



KOLEJ UNIVERSITI ISLAM ANTARABANGSA SELANGOR  
الكلية الجامعية الإسلامية العالمية سنڤالڤور  
INTERNATIONAL ISLAMIC UNIVERSITY COLLEGE SELANGOR

**SESSION II 2018/2019**

**INDUSTRIAL TRAINING REPORT**

**NAME:** \_\_\_\_\_

**MATRIC NUMBER:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**START DATE:**

\_\_\_\_\_

**END DATE:**

\_\_\_\_\_

## INDUSTRIAL TRAINING HOST ORGANIZATION'S VERIFICATION STATEMENT

I hereby declared that, .... (IC No: .....) student of Kolej Universiti Islam Antarabangsa Selangor (KUIS) is undergoing her Industrial Training from ..... till .... at ..... supervised by .... This report is prepared by the above mentioned student as a partial fulfilment of this training. All information given in this report is true and doesn't contain any confidential information or classified data that might in a way or another abuse the organization's policies.

Approved by: .....

**(Signature / stamp & name of organization's supervisor)**

Designation: **Designation of organization's supervisor**

Host Company's Name: **Organization's Name**



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SESSION II 2018/2019 INDUSTRIAL TRAINING

## ABSTRACT

Industrial training is a compulsory course at Fakulti Sains dan Teknologi Maklumat (FSTM), Kolej Universiti Islam Antarabangsa Selangor (KUIS). I have done my industrial training at **organization's name** from **start date** till **end date** (3 months). In my Industrial training, I have learnt many skills. At first, I don't even know how the information system is used in the organization. After the internship, I realized ..... I also encounter some problems in doing tasks. Among the problems I faced were .....



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## ACKNOWLEDGEMENTS

First of all, I would like to express my appreciation to ..... for giving me the chance to undergo my industrial training in ..... which was held from ..... till ..... (3 months). Special thanks to ..... for their support and help throughout my training in the organization. I would also like to express my deepest gratitude to **name of organization's supervisor**, for his/her supervision during the entire internship period and attachment in the section.



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## SESSION II 2018/2019 INDUSTRIAL TRAINING INTRODUCTION

### 1.1 Objectives of the Industrial Training

The main objective of industrial training attachment is ...

### 1.2 Scope of the Industrial Training

The industrial training attachment has introduced students to work culture and industrial practice ....

### 1.3 Duration

The training is compulsory and its duration is approximately .....

### 1.4 Importance of the Industrial Training Attachment

Industrial training attachment is done to give .....



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## **THE TRAINING ORGANIZATION**

### **2.1 Introduction to organization's Name**

The first paragraph must be about the organization history.

The second paragraph must elaborate the organization logo (make sure to insert the picture)

The third paragraph must elaborate the organization mission. The fourth paragraph must elaborate the organization vision.

The final paragraph must elaborate the organizations location (make sure to insert GPS location) and how to get there (make sure to insert printed location of organization using google map).

### **2.2 The Core Area of Information System Services offered**

Write at least two paragraphs about the organization's services or products.

### **2.3 Organization's Name Organization Chart**

The first paragraph must elaborate on the organization chart and explain which unit/department/section were you placed (make sure to insert the image of the organization chart)

The second paragraph must elaborate on your supervisor and team members (make sure to insert a picture of you alongside your supervisor & other staffs at the organization)



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## FORMAL TRAINING AND TASKS DONE

During the twelve weeks of my industrial training, I was trained in the ..... Within this time, I learned lots of things that are very useful for my future career. I was required to do two main projects at ... The two projects are;

Project A: .....

Software Used:

- 1) A
- 2) B
- 3) C

Hardware Used:

- 1) A
- 2) B
- 3) C

Write the process to complete the task. Please include all screen shots.





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Project B: .....

Software Used:

- 1) A
- 2) B
- 3) C

Hardware Used:

- 1) A
- 2) B
- 3) C

Write the process to complete the task in detail. Please include all screen shots.

List of lesson learned from project A and project B:

- 1) A
- 2) B
- 3) C
- 4) D



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## CONCLUSION

List of new experiences obtained from the Industrial Training process:

- 1) A
- 2) B
- 3) C
- 4) D

List the advantages you obtained from Industrial Training at the organization:

- 1) A
- 2) B
- 3) C
- 4) D



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كَلِئَةُ اِلَى مَعِيَةِ اِلِسْلَامِيَةِ اِلَى اَلْمَدِيْنَةِ سَلَانِجِيَّةِ  
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## REFERENCES