

ABSTRACT

The Abstract is one of the most important parts of the report. It should not exceed **100** words, and you should include your objective and expectation. It is a very brief but clear description of what the report is all about, summarizing the work done and what you have achieved.

ACKNOWLEDGEMENT

Names of each person and organization that has contributed to the work appear in the Acknowledgments. Sometimes the nature of the contribution is described. (For example, permission for the use of equipment, facilities and documents.)

Table of Contents

<i>Abstract</i>	<i>i</i>
<i>Acknowledgement</i>	<i>ii</i>
<hr/> <i>Part I: The Company</i> <hr/>	
<i>1. Company Background</i>	<i>3</i>
1.1 Background of the company	3
1.2 Organization structure	4
1.3 Nature of businesses	5
1.4 Products or services	6
<i>2. Company Infrastructure</i>	<i>10</i>
2.1 Structure of Department attached to	10
2.2 Network Infrastructure	11
2.3 Hardware	13
2.4 Software	15
<hr/> <i>Part II: Training/Project Assigned</i> <hr/>	
<i>3. Project 1: Updating Web site</i>	<i>17</i>
3.1 Description of project	17
3.2 Roles and responsibilities	18
3.3 Screenshot	19
<i>4. Project 2: Multimedia Presentation</i>	<i>25</i>
4.1 Description of project	25
4.2 Roles and responsibilities	26
4.3 Screenshot	27
<hr/> <i>Part III: Training Analysis</i> <hr/>	
<i>5. Training Analysis</i>	<i>35</i>
5.1 Strengths and weaknesses	35
5.2 Knowledge/skills gained	35
5.3 Suitability of placement	36
5.4 Recommendations/ Suggestions	37
<hr/> <i>Part IV: Appendix</i> <hr/>	
<i>6. Appendix</i>	<i>38</i>
6.1 Weekly logs	38
6.2 Source codes	50
6.3 References	60

Part I:
The Company

1. COMPANY BACKGROUND

1.1. Background of the company

This section gives a description of the training organization and training environment. It includes the business functions of the organization, the department the training was held in, staff strength, the administrative system, organizational chart and computer systems and network infrastructure. It is advisable that students will discuss with his/her supervisor prior to writing this section to avoid from possible breaching of information that are regarded as sensitive and classified to the organization.

1.2. Organization structure

This section gives a description of the training organization and training environment. It includes the business functions of the organization, the department the training was held in, staff strength, the administrative system, organizational chart and computer systems and network infrastructure. It is advisable that students will discuss with his/her supervisor prior to writing this section to avoid from possible breaching of information that are regarded as sensitive and classified to the organization.

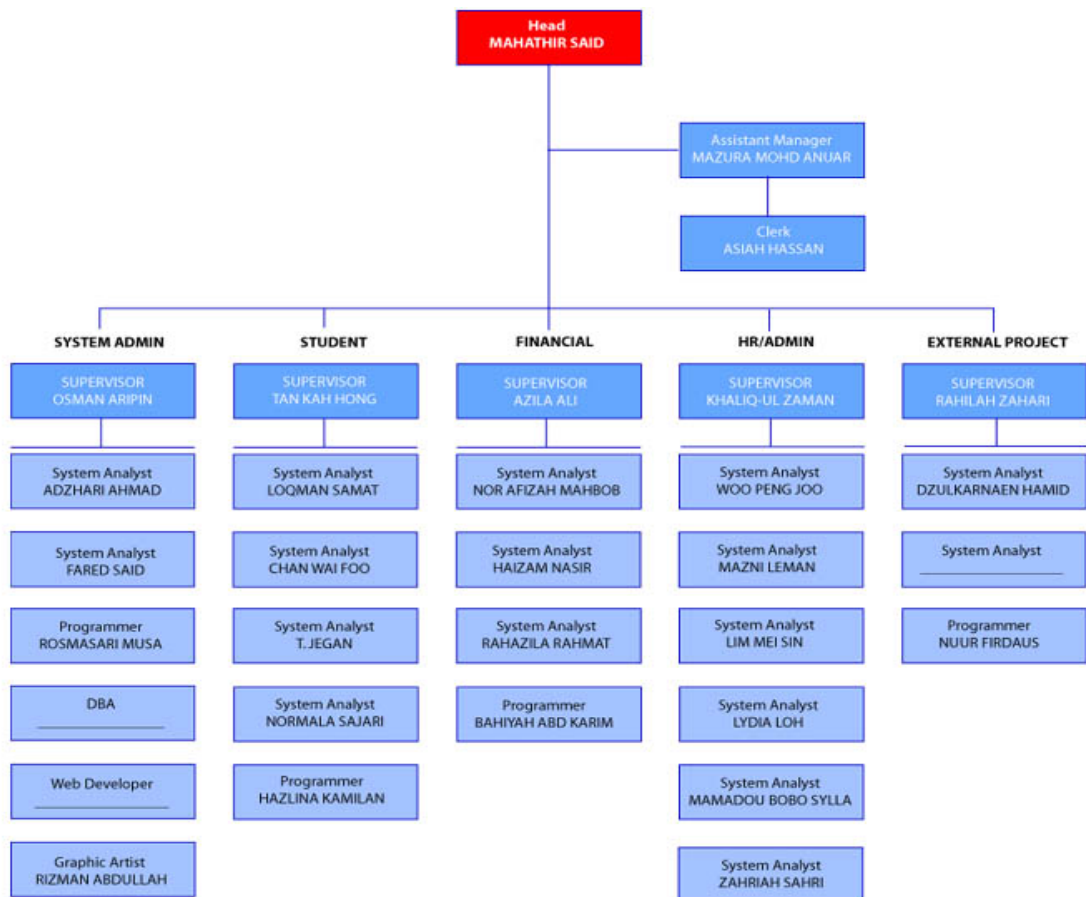


Figure A.1: Organization structure.

1.3. Nature of businesses

This section gives a description of the training organization and training environment. It includes the business functions of the organization, the department the training was held in, staff strength, the administrative system, organizational chart and computer systems and network infrastructure. It is advisable that students will discuss with his/her supervisor prior to writing this section to avoid from possible breaching of information that are regarded as sensitive and classified to the organization.

1.4. Product and Services

This section gives a description of the training organization and training environment. It includes the business functions of the organization, the department the training was held in, staff strength, the administrative system, organizational chart and computer systems and network infrastructure. It is advisable that students will discuss with his/her supervisor prior to writing this section to avoid from possible breaching of information that are regarded as sensitive and classified to the organization.

2. COMPANY INFRASTRUCTURE

2.1. Structure of Department attached to

This section gives a description of the training organization and training environment. It includes the business functions of the organization, the department the training was held in, staff strength, the administrative system, organizational chart and computer systems and network infrastructure. It is advisable that students will discuss with his/her supervisor prior to writing this section to avoid from possible breaching of information that are regarded as sensitive and classified to the organization.

2.2. Network Infrastructure

This section gives a description of the training organization and training environment. It includes the business functions of the organization, the department the training was held in, staff strength, the administrative system, organizational chart and computer systems and network infrastructure. It is advisable that students will discuss with his/her supervisor prior to writing this section to avoid from possible breaching of information that are regarded as sensitive and classified to the organization.

2.3. Hardware

This section gives a general description of different of hardware, servers, routers, switches use in the company.

2.4. Software

This section lists the software used especially the operating system, DBMS, Web server, and Office Management System.

Part II:
Training/Project Assigned

3. PROJECT 1: UPDATING WEBSITE

3.1. Description of project

This section describes the project the student is involved in. Although all the sections need to be covered, emphasis should be given to the portion of the project the student was involved in this has to be highlighted. For example, students might be involved in one or more sections such as:

This section describes the project the student is involved in. Although all the sections need to be covered, emphasis should be given to the portion of the project the student was involved in this has to be highlighted. For example, students might be involved in one or more sections such as:

This section describes the project the student is involved in. Although all the sections need to be covered, emphasis should be given to the portion of the project the student was involved in this has to be highlighted. For example, students might be involved in one or more sections such as:

This section describes the project the student is involved in. Although all the sections need to be covered, emphasis should be given to the portion of the project the student was involved in this has to be highlighted. For example, students might be involved in one or more sections such as:

3.2. Roles and responsibilities

This section describes the project the student is involved in. Although all the sections need to be covered, emphasis should be given to the portion of the project the student was involved in this has to be highlighted. For example, students might be involved in one or more sections such as:

3.3. Screen shot

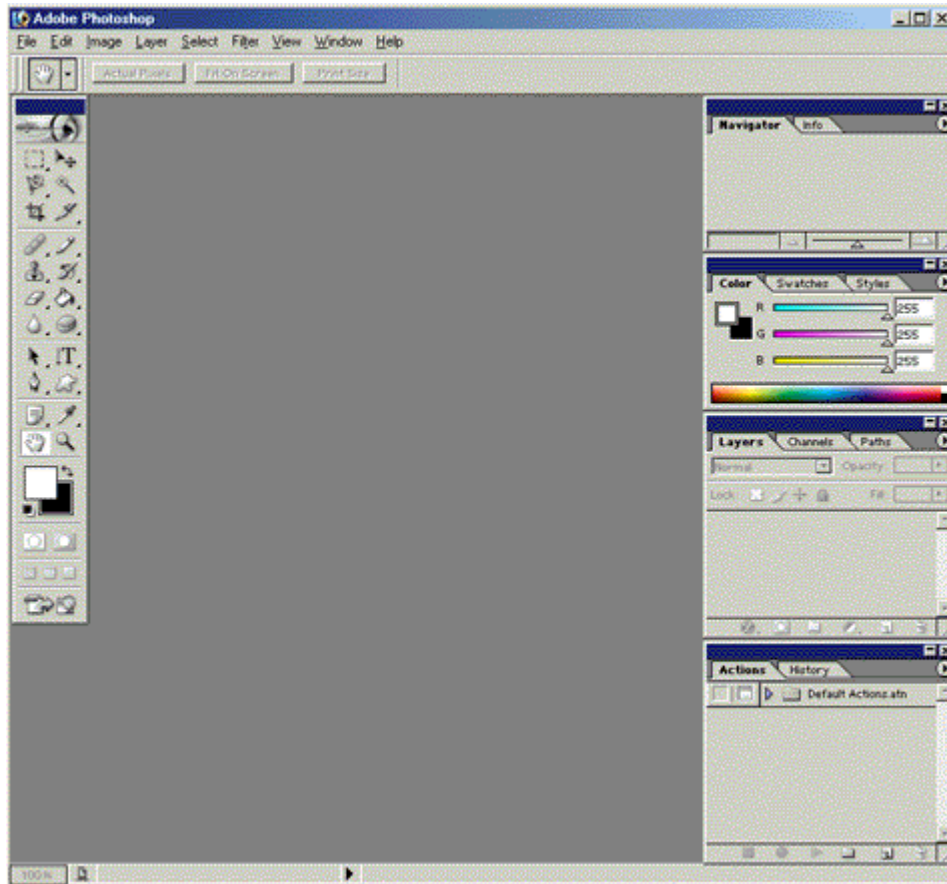


Figure B.1: Brief description of the screenshot/interface.

