UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

UNIVERSITI SULTAN ZAINAL ABIDIN (UniSZA)
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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

The contribution of this assignment is to fulfil the needs of Industrial Training (IMC690) subject. 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, industrial training needs to undergo 5 months of practical training in industry starting from 03 February until 30 Jun 2019. The library that has been selected by industrial training is University Sultan Zainal Abidin (UniSZA). There are 3 branch libraries which are main library, Medical Campus and Besut Campus. The important aspect of this report is to study about the management of the organization and the experience of real working environment.

Keywords: Industrial training, library, UniSZA.

ACKNOWLEDGEMENT

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TABLE OF CONTENT