**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.*

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| 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*

1. Memastikan buku ini sentiasa berada di tempat kerja dan dikemaskini semasa menjalani latihan

*Make sure this book is available and updated all the time.*

1. 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.*

1. Memastikan semua catatan kecuali lakaran menggunakan pen hitam atau biru.

*Make sure all notes except sketches are done in black or blue ink.*

1. 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.*

1. Lakaran yang bersesuaian, data dan rajah litar.

*Relevant sketches, data and circuit diagram.*

1. 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.*

1. 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 showed 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. | 14/9/24 |
| 10/9/2024 Tuesday | * Created database: Create 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 top management   A room with balloons and a tv  Description automatically generated |
| 11/9/2024 Wednesday | * Project Overview: Received an explanation about the project form Puan Asyikin * 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)   A computer on a table  Description automatically generated |
| 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. * Setup 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 login successfully.   A desk with a computer and parts on it  Description automatically generated |
| 14/9/2024 Saturday | * Alternate |
| 16/9/2024 Monday | * Public Holiday (Malaysian Day) | 21/9/24 |
| 17/9/2024 Tuesday | * Public Holiday (Maulidur Rasul) |
| 18/9/2024 Wednesday | * New PC: Setup new PC int the speech room * New Printer: Installed and configured the new printer * Share Printer Access: Enabled printer sharing for all PCs   A hand holding a blue cable  Description automatically generated |
| 19/9/2024 Thursday | * Fix Printer: Helped staff in another department with printer issue * Continue Coding: Worked on coding tasks * Joined AGM: Attend the Annual General Meeting   A white printer with a black lid  Description automatically generated |
| 20/9/2024 Friday | * Continue Coding: Worked on coding * Prepared Laptop: Setup laptop for the staff meeting. * Instructions: Received guidance to uninstall WPS and install 365 Microsoft Officer applications on the desktop in another department   A conference room with laptops on a table  Description automatically generated |
| 21/9/2024 Saturday | * Continued Coding: Worked on coding task * Installed GitHub: Configured GitHub to enable other staff collaboration to fix the code |

| **DATE** | **ACTIVITY** | **SIGNATURE OF THE INDUSTRIAL SUPERVISOR** |
| --- | --- | --- |
| 23/9/2024  Monday | * Continued Coding: Worked on coding task * Fix Printer: Helped staff in another department with printer issue   A printer with a black cover  Description automatically generated with medium confidence | 28/9/2024 |
| 24/9/2024  Tuesday | * Continued Coding: Worked on coding task * Setup meeting: Learned how to connect laptop to tv for online meet * Attend Birthday party: Joined the birthday party event for top management * Reset: Learned backup and reset file with Miss Annisa   A hand on a keyboard  Description automatically generated |
| 25/9/2024  Wednesday | * Continued Coding: Progressed on coding task * PC relocated: Moved the PC from the billing room to another room * Printer set up: Relocated the printer and set it up with Puan Asyikin * Event Participation: Attended the Patient Safety Day event by played games at each booth   A box of rubber ducks  Description automatically generated |
| 26/9/2024  Thursday | * PC relocation: Moved the PC from the lower level to upper level and connected to the network * Setup printer: Setup printer at lower level and configured it for sharing with all PCs * Event rehearsal: Participated in the rehearsal for Friday/s event (Patient Safety Day) |
| 27/9/2024  Friday | * Event preparation: prepared for the event by connecting the laptop to the TV * Gimmick control: Participated by controlling the fogging effect for the gimmick portion * Printer setup: set up printer in the purchasing department * Continued coding: Continued working on the coding task |
| 28/9/2024  Saturday | * Alternate |
| 30/9/2024  Monday | * Setup PC: Help staff with setting up their PC after the office renovation * Continued coding: Continued working on the coding task * Device relocation: Move unused device to storeroom   A close-up of a machine  Description automatically generated | 30/9/24    5/10/24    5/10/24 |
| 1/10/2024  Tuesday | * Network Cable Crimping: Prepare the network cable by crimping the connectors * PC-to-Printer Connection: Connect the PC to the printer using the network cable and configure it with the IP address |
| 2/10/2024  Wednesday | * Network Cable Preparation: Cut the network cable to approximately 5 depa in length * Device Storage: Place unused devices in storage * Printer Setup: Assist the vendor with setting up the printer for patient wristbands * Website Data Entry: Demonstrated how to update or input data on the company’s website |
| 3/10/2024  Thursday | * Online Meeting Setup: Connect the laptop to the PC to setup an online meeting * External DBD Drive Installation: Install the USB external DVD drive in the doctor’s room * Printer Sharing: Set up printer sharing in doctors’ room |
| 4/10/2024  Friday | * Printer Sharing: Continue setting up printer sharing in doctor’s room * Folder Shortcut: Create shortcuts to the company’s folder on few PC |
| 5/10/2024  Saturday | * Coding: Continue working on the coding tasks * New Printer Installation: Install a new printer at the Dayward |

