excellence and integrity of the faculty.

2.3 DEPARTMENT FUNCTION**2.3.1 STUDENT**

Providing opportunities and quality teaching and learning environments capable of creating first-class human capital with high competitiveness based on strong entrepreneurial attributes to meet domestic and foreign job markets.

2.3.2 STAFF

Creating an effective and efficient quality management culture and a dynamic and conducive working environment for the development of staff potentials, while strengthening collaboration with all university students.

2.3.3 SOCIETY

Ensuring the role of the faculty remains relevant in support of lifelong education and awareness as well as the capabilities of communities based on agro-based industries, product development and bio-technology.

2.3.4 INDUSTRY

Strengthen strong cooperation in an effort to enhance industry capabilities through consultative, commercialization and research efforts and entrepreneurship and business development.

CHAPTER 3

3.0 INDUSTRIAL TRAINING ACTIVITIES

3.1 INTRODUCTION TO INDUSTRIAL TRAINING

First of all, trainee was placed under Faculty of Agro-Based Industry as mentioned in the approval letter from UMK Jeli and through the 5 months of industrial training, the trainee was placed in the Pejabat Perpustakaan dan Pengurusan Ilmu due to no vacancy in the Faculty of Agro-Based Industry office. Most of the tasks were given by Dr. Leony Tham Yew Seng where he is appointed as my supervisor. Somehow, trainee did do some of the library task where trainee helped and learn from the library staff on how to shelving and re-shelving books as daily basis task.

3.1.1 Activity 1: Shelving and Re-shelving books

Most common tasks that trainee did in daily basis is shelving and re-shelving books where books or library material need to be arrange and place at their origin place after the user use them. Shelving and re-shelving books took place in a different area of the books section. For additional information, most of the library material is based on faculty needs according to learning and teaching materials.

Book title	Call number
Perspective in sociology	HM 586.C84 2006
Psikologi Sosial	HM 251.P755 2004
Smart Parenting During & After Divorce	HQ759.3.F38 2009
Anakku Didiklah Hati Mencintainya	HQ769.3.F38 2010

Table 2: Example of library materials

3.1.2 Activity 2: Resolving Projector Issues At Lecture Room

Date: (15/3/17, 27/3/17, 30/3/17, 12/4/17, 20/4/17, 21/5/17)

Besides from shelving and re-shelving, trainee also did some other task which resolving some projector issues at lecture room. Most often issues occur is where the projector did not project the image via the HDMI cable problem. Sometimes, the HDMI cable also been stolen from the lecture room. Recently, if there are any stolen HDMI issues happen, the trainee needs to report the issues at the ICT Unit and apply for new HDMI cable. At times, projector at UMK Jeli often broke down after heavy rain since thunder kicks the main electric panel.



Picture 7: Setting up projector for missing at Administration meeting room.

3.1.3 Activity 3: Server Maintenance

Server in UMK Deli is located in the same building of Administration Department and it is near to Information and Communication Technology Unit (ICT). Basically, the server room was built accordingly to the requirement of server room regulation. The server was placed in the right place according to the air flow (hot air/cold air). The trainee noticed that the server room also is based on perforated tiles and solid tiles. This will support the air flow efficiency and the cooling device such as air condition and fan were switched on for 24 hours. Moreover, the floor was raised 2 feet from the base floor. From the period of industrial training there, trainee has learned about how to keep the server software update and running so that a computer network can operate smoothly.



Picture 8: Mr. Syafiq show and teach how to operate a server

3.1.4 Activity 3: Self-study

Since trainee was placed under library supervision, most of the tasks given were done and it requires the trainee to study by myself. Dr. Leony Tham Yew Seng was a very hectic person where he is a lecturer and it buys his time and his commitment for teaching. The first task that trainee received is on 6th February 2017, where trainee was required to study the use and function of AppSheet.

3.1.4.1 AppSheet

AppSheet is software where it reacts as a platform for their user to create mobile apps. Basically, AppSheet is web-based software where the user needs to sign up as their user and most important thing; this web-based software is completely free. AppSheet also able to create apps either for Android or iOS and the user can design their own apps according to their creativity and taste.

AppSheet capture the data from spreadsheet format where all the data need to be written in Google spreadsheet or Microsoft Excel. AppSheet also works beautifully with the Microsoft Excel formulas which they implement the function in AppSheet similarly with Microsoft Excel. The interface of AppSheet is very simple and user friendly where everyone can use their platform.

Moreover, AppSheet is a real time apps where the data need to be synchronize with any cloud service that they acquire which; Google Drive, Dropbox, SmartSheet, OneDrive, Office365 + OneDrive for business, Box and SQL Server.

Date 1: 6th February 2017

Trainee was required to learn and understand the function and capabilities of AppSheet since Dr. Leonid ask to develop an app that can help the farmer and master farmer communicate and share the data among them. Trainee was also asked to study about the agriculture field in general. On 9th February 2017, the trainee has to show and presented to him in his room at 9.00 am. So the following day's until 9th February, trainee was studying and tried the AppSheet to develop an app.

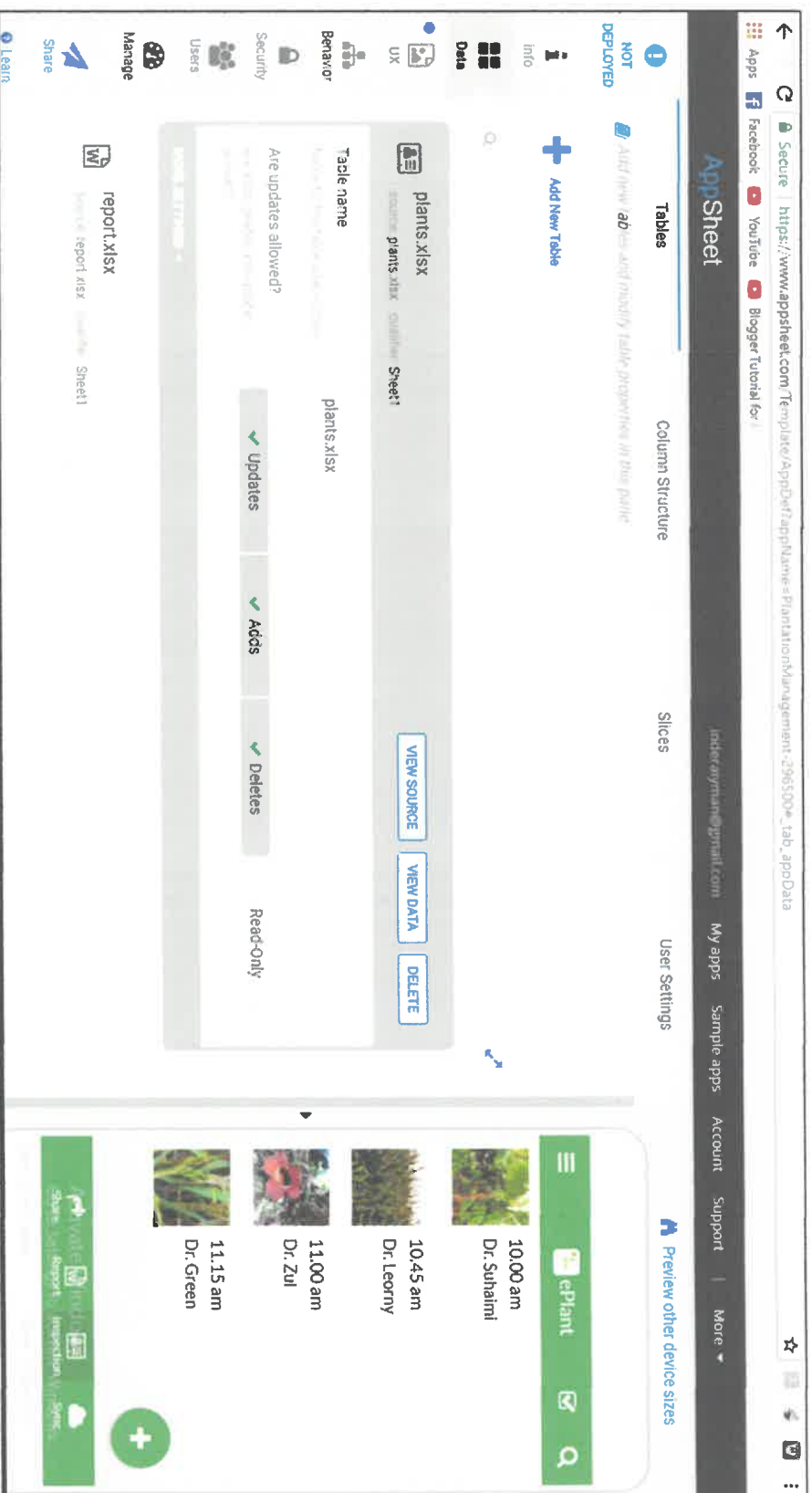
Date 2: 9th February 2017

At 9.00 am, trainee arrived at Dr. Leony room with Muhammad Rifaie since he is also required to make an app using AppSheet. During the presentation, trainee also briefed to him about how the AppSheet works and how to link the data within the cloud. The first app that trainee created using AppSheet is called e-Plant.



Picture 9: First sample app created using App Sheet in mobile version view

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Picture 10: AppSheet interface and control panel view.

Date 3: 12th February 2017

Dr. Leony asked trainee to see him at 12.15 pm where he discussed that we need to create an app regarding with internship duration or schedule that can help us organize our meeting and can update any news or task. He also reminded that to include publishing function and how to notify the user if there are any updates and show him how the relationship in the app happens. The next meeting will be on 15 February 2017 and the following day's trainee just focused on the task given.



Picture 11: Meeting with Dr. Leony Tham Yew Seng

Date 4: 15th February 2017

At 10.15 am, after completing shelving and re-shelving books, trainee headed to Dr. Leony room and present the app that trainee have created regarding with the internship period. Below is the app that trainee have made. We also discussed on how the app will look, enhancing new improvements and design an interface or draft on how the app will work.



Picture 12: Internship schedule apps interface

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AppSheet

Ban-apps - Apps

Column Structure

COLUMN NAME	TYPE	KEY LABEL	READ ONLY	HIDDEN	REQUIRED
RowNumber	Number		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DATE	Text		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TASK	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECOMMENDATION	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATELINE	Date		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMMENT	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDERA	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RIFALIE	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preview other device sizes

Ban-apps

1/3/2017 12:00:00 AM Please...

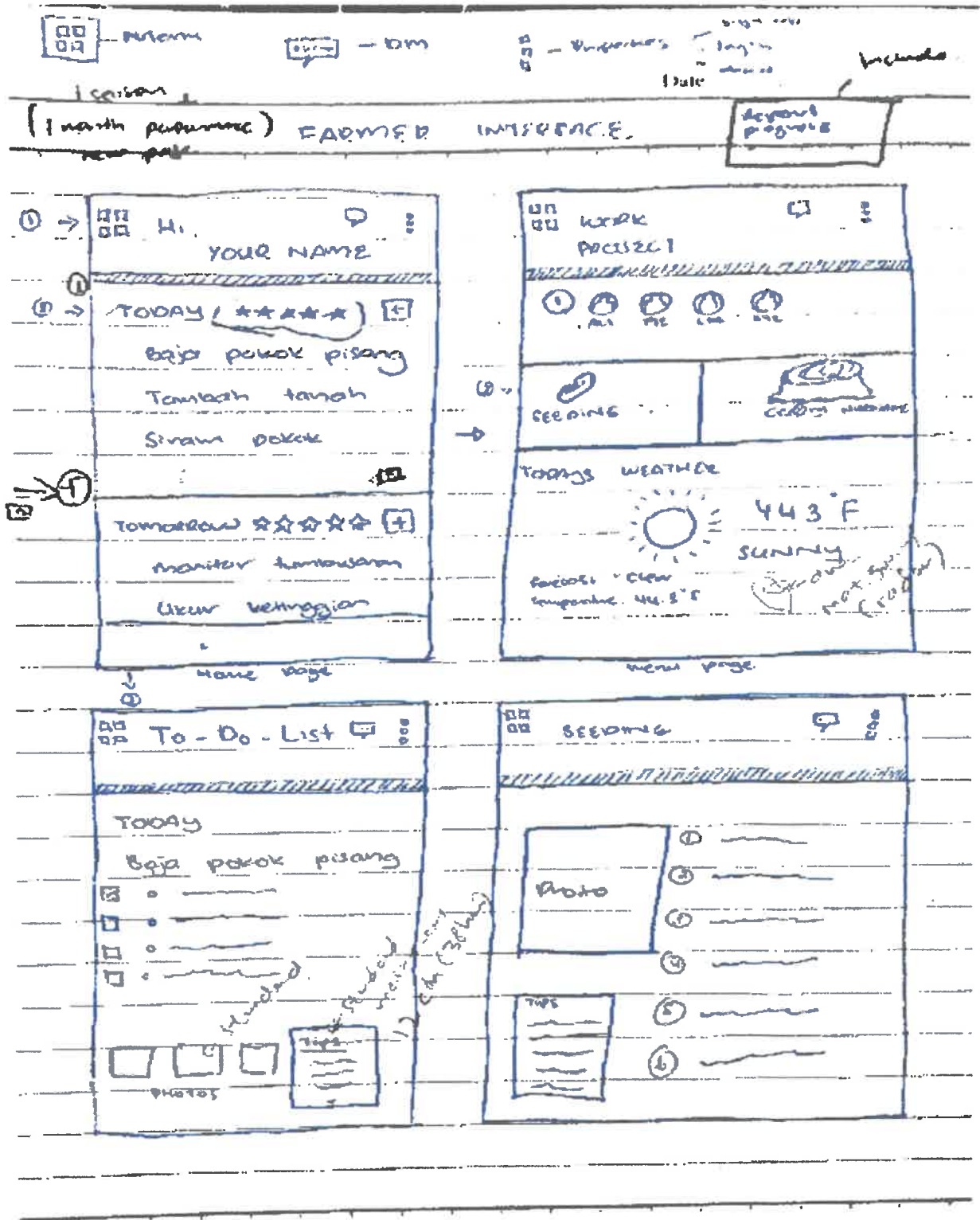
Banana project: apps

14/3/17 Dr. Su...

Understand the framework

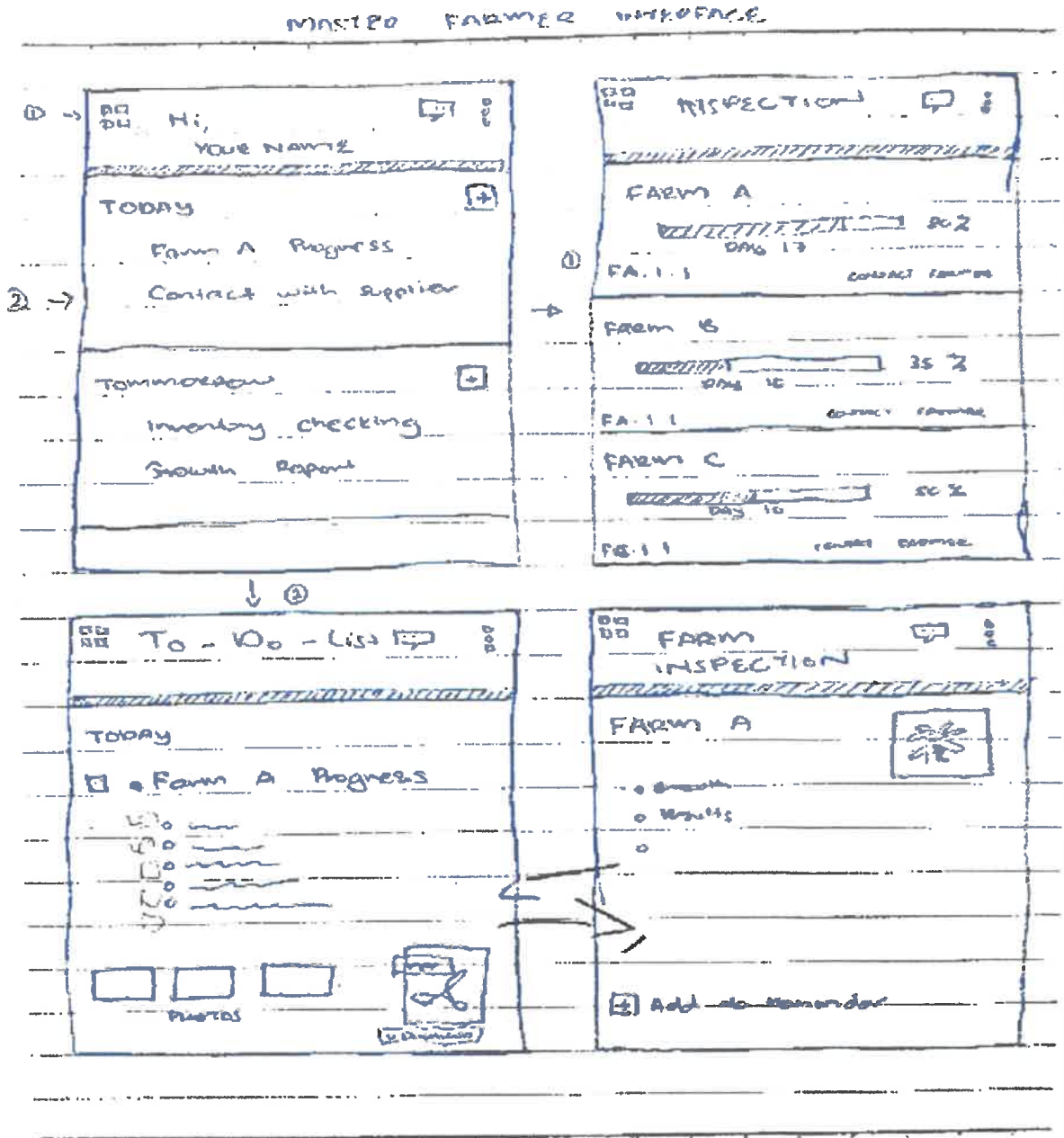
Share My Project, Weekly W-Sync

Picture 13: Ban-apps data column structure



Picture 14: Farmer app interface (rough idea)

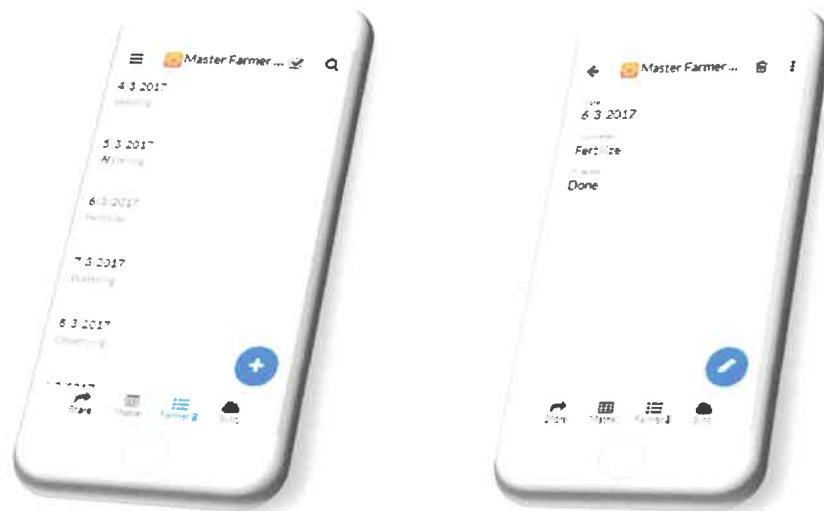
Date _____



Picture 15: Master Farmer app interface (rough idea)

