



UNIVERSITI  
TEKNOLOGI  
MARA



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# Fakulti Sains Komputer Dan Matematik

**PRACTICAL TRAINING REPORT**

at

**KPJ KLANG SPECIALIST HOSPITAL**

**NUR QURRATU'AINI BINTI SABRI**

**2022487838**



Fakulti Sains Komputer dan Matematik  
Faculty of Computer and Mathematical Sciences

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Fakulti  
• Teknologi Maklumat  
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• Klinik Pergigian

**UNIVERSITI TEKNOLOGI MARA**  
**PRACTICAL TRAINING REPORT**

**At**

**KPJ Klang Specialist Hospital**  
**No. 102, Persiaran Rajawali / KU 1, Bandar Baru Klang,**  
**41150 Klang, Selangor Darul Ehsan, Malaysia**

**9 September 2024 – 21 February 2024**

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**Report submitted in partial fulfilment of the requirement**  
**for the degree of**  
**Diploma in Computer Science**

**College of Computing, Informatics and Media**

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# **CHAPTER 1: INTRODUCTION TO PRACTICAL TRAINING**

## **1.1. Introduction**

CSC339 Practical Training is an important course for CS110 Diploma in Computer Science students at Universiti Teknologi MARA (UiTM), Perak Branch. It gives students real-life work experience in their field. It helps students use what they learned in class in a real workplace.

Students need to complete a set period of training with an organization. During this time, they do real work, handle tasks, and help the company or organization. The main goal is to show students how their diploma knowledge can be used at work. It also prepares them for future jobs by giving hands-on experience and improving skills like problem-solving, teamwork, and communication.

For my training, I worked at KPJ Klang Specialist Hospital. I got to work in a place related to my studies and gained valuable experience. I learned new things, completed tasks, and developed skills for my future career.

This course helps students move from being a student to a working professional. It lets them see how organizations work, understand workplace expectations, and gain confidence in handling tasks. It also helps students build connections and feel responsible for their work.

Overall, CSC339 is a key part of the CS110 program. It connects classroom learning with the working world, helping students grow personally and professionally and succeed in the IT field.

## **CHAPTER 2: ORGANISATION BACKGROUND**

### **2.1. Official Name of Organisation**

Nestled in the bustling township of Bandar Baru Klang, KPJ Klang Specialist Hospital (KPJ Klang) is strategically located within easy access to Shah Alam, Kota Kemuning and other areas within the vicinity. Equipped with modern operating theatres and state-of-the-art medical equipment, KPJ Klang has successfully become one of the prominent and most sought-after community-oriented private healthcare providers in the region. Operating on a 177-bedded facility with over 30 resident specialist consultants, KPJ Klang's operation theatres are electronically linked for swift operational integration during critical medical procedures. Areas of specialties in KPJ Klang include Gynaecology, Obstetrics, Cardiology, Paediatrics, Nephrology, Urology, Gastro-Enterology, Plastic Surgery, Oral-Maxillofacial Surgery, Orthopaedics, Ophthalmology, ENT, Oncology, Neurosurgery, Radiology, Psychiatry and Psychology. At the hospital, the Accident and Trauma Care provides current technological treatments for all types of medical emergencies including Occupational, Safety & Health cases. Among the facility's other notable medical specialties include Women's Health, Laparoscopic Surgery (Minimally Invasive Surgery), and Gastro Intestinal Diseases.



Figure 2.1 Building of KPJ Klang Specialist Hospital.

## **2.2. Information Technology Department**

During my practical training, I was attached to the IT Department at KPJ Klang Specialist Hospital. This department is very important because it helps keep all the computer systems and networks running smoothly. The IT Department is responsible for all devices connected to IT, including computers and printers. They provide technical support to staff and ensure the hospital's software runs smoothly.

In this department, I had the chance to learn about many tasks, such as solving network problems, setting up new PCs, and making sure the hospital's computers and software are working well. I also worked on a project to help create a website for the hospital, which allowed me to use the skills I've learned in a real job.

The IT Department is led by Puan Nor Asyikin Abu Bakar and it works closely with other departments in the hospital to make sure everything runs smoothly. Throughout my training, I gained valuable experience using different tools and systems, and I also improved my problem-solving skills.

### **2.3. Vision & Mission**

#### Vision

The Preferred Healthcare Partner

Our fundamental purpose is the delivery of exceptional health treatment, care and diagnosis to all our patients. We are dedicated to being the preferred partner in care, with innovative use of technology, experienced doctors and well-trained staff who collaborate to offer the best diagnosis and treatment plans

#### Mission

Deliver Quality Healthcare Services

Our mission is to improve the health of the people and the communities we serve. Led by skilled and caring medical staff, we are consistently focused on clinical excellence and innovative technology for superior patient outcomes.

