

INDUSTRIAL TRAINING REPORT

KDU UNIVERSITY COLLEGE
UTROPOLIS GLENMARIE CAMPUS
JALAN KONTRAKTOR U1/14, SEKSYEN U1
40150 SHAH ALAM, SELANGOR

Prepared By

JOE LAJUNGIN (2011905931)

FACULTY OF INFORMATION MANAGEMENT, PUNCAK PERDANA CAMPUS

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DECLARATION OF WORK ORIGINALITY

I hereby to declare that this report is produced and written by me. All information in this report was obtained in accordance with academic rules and ethical conduct. I understand the university policy on plagiarism and I declare that all works are properly cited and acknowledge.

(JOE LAJUNGIN)

9 July 2015

ABSTRACT

This practical training report is discussing four chapters. The first chapter is introduction and it talks about the organization of KDU University College including its establishment and management team. Chapter two is organization information that will give an overview about the organization's departmental structure and its functions including acquisition department, cataloging department, circulation and reference department, IT unit and repairing unit. While chapter three known as training activities' chapter discussing about all the activities during five months of practical training program based on the departments and units. It also will focus on the trainee's special project. The last chapter which is conclusion contains topic on knowledge gained, personal thought and opinion, lesson learnt as well as limitation and recommendation.

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