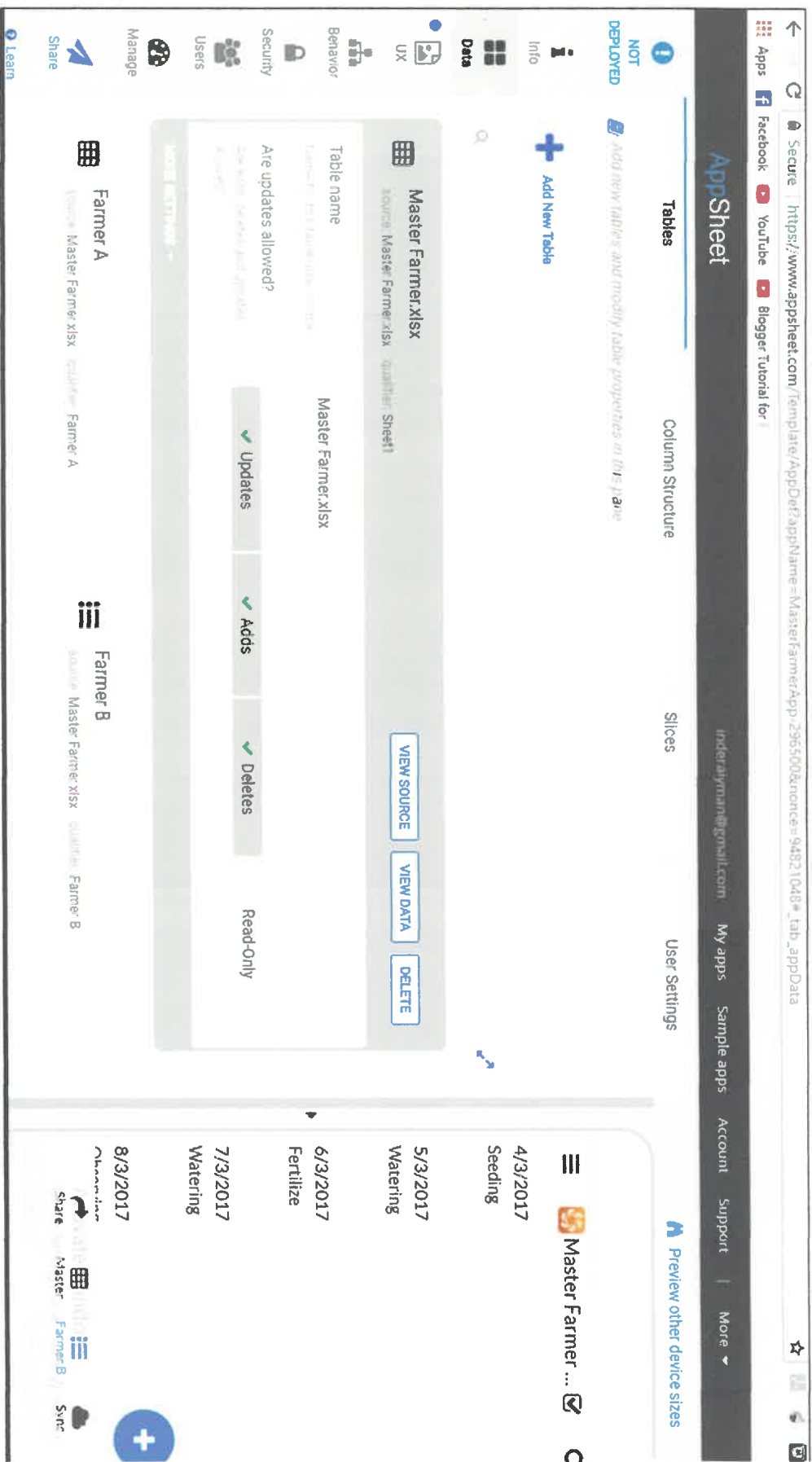
Date 5: 15 March 2017

Meeting with Dr. Leony at 11.00 am, where he asked to develop an app that can help Dr. Suhaimi's project which is Banana Cultivation. The app should have the function that allows adding, allow deletes and allow edits. Moreover, the app should be based from University Malaysia Kelantan Campus Jeli official website. The application needs to be easy to use since most of the farmer is elderly.



Picture 16: Master Farmer trial app

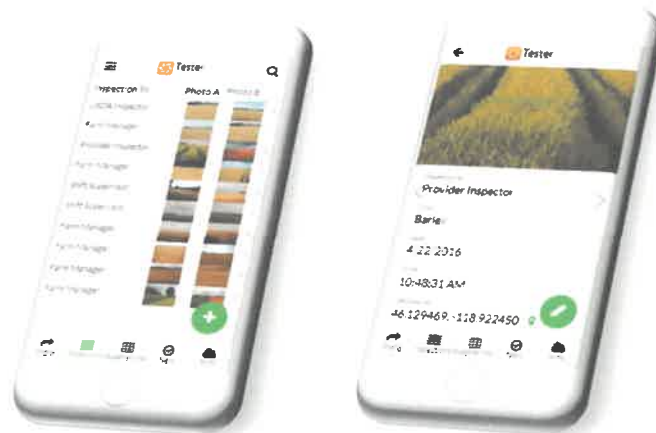
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Picture 17: Master Farmer app interface and data section

Date 6: 2 April 2017

On this date, trainee went to see Dr. Leony and tell him that trainee faced some difficulty during developing the app. The AppSheet that we are currently using is not very practical since AppSheet did not notify the user if there is any changes that has been made. On the other hand, trainee went and search for any other free android software platform and trainee found Appspotr where it provides the same features with AppSheet. This software platform has many functions and the interface is much more attractive and simple. The upcoming tasks is where Dr. Leony has suggested Muhammad Rifaie and trainee to conduct or held a workshop for his first year student on 12 April 2017. The workshop was called “Building Your 1st Android App” and it is intended to literate the student on how to create an android app. Furthermore, the workshop also will help them in operate and organize their plantation which all the data from their plantation can be store3d into the app.



Picture 18: Correction from previous app (Tester App)

Date 7: 5 April 2017

At 12.00 pm, Dr. Leony Tham Yew Seng and trainee had a meeting where he offers to do another project which is called “Laporan Nilain Pekerja Tahunan” (LNPT). The project is suggested by Dean of Faculty of Agro-Based Industry where the system scope down to facilitate and capture the officer achievement around the year. The system also will be associate or linked together with Malaysia Research Assessment Instrument (MyRA). The system will be needed to generate a report that shows the officer achievement over the years.

GLOSARI	
MALAYSIA RESEARCH ASSESSMENT INSTRUMENT I (MyRA® 1)	
<p>NOTA: Data yang dikehendaki hendaklah data pada 31 Disember bagi setiap tahun yang dinilai dan bukannya secara kumulatif KECEUALI dinyatakan sebaliknya.</p>	
DEFINISI	
PERKARA	PENERANGAN
Buku Penyelidikan	Buku penyelidikan bermaksud buku ilmiah yang ditulis secara sistematik berasaskan fakta dan hasil penyelidikan yang dianalisis secara kritis melalui penghujahan yang rasional.
Cuti Belajar Staf Akademik	Cuti belajar staf akademik bermaksud belajar untuk tujuan Ijazah Tinggi (Pasca Sijazah).
Enrolmen Pelajar (Ijazah Pertama & Ijazah Tinggi)	Enrolmen pelajar termasuk yang aktif, tamat pengajian, diberhentikan, menarik diri, gagal dan perungguhan.
Full Time Equivalent (FTE) Staf Akademik Aktif	FTE Staf Akademik Aktif – Dua (2) staf akademik separuh masa yang terlibat dengan penyelidikan bersamaan satu (1) staf akademik sepenuh masa yang terlibat dengan penyelidikan.
Full Time Equivalent (FTE) Staf Akademik S&T Aktif	FTE Staf Akademik S&T Aktif – Dua (2) staf akademik S&T aktif separuh masa bersamaan satu (1) staf akademik S&T aktif sepenuh masa.
Full Time Equivalent (FTE) Pelajar	<ul style="list-style-type: none"> • Pelajar Master – Dua (2) pelajar separuh masa bersamaan satu (1) pelajar sepenuh masa.

GLOSARI MyRA® 1 (PROJEK 2016) # revisi: 6 Disember 2016

1

Picture 19: MyRA glossary

Date 8: 6 April 2017

On this date, other students from UiTM Puncak Perdana held a program at Sekolah Kebangsaan Gemang which it is a joint program between University Malaysia Kelantan and Sekolah Kebangsaan Gemang. The program called as Program Pengurusan Perpustakaan dan Literasi Maklumat where the main objective of the program is to teach the students from Sekolah Kebangsaan Gemang on how to manage and learn how to classify their library materials. My involvement in the program to facilitate the program flow, cameraman, participant assistant, setting up the projector during talk and conduct games. Dr. Leony Tham yew Seng has approved my involvement since during the day trainee did not have tasks to be completed.



Picture 20: Group 2 won at 3rd place



Picture 21: Talks during Literasi maklumat session

Date 9: 12 April 2017

Another training workshop that trainee did is “Build Your 1st Android App” where the training workshop was held on 12 April 2017. The training workshop was held at Computer Lab 1 from 2.00 pm until 4.00 pm. This training workshop focused on Android apps where trainee use AppSheet.com as a development platform. AppSheet development platform use Google Drive as the database and Google Account as the login authentication. Moreover, AppSheet works as a simple app development tool where it does not use any kind of coding or script. It is a user friendly and easy to learn in a short time. The training workshop went well and the workshop was handled by Muhammad Rifaie and my job is to assist the participant when they have difficulty in following the module. Most of the participants are from Faculty of Agro-Based Industry which they are final year students and they implement their created apps for their projects.



Picture 22: AppSheet workshop with final year students

Date 10: 19 April 2017

On this date, another AppSheet workshop was held and this time, the workshop was held at Computer Lab 1 from 2.00 pm until 4.00 pm. In this workshop, the module was prepared by me and trainee included the user manual in appendices. The module focuses on testing the edit, add and delete functions. Other than that, trainee also taught them to understand the most important component of AppSheet.



Picture 23: Participant looks happy after the training workshop



Picture 24: AppSheet workshop with first year student at Bilik Kuliah 3

Date 11: 17 May 2017

On this date, the AppSheet workshop was held at the Computer Lab from 2.00 pm until 4.00 pm where it was handled or spoken by trainee and trainee job was to facilitate and help the participant besides teaching them. 7 participants joined the program and the workshop focused on developing apps from scratch. Most of the students, they did not have the experience or any knowledge about developing mobile apps. The workshop went well and it was very exciting to teach them and they were having a great time in learning the AppSheet.



Picture 25: 7 participant joined the training workshop

Date 12: 21 May 2017

On this date, trainee has joined library program Library Open Day where the trainee has become one of the facilitators. The program was held for one day and it is a joint program with different agencies. During the program period, trainee has been assigned as one of the crew where the task is to setting up the poster and banner at library, arranging the interior design according to chief librarian, assisting participant, and responsible as game conductor.



Picture 26: Library Open Day poster (designed by Muhd Hariz - Intern student)

Date 13: 24 May 2017

Another Appsheet workshop was held on this date and this time it is different from previous workshop where we are challenged by Dr. Leony to expand trainee capability to share the knowledge towards lecturer and academician from Faculty of Agro-Based Industry. From this knowledge sharing session, there were 7 participants who joined; Dr. Palsan, Dr. Syaza, Miss Amira, Dr. Dwi, Dr. Ching and Miss Azreen. The workshop was handled by Muhammad Rifaie and assisted by the trainee. Basically, we let them create their own apps based on their classroom needs.



Picture 27: AppSheet workshop with 7 lecturers conducted by Muhd Rifaie

***9 May 2017**

After a few days after LNPT system was given, trainee suffered major difficulty in developing the system where most of the form that trainee need to include into the system is not variable in most PHP coding that trainee made. So, trainee went to see Dr. Leony and we had some meeting and discussion about the LNPT system. Unfortunately, the LNPT project is dismissed by Dr. Leony since trainee did not have the ability to complete it and it is from trainee knowledge. In order to replace the emptiness project, there will be another AppSheet workshop will be held on 17 May 2017 at Computer Lab 1 from 2.00 pm until 4.00 pm.



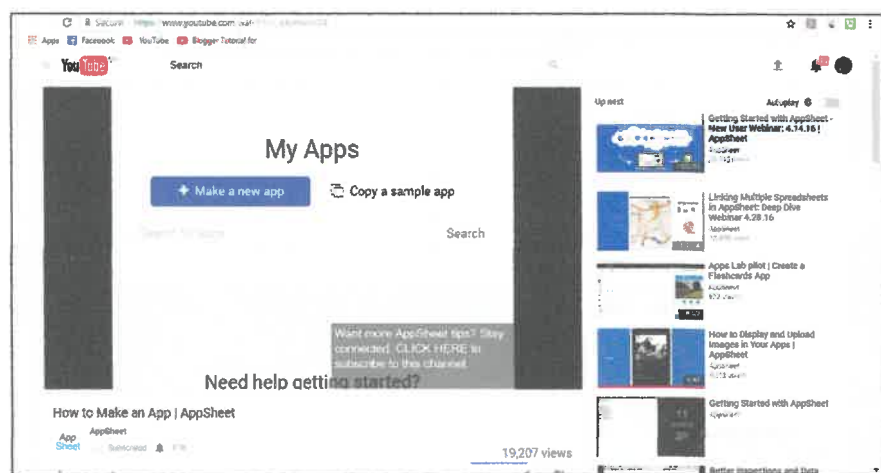
Picture 28: Meeting with Dr. Leony Tham Yew Seng - trainee supervisor

3.1.4.2 YouTube

Self-study activity, mostly trainee refer to YouTube since trainee have subscribed to their channel; AppSheet, AppSpotr AB and Wix.com. There are a few videos that trainee always refers to as linked below:

1. How to make an App?

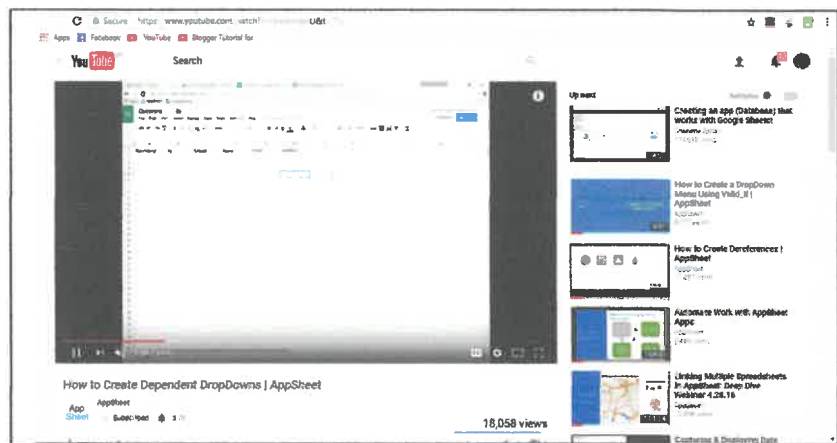
https://www.youtube.com/watch?v=_qXsHaUlno4



Picture 29: Self-study about the AppSheet overview

2. How to Create Dependent DropDown

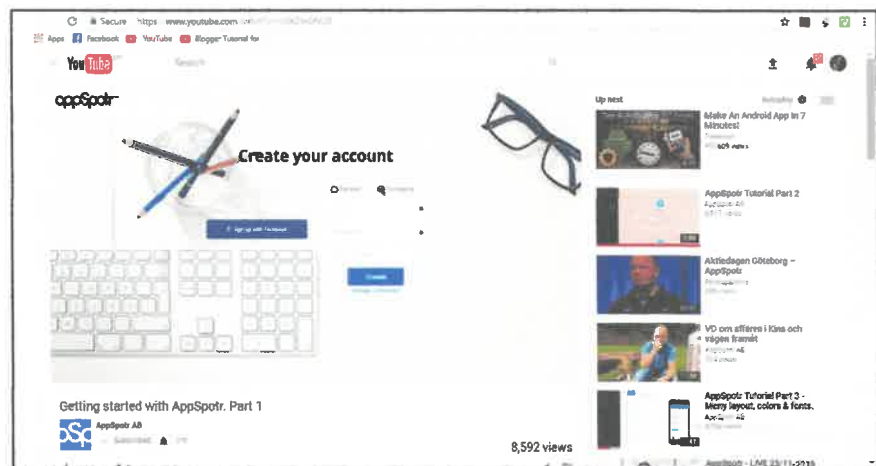
<https://www.youtube.com/watch?v=HreJAIInAjnU&t=77s>



Picture 30: Self-study about creating dependent dropdown menu

3. Getting started with AppSpotr

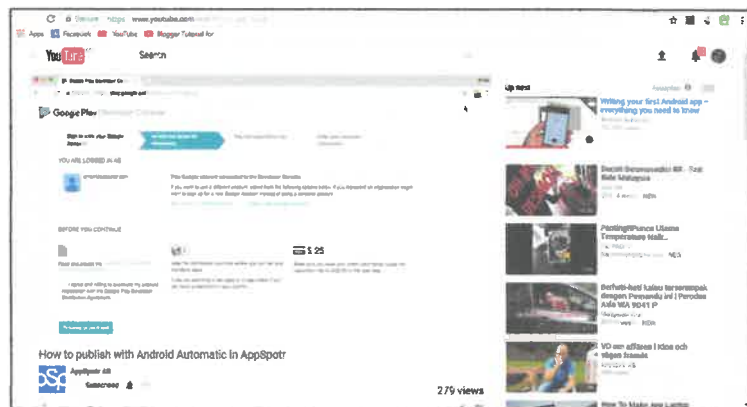
<https://www.youtube.com/watch?v=Uj9XZtnDNO8>



Picture 31: Self-study about getting started with AppSpotr

4. How to publish with Android Automatic in AppSpotr

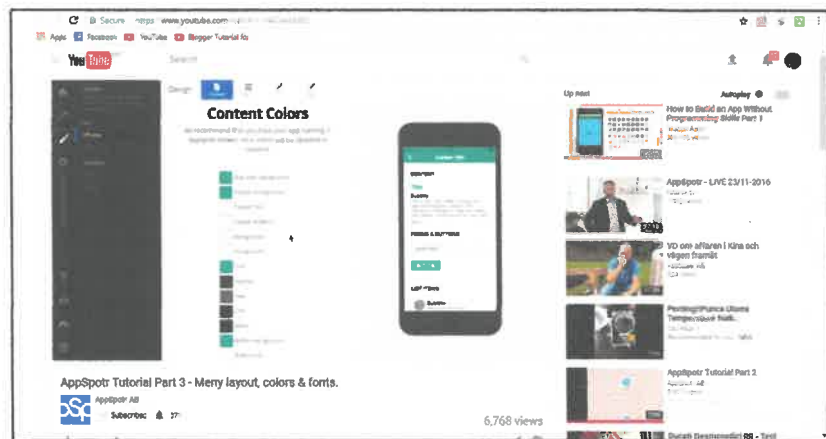
https://www.youtube.com/watch?v=x_vpL-TciU8



Picture 32: Self study about publishing app in AppSpotr

5. AppSpotr tutorial Part 3 – menu layout, colors & fonts.

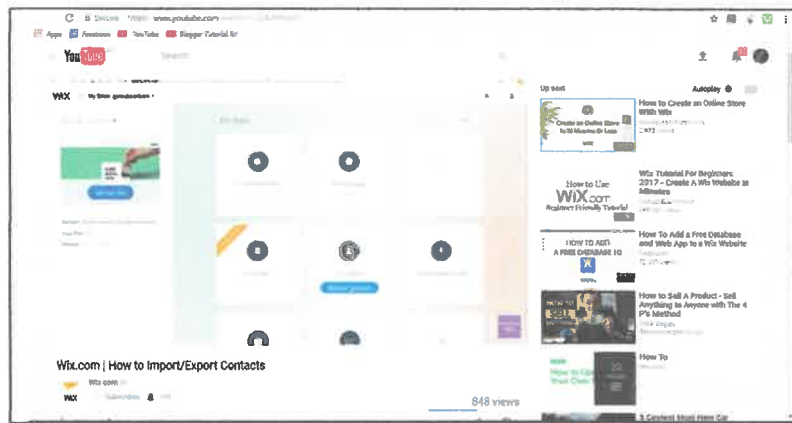
<https://www.youtube.com/watch?v=d42sejldqfQ>



Picture 33: Self-study about layout, colors and font in AppSpotr

6. How to import/export contacts

<https://www.youtube.com/watch?v=UZ4sRFX6d50>



Picture 34: Self-study from YouTube

3.1.5 Activity 4: Cloud Computing

Cloud computing is a practice of using remote network server where most of these facilities are hosted to store, managed and process data, rather than a local server or a personal server. Based from the usage of cloud computing, Dr. Leony Tham Yew Seng has given an assignment which trainee needs to understand and study the products of cloud computing. There are many cloud computing providers that have many packages and services. From my acknowledgement, this task is very helpful for the trainee in the long term because nowadays, most of companies will try their best to eliminate or cut any extra cost that they will carry. For example, in order to manage a server or database for a company, they will need to buy the server and of course they will need some specialties who can manage the server.

