UNIVERSITI TEKNOLOGI MARA

CAWANGAN PERAK

KAMPUS TAPAH

PRACTICAL TRAINING LOG BOOK

Semester OCT 2023 – FEB 2024

Note: This document contains activities done by student of Diploma Computer Science for industrial training purpose.

STUDENT NAME	NUR QURRATU'AINI BINTI SABRI
STUDENT ID	2022487838
NAME OF THE ORGANIZATION	KPJ KLANG SPECIALIST HOSPITAL
ADDRESS OF THE ORGANIZATION	NO. 102, PERSIARAN RAJAWALI / KU 1, BANDAR BARU KLANG, 41150 KLANG, SELANGOR DARUL EHSAN

PANDUAN
Guidelines

Buku ini berfungsi sebagai buku rekod mingguan.
This book functions as a weekly record book.

Tanggungjawab Pelatih
Trainee's Responsibility

Pelatih bertanggungjawab untuk mengemaskini buku ini dengan mengisi butiran yang diperlukan di halaman yang disediakan.
A trainee is responsible to update this book by filling in the details needed in the spaces provided.

Dalam proses merekod, pelatih bertanggungjawab:
In the process of recording, a trainee is responsible to:

1. Mengadakan perbincangan dengan Pegawai Latihan
   Consult the training officer
2. Memastikan buku ini sentiasa berada di tempat kerja dan dikemaskini semasa menjalani latihan
   Make sure this book is available and updated all the time.
3. Merekod tugasan harian untuk diperiksa oleh Pegawai Latihan secara mingguan
   Prepare record of daily routines to be checked by the training officer on weekly basis.
4. Memastikan semua catatan kecuali lakaran menggunakan pen hitam atau biru.
   Make sure all notes except sketches are done in black or blue ink.
5. Setelah tamat menjalani latihan, buku ini hendaklah diserahkan kepada Penyelia Industri dan Penyelia Akademik untuk tujuan penialaian.
   Upon completion of training, this book must be surrended to the Industrial Advisor and Academic Supervisor and for the purpose of assessment.
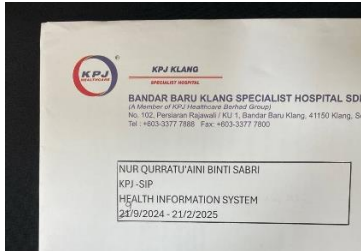
KANDUNGAN
Contents

Buku log ini perlu mengandungi maklumat:
This log book must contain:

1. Gambaran yang padat tentang setiap lokasi latihan dan kerja yang diamanahkan.
   Comprehensive description of every training location and work entrusted.
2. Lakaran yang bersesuaian, data dan rajah litar.
   Relevant sketches, data and circuit diagram.
3. Rujukan pada buku teks, piawaian dan maklumat teknikal lain yang berkaitan dengan kerja yang dijalankan.
   Text books reference, standards and other technical information related to work done.
4. Komen membina di atas kerja yang sedang dijalankan dan pendapat pelatih terhadap latihan.
   Constructive comments on the work being undertaken and trainee's opinion of the training.

Note: this book is a softcopy version. Please extend the table row below in order to record your activities.

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
9/9/2024 Monday	- First Day Report: Started practical training at KPJ Klang Specialist Hospital. - Hospital Tour: Puan Azila Laili from HR guided the tour and showing around the hospital. - Met with Supervisor: Had an introduction session with the supervisor, who introduced the staff from the same department and expressed the desire to intern there. - Project Introduction: Received an overview of the project. - Project planning: Begin planning the given project and visualize how it will work. 	
10/9/2024 Tuesday	- Created database: Set up the database and data entry - Worked on coding: Started writing and testing code for the project - Attend Birthday party: Joined the birthday party event for one of the staff members 	
11/9/2024 Wednesday	- Project Overview: Received an explanation about the project form Puan Asyiqin	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
	- Details: Got a detailed explanation and ideas from IT staff, Miss Annisa - Coding : Worked on coding tasks - Event Setup: Connected the laptop to the TV in preparation for tomorrow's event (Hari Malaysia) 	
12/9/2024 Thursday	- Hari Malaysia Event: Participated in the Hari Malaysia celebration. - Changed Network Cable: Replaced the network cable for a staff member in another department who had a network issue - Coding: Continue works on coding tasks. - Fixed Database: Made corrections and improvements to the database. - Learned Document Uploading: Watched a YouTube tutorial on how to upload documents	
13/9/2024 Friday	- Recited Surah Yasiin: Recited Surah Yasiin with all staff - Continued Coding: Worked on coding tasks - Edited Database: Made changes to the database in phpMyAdmin. - Set Up New Pc: Installed the new Pc in the doctor's room and ensured it was ready to use. - Restart: Sir Ameirul demonstrated how to use Command Prompt for setup, including installing essential software on the new PC and log in successfully.	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
14/9/2024 Saturday	- Audit	
16/9/2024 Monday	- Public Holiday (Malaysian Day)	
18/9/2024 Tuesday	- Public Holiday (Maulidur Rasul)	
19/9/2024 Wednesday	- New PC: Set up new PC int the speech room - New Printer: Installed and configured the new printer - Share Printer Access: Enabled printer sharing for all PCs 	
20/9/2024 Thursday	- Fix Printer: Helped staff in another department with printer issue - Continue Coding: Worked on coding tasks - Joined AGM: Attend the Annual General Meeting	

DATE	ACTIVITY	SIGNATURE OF THE INDUSTRIAL SUPERVISOR
21/9/2024 Friday	- Continue Coding: Worked on coding - Prepared Laptop: Setu up laptop for the staff meeting. - Instructions: Received guidance to uninstall WPS and install 365 Microsoft Officer applications on the desktop in another department 	
22/1/2024 Saturday	- Continued Coding: Worked on coding task - Installed GitHub : Configured GitHub to enable other staff collaboration to fix the code	

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