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| 7/10/2024  Monday | * Printer Installation: Install the printer * Folder Shortcut: Create a folder shortcut on the clinic assistant’s computer * Data Center Visit: Go to the data center to test the TV channels and ensure they are functioning properly * File Transfer: Copy files from CD and paste them onto the pen drive | 12/10/24    12/10/24    12/10/24 |
| 8/10/2024  Tuesday | * Coding Task: Design the interface for adding charts * New TV: Help with installing the new TV in the paediatric ward * Printer Relocation: Replace the printer in data center and move it to store |
| 9/10/2024  Wednesday | * Object Counter Testing: Use various apps to test the object counter with the IT staff * Software Installation: Given instructions on how to uninstall WPS and install Microsoft 365 |
| 10/10/2024  Thursday | * Coding: add bar chart for the department * Software Installation: Uninstall WPS and install Microsoft 2013 on 15 PCs |
| 11/11/2024  Friday | * Microsoft Setup: Continue the setup of Microsoft 2013 * File Backup: Backup files and bookmarks in Chrome on the doctor’s PC * PC Replacement: Replace the PC in the doctor’s room * Event Participation: Attend the farewell and birthday celebration event |
| 12/10/2024  Saturday | * Alternate |
| 14/10/2024  Monday | * File Backup: Backup files and bookmarks in Chrome on the doctor’s PC * PC Replacement: Replace the old PC with a new PC in the doctor’s room * Backup file Transfer: Transfer the backup files to the new PC * Systems Updates: Perform Windows updates and update the BIOS | 19/10/24    19/10/24    19/10/24    19/10/24 |
| 15/10/2024  Tuesday | * File Backup: Backup files and bookmarks in Chrome on the doctor’s PC * PC Replacement: Replace the old PC with a new PC in the doctor’s room * Backup file Transfer: Transfer the backup files to the new PC * Systems Updates: Perform Windows updates and update the BIOS * BIOS Access: Open the BIOS to disable the touchscreen |
| 16/10/2024  Wednesday | * Supervisor review: The supervisor reviewed the coding progress and provided feedback * Coding Update: modify the login functionality to allow login by department instead of by individual user * Database Modification: Update the database to remove the user records * Scanner Issue: Resolve the scanner problem |
| 17/10/2024  Thursday | * Brainstorming: Explore methods for downloading multiple files using HTML * Text Overflow: Identify solutions for handling text overflow in a data table * Printer Troubleshooting: Diagnose and resolve printing issues for staff * PC Backup: Backup files on the finance staff’s PC * Network Setup: Move the PC at customer service and set up the network with an extended Wi-Fi connection * PC Replacement: Replace the old PC in the doctor’s room with a new one and install Microsoft 2013 * Power Cable Issue: Help staff in the premier ward with a PC that wouldn’t turn on due to a loose power cable |
| 18/10/2024  Friday | * Microsoft Setup: Configure Microsoft as the default application on users' PCs * Audio Editing: Download a song, cut it to the desired part, and save it onto a pen drive * Counter Microsoft Setup: Install and set up Microsoft at the GL counter and medical ward counter |
| 19/10/2024  Saturday | * PC reset: Reset unused PCs to default settings * System Updates: Perform Windows and BIOS updates |

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| 21/10/2024  Monday | * Windows Update: Update Windows * Leave Request: Work half day and request for leave due to feeling unwell | 21/10/24 |
| 22/10/2024  Tuesday | * Medical Leave |
| 23/10/2024  Wednesday | * Medical Leave |
| 24/10/2024  Thursday | * Medical Leave |
| 25/10/2024  Friday | * Medical Leave |
| 26/10/2024  Saturday | * Alternate |
| 28/10/2024 Monday | * Network Adapter: Install a network adapter on the PC * PC Linking Demonstration: Demonstrate how to connect two PCs using a network cable and configure them with IP addresses | 31/10/24    31/10/24    2/111/24 |
| 29/10/2024  Tuesday | * Demonstration: demonstration on using Adobe Illustrator by Sir Hafiz * Introduction: Begin working with Adobe Illustrator for the company consultant directory * Vendor Support: Assist the vendor at the data center |
| 30/10/2024  Wednesday | * Utilizations: Continue using Adobe Illustrator and getting help from Sir Ameirul * Video Shoot: Participate in shooting a video for the Sustainability Award directed by Puan Liyana |
| 31/10/2024 Thursday | * Public holiday (Deepavali) |
| 1/11/2024 Friday | * Command Prompt: Update EMBRA – the company’s system for doctors * Keyboard Replacement: Replace the broken keyboard with a new one as requested by staff * Coding: Verify changes in ini.php |
| 2/11/2024  Saturday | * Coding: continue working on coding for the update page * Technical: Assist staff with setting up the speaker and microphone |

| **DATE** | **ACTIVITY** | **SIGNATURE OF THE INDUSTRIAL SUPERVISOR** |
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| 4/11/2024  Monday | * Graphic Design: Finalize and submit task in Adobe Illustrator * Coding: Continue working on coding for the update page * System Update: Perform Windows and BIOS updates on doctor’s PC * PC Upgrade: Replace the doctor’s old PC with a new one | 9/11/24    9/11/24 |
| 5/11/2024  Tuesday | * Graphic Design: Received a new task to update about doctors detailed profiles using Adobe Illustrator by adding photos of all doctors and including the name pf the new doctor in the company * Site Visit: Visit KPJ’s Kuala Selangor new branch |
| 6/11/2024  Wednesday | * Power Point Processing: Solved a power point processing issue by installing Microsoft 2013 at the Accident and Emergency (A&E) department * Equipment Setup: Connected a laptop to the TV using an HDMI cable for the meeting at the A&E (Accident and Emergency) department * Graphic Design: Continued using Adobe Illustrator to edit detailed profiles of the doctors * PC Relocation: Relocated a PC to the lobby for the new Customer Service department |
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