Besides from hiring staff who have knowledge about the server, the company also needs to conduct a training or workshop to teach other staff too. This will buy them a lot of money and resources. By having this cloud computing, the company will save lots of money by subscribing to the services and they will pay for the fees whether it is monthly or annually. Most of the services provided can be flexible according to company needs. Trainee supervisor has given the task where the trainee has to study and understand the functionality of cloud computing and can it be implemented in an organization. Trainee was given with four different types of cloud computing

provider and the trainee has selected two from the choices. Trainee chosen Alibaba Cloud and Amazon Web Services. The task was completed as trainee has included the copy of the task in appendices.

1 day 2 pages.
1 page Text <40% of A4, Drawing>60% of A4

Date: _____

Alibaba Cloud Auto Scaling

Amazon Web Services _____

Microsoft Azure _____

Google Cloud Platform _____

My understanding (Text <40%, Drawing >60%)

* Identify the needs to achieve fast access
 * auto scales important value to the address
 * user can create scaling group based on their desired data

How Auto Scaling works?

If I have a small company, 1 thing I can use from THIS product

Picture 35: Cloud computing review based from Alibaba Cloud

3.2 Special project (Build Your Own Website in 2 Hour)

3.2.1 Introduction

3.2.1.1 Project Overview

Faculty of Agro-Based Industry is a faculty that focuses on agro technology and their students is pushed to apply technology into their agro farming and development. The special project that trainee proposed is meant to help their tasks to be more organized, easy retrieve, and scalable. The special project focuses on lecturer or academician who pursuit to challenge their capabilities and promote their expertise in the industry. By doing that, they can promote their expertise and push them out of the boundaries besides giving lectures.

“Build Your Own Website in 2 hours” is the name of the trainee training workshop where the participant is among lecturers. Based from the distribution about the training workshop, only 7 participants who can join due to lecturer meeting. The content was how to develop a website based from a free website development platform which trainee used Wix.com.

3.2.1.2 Problem Statement

The problem that trainee faced is when most of the participants are lecturer where they are titled as Doctor and Senior Lecturer. It gives trainee a lot of courage to speak and deliver the content without any awkwardness. Other than that, the internet connection during the training workshop is not too good since the day before the training, there was heavy rain and the server was kicked out by lightning. It takes time before the ICT officer can fix the problem. Somehow, the internet can be used and it was quite slow.

3.2.1.3 Objective

The objective of training workshop “Build Your Own Website in 2 hours” is:

1. To exposed the expertise of University Malaysia Kelantan Campus Jeli lecturers.
2. To sell the expertise skills and apply in agro field.
3. To let the lecturers become more creative in teaching and learning process.

3.2.1.4.1 Scope of the project

This training workshop is held in Faculty of Agro-Based Industry, University Malaysia Kelantan campus Jeli. The content of the training workshop is based on free website developer platform and it takes only 2 hours to complete the module. Moreover, the trainee did include some other extras which the trainee did share the knowledge on creating blogs.

3.2.1.4.2 Target User

The target user for “Build Your Own Website in 2 Hours” is for lecturers and staff in Faculty of Agro-Based Industry in Jeli campus. Moreover, the target user for the training workshop is also for those who wants to promote themselves in agro industry.

3.2.1.4.3 Tools Used For Development

1. Computer / Laptop
2. Google Chrome
3. Google Account
4. Email

3.2.1.5 Gantt Chart

At Risk	Task Name	Status	Start Date	End Date	Assigned To	% Complete	Comments
	Need help? Learn how to use this template						
1							
2	- Planning		06/17/17	06/20/17		100%	
3	Study the topic	Complete	06/17/17	06/19/17		100%	
4	Do some homework	Complete	06/19/17	06/20/17		100%	
5							
6							
7	- Analysis		06/20/17	06/22/17		100%	
8	Decide the content	Complete	06/20/17	06/22/17		100%	
9	Scope of the project	Complete	06/20/17	06/22/17		100%	
10							
11	- Design		06/22/17	06/26/17		100%	
12	Teaching the functionality	Complete	06/22/17	06/26/17		100%	
13	Edit and add improvement	Complete	06/22/17	06/26/17		100%	
14	- Implementation		06/31/17	06/31/17		100%	
15	Outline the content	Complete	06/31/17	06/31/17		100%	
16							
17	Ask for any feedback / Question	Complete	06/31/17	06/31/17		100%	

Table 3: Training workshop timeline and duration

INDUSTRIAL TRAINING REPORT

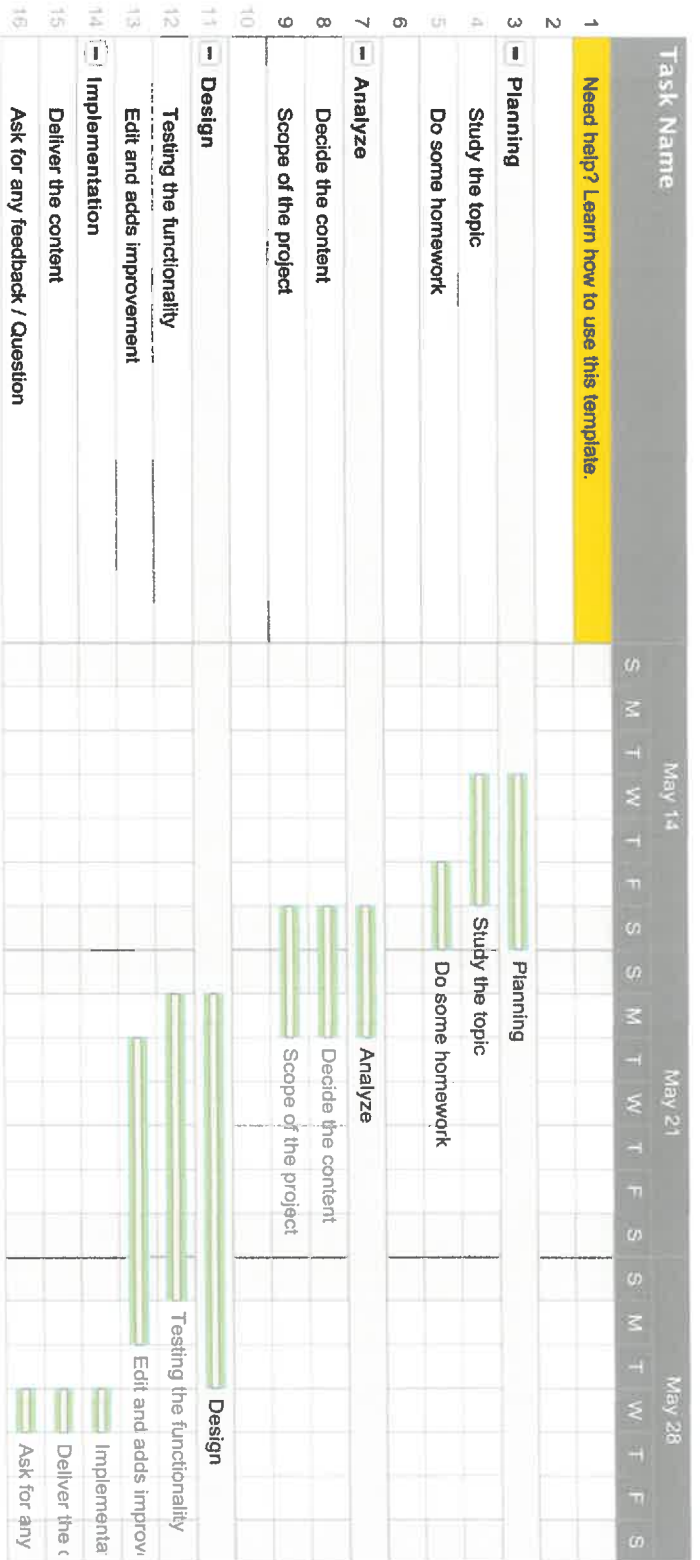


Table 4: Training workshop Gantt Chart in details



Picture 36: Website Development and Blog Workshop

CHAPTER 4

4.0 CONCLUSION

Throughout the 5 months in University Malaysia Kelantan Jeli Campus, trainee has gained lots of experience and knowledge on how to handle tasks given by the supervisor and how to counter the multi-tasking task. Most importantly, trainee has learned about how to handle job load and manage the task accordingly to the dateline. Furthermore, the 5 months of industrial training were very fun since trainee has made lots of contacts within the organization and create memorable friendship. Learning environment and working environment are very different from trainee meets many kinds of people with different status and ranks.

4.1 Application of knowledge, skills and experience in undertaking the task

4.1.1 Meeting with supervisor

Meeting with supervisor is one of the thing that trainee want to avoid but it is the responsibility so trainee has to meet with the supervisor. Throughout every meeting that trainee has with supervisor, trainee can identify whether each task given by the supervisor will be needed to be completed within time by his expression or voice intonation as trainee has learned in diploma, IMD 151 Human Communication in Information Agencies.

4.1.2 Website Evaluation

From time to time, Dr. Leony Tham Yew Seng has asked trainee to do some research on web to study the function of cloud computing. This task was done by analyzing the authentic sources from the web where the trainee has learned from previous level of study ijn diploma, IMD 152 Management of Internet Resources.

4.1.2 Knowledge sharing

Most of the task given to the trainee, it requires lots of knowledge and information seeking where trainee has to be step ahead. Sometimes, trainee has to explained or tell his supervisor about the upcoming or updates about latest technology in information technology. Furthermore, trainee has chosen his special project to be as training workshop where it require trainee to share his knowledge.

4.1.3 Hardware Issues

Based from the experience that trainee gained from industrial training, trainee has learn how to fix and resolve reagrding with hardware issues. In addition, trainee has resolve some projector issues during lecture and events. While some PC issues trainee can resolve but if it regarding with program issues trainee did not have much knowledge and it might bought some time and effort to resolve

the issues. Moreover, trainee has learned knowledge from maintaining server which trainee has learned in IMS 605, Data Center Operational and Services.



Picture 37: Server maintenance and check up

4.14 Personal thoughts and opinion

University Malaysia Kelantan Campus Jeli is one of the landmark in Kelantan where this institution develops high quality of students and they contribute services towards community. Trainee was impressed by the management of the organization where they work on structure and their skills. Dr. Suhaimi Bin Othman is one of the highly respected Senior Lecturer where he discovers the formula or magic on how to make banana fruits in every season with the same tree.

Their thrust is to sell their expertise towards the industry and contributes to the community. The working area in Faculty of Agro-Based Industry was quite huge where they did have the station or corner for their customer to sit and wait. Thus, their service is quite satisfied since the staff there is highly trained and skillful.

4.2 Lesson Learnt

1. Trainee has been involved in many programs that UMK Jeli has hosted where trainee saw the importance of teamwork in a working environment. Teamwork is everything and it will define whether the task can be completed within the time or they need to extend the time given.
2. Other than that, trainee has learned tips and skill in communication where most people they talk differently. Good communication is the best key to express ideas and thoughts to others. By using standard language among normal workers considers as normal but not to the higher level staff. It shows whether trainee can communicate professionally with professional staff.
3. When facing difficulties in completing task, it is obvious that trainee needs to handle it by himself since it is his task, but turn to somebody help also is a good practice. Errors in work can be avoided if we ask for help in order to make it right with less risk from being accused for wrong doing. Therefore, problem solving technique needs to be mastered and applied in working environment.

4.3 Limitation and recommendation

4.1.4 Limitation

In undertaking industrial training program, there were some problems occur and trainee has experience some limitation during the period. The limitations are:-

4.1.4.1 No vacancy at the faculty office

Trainee was placed in library premise since there was another industrial training student from Politeknik Sultan Mizan Zainal Abidin, Dungun, Terengganu. Supposedly, the faculty should inform trainee in advance since there was no vacancy in their office. Trainee were required to go through the industrial training in library at student study area.

4.1.4.2 Lack of contact with Faculty of Agro-Based Industry department

Since trainee was placed under library, trainee did not have source for asking if there are any difficulties in completing task. Most of the time, trainee has to refer to library staff and librarian.

4.1.4.3 Lack of knowledge regarding office job scope

As mentioned above, trainee did not exposed to the real working situation since the trainee has to complete industrial training based from library work place. Moreover, trainee survived based on self effort.

4.1.4.4 Allowance

The allowance that trainee received is not enough since the allowance were gave according to department capability. Most of the allowance that was given, trainee has to use it for house rent and electricity. The department allocated RM200 per month for trainee during the period of industrial training.

4.1.4.5 Lack of expert staff

Up to now, there were no expert staff in IT scope that can teach trainee in order to full fill industrial training scope based from Information System Technology. Most of the time, trainee has to self-study in order to complete the given task. Trainee supervisor also is a busy person since he has classes and meeting to attend.

4.1.4.6 Task for the trainee

Another downside all along 5 months of industrial training, most of the task given is out of trainee reach and the supervisor did not study well about trainee background. There was a system that trainee has to drop which is Laporan Nilaiian Pekerja Tahunan (LNPT) where the scope of the system is to linked into multiple department and generate a report that state the achievement of the avaluated officer. The

supervisor thought that trainee education background was based on Computer Science field.

4.1.5 Recommendation

4.1.5.1 Allowance

The allowance for industrial training students need to be increased since the economy nowadays is not stable. Trainee did not ask much but just make it sure that the allowance can ease industrial students expenses such as meals, shuttle cost include the fuel for industrial training student transportation.

4.1.5.2 Giving related task for trainee

By giving related task for industrial training student, it will help them accomplish their desired task accordingly to the field. Moreover, it will ease them in writing their report and explains well about their job scope.

REFERENCES

(n.d). Retrive June 12, 2017, from <http://kampusjeli.umk.edu.my/index.php/en/>

How to Make an App | AppSheet. (2016, May 09). Retrieved June 10, 2017, from https://www.youtube.com/watch?v=_qXsHaUlnO4

MyRA - my Retirement Account | Home. (n.d). Retrieved June 12, 2017, from <https://myra.gov/>

APPENDICES

APPENDICES A:

INDUSTRIAL TRAINING

ATTENDANCE RECORDS

K

N

KEM / JAB: FAKULTI INDUSTRI ASAS TANI

KAD MENCATIT WAKTU

BULAN FEBRUARI

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	7:58			17:30		
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10						
11						
12	7:57			17:30		
13	7:55			17:30		
14	7:50			17:30		
15	7:50			17:30		

AMARAN

Pegawai / Kakitangan yang menolong mencatatkan waktu kad seseorang Pegawai/Kakitangan lain akan dikenakan tindakan tatatertib keatasnya.

KEMERIAAN MALAYSIA

KEM / JAB: FAKULTI INDUSTRI ASAS TANI

KAD MENCATIT WAKTU

BULAN Februari

TAR.	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	7:58 am			17:30	Tersalah punch, ada baki.	J
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26	8:20			17:30		
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CATITAN

1

R:

NAMA: INDERA SYAH IYMAN

KEM / JAB: FAKULTI INDUSTRI ASAS TANI

KAD MENCATIT WAKTU

BULAN MARCH

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AMARAN

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2

DR:

KEM / JAB: FAKULTI INDUSTRI ASAS TANI

KAD MENCATIT WAKTU

BULAN MARCH

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NAMA : INDEBA SYAH IYMAN

KEM / JAB : FAKULTI INDUSTRI ASAS TANI

KEM / JAB : FAKULTI INDUSTRI ASAS TANI

KAD MENCATIT WAKTU

BULAN *April*

KAD MENCATIT WAKTU

BULAN *April*

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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CATITAN

AMARAN

Pegawai / Kakitangan yang menolong mencatatkan waktu kad seseorang Pegawai/Kakitangan lain akan dikenakan tindakan tatatertib keatasnya.

KERAJAAN MALAYSIA

2

NOMBOR:



NAMA: INDERA SYAH LYMAN

KEM/JAB: FIAT

KAD MENCATIT WAKTU

BULAN MAY

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CATITAN

KERAJAAN MALAYSIA

1

NOMBOR:



NAMA: INDERA SYAH LYMAN

KEM/JAB: FIAT

KAD MENCATIT WAKTU

BULAN MAY

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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AMARAN

Pegawai / Kakitangan yang menolng mencatatkan waktu kad seseorang Pegawai/Kakitangan lain akan dikenakan tindakan tatatertib keatasnya.

**APPENDICES C:
APPSHEET DATA AND
MATERIALS**

Build Your (First) Website in 2 hours WORKSHOP

15 messages

Dr Leony Tham Yew Seng <leonytham@umk.edu.my>

Sun, May 28, 2017 at 11:01 PM

To: Academicains of FIAT <academic.fiat@groups.umk.edu.my>

Bcc: nderalym@gmail.com, Dr Leony Tham Yew Seng <leonytham@umk.edu.my>

Dear Lecturers,

Would like to technically get to know how to build (your first) website? Maybe building the website to promote your expertise? Maybe to write your personal life journey at website?

Once again, two interns from UiTM would like to share their experience with us to build a website.

If you are free this Wednesday for 2 hours, and would like to have some one facilitate in building your first website, just REPLY this email, preferable before tuesday 3pm.

Workshop: Build Your (First) Website in 2 hours Workshop

Date: 31st May 2017 (Wed)

Time: 2.00pm until 4.00pm

Venue: Makmal Komputer 1, Kampus Jeli

To bring: A pen and a paper (desktop available, however, you may bring own laptop)

Register: Just Reply this email by tuesday 3pm

Thank you, and good night.

.....
Dr. Leony Tham Yew Seng
Senior Lecturer
Faculty Agro-Based Industry
leonytham@umk.edu.my
09-9477109
.....

Dr. Liew Jeng Young <ljyoung@umk.edu.my>

Sun, May 28, 2017 at 11:06 PM

To: Leony Tham Yew Seng <leonytham@umk.edu.my>

Dear Dr. Leony,

I am interested to join the website workshop.

Thank you
Best Regards,
Liew

[Quoted text hidden]

[Quoted text hidden]

*** Entrepreneurship is Our Thrust***

DISCLAIMER: The information in this e-mail and any attachment(s) transmitted with it ("Message") is intended only for the use of the intended recipient(s) and may contain confidential or privileged information. UMK are not responsible for any unauthorized changes made to the information or for the effect of such changes. You are hereby notified that any action in reliance upon, or any review, retransmission, dissemination, distribution, printing or copying of this Message or any part thereof by anyone other than the intended recipient(s) is strictly prohibited. Any opinions, conclusions and other information in this Message that do not relate to the official business of UMK shall be understood as neither given nor endorsed by UMK. UMK shall not be liable for loss or damage caused by viruses transmitted by this Message.

Build your first Android Apps Workshop - this Wed 2.00pm to 4.00pm

11 messages

Dr Leony Tham Yew Seng <leonytham@umk.edu.my>
To: Academicains of FIAT <academic.fiat@groups.umk.edu.my>

Sun, May 21, 2017 at 9:24 AM

Dear Lecturers,

Ever being one of your lifetime goal, or one of 100 things to do this lifetime, is to build your own Android Apps?

Faculty currently have 2 UiTM students from IT background, and they had managed two Android Apps Workshop last week and last month. They, Indera and Pi-i --- before they ended their internship end of June --- had requested whether they can extend their Android Apps Workshop to the lecturers, and i said, let me acknowledge the lecturers first. If you would like to have one of your lifetime goal is to self build an Android Apps, we would like to invite the lecturers to join the 2 hours workshop:

CLO 1: By end of two hours workshop, lecturers have build their **first** Android Apps

CLO 2: By end of two hours workshop, lecturers could self build their **2nd, 3rd** and **4th** Android Apps personally

.....
Date: 24th May 2017 (Wed)

Time: 2.00pm until 4.00pm

Venue: Makmal Komputer 1 Kampus Jeli (3rd floor)

Tools: Just bring a pen and a paper

Registration: [HERE](#)

Hope to hear from lecturers by this Tuesday before 12.00pm.
.....



PRODUCTIVITY WORKSHOP : Building Your 1st Android Apps

DATE: 17th May 2017 Wednesday (2.00pm until 4.00pm)



VENUE: Makmal Komputer 1

No	Name	Signature
1	SBP _ F15B0283 Muhammad Firdaus	
2	SBH _ F14B0468 _ Nik noor syamimi ismail	
3	SBH _ F15A0078 _ Mastura Nazirah binti Mustapher	
4	SBH _ F15A0208 _ Siti Ayusah Binti Mohd Zaib	
5	SBH _ F15A0239 _ Tuan Mirza Aqila binti Tuan Haziman	
6	SBP _ F15A0167 _ Nur Syuhada Binti Mohd Ghazali	
7	SBP _ F15A0177 _ Nurul Afiqah Binti Azman	
8		
9		
10		

PRODUCTIVITY WORKSHOP : Building Your 1st Android Apps

DATE: 19 April 2017 Wednesday (2.00pm until 4.00pm)

VENUE: BK3 UMK Jeli Campus

No	Name	Signature
1	SBH F14A0089 Iris Chieng	
	SBT F14A0028 Atiqah binti Mohamad Taib	
	SBP F16A0191 NUR'AIN NABILA BINTI MOHD JAAFAR	
4	SBP F16A0098 MOHAMAD AJWAD BIN SOKRI	
5	SBP F16A0103 MOHD AMIR AFIQ BIN KARTAYASA	
6	SBP F16A0002 ADDEEBA NURERIENTASYA ROKA BINTI ROSAM	
8		
9		
10		

APPENDICES D:

USER MANUAL

WIX.COM



HOW TO BUILD FREE WEBSITE WITH Wix.com

By

INDERA SYAH IYMAN BIN ROSLAN

(UiTM Trainee)

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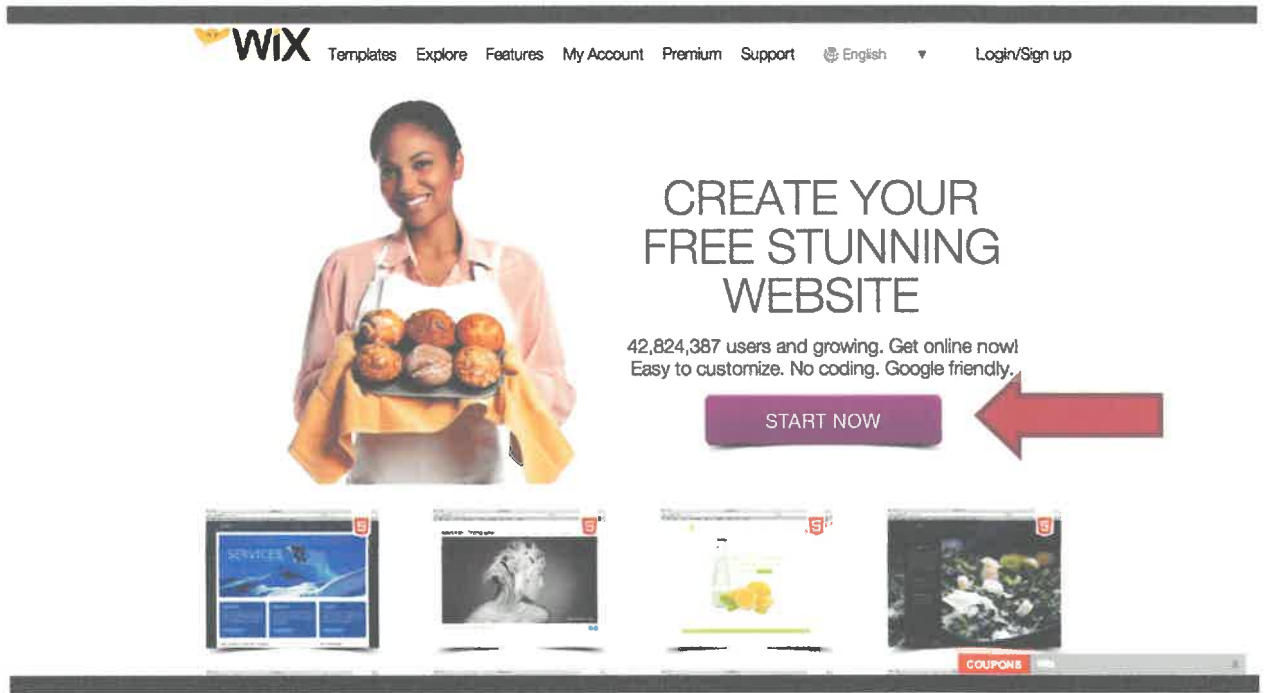
INTRODUCTION

Using Wix.com you can sign up and create your own website in short time. A simple template and a drag and drop system make this platform incredibly easy to use even for those with little or no experience. We aim here to provide you with an introduction to website building using Wix with no programming or web design skills required. It's never been so easy to build and maintain your own website.

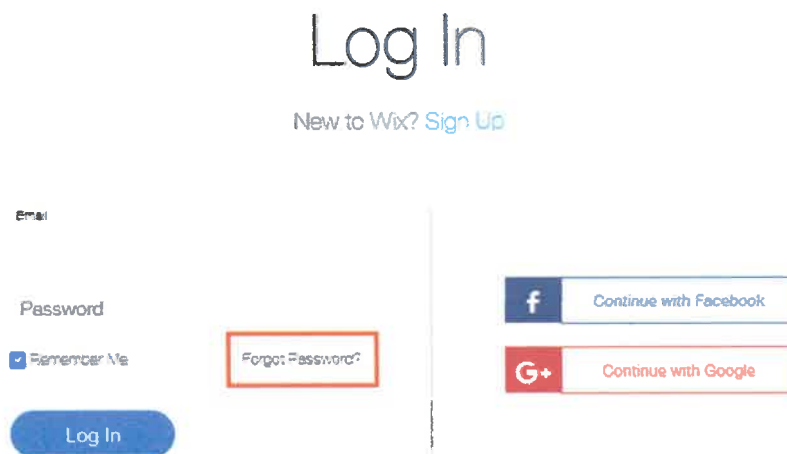
The image is a screenshot of the Wix.com homepage. At the top left is the Wix logo with a yellow crown icon. To its right are navigation links: 'Create', 'Explore', 'My Account', 'Premium', and 'Support'. On the top right, there are social media icons for Facebook, Twitter, and YouTube, and a 'Log-out' button. The main headline reads 'CREATE YOUR FREE FLASH WEBSITE' in large, bold, black letters. Below this headline, it says '8,804,023 sites created. Make yours!' and 'Drag & Drop. No programming. Search engine friendly.' To the right of the text is a photograph of a smiling woman wearing a blue denim jacket and a brown cowboy hat, with her hand on her hip. Below the photo is a purple button that says 'It's Free'. Below the main content area are four small thumbnail images of different website designs, with '← PREVIOUS' on the left and 'NEXT →' on the right. A row of four colored dots (pink, black, black, black) is positioned above the thumbnails.

SIGNING UP TO WIX

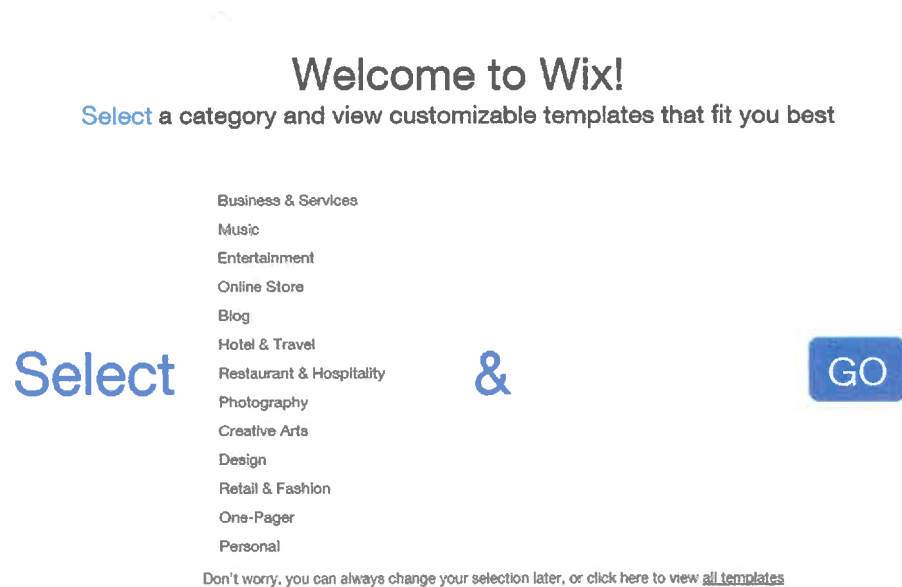
1. To begin with Wix.com, you must first sign up at www.wix.com.



2. Clicking on the Start Now button will take you to a Sign In screen



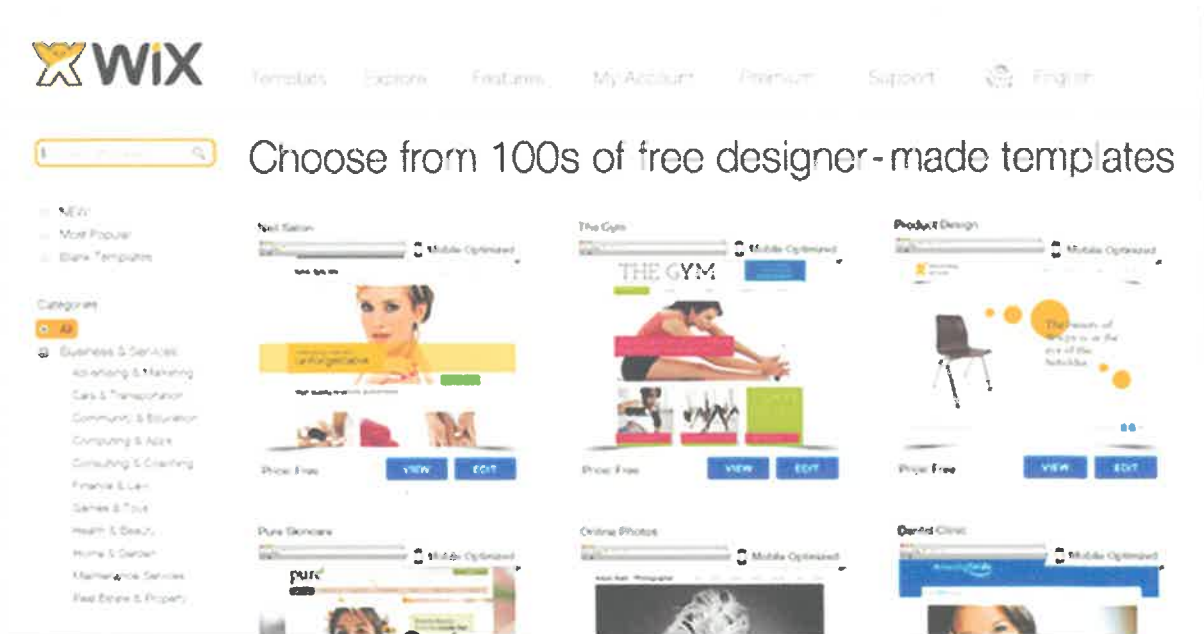
3. If you haven't signed up already you will need to register a new account. This is a straightforward procedure of just completing the form, adding your email address and chosen password, or if you prefer, Facebook or Google accounts can be used.



4. You will be taken straight to a screen that will prompt you to select a category that best describes the website you are hoping to build.

CHOOSING A TEMPLATE

Once you have chosen your preferred category, the sites offer hundreds of customizable templates that you can change to fit your needs. Once you choose your template, you can easily change the background image and the colors to your liking.



REMINDER

You can also easily add and remove any pages. But, remember, you can't switch the template itself midway through, so you should choose your template wisely.

Prior to selecting your template, you should know what you want out of the site. Ask yourself a few basic questions so you can proceed without having to backtrack.

WHAT IS THE PURPOSE OF YOUR SITE?

You should ask yourself what you want out of the site. Do you want to create a blog, or do you want to sell products or showcase your online portfolio? When you know the purpose of your site, you can choose the right style that fits your business model or idea.

WHAT KIND OF STYLE DO YOU WANT?

Some sites are meant to be professional looking, and others are supposed to be more fun. You should think about what kind of message you want to convey before you proceed. If you find a designer-made template, you are going to save time, but you must remember to think about customizing your site so you can stand out.

DO YOU HAVE A VISION FOR YOUR BRAND?

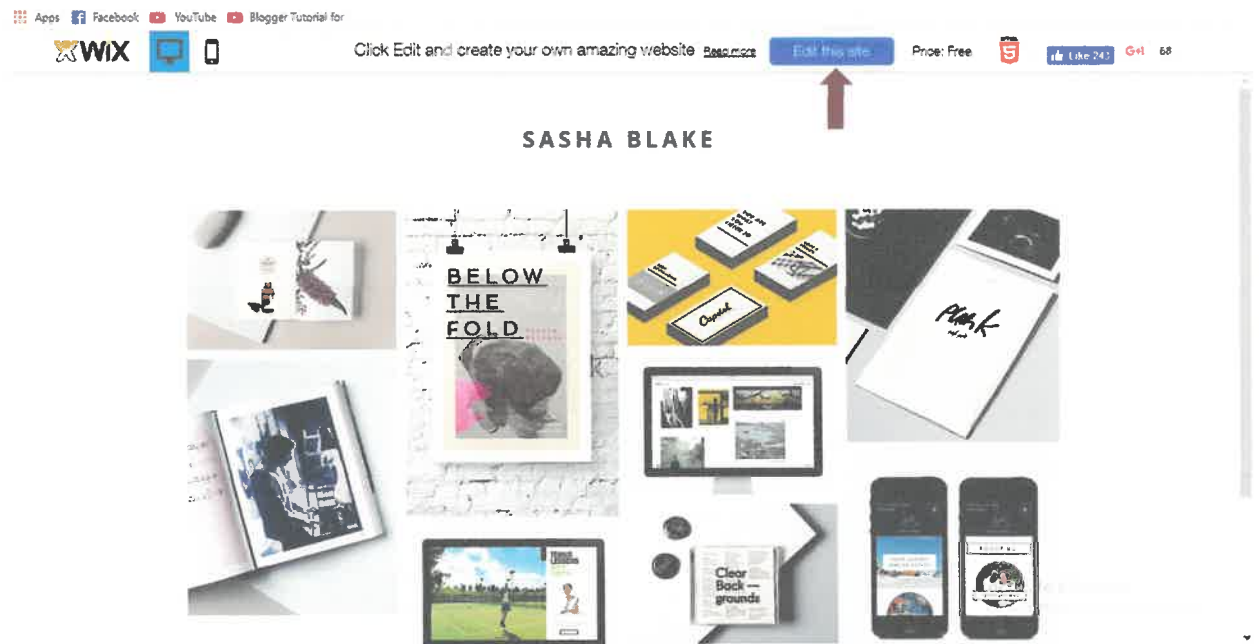
It helps if you know about your brand and your vision as you can create the ideal Wix site. But if you don't, you can keep it simple and build it up over time. However, it's wise to choose a template that complements your company and its identity as you want your customers to perceive you in a positive manner.

CAN YOU THINK OF A COMPETITOR YOU WANT TO COMPETE WITH?

When you are setting up your Wix site, you should first check out your competition. That way, you can find out what you like and don't like about other sites. Then, once you are ready to start building, you can emulate the good things and make an even better site.

1. To get started, browse the gallery for inspiration
2. On the top left corner of the templates page, you can search and then browse the results to find the perfect solution.
3. If you prefer, you can check out the Most Popular Templates button, which is just below the New templates.
4. Finally, if you want to create a site from scratch, you can do so by clicking the Blank Templates button.

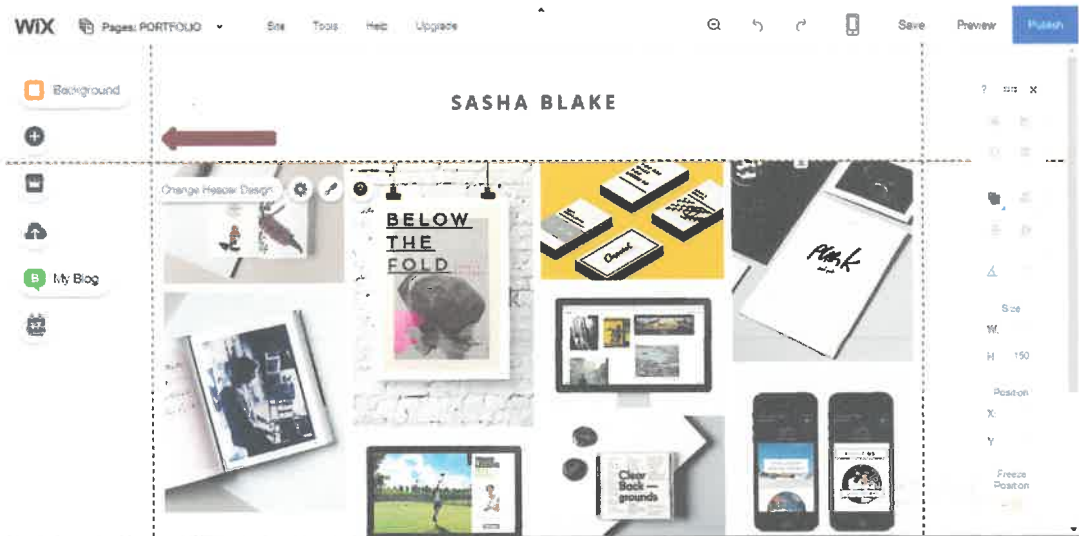
5. As soon as you have chosen a template, you will be brought to a full-screen example of what this template looks like.



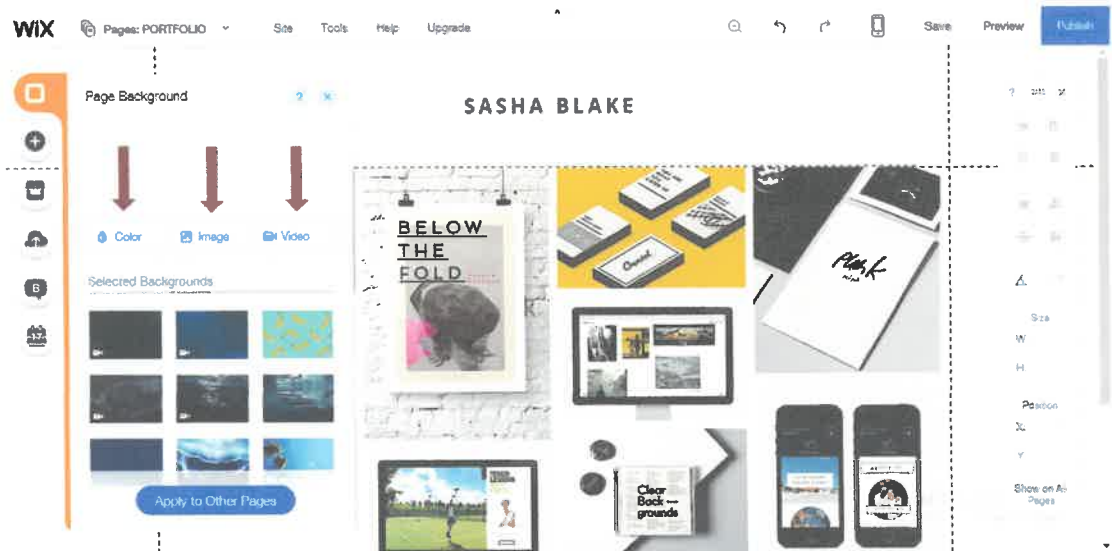
6. If this looks good as a starting point for you – click [Edit this site](#).

MANAGING BACKGROUND

1. To set the page background, you will want to click the Background icon on the left side of the editor, where you can then apply any of the preset styles.



2. To upload an image to use as a background, click on the Image button. Then, you will be prompted to either upload your own, or choose from stock images.



3. This can be done individually to any pages you create for your site, or by clicking Apply to Other Pages you will be able to create a uniform feel to the site by applying the same background to your other pages.

4. The Color option will provide a flat single-color background.
5. Video will enable you to use an animation or clip in the background.

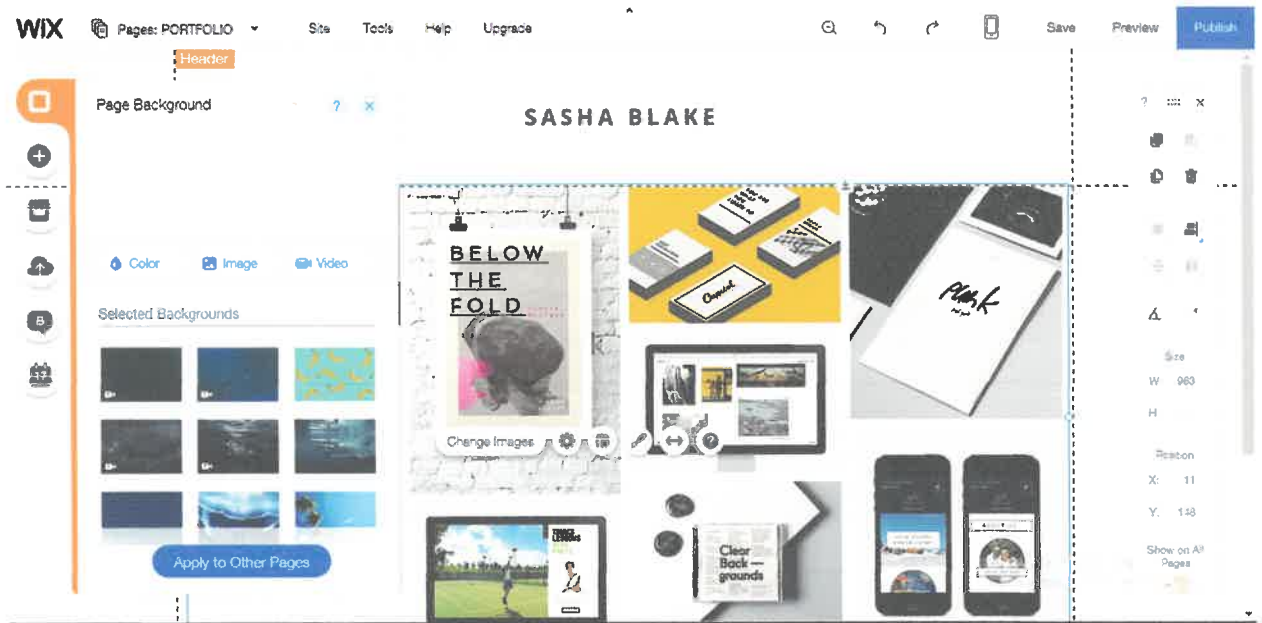
This can be very distracting from anything else you have on the page, particularly text imprinted directly over a video. If you do decide to go with an image for your background, you have a few options on how to display your image once it has been uploaded, or chosen.

Notes

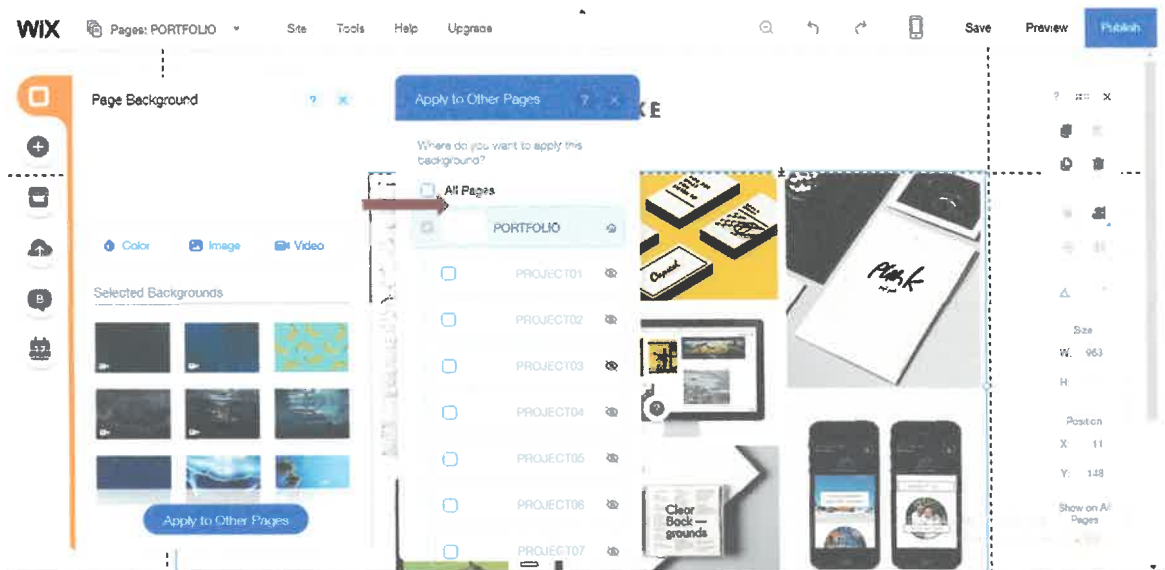
- * Full-Screen Background: Will resize the background image, so it fits the size of the screen.
- *Fit: This option will allow you to maintain the proportional setting between width and height.
- *Tile: This will display the background image across the screen, in a tile formation.
- *Tile Vertically: With this option, the content will be displayed in a tile formation across the vertical axis of the site.
- *Tile Horizontally: Same with tile vertically, except the image will be displayed in a tile formation.
- *Original Size: With this option, your background image will retain the original dimensions

APPLYING WIX BACKGROUND TO MORE THAN ONE PAGE

If you want to apply your page background to other pages, you can do so in two easy steps.



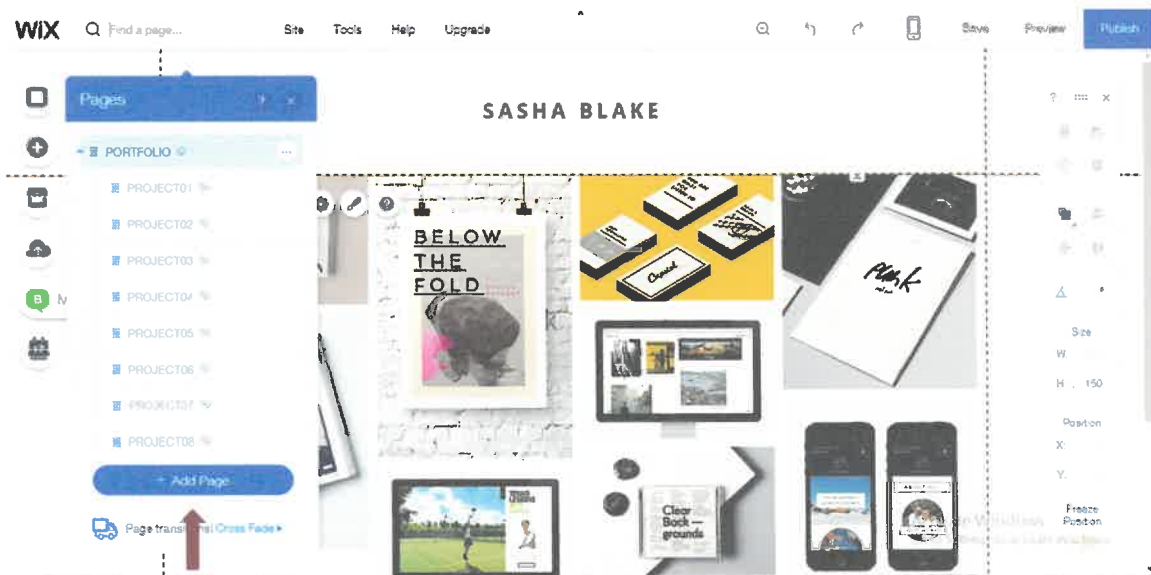
1. From the Page Background, click Apply to Other Pages if you want to apply the background to other pages.



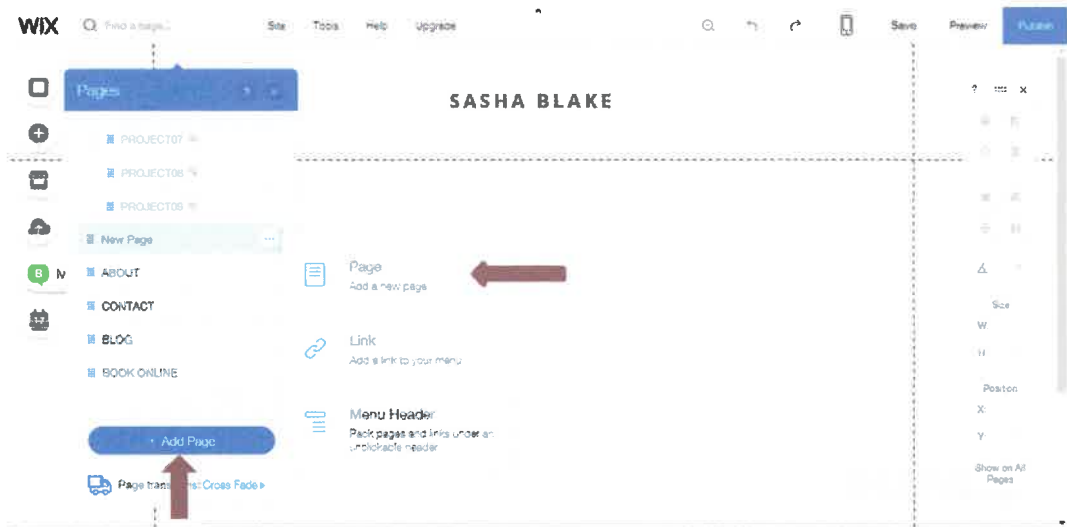
2. From Apply to Other Pages, you can check the box next to All Pages. This allows you to add the background to all the pages on your site. Or, you can check the box next to each page from your page list.
3. Then, to confirm your choice, just click OK.

MANAGING PAGES

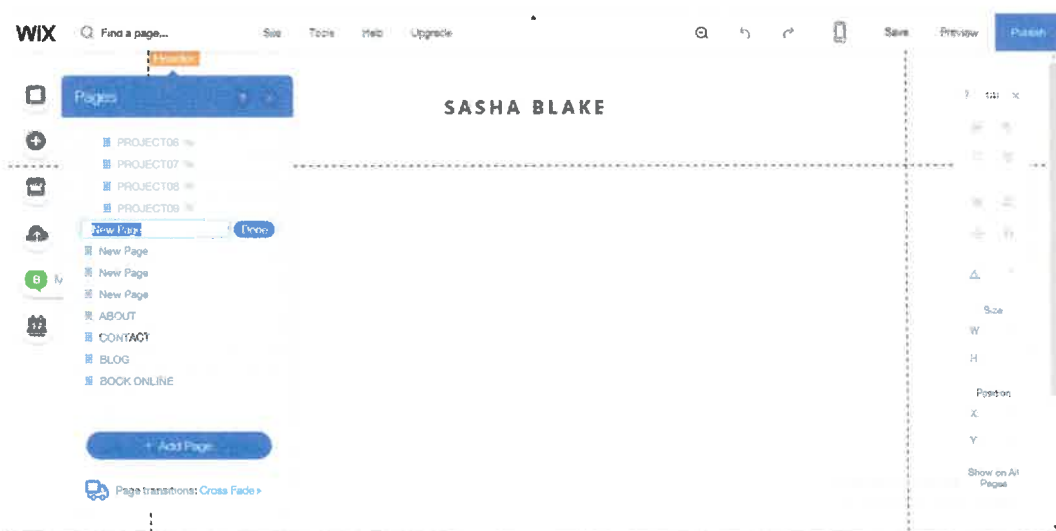
You can add as many pre-made or blank pages as you wish. You can also reorder, duplicate or delete them from your page list. Furthermore, with Wix, you can quickly create subpages that will show up in your drop down menu.



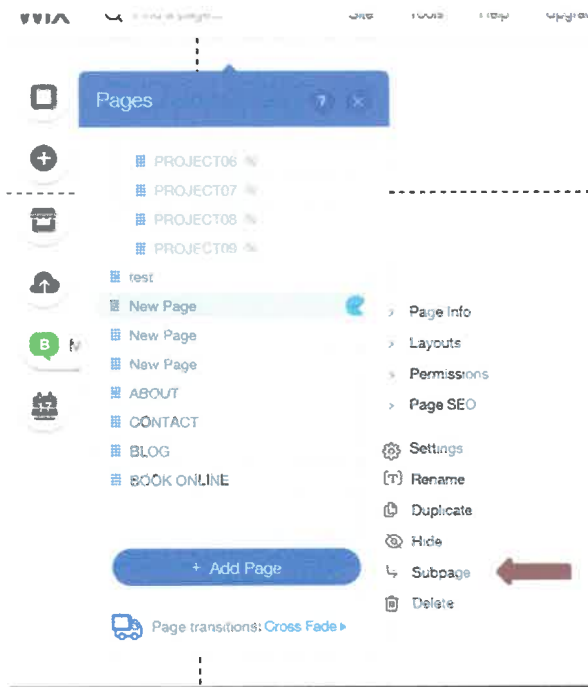
1. To add new pages, from the left side of the editor, click the Pages: Home dropdown menu and Select the + Add Pages button.



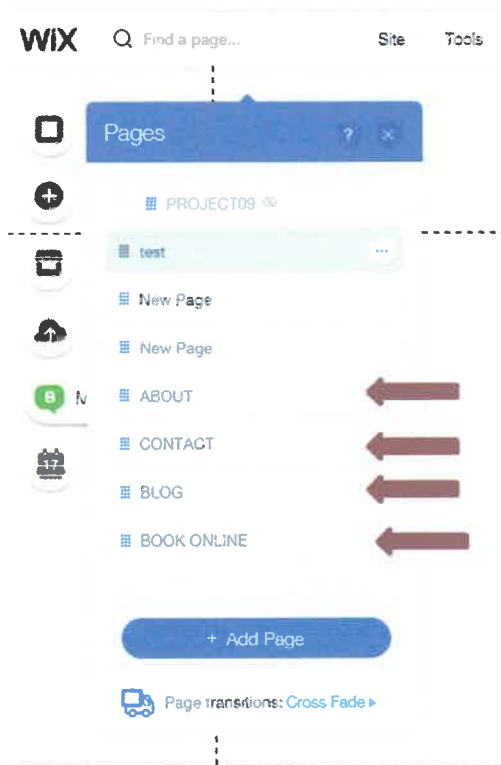
2. From the bottom right, click Add. Next, you want to click Page, and from the left side, under Page Layouts, just select a layout for the new page.



3. Then, under Name Your Page, write a title for the page.



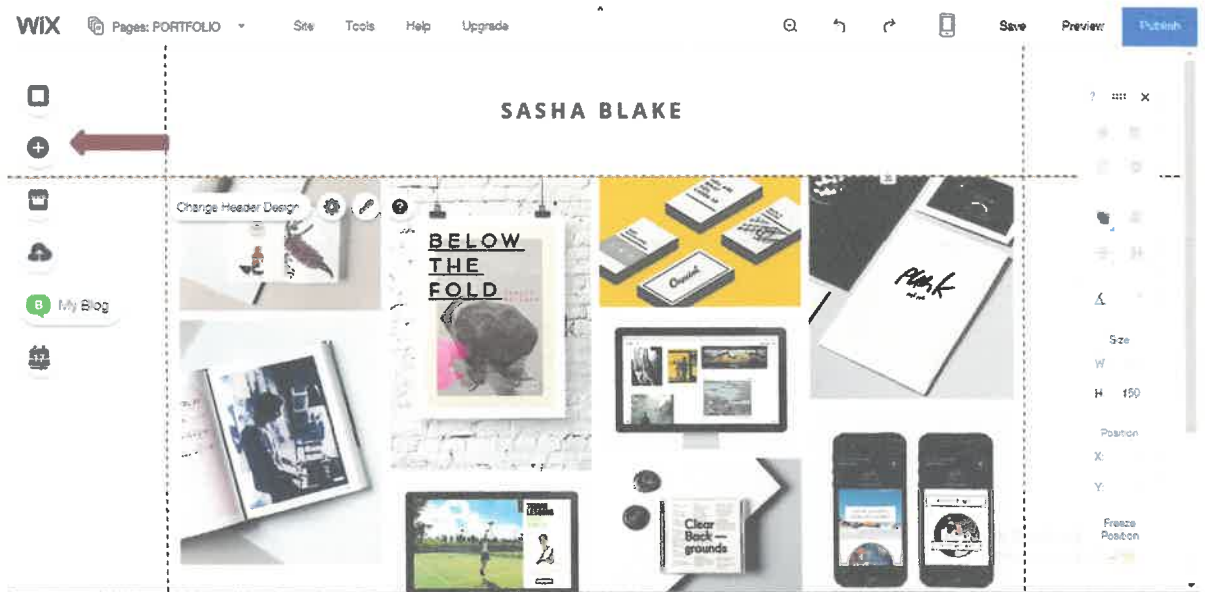
4. You can also Add as a subpage, by clicking the Add as a subpage box.
5. Once you select your option, click the OK button, and you are done.



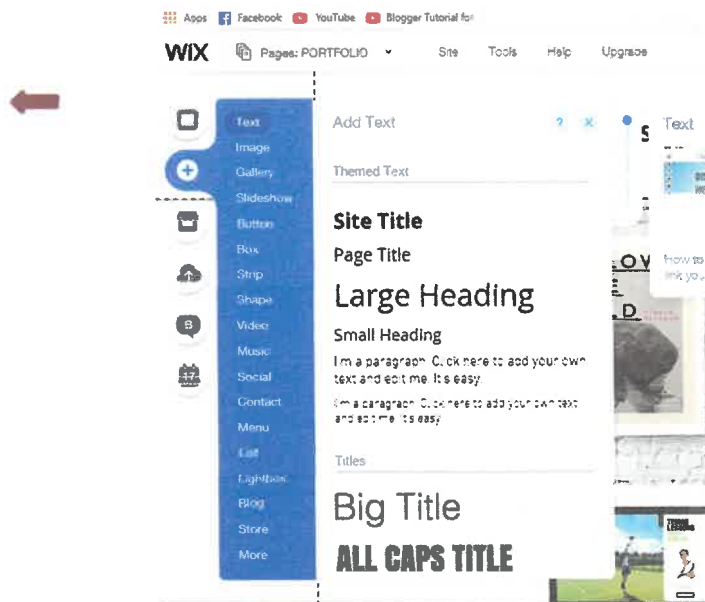
NOTES

*The figure to the left About, Contact, Blog and Book Online are the names of 4 existing pages that were automatically generated when choosing a category. Depending on the category you have chosen the name will appear differently. These template pages may be of use to you, or you may want to rename them or remove them completely.

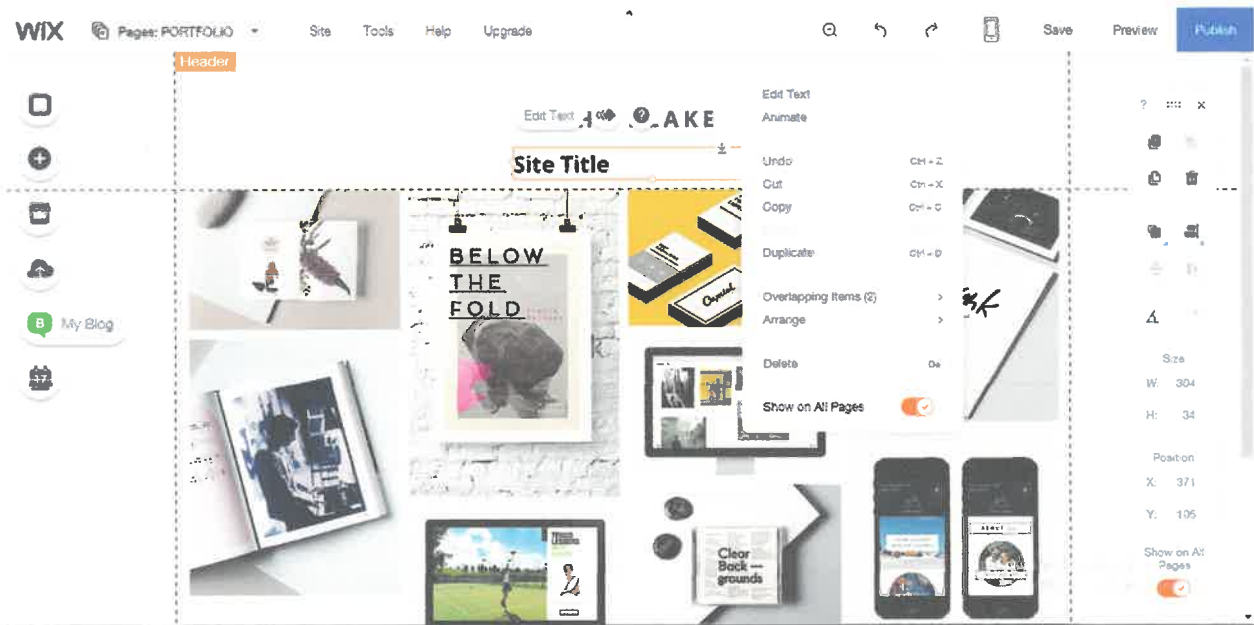
ADDING TEXT



1. Begin by selecting the "+ Add" icon on the left of the screen. The default feature to add is text, and this box will appear immediately.



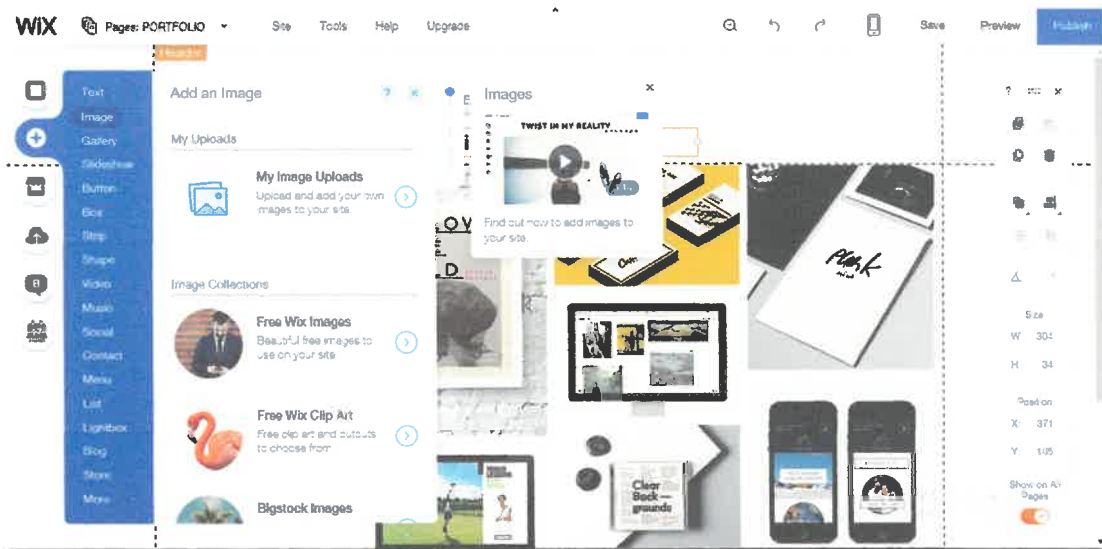
2. This box offers several formats of pre-selected sizes and fonts that can be quickly added.



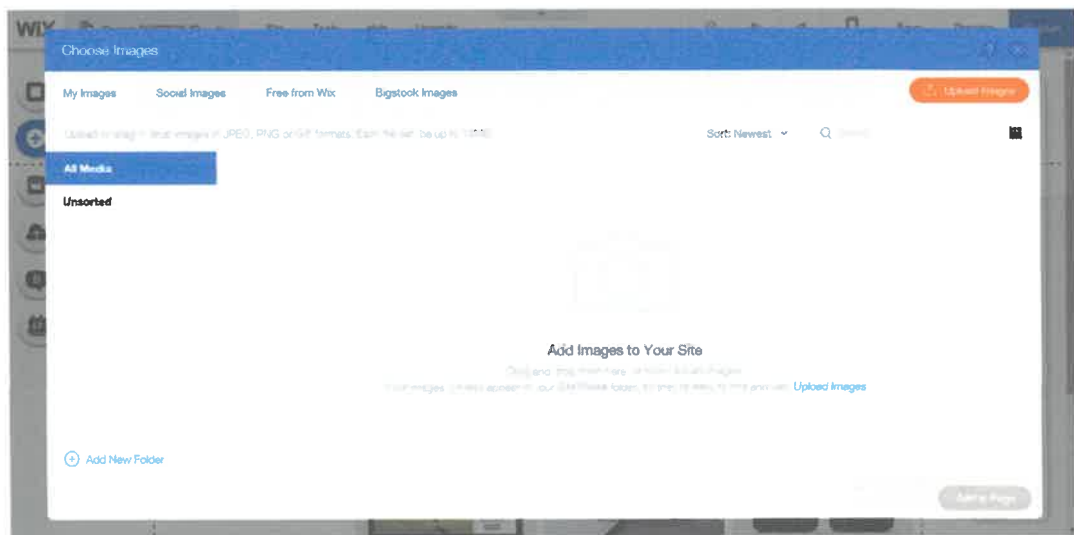
3. To delete a text box simply select it and use the delete key on your keyboard.

Please note: The maximum number of characters that can be added, including spaces, to one text box is 75,000

ADDING IMAGES



1. To add an image, go to the left side of the editor and click the Add icon. Then, click Image.
2. From here, choose either your own image to upload, a stock image from one of the free to use collections, or from your own social media

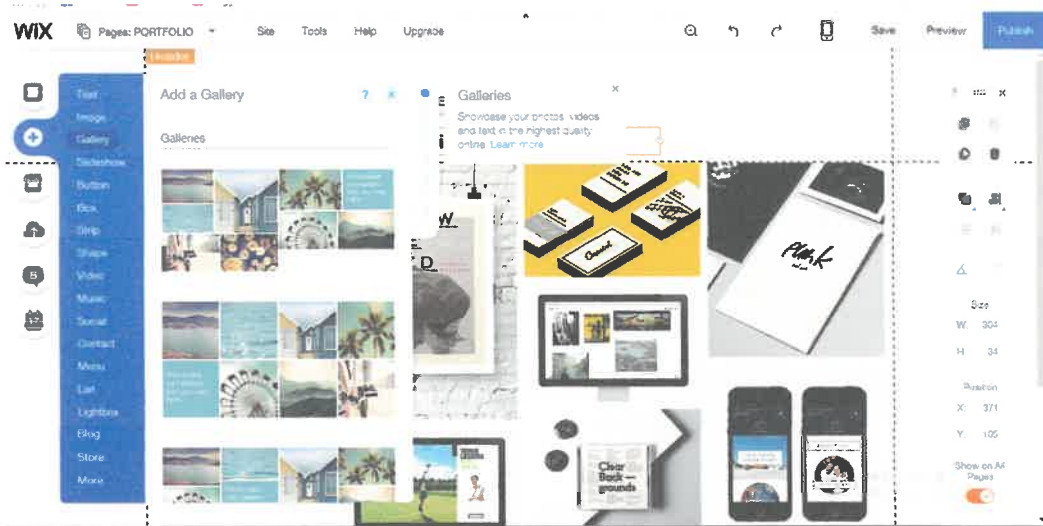


3. To choose an image of your own, from your PC, click on Upload Images. It will allow you to browse your images, and you can select by clicking Open.

4. Finally, from Add Images, just select your images and then click Add. All uploaded images will then appear under the My Image Uploads folder.
5. If you want to delete any image for any reason, just click the image and press delete key on your keyboard or right click to bring the pop-up menu and click delete.

Please note, if you want to select more than one image, hold down the CTRL key, and select the images you want. Also, when uploading images, remember that you can upload .gif, .png, and .jpg images of up to 15MB each.

WIX GALLERIES

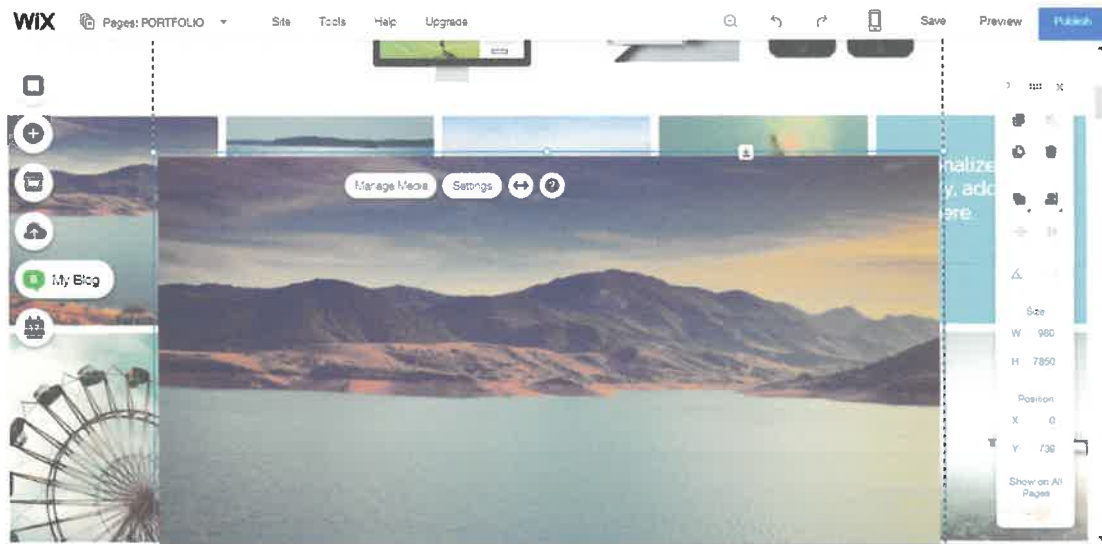


1. Click the plus sign to open Add. Then, from there, click on Gallery.
2. If you want to change your gallery type, select the gallery by clicking it, and from the pop-up menu, select Design.

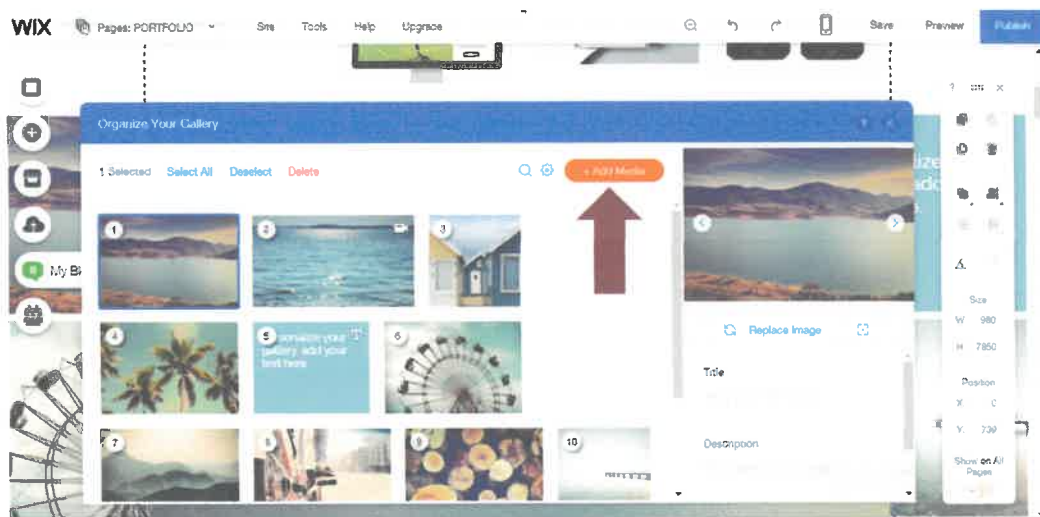
Remember to use Preview mode to see your page how the public will see it.

You can find other Wix Galleries, which are located in the Wix App Market under Galleries.

ADDING AN IMAGE TO WIX GALLERY

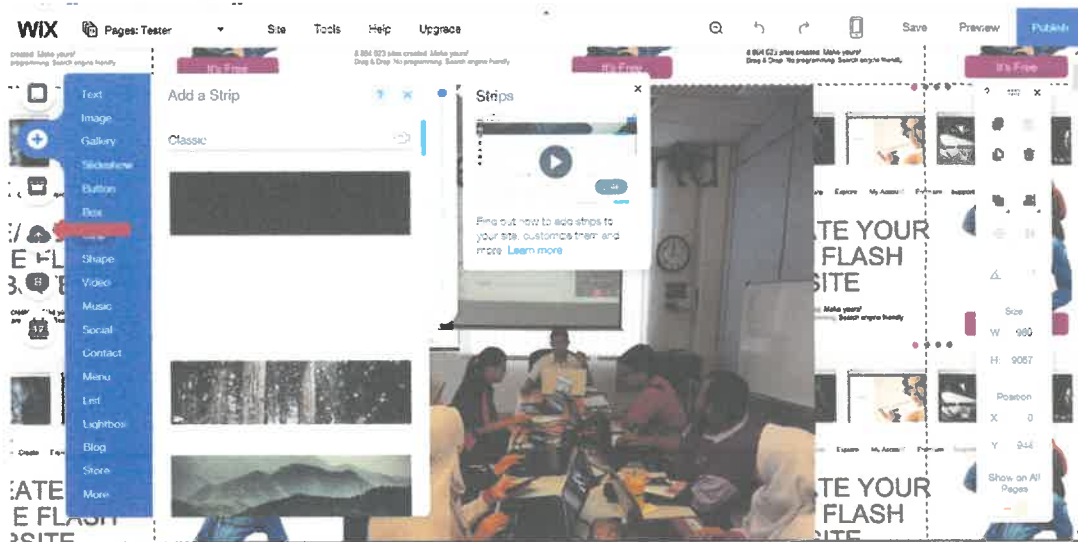


1. To get started in adding an image to a gallery, choose the gallery, and from the menu, select Manage Media.

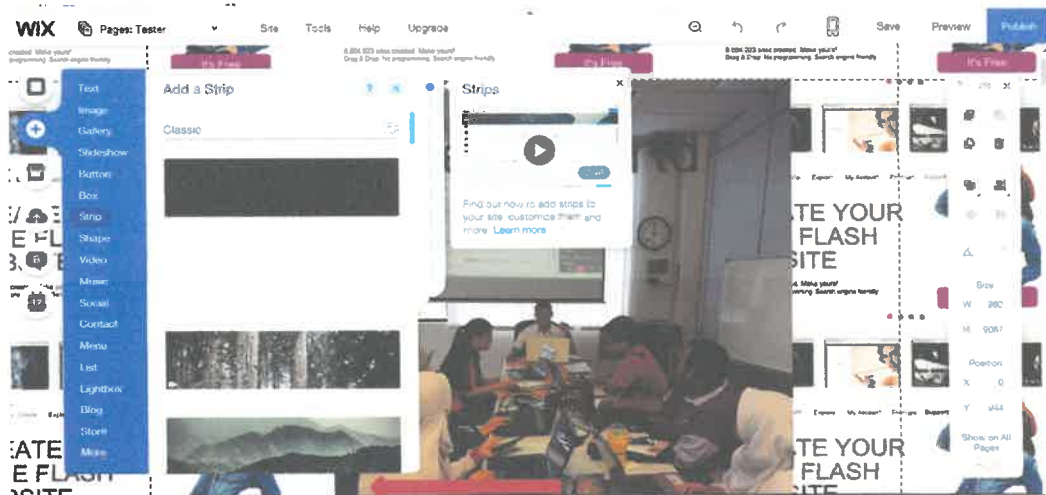


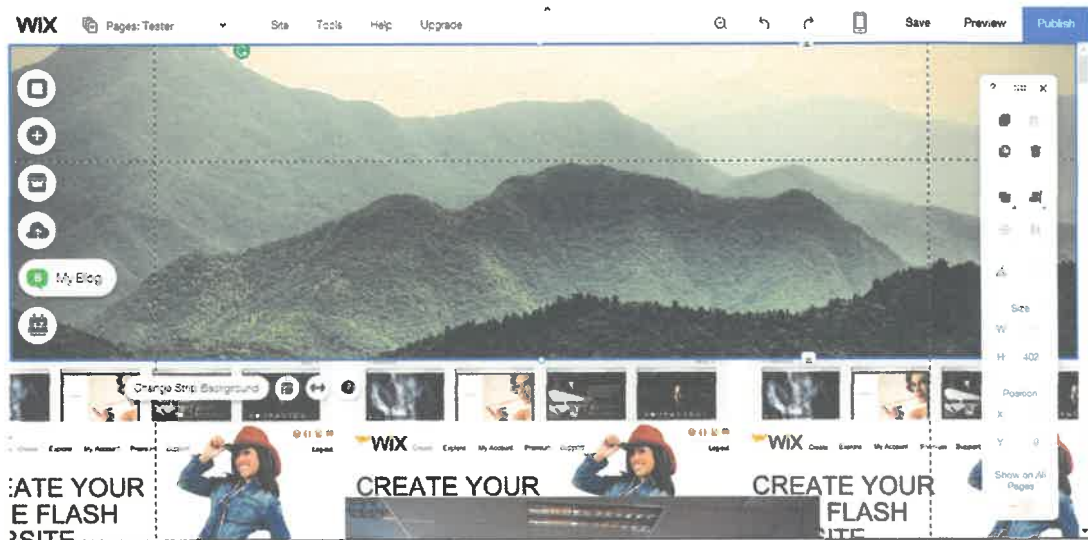
2. Then, from Organize Your Gallery Media, select Add Media.
3. From the Organize Your Gallery Images tab, navigate to the image you want to delete and click the trash can icon.

WIX STRIP

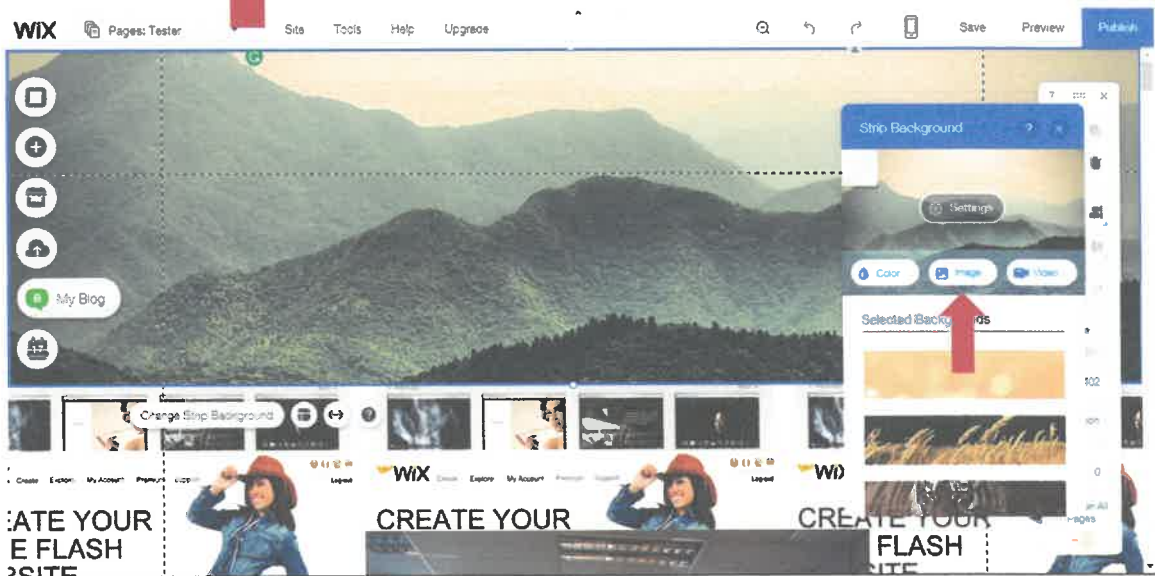


1. Click the Add icon, followed by Strips.

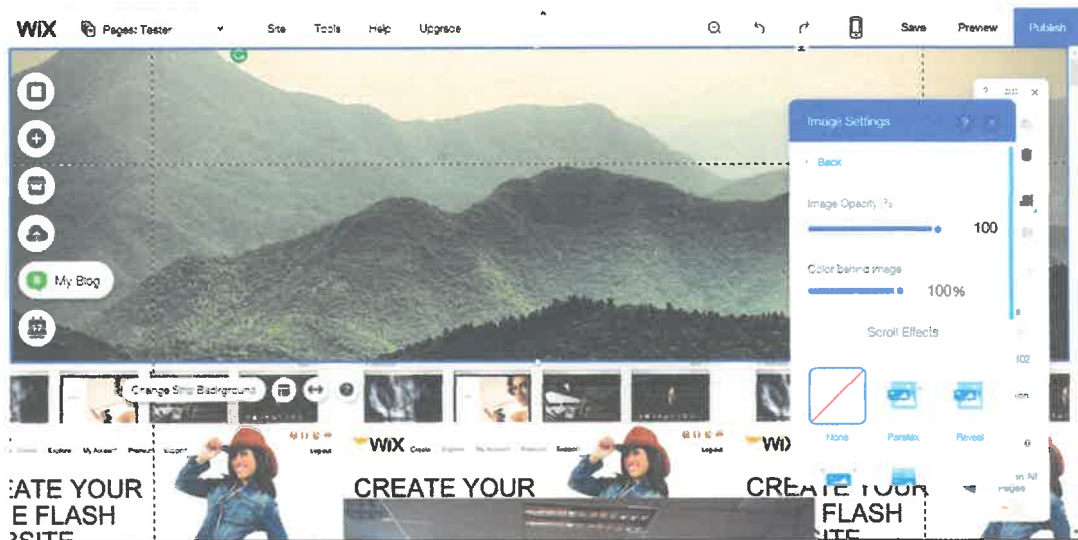




2. To add a background image to your strip, open the strip from the pop-up menu and click Change Strip Background



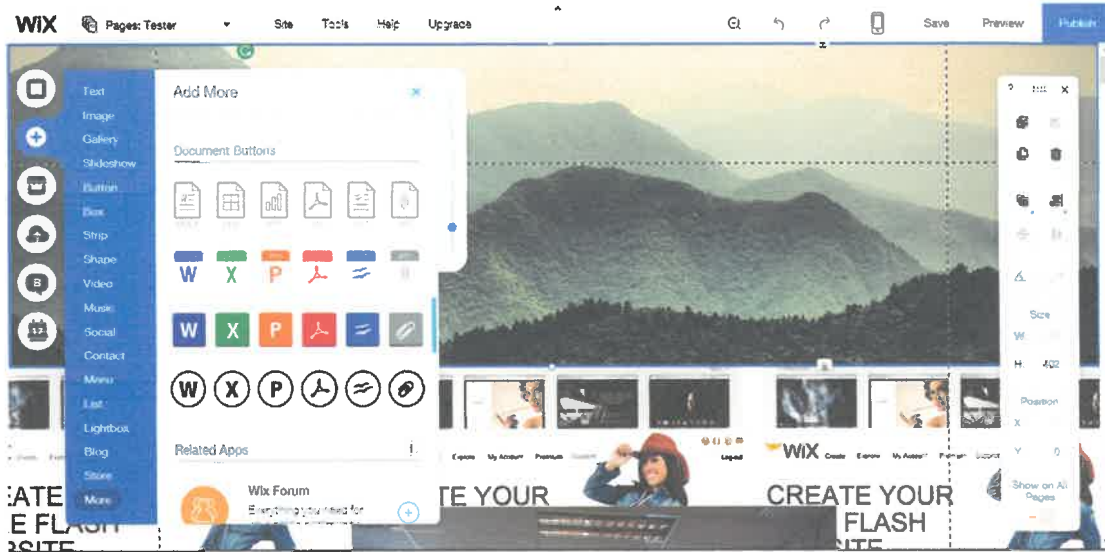
3. Then, click image, and you can then select an image and click Setting.
4. Next, under the Setting, you can choose to use the Actual Size, Fit or Crop, in exactly the same manner as the galleries mentioned above.



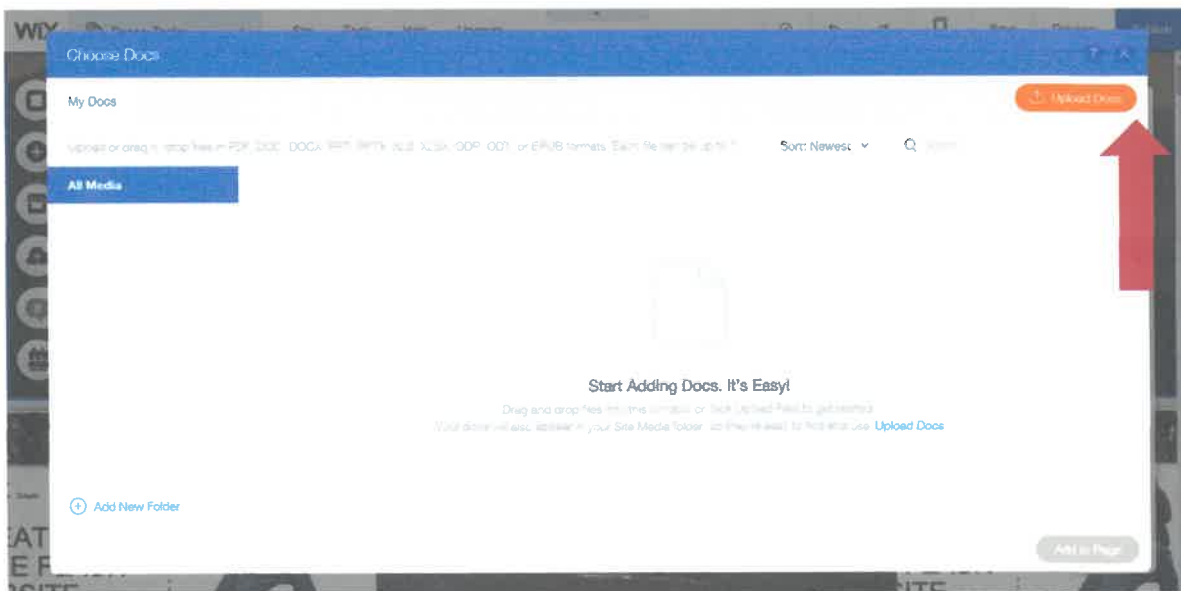
5. Under Setting, you can adjust the image opacity and color behind the image.

DOCUMENTS

If you want to share documents with your visitors, you can easily set this up with Wix.com.



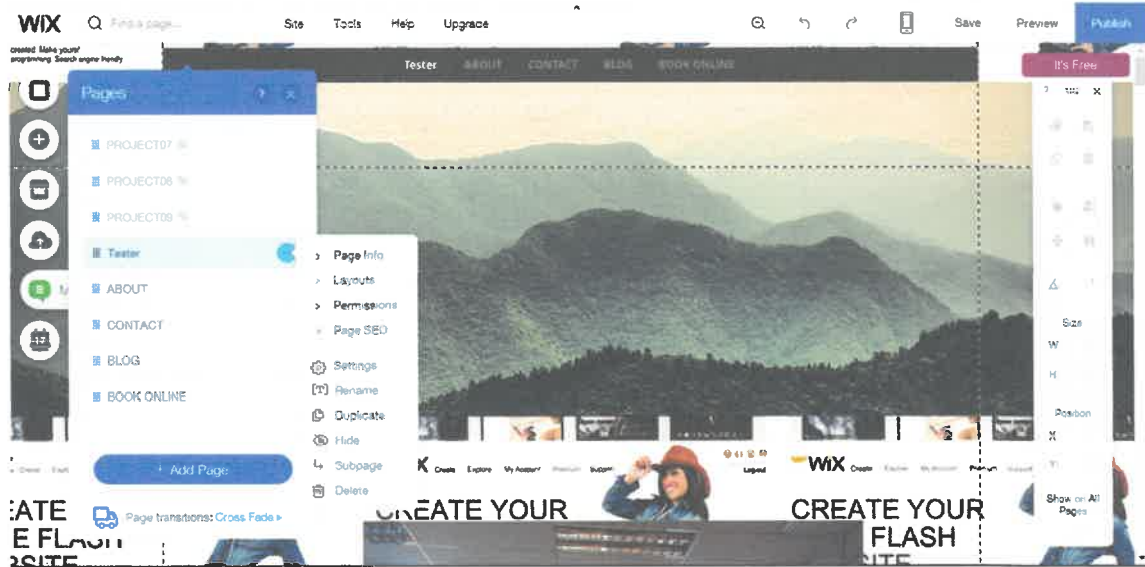
1. To upload a document, go to the Add icon, which you can access from the left side of the editor. From there, you can click More, and then scroll down and click the relevant Document Buttons.



1. After that, click Upload Docs.

Documents can be uploaded with a large range of available formats, and up to 15MB in size.

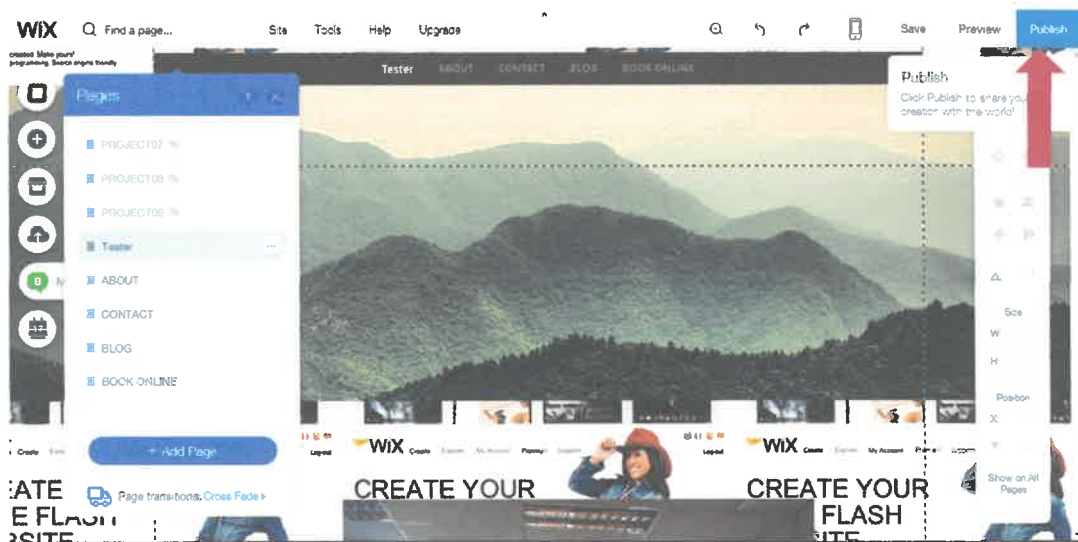
NAVIGATION



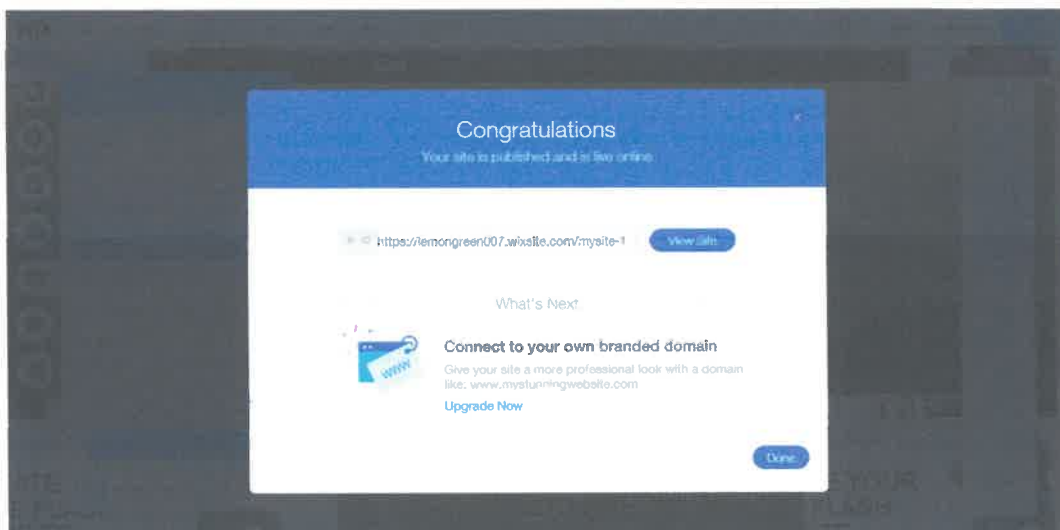
1. Do this by clicking the Pages icon, which is located on the top left side of the editor, and navigate between your pages from the drop-down menu which appears after clicking on the circle to the right of the page name.
2. From the drop-down menu which appear, you can change the setting and edit the layout.

The Delete page option also appears in the same place. If you wish to remove a page completely from your site, or to start again from scratch, you may select this option. Then, a pop-up window will come up asking you "Are you sure you want to delete"? If you are sure, click the delete button. If not, click the cancel button on the left. Remember, deleting is permanent!

CHOOSING YOUR WIX DOMAIN



1. If you are setting up your Wix site, you can use the Wix sub - domain.
2. The option allows you to personalize your website and further.
3. Since domain registration in Wix is inexpensive.



4. After you click publish, Wix send you this notification and you ask your friend to browse them!

APPENDICES E:

CLOUD COMPUTING

(ALIBABA CLOUD /

AMAZON WEB SERVICE)

1 day 2 pages.

1 page Text <40% of A4, Drawing>60% of A4

← → 🔒 Secure | https://intl.aliyun.com

Alibaba Cloud Why Alibaba Cloud Products Solutions Pricing Marketplace Resources Support 🔍

13/6/17 Tue 3pm Report done –	Elastic Computing	Elastic Compute Service Deploy your virtual cloud servers
14/6/17 Wed 3pm Report done –	Storage & CDN	
15/6/17 Thu 3pm Report done –	Networking	Auto Scaling Adjust and automate computing resources
18/6/17 Sun 3pm Report done –	Database Services	
19/6/17 Mon 3pm Report done –	Security	Server Load Balancer Distribute traffic across resources
20/6/17 Tue 3pm Report done –	Monitoring & Management	
21/6/17 Wed 3pm Report done –	Domains & Websites	Container Service Manage your Dockerized applications
22/6/17 Thu 3pm Report done –	Analytics	
25/6/17 Sun 3pm Report done –	Application Service	Resource Orchestration Service Simplify operations and management
26/6/17 Mon 3pm Report done –	Media Services	
27/6/17 Tue 3pm Report done –	DTplus	

1 day 2 pages.

1 page Text <40% of A4, Drawing >60% of A4

Date: 13/06/2017

Alibaba Cloud Elastic Compute Service

Amazon Web Services _____

Microsoft Azure _____

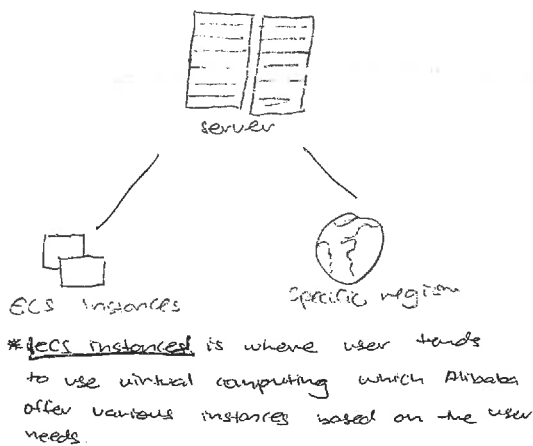
Google Cloud Platform _____

My understanding (Text <40%, Drawing >60%)

- ECS is a cloud hosting services where it provides elastic use/usage of memory, (independent) OS, which the customer can choose based on their needs.
- It also serve high storage since Alibaba have 14 data center across globe.

Product Details

Computing



Network

- user need to have the Internet Content Provider (ICP) license with the registration number in order to operate their platform.
- IP addressing connect over the ECS instances & if the user use public IP address it connect all over Alibaba Cloud service.
- Private IP address can lead to free of charge communication traffic.

Security

- ECS is ~~equipped~~ equipped with Anti-DDoS which it protect against up to 5GB traffic of DDoS attack.
- * Server security: protection against password cracking, Trojans etc.
- * Advanced Security: Anti-DDoS & Cloud monitor.

Pricing

- based on data center location / OS / Instances Fee
- user can pay via monthly / pay-as-you-go
- price also based on storage fees / System disk / Data Disk / Network Fees

Storage

- user can choose the data storage based on their ECS instances.
- there are 3 types of storage
 - :- Basic Cloud Disk (2TB)
 - :- SSD Cloud Disk (32.768 TB)
 - :- Ultra Cloud Disk (32.768 TB)

If I have a small company, 1 thing I can use from THIS product

If I have a company, I would like to use ECS service since the fees around Asia is cheaper, the security is tough through DDoS attack plus the storage also lot of space and at high speed access 256 MBps

1 day 2 pages.

1 page Text <40% of A4, Drawing>60% of A4

Date: _____

- Alibaba Cloud Auto Scaling
- Amazon Web Services _____
- Microsoft Azure _____
- Google Cloud Platform _____

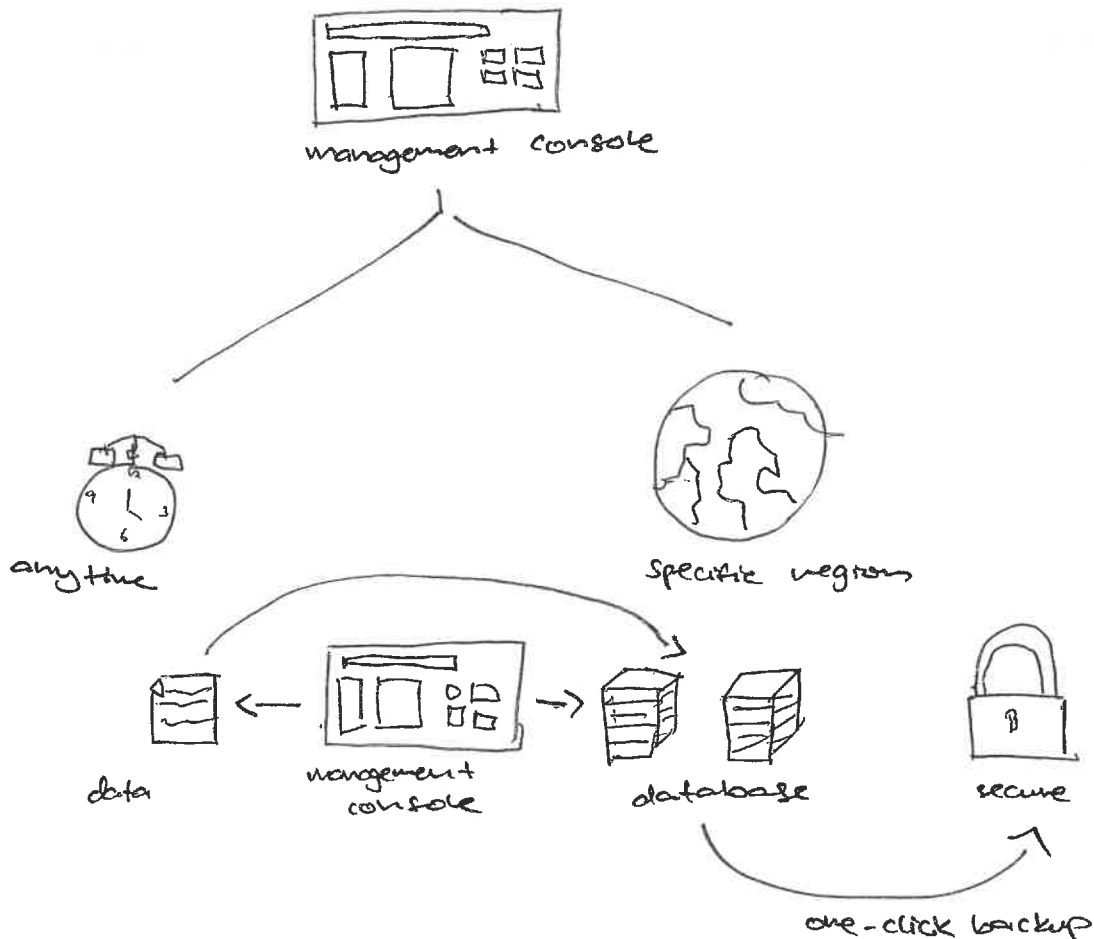
My understanding (Text <40%, Drawing >60%)

* identify the needs to achieve fast access

* auto select important value to be address

* user can create scaling group based on their desired data

How Auto Scaling works?