## 2.4. Organisational Structure

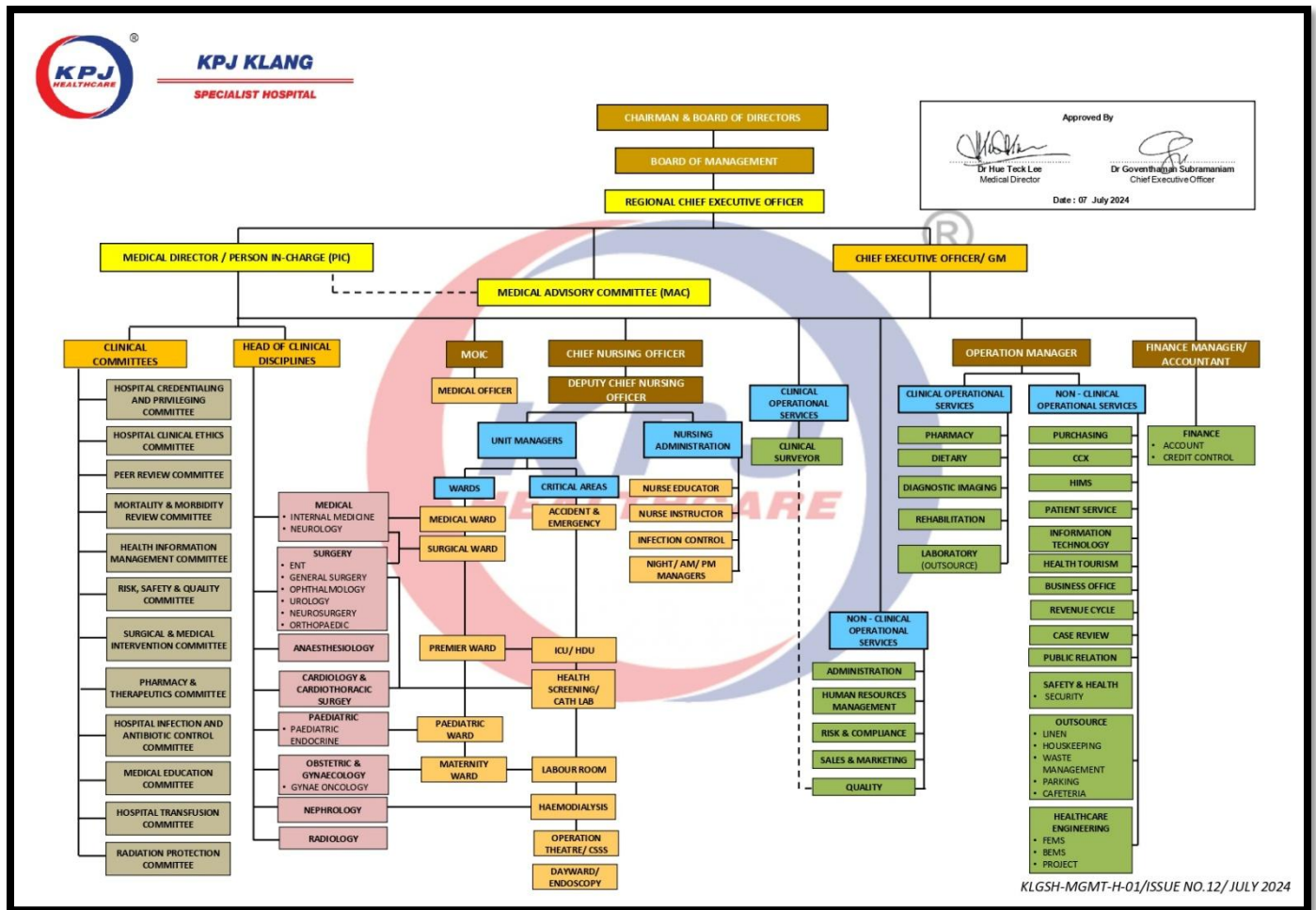


Figure 2.2 KPJ Klang Specialist Hospital's organisational chart.

## 2.5. Location of Organisation

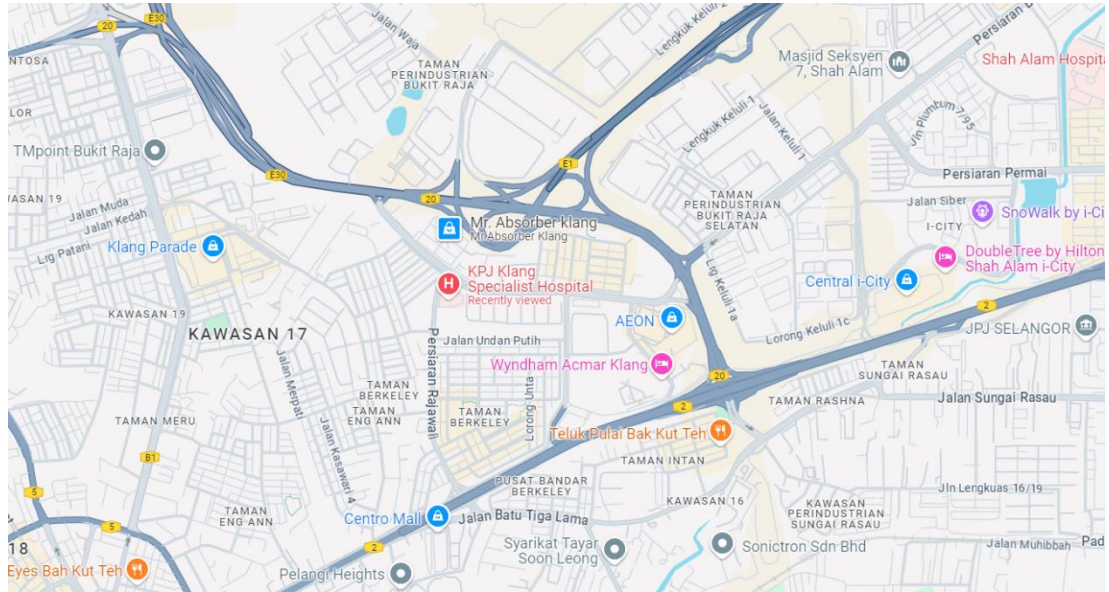


Figure 2.3 KPJ Klang Specialist Hospital's location map.

Address: KPJ Klang Specialist Hospital 102, Persiaran Rajawali/Ku1, Bandar Baru Klang, 41150 Klang, Selangor

## **CHAPTER 3: PROJECTS AND TASKS**

### **3.1. Project 1: Hospital Service Contract Management System**

During my practical training, I was assigned Project 1, which involved developing a Hospital Service Contract Management System. The project took about two months to complete. The main goal of the project was to help the hospital manage service contracts more efficiently by providing a digital system that makes the process faster and easier.

