

INDUSTRIAL TRAINING REPORT

**PEJABAT PEMBANGUNAN PERSEKUTUAN NEGERI JOHOR
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01 OGOS 2016 – 1 JANUARY 2017

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by



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ABSTRACT

All bachelor degree students are required to undergo industrial training as part of their curriculum to complete their 4 year course for the **BACHELOR OF SCIENCE INFORMATION SYSTEM MANAGEMENT (HONS)**. Based on the industrial training period from 01 August 2016 to 1 January 2017 at Pejabat Pembangunan Persekutuan Negeri Johor.

This industrial training report consists of 4 chapters and that are introduction, organization of information, industrial training activities and conclusion. Chapter 1 consist of background of the organization, chapter 2 consist of departmental structure and function. While chapter 3 consists of training activities and special project and the last chapter is chapter 4 which has the conclusion of the report.

In order to complete study, trainee needs to undergo 5 months of practical training in industry starting from 1 August 2016 until 1 January 2016. This office has been selected by trainee. There are 4 department which are *Seksyen Pengurusan dan Kewangan*, *Seksyen Khas*, *Seksyen Pemantauan dan Penilaian* dan *Seksyen Teknologi Maklumat*. Every section has their own specialty, with interesting task and function.

During five months of training, student learn to improve communication skills, learn to be more discipline and punctual. Last but not least, the knowledge, skills and experience gain during the practical training is the best method in order to prepare student to expose to the real working environment.

Keywords: *training, organization, practical, environment, department*

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Sincerely,



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(NORAINAH BINTI ABD. RAHIM)

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