If I have a small company, 1 thing I can use from THIS product

1 day 2 pages.

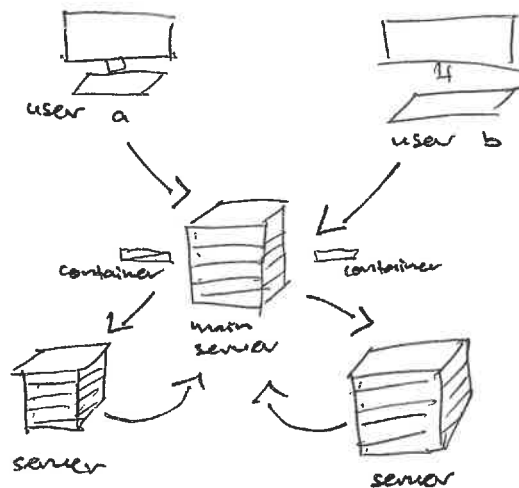
1 page Text <40% of A4, Drawing >60% of A4

Date: _____

- Alibaba Cloud Server Load Balancer
- Amazon Web Services _____
- Microsoft Azure _____
- Google Cloud Platform _____

My understanding (Text <40%, Drawing >60%)

- * service that distribute traffic among multiple ECS instance
- * Utilize the ECS server resource in the same region into high-performance setting by IP address
- * it doesn't effect the IP address



- * reduce redundancy without failure
- * defend against DDOS (Distribute Denial of Service)

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Date: _____

Alibaba Cloud Container Service

Amazon Web Services _____

Microsoft Azure _____

Google Cloud Platform _____

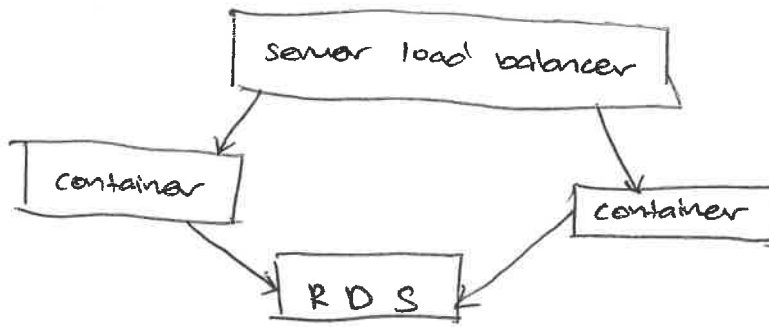
My understanding (Text <40%, Drawing >60%)

* high-performance & scalable container management service

- un distributed Docker
- cluster of ECS instances

* allow delete / create cluster in a region based on user needs.

* allow to select classic / VPC environment



* support different workloads (web, mobile etc)

* automatic recovery & scaling of containers

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1 page Text <40% of A4, Drawing >60% of A4

Date: _____

- Alibaba Cloud Resource Orchestration Service
- Amazon Web Services _____
- Microsoft Azure _____
- Google Cloud Platform _____

My understanding (Text <40%, Drawing >60%)

* provides developers & system manager with simple method to manage Alibaba Cloud resources.

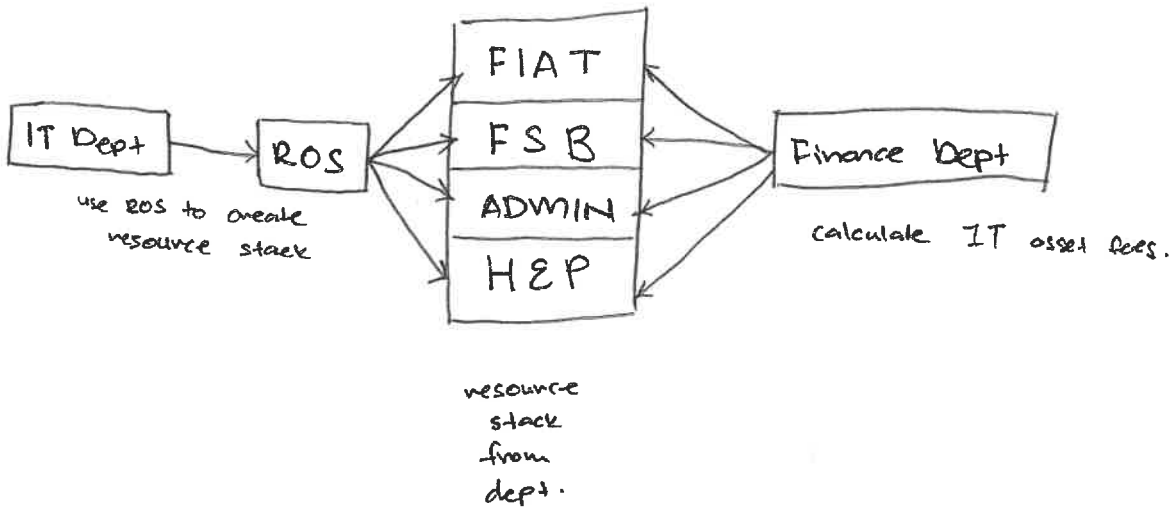
* use JSON format to define required resources

- dependencies between resources
- configuration details

* template sample are provided

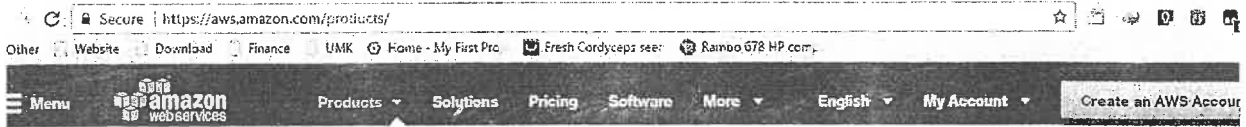
* online template editor can verify whether it is correct & provide error details.

- ECS
- ApsaraDB
- SLB
- VPC
- Auto Scaling



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Compute

- Amazon EC2
- Amazon EC2 Container Registry
- Amazon EC2 Container Service
- Amazon Lightsail
- Amazon VPC
- AWS Batch
- AWS Elastic Beanstalk
- AWS Lambda
- Auto Scaling
- Elastic Load Balancing

Storage

- Amazon Simple Storage Service (S3)
- Amazon Elastic Block Storage (EBS)
- Amazon Elastic File System (EFS)
- Amazon Glacier
- AWS Storage Gateway
- AWS Snowball
- AWS Snowball Edge
- AWS Snowmobile

Database

- Amazon Aurora
- Amazon RDS
- Amazon DynamoDB

Networking & Content Delivery

- Amazon VPC
- Amazon CloudFront
- Amazon Route 53
- AWS Direct Connect
- Elastic Load Balancing

Developer Tools

- AWS CodeStar
- AWS CodeCommit
- AWS CodeBuild
- AWS CodeDeploy
- AWS CodePipeline

Management Tools

- AWS X-Ray
- AWS Command Line Interface
- Amazon CloudWatch
- Amazon EC2 Systems Manager
- AWS CloudFormation

Analytics

- Amazon Athena
- Amazon EMR
- Amazon CloudSearch
- Amazon Elasticsearch Service
- Amazon Kinesis
- Amazon Redshift
- Amazon QuickSight
- AWS Data Pipeline
- AWS Glue

Security, Identity & Compliance

- AWS Identity and Access Management (IAM)
- Amazon Inspector
- AWS Certificate Manager
- AWS CloudHSM
- AWS Directory Service
- Amazon Cloud Directory
- AWS Key Management Service
- AWS Organizations
- AWS Shield
- AWS WAF
- AWS Artifact

Mobile Services

- AWS Mobile Hub

Application Services

- AWS Step Functions
- Amazon API Gateway
- Amazon Elastic Transcoder

Messaging

- Amazon Simple Queue Service (SQS)
- Amazon Simple Notification Service (SNS)
- Amazon Pinpoint
- Amazon Simple Email Service (SES)

Business Productivity

- Amazon Chime
- Amazon WorkDocs
- Amazon WorkMail

Desktop & App Streaming

- Amazon WorkSpaces
- Amazon AppStream 2.0

Software

- AWS Marketplace

Internet of Things

- AWS IoT Platform
- AWS Greengrass
- AWS IoT Button

13/6/17 Tue 3pm Report done -

14/6/17 Wed 3pm Report done -

15/6/17 Thu 3pm Report done -

18/6/17 Sun 3pm Report done -

19/6/17 Mon 3pm Report done -

20/6/17 Tue 3pm Report done -

21/6/17 Wed 3pm Report done -

22/6/17 Thu 3pm Report done -

25/6/17 Sun 3pm Report done -

26/6/17 Mon 3pm Report done -

27/6/17 Tue 3pm Report done -

28/6/17 Wed 3pm Report done -

1 day 2 pages.

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Date: 5/6/2017

- Alibaba Cloud _____
- Amazon Web Services Amazon EC2
- Microsoft Azure _____
- Google Cloud Platform _____

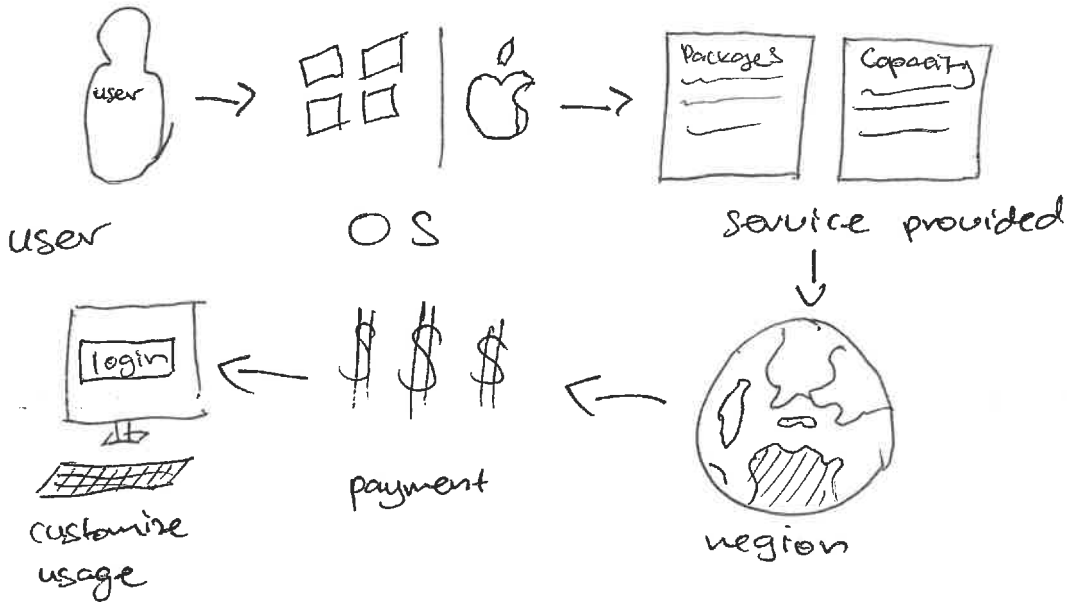
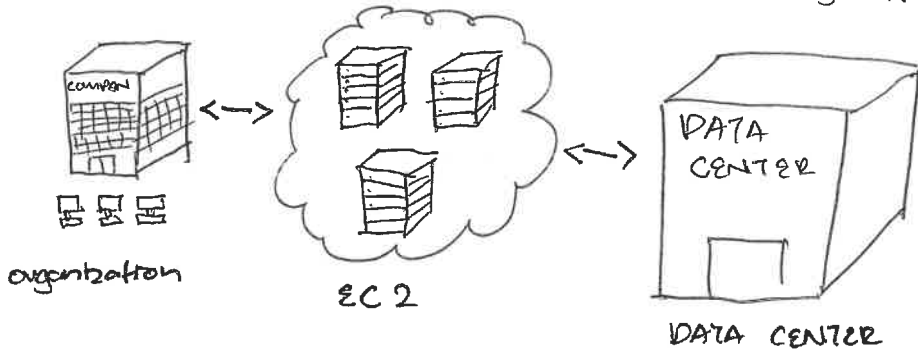
My understanding (Text <40%, Drawing >60%)

* nestable compute capacity

* virtual machine on-demand

* auto scaling / automatic scale of the capacity up during demand spike

* elastic load balancing which auto distribute incoming application traffic



If I have a small company, 1 thing I can use from THIS product

1 day 2 pages.

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Date: _____

- Alibaba Cloud _____
- Amazon Web Services EC2 container registry
- Microsoft Azure _____
- Google Cloud Platform _____

My understanding (Text <40%, Drawing >60%)

- * each data registry is ~~manage~~ managed under Docker registry repository
- * divided under category (images / site / doc)

Component of ECR Container Registry

Registry

- * provided to each AWS account
- * create image repository & etc

Authorization Token

- * authorize ECR registry as AWS user before
 . push & pull images
- * AWS client will get login command with
 credential to pass to Docker.

Repository

- * contain images based on
 user Docker.

If I have a small company, 1 thing I can use from THIS product

1 day 2 pages.

1 page Text <40% of A4, Drawing >60% of A4

Date: _____

- Alibaba Cloud _____
- Amazon Web Services EC2 Container Service
- Microsoft Azure _____
- Google Cloud Platform _____

My understanding (Text <40%, Drawing >60%)

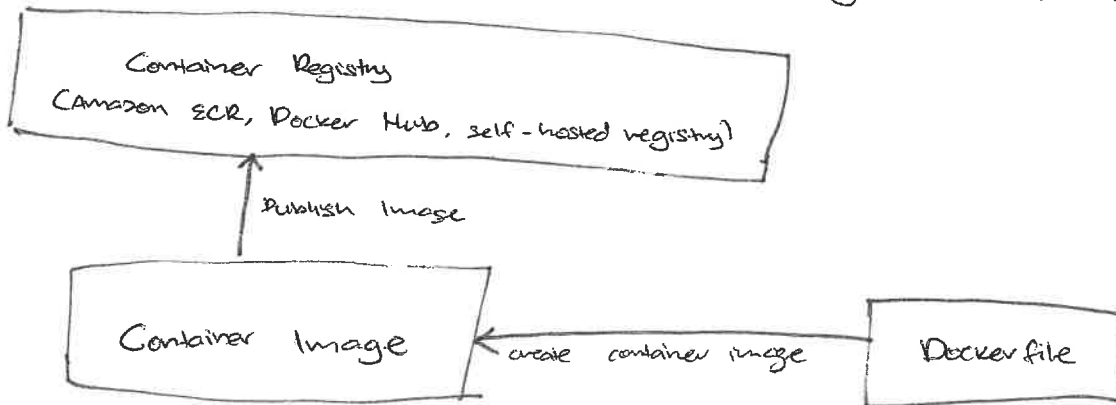
* Amazon EC2 Container Service is a highly scalable, fast, container management service that makes it easy:-

- o run
- o stop
- o manage

* user can launch & stop container-based application with:

o API calls (App Program Interface) / route / protocol

o container service which give access to many familiar Amazon EC2 features.



* if there are failure in specific task, the task will be killed & restarted

* this process continues until the service reaches the number of desired running tasks.

If I have a small company, 1 thing I can use from THIS product

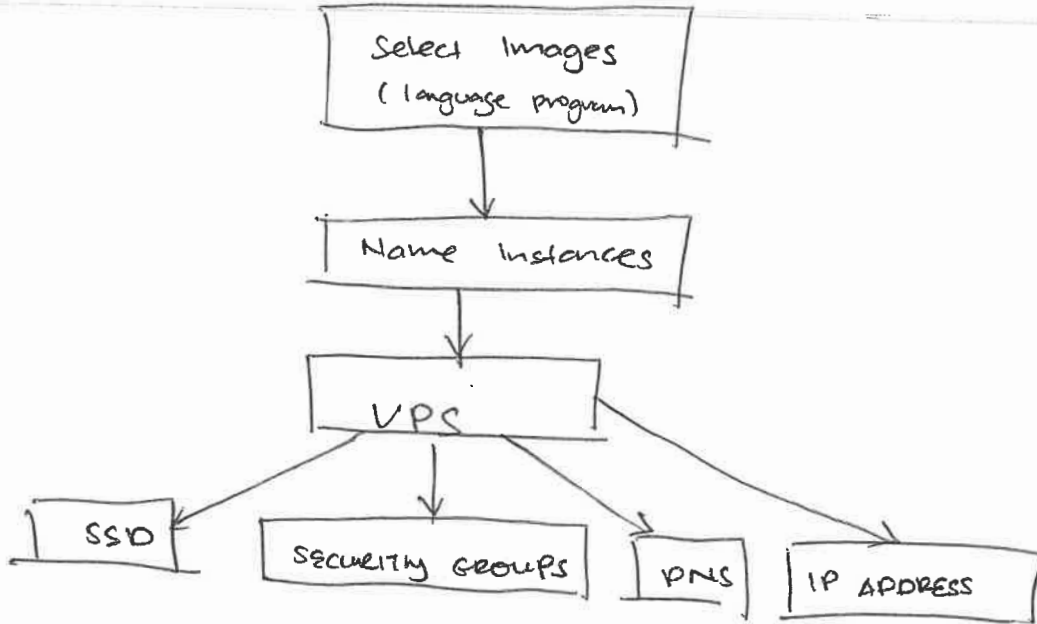
1 day 2 pages.
 1 page Text <40% of A4, Drawing >60% of A4

Date: _____

- Alibaba Cloud _____
- Amazon Web Services Amazon Lightsail
- Microsoft Azure _____
- Google Cloud Platform _____

My understanding (Text <40%, Drawing >60%)

* VPS
 *



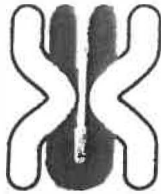
Pricing

\$ 5 512 MB memory 1 core processor 20GB SSD Disk 1TB transfer	\$ 10 1GB memory 1 core processor 30GB SSD Disk 2TB transfer	\$ 20 2 GB memory 1 Core processor 40 GB SSD Disk 3TB transfer	\$ 40 4GB memory 2 core processor 60GB SSD Disk 4TB transfer
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\$ 80
 8GB memory
 2 core processor
 80GB SSD Disk
 5TB transfer

APPENDICES F: OTHER DOCUMENTS



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KULIAH / MAKMAL KOMPUTER UMK KAMPUS JELI**

Nama Staf/Pelajar : INDEERA SYAH UMAM B. ROSLAN
Name of Staff / Student
No. Staf/Matrik :
Staff No./Matrix Card No.
Program/Fakulti : PIAT
Program / Faculty
No. Telefon :
Telephone No.
Tempat : MAKMAL KOMPUTER 1
Venue
Bilangan Staf/Pelajar : 20
Number of Staff/Student
Tarikh Penggunaan : 31 / 5 / 2017
Date of Use
Tujuan Penggunaan : BENGKEL WEBSITE
Purpose of Use
Masa Penggunaan : 9.00 ptg **Hingga:** 4.00 ptg
Time of Use. to

Pengesahan Pengarah /Dekan/Pensyarah/PenolongPendaftar/penasihat Akademik :-

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i Asas Tani
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SETIAP PERALATAN YANG TERDAPAT DIDALAM BILIK/DEWAN KULIAH YANG DIGUNAKAN.**

Signature of Staff / Student

(INDEERA SYAH UMAM B. ROSLAN)

KELULUSAN UNIT AKADEMIK, UMK KAMPUS JELI

Nama : **T/Tangan** :

Jawatan : **Tarikh** :

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> **Sila lampirkan bersama kertas kerja/
program yang berkaitan**