#### **3.1.1. Problem Statement**

The hospital faced several challenges when managing and tracking service contracts for its administration services. Previously, the hospital used Excel to store contract information. However, when they needed to upload an agreement, they had to manually insert links to the files in the Excel sheet. This method caused several problems, including:

1. **Lack of Centralized Tracking:** The contracts for administration services were stored in Excel, but the actual files were stored separately, making it difficult to find or track contract details quickly. Staff had to manually search for links to the agreements, which was time-consuming and often confusing.
2. **Manual Updates:** Every time there was a new contract or an update to an existing one, staff had to insert a new link manually into the Excel sheet. This process was prone to mistakes, like missing contract renewals or inserting incorrect links.
3. **Inefficient Reporting:** Generating reports about contract status or upcoming renewals involved going through the Excel sheet and manually checking each contract. This was a slow and tedious process that took up a lot of time and effort.

With the new website, all these issues will be addressed. The system allows users to easily upload and track administration service agreements without needing to manually insert links. Users can select multiple files at once and upload them directly, streamlining the process.

Additionally, the website will make it much easier for users to track new agreements. They can view all uploaded contracts in one place, and the system will allow them to sort contracts by date, helping them easily find upcoming renewals or expired contracts. This will save time and reduce errors, making the whole process of managing administration service contracts faster and more efficient for the hospital staff.

### **3.1.2. Objective**

The objective of the Hospital Service Contract Management System was to address the issues outlined in the problem statement by:

1. Centralizing contract data: The system would store all service contracts in one place, making it easier to access, manage, and track them.
2. Simplifying reporting: The system would allow for easy generation of reports related to contracts, such as active contracts, expired contracts, and upcoming renewals.
3. Providing an overview: Users would be able to view a clear overview of all contracts in the system, helping them quickly identify the status of each contract.
4. Easier tracking: The system would make it easier to track the progress and status of each contract, helping users stay on top of upcoming renewals or any expired contracts.

By achieving these objectives, the system would improve the efficiency and effectiveness of managing service contracts in the hospital, making the process more organized, easier to track, and less prone to errors.



### **3.1.3. Scope and Requirements**

The scope of the Hospital Service Contract Management System was to design and implement a web-based solution to improve the management of service contracts at the hospital. The project aimed to centralize contract data, simplify tracking, and make it easier for users to manage contracts effectively. The following points outline the specific scope, limitations, assumptions, and requirements for the project:

#### **Scope:**

- The system would focus only on managing service contracts related to hospital administration services, such as operational contracts.
- Users would be able to upload and manage contracts, view an overview of contract statuses, and easily track active, expired, and upcoming contracts.
- The system would allow users to select and upload multiple files at once without the need to manually insert links.
- Sorting and filtering contracts by date would be a feature, enabling users to easily track upcoming renewals and expired contracts.

#### **Limitations:**

- The system would not include features like notifications or reminders for contract renewals or deadlines. Users would only have access to an overview of contract statuses.
- The project includes a login system to ensure that only authorized hospital staff can access the system.

#### **Assumptions:**

- It was assumed that users would have basic knowledge of how to navigate a web-based system and upload files.
- It was assumed that the hospital staff would have access to the necessary devices and internet connections to use the system effectively.
- The hospital's contracts would all be available in digital format, ready to be uploaded to the system.

#### **Requirements:**

- The system should be user-friendly and allow staff to easily upload, track, and manage contracts.
- The system should provide a clear overview of contract statuses, including active, expired, and upcoming contracts.
- The system should allow for sorting and filtering contracts by date, to help users track renewals and deadlines efficiently.
- The system should include a login system to ensure that only authorized users can access it.

#### **3.1.4. Tools Used**

For the implementation of the Hospital Service Contract Management System, the following tools were used:

<b>Software</b>	Programming Language	PHP was used for system development, enabling the creation of server-side logic to handle file uploads and interact with the database.
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	Database	MySQL was used to store contract information, user data, and other necessary records. It provided a reliable and efficient way to organize and retrieve data related to the contracts.
	Front-End Tools	<ul style="list-style-type: none"> <li>○ HTML was used for the structure of the web pages.</li> <li>○ CSS was used to style the pages and ensure a user-friendly interface.</li> <li>○ JavaScript was used to enhance the user experience by adding interactivity, such as contract sorting and filtering.</li> </ul>
<b>Hardware</b>	Server	Apache was used to host the application, enabling users to access the system through their web browsers.
	Workstations	Computers or laptops were used for development, coding, testing, and debugging the system. These devices were equipped with the necessary software tools for coding and running the project.

Table 3.1 Tools Used in Project 1

### **3.1.5. Implementation**

The implementation of the Hospital Service Contract Management System was completed in the following steps:

1. System Design:

- Created a database using MySQL to store contract information, such as contract ID, dates, provider details, and file paths.
- Designed a simple and user-friendly interface for users to manage contracts efficiently.

2. Front-End Development:

- Developed the user interface using HTML, CSS, and JavaScript for basic structure, styling, and interactivity.

3. Back-End Development:

- Used PHP to handle the core functionalities, including file uploads, database interactions, and the login system for secure access.

4. Testing and Debugging:

- Tested individual modules and the entire system to ensure everything worked correctly.
- Addressed any bugs or errors found during testing.

5. Deployment:

- Deployed the system on the hospital's server for internal use.
- Deployed a simple system for uploading contracts and tracking agreements, making it easy for staff to use without much training.

.

### 3.1.6. Results and Discussion

←

### Form

Category	Licensing ▼
PIC	<input type="text"/>
Service	<input type="text"/>
Company / Act	<input type="text"/>
Start Date	mm/dd/yyyy
End Date	mm/dd/yyyy
SQFT	<input type="text"/>
Rental	RM <input type="text"/>
Upload Files	<input type="button" value="Choose Files"/> No file chosen
Rename file (optional)	<input type="text" value="Enter new file name"/>
Remarks	<input type="text"/>

Figure 3.2 Form insertion new agreement.

#### Results:

The implementation of the Hospital Service Contract Management System successfully achieved its objectives:

1. Centralized Contract Management: All service contracts are now stored in one place, making it easier for users to access and manage them.
2. Simplified File Uploads: Users can upload contract files directly without needing to manually insert links, saving time and effort.
3. Improved Tracking: Users can easily view and track contract details, including new and existing agreements.

**Problems Encountered:**

During the development process, managing the uploaded files was challenging. Issues included organizing file paths, handling large file uploads, and ensuring the files were securely stored in the system.

**Steps Taken to Solve the Problems:**

To address these challenges, I:

1. Tested Different Solutions: Repeatedly adjusted and tested the file upload process to ensure it worked as intended.
2. Improved Code Logic: Refined the PHP code to properly handle file uploads and storage.
3. Debugging: Identified errors through trial and error, testing various scenarios until the upload function became reliable.

Through persistence and repeated testing, the issues were resolved, resulting in a functional and efficient file upload system.

**3.2. Project 2: Permit To Work Form**

I worked on Project 2, which was to create a Permit to Work Form System. Before this, the company used paper forms for work permits. This process was time-consuming and sometimes caused problems, such as lost forms or delays in signatures. To solve this, the new system was created to make the process easier and faster by using a digital format.

The system allows users to fill out, manage, and track permits online, which helps reduce errors and saves time compared to the old paper-based process. It also makes the information easier to find and manage.

The project started in December and ended in January. This new system helped the company move from a manual process to a more modern and efficient way of handling work permits.

### **3.2.1. Problem Statement**

Before the implementation of the Permit to Work Form System, the company faced several issues with the old paper-based process:

1. **Time-Consuming Process:** Filling out and managing paper forms took a lot of time, especially when approvals or updates were needed.
2. **Risk of Lost or Damaged Forms:** Paper forms could easily get lost, misplaced, or damaged, leading to delays and confusion.
3. **Difficulty in Tracking:** It was hard to keep track of permits (pending, in progress, completed, stop work, cancel work), causing inefficiencies in the workflow.
4. **Storage Issues:** Storing physical forms required space and made it harder to organize or retrieve information when needed.

These challenges made the work permit process inefficient and prone to delays, prompting the need for a digital system to streamline and improve the process.

### **3.2.2. Objective**

The objective of the Permit to Work Form System was to address the issues mentioned in the problem statement by:

1. **Streamlining the Process:** The system aimed to speed up the process of creating and managing work permits by replacing the paper-based method with an efficient digital platform.
2. **Reducing the Risk of Lost Forms:** By digitizing the forms, the system ensured that work permits were securely stored, preventing them from being lost or damaged.
3. **Improving Tracking and Monitoring:** The system made it easier to track the status of work permits, allowing users to monitor progress in real time

4. Simplifying Storage: The digital system allowed permits to be stored electronically, reducing physical storage needs and making it easier to organize and retrieve information when necessary.

These objectives aimed to improve efficiency, reduce errors, and simplify the overall management of work permits within the company.

### **3.2.3. Scope and Requirements**

#### **Scope:**

The Permit to Work Form System focused on simplifying the process of creating and managing work permits. It included:

1. Filling in and submitting work permit forms.
2. Tracking the status of work permits (pending, in progress, completed, stop work, cancel).
3. Storing and viewing submitted work permits in a digital format.

#### **Limitations:**

1. No File Upload Feature: The system only allowed users to fill in and submit forms. It did not support uploading any files.
2. No Notification System: There were no automatic notifications or reminders for pending permits. Users had to manually check the status of the permits.
3. Limited Access: The system was designed for internal use within the company, with no external access.

#### **Assumptions:**

1. Internet Access: It was assumed that users had access to the internet to use the system.



2. **Basic Computer Skills:** It was assumed that users were familiar with basic computer usage, such as filling out forms and submitting them online.

**Requirements:**

1. The system needed to be easy to use, even for employees with limited technical knowledge.
2. The system should allow for easy tracking of the work permits and their statuses.

These were the key aspects that defined the project's scope and ensured it met the company's needs.

**3.2.4. Tools Used**

To develop the Permit to Work Form System, the following tools were used:

<b>Software</b>	Programming Language	PHP was used for the back-end development of the system, to handle form submissions, data processing, and database interaction.
	Database	MySQL was used to store information about the work permits, including details like status, submission date, and location of work.
	Front-End Tools	<ul style="list-style-type: none"><li>○ HTML and CSS were used to create the basic structure and design of the form interface.</li><li>○ JavaScript was used to ensure the form was interactive and that users</li></ul>

		could submit it without page reloads
	Web Server	Apache was used as the web server to host the application and serve it to users within the company's network
	Version Control	Git was used to manage the codebase and track changes throughout development.
<b>Hardware</b>	Workstations	Computers were used for development, testing, and usage of the system.
	Server	Apache was used to host the application, enabling users to access the system through their web browsers.

Table 3.2 Tools Used in Project 2

These tools were selected to ensure the system was user-friendly, efficient, and easy to maintain.

### 3.2.5. Implementation

To implement the Permit to Work Form System, the following steps were carried out:

1. System Design:
  - Designed a simple and user-friendly interface for submitting work permits, focusing on essential fields such as department, date, and details of the work.

2. Database Design:

- Created a MySQL database with a table to store permit details such as Permit ID, Services, Date Submitted, and Status.

3. Back-End Development:

- Used PHP to handle form submissions, save data to the database, and update the permit status (pending, in progress, completed, stop work and cancel work).

4. Front-End Development:

- Built the form using HTML and CSS for structure and styling, with JavaScript for handling signature.

5. Permit Tracking:

- Developed a feature to display the status of all permits and allow users to view them.

6. Testing:

- Tested the system to ensure it worked as expected, ensuring proper form submission and data storage.

**Modules Developed:**

- Permit Form: For creating and submitting permits.
- Permit Tracking: For viewing the status of permits.

### 3.2.6. Results and Discussion

The screenshot displays the 'Permit Authorisation Section' with four columns for different roles: Contractor, Area Owner, ICO, and SHO. Each column contains a large square box for a signature, a 'Clear Signature' button, and input fields for Name, Position, Date (mm/dd/yyyy), and Time (hh:mm). The Date and Time fields include icons for calendar and clock selection respectively.

Figure 3.2 Signature sections.

The Permit to Work Form System was successfully completed with these results:

1. Simplified Submission: Users can now submit work permits easily through the system, replacing the old paper method.
2. Easy Tracking: Users can quickly view the status of their permits (in pending, in progress, completed, cancel work or stop work).
3. Centralized Data: All permit information is stored in a database, making it easy to access and manage.

#### Problems Encountered

1. Signature Section: Although the signature was not required for everyone, it needed to be filled by specific people, and there was an issue with the implementation.
  - Solution: I successfully added a feature where authorized users could draw their signature using a mouse or touchpad.

- Solution: I used HTML validation to ensure all necessary fields were completed before submission.

The system is now working smoothly, enabling easy submission of work permits and tracking their status efficiently.

Keep updating the list of doctors' names and their qualifications in the consultant directory. Use Adobe Illustrator to continue from where the PR department staff stopped. They've already provided some info, so just add to it. Also, include the newest doctors who have joined. This will keep the directory up-to-date and useful for everyone. By doing this, the consultant directory will be accurate and complete.

Figure 3.3 Consultant Directory Old Design.

Make changes to the consultant directory because it wasn't approved by the CEO.  
Adjust the design, add some pictures, and divide the content into three parts.



Figure 3.4 Consultant Directory New Design.

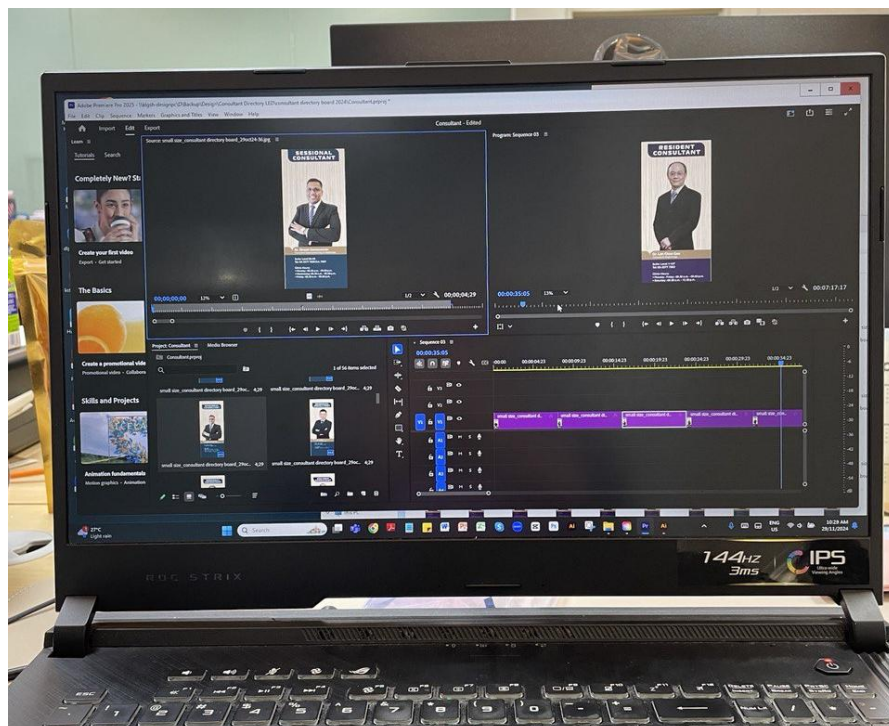


Figure 3.5 Consultant Directory Profile Details.



Use Adobe Illustrator to update the images for the doctors' personal profile information. Make the pictures appear good, correct them, and add the necessary details. After that, convert them into a slide show using Premiere Pro. In order to give the doctors a clear and interesting profile presentation, this film will display the altered photos with any additional information or transitions.



Figure 3.6 Consultant Directory Final Design.

After editing, publish everything to the big LED screen in Lobby One. This will allow patients who want to see a doctor to refer to the doctor information displayed there.

## **CHAPTER 4: DISCUSSION**

### **4.1. Discussion**

My practical training at KPJ Klang Specialist Hospital as an intern officer gave me useful hands-on experience in IT. During this time, I learned new skills, gained knowledge, and had experiences that helped me understand computer science better. This chapter will discuss what I learned, how it relates to my studies, and how it changed my view of IT.

#### **4.1.0 New Knowledge and Skills Gained**

During my internship, I improved my technical skills in several areas:

- **Setting Up Computers:** I set up new PCs and changed their hostnames, such as for the kitchen office and doctor's room.
- **Fixing IT Problems:** I helped staff with IT issues like network problems, replacing cables, and fixing printers.
- **Installing Software:** I installed Avast antivirus to protect hospital computers, along with Microsoft Office 2013, printer device drivers, and several other software programs.
- **Creating a System:** I developed a contract management system that lets users upload files directly. I also developed a system about permit to work form.
- **Editing Graphics & Videos:** I updated the consultant LED board using Adobe Illustrator and created doctor profile videos with Adobe Premiere Pro.

Besides technical skills, I also improved my workplace skills:

- **Communication & Teamwork:** I worked with hospital staff and explained IT problems in simple terms.
- **Problem-Solving:** I learned to find and fix IT issues quickly.
- **Time Management:** I handled many tasks at once, such as PC setup, software installation, and video editing.



My internship helped me use what I learned in my Diploma in Computer Science in real work situations.

- **Fixing Network Problems:** I solved network issues, replaced cables, and installed antivirus software, which improved my troubleshooting skills.
- **Setting Up Computers:** I installed and updated computers in different departments, giving me hands-on experience with system setup.
- **Editing Videos and Graphics:** I used Adobe Illustrator and Premiere Pro to create videos and update the consultant LED board, applying what I learned in multimedia and design.

This internship helped me see how IT skills are used in real jobs.

#### **4.2. Discussion 2**

During my training, I learned a few other things that helped me grow.

- **Better Communication:** I learned how to explain tech problems in a simple way that everyone could understand. This made me more confident talking to others.
- **Improved Problem-Solving:** I fixed many IT problems, which helped me get better at finding solutions quickly.
- **Workplace Experience:** I saw how things work in a real job, especially in a hospital. I learned how important teamwork, deadlines, and responsibilities are.

## **CHAPTER 5: CONCLUSION AND SUGGESTION**

### **5.1. Conclusion**

In short, my internship at KPJ Klang Specialist Hospital was a great learning experience. I improved my technical and communication skills, used my Diploma in Computer Science knowledge in real work, and learned more about IT in healthcare.

From the tasks and projects I worked on, I learned useful skills like setting up computers, solving technical problems, setting up printer sharing, and creating systems, including one for handling contracts

(file uploads) and another for managing permits to work. These projects helped me understand how IT can make work easier in a hospital.

From the organization, I learned the importance of teamwork, clear communication, and managing time well. I also learned how to explain technical things in a simple way to people who are not in IT.

Overall, my practical training helped me gain new skills, become more confident, and see how my studies connect to real jobs. This experience gave me more confidence in my future IT career and taught me the importance of learning and improving.

### **5.2. Suggestion**

To make the CSC339 Practical Training course and the overall experience at the organization better, there are two main suggestions to consider. First, it is important to set up a regular feedback system. This means that students should get feedback on their work and progress from their supervisors or the IT staff in their department. Regular feedback is very helpful because it allows students to know what they are doing well and where they need to improve. Having weekly or bi-weekly meetings with supervisors for this feedback can be very beneficial. This way, students can continuously improve their skills and knowledge throughout the training period.

Second, the tasks given to students should come with detailed guidance. This means that when students are assigned tasks, they should receive clear and detailed instructions on how to complete them. This will help students understand what they need to do and how to do it. Detailed guidance ensures that students do not feel lost or confused about their responsibilities. It also helps them learn more effectively and complete their tasks successfully. By providing detailed guidance, students can have a better learning experience and make the most out of their practical training.

Overall, having regular feedback and detailed guidance are crucial to improving the CSC339 Practical Training course and the practical training experience at the organization. These improvements will help students learn more effectively, develop their skills, and feel more supported during their training period.

## REFERENCES

*Code Commerce. (2023, January 3). Build A Responsive Sidebar Menu in HTML, CSS, & Javascript - Beginner. YouTube. <https://www.youtube.com/watch?v=uyItgKOnPB0>*

*CodingLab. (2022, April 17). Responsive Registration Form in HTML CSS & JavaScript. YouTube. <https://www.youtube.com/watch?v=wL9YzgA13c4>*

*KPJ. (2025). Kpjhealth.com.my. <https://www.kpjhealth.com.my/home>*

## **APPENDICES**

## APPENDIX A: PRACTICAL TRAINING LOGBOOK



**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/Penyelia Industri  
*Consult the training officer/industry supervisor*
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 tugas harian untuk **diperiksa oleh Pegawai Latihan/Penyelia Industri secara mingguan**  
*Prepare record of daily routines to be **checked by the training officer/ industry supervisor 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 surrendered to the Industry/ Supervisor 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.*
5. Kandungan buku log ini perlu diisi menggunakan Bahasa Inggeris.  
*Contents in this log book should be written in English.*

*Note: this logbook is a softcopy version. Students are allowed extend the table rows below to record all of their daily activities during Practical Training.*

*Note: Students can print this logbook if the Industry Supervisor requests for hardcopy version.*



*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	<ul style="list-style-type: none"> <li>- First Day Report: Started practical training at KPJ Klang Specialist Hospital.</li> <li>- Hospital Tour: Puan Azila Laili from HR guided the tour and showed around the hospital.</li> <li>- 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.</li> <li>- Project Introduction: Received an overview of the project.</li> <li>- Project planning: Begin planning the given project and visualize how it will work.</li> </ul> 	 14/9/24
10/9/2024 Tuesday	<ul style="list-style-type: none"> <li>- Created database: Create the database and data entry</li> <li>- Worked on coding: Started writing and testing code for the project</li> <li>- Attend Birthday party: Joined the birthday party event for top management</li> </ul>	

## APPENDIX B: ATTENDANCE

First &amp; Last

Start Date 2024-08-01 End Date 2025-01-31

Employee ID	First Name	Department	Date	Weekday	First Punch	Last Punch	Total Time
100062	N QURRATUAINI	DEPARTMENT	2024-09-09	Monday	09:10	17:36	08:25
100062	N QURRATUAINI	DEPARTMENT	2024-09-10	Tuesday	17:36	17:36	00:00
100062	N QURRATUAINI	DEPARTMENT	2024-09-11	Wednesday	08:19	17:34	09:15
100062	N QURRATUAINI	DEPARTMENT	2024-09-12	Thursday	08:16	17:35	09:18
100062	N QURRATUAINI	DEPARTMENT	2024-09-13	Friday	08:16	17:34	09:18
100062	N QURRATUAINI	DEPARTMENT	2024-09-18	Wednesday	08:13	17:34	09:20
100062	N QURRATUAINI	DEPARTMENT	2024-09-19	Thursday	08:12	17:34	09:22
100062	N QURRATUAINI	DEPARTMENT	2024-09-20	Friday	08:20	17:34	09:14
100062	N QURRATUAINI	DEPARTMENT	2024-09-21	Saturday	08:13	12:36	04:22
100062	N QURRATUAINI	DEPARTMENT	2024-09-23	Monday	08:14	17:36	09:21
100062	N QURRATUAINI	DEPARTMENT	2024-09-24	Tuesday	08:12	17:35	09:22
100062	N QURRATUAINI	DEPARTMENT	2024-09-25	Wednesday	08:14	17:33	09:19
100062	N QURRATUAINI	DEPARTMENT	2024-09-26	Thursday	08:15	17:51	09:35
100062	N QURRATUAINI	DEPARTMENT	2024-09-27	Friday	08:03	17:31	09:28
100062	N QURRATUAINI	DEPARTMENT	2024-09-30	Monday	08:15	17:34	09:18
100062	N QURRATUAINI	DEPARTMENT	2024-10-01	Tuesday	08:15	17:34	09:18
100062	N QURRATUAINI	DEPARTMENT	2024-10-02	Wednesday	08:16	17:34	09:18
100062	N QURRATUAINI	DEPARTMENT	2024-10-03	Thursday	08:18	17:41	09:23
100062	N QURRATUAINI	DEPARTMENT	2024-10-04	Friday	08:21	17:34	09:13
100062	N QURRATUAINI	DEPARTMENT	2024-10-05	Saturday	08:13	12:43	04:29
100062	N QURRATUAINI	DEPARTMENT	2024-10-07	Monday	08:12	17:34	09:22
100062	N QURRATUAINI	DEPARTMENT	2024-10-08	Tuesday	08:16	17:36	09:19
100062	N QURRATUAINI	DEPARTMENT	2024-10-09	Wednesday	08:22	17:38	09:15
100062	N QURRATUAINI	DEPARTMENT	2024-10-10	Thursday	08:15	17:32	09:17
100062	N QURRATUAINI	DEPARTMENT	2024-10-11	Friday	08:20	17:40	09:20
100062	N QURRATUAINI	DEPARTMENT	2024-10-14	Monday	08:23	17:37	09:13
100062	N QURRATUAINI	DEPARTMENT	2024-10-15	Tuesday	08:21	17:43	09:21
100062	N QURRATUAINI	DEPARTMENT	2024-10-16	Wednesday	08:21	18:04	09:42
100062	N QURRATUAINI	DEPARTMENT	2024-10-17	Thursday	08:24	17:36	09:11
100062	N QURRATUAINI	DEPARTMENT	2024-10-18	Friday	08:23	17:37	09:13
100062	N QURRATUAINI	DEPARTMENT	2024-10-19	Saturday	08:28	12:36	04:07
100062	N QURRATUAINI	DEPARTMENT	2024-10-21	Monday	08:26	12:43	04:17
100062	N QURRATUAINI	DEPARTMENT	2024-10-28	Monday	08:23	17:35	09:12
100062	N QURRATUAINI	DEPARTMENT	2024-10-29	Tuesday	08:26	17:51	09:25
100062	N QURRATUAINI	DEPARTMENT	2024-10-30	Wednesday	08:24	17:34	09:09
100062	N QURRATUAINI	DEPARTMENT	2024-11-01	Friday	08:26	17:33	09:06
100062	N QURRATUAINI	DEPARTMENT	2024-11-02	Saturday	08:26	12:35	04:08
100062	N QURRATUAINI	DEPARTMENT	2024-11-04	Monday	08:25	17:49	09:23
100062	N QURRATUAINI	DEPARTMENT	2024-11-05	Tuesday	08:26	17:34	09:07
100062	N QURRATUAINI	DEPARTMENT	2024-11-06	Wednesday	08:25	17:34	09:09
100062	N QURRATUAINI	DEPARTMENT	2024-11-07	Thursday	08:23	17:37	09:13
100062	N QURRATUAINI	DEPARTMENT	2024-11-08	Friday	08:22	17:47	09:25
100062	N QURRATUAINI	DEPARTMENT	2024-11-09	Saturday	08:24	12:34	04:09
100062	N QURRATUAINI	DEPARTMENT	2024-11-11	Monday	08:26	17:41	09:15
100062	N QURRATUAINI	DEPARTMENT	2024-11-12	Tuesday	08:15	17:52	09:37
100062	N QURRATUAINI	DEPARTMENT	2024-11-13	Wednesday	08:25	17:34	09:08
100062	N QURRATUAINI	DEPARTMENT	2024-11-14	Thursday	08:20	17:39	09:18
100062	N QURRATUAINI	DEPARTMENT	2024-11-15	Friday	08:26	17:58	09:32
100062	N QURRATUAINI	DEPARTMENT	2024-11-18	Monday	08:24	17:35	09:10
100062	N QURRATUAINI	DEPARTMENT	2024-11-19	Tuesday	08:28	17:33	09:05
100062	N QURRATUAINI	DEPARTMENT	2024-11-20	Wednesday	08:24	17:33	09:09
100062	N QURRATUAINI	DEPARTMENT	2024-11-21	Thursday	08:23	17:38	09:15
100062	N QURRATUAINI	DEPARTMENT	2024-11-22	Friday	08:25	17:35	09:10
100062	N QURRATUAINI	DEPARTMENT	2024-11-23	Saturday	08:18	13:06	04:48
100062	N QURRATUAINI	DEPARTMENT	2024-11-25	Monday	08:21	17:43	09:21
100062	N QURRATUAINI	DEPARTMENT	2024-11-26	Tuesday	08:21	17:50	09:29
100062	N QURRATUAINI	DEPARTMENT	2024-11-27	Wednesday	08:20	17:41	09:20

Employee ID	First Name	Department	Date	Weekday	First Punch	Last Punch	Total Time
100062	N QURRATUAINI	DEPARTMENT	2024-11-28	Thursday	08:13	17:52	09:38
100062	N QURRATUAINI	DEPARTMENT	2024-11-29	Friday	08:25	17:41	09:16
100062	N QURRATUAINI	DEPARTMENT	2024-12-02	Monday	08:20	17:39	09:19
100062	N QURRATUAINI	DEPARTMENT	2024-12-03	Tuesday	08:23	17:34	09:11
100062	N QURRATUAINI	DEPARTMENT	2024-12-04	Wednesday	08:23	17:36	09:13
100062	N QURRATUAINI	DEPARTMENT	2024-12-05	Thursday	08:24	17:34	09:10
100062	N QURRATUAINI	DEPARTMENT	2024-12-06	Friday	08:23	17:33	09:09
100062	N QURRATUAINI	DEPARTMENT	2024-12-09	Monday	08:11	17:33	09:21
100062	N QURRATUAINI	DEPARTMENT	2024-12-10	Tuesday	08:13	17:33	09:20
100062	N QURRATUAINI	DEPARTMENT	2024-12-12	Thursday	08:12	17:33	09:21
100062	N QURRATUAINI	DEPARTMENT	2024-12-13	Friday	08:11	17:33	09:21
100062	N QURRATUAINI	DEPARTMENT	2024-12-14	Saturday	08:23	12:34	04:11
100062	N QURRATUAINI	DEPARTMENT	2024-12-16	Monday	08:17	17:34	09:17
100062	N QURRATUAINI	DEPARTMENT	2024-12-17	Tuesday	08:13	17:33	09:19
100062	N QURRATUAINI	DEPARTMENT	2024-12-18	Wednesday	08:12	17:34	09:22
100062	N QURRATUAINI	DEPARTMENT	2024-12-19	Thursday	08:12	22:27	14:15
100062	N QURRATUAINI	DEPARTMENT	2024-12-20	Friday	08:17	17:35	09:18
100062	N QURRATUAINI	DEPARTMENT	2024-12-23	Monday	08:17	17:35	09:17
100062	N QURRATUAINI	DEPARTMENT	2024-12-24	Tuesday	07:58	15:14	07:15
100062	N QURRATUAINI	DEPARTMENT	2024-12-26	Thursday	08:00	17:32	09:32
100062	N QURRATUAINI	DEPARTMENT	2024-12-27	Friday	07:56	17:33	09:37
100062	N QURRATUAINI	DEPARTMENT	2024-12-28	Saturday	07:52	12:33	04:41
100062	N QURRATUAINI	DEPARTMENT	2024-12-30	Monday	08:26	17:33	09:07
100062	N QURRATUAINI	DEPARTMENT	2024-12-31	Tuesday	07:56	17:38	09:42
100062	N QURRATUAINI	DEPARTMENT	2025-01-03	Friday	08:12	17:35	09:23
100062	N QURRATUAINI	DEPARTMENT	2025-01-06	Monday	08:24	17:33	09:09
100062	N QURRATUAINI	DEPARTMENT	2025-01-07	Tuesday	07:58	17:34	09:35
100062	N QURRATUAINI	DEPARTMENT	2025-01-08	Wednesday	07:59	17:33	09:33
100062	N QURRATUAINI	DEPARTMENT	2025-01-09	Thursday	08:12	17:39	09:26
100062	N QURRATUAINI	DEPARTMENT	2025-01-10	Friday	08:09	17:32	09:23
100062	N QURRATUAINI	DEPARTMENT	2025-01-11	Saturday	08:14	12:32	04:17
100062	N QURRATUAINI	DEPARTMENT	2025-01-13	Monday	08:17	17:35	09:17
100062	N QURRATUAINI	DEPARTMENT	2025-01-14	Tuesday	08:03	17:33	09:29
100062	N QURRATUAINI	DEPARTMENT	2025-01-15	Wednesday	08:20	17:34	09:14
100062	N QURRATUAINI	DEPARTMENT	2025-01-16	Thursday	08:25	18:19	09:53
100062	N QURRATUAINI	DEPARTMENT	2025-01-17	Friday	07:49	17:33	09:43
100062	N QURRATUAINI	DEPARTMENT	2025-01-20	Monday	08:21	17:32	09:11
100062	N QURRATUAINI	DEPARTMENT	2025-01-21	Tuesday	08:12	17:32	09:19
100062	N QURRATUAINI	DEPARTMENT	2025-01-22	Wednesday	08:13	17:36	09:23
100062	N QURRATUAINI	DEPARTMENT	2025-01-23	Thursday	08:05	17:48	09:42
100062	N QURRATUAINI	DEPARTMENT	2025-01-24	Friday	08:11	17:35	09:23
100062	N QURRATUAINI	DEPARTMENT	2025-01-25	Saturday	08:13	12:33	04:19
100062	N QURRATUAINI	DEPARTMENT	2025-01-27	Monday	08:08	17:33	09:25
100062	N QURRATUAINI	DEPARTMENT	2025-01-28	Tuesday	08:20	15:10	06:50
100062	N QURRATUAINI	DEPARTMENT	2025-01-31	Friday	08:20	17:32	09:11

## APPENDIX C: ADDITIONAL FIGURES

### 1. LED Board Consultant Directory



## 2. Online Meeting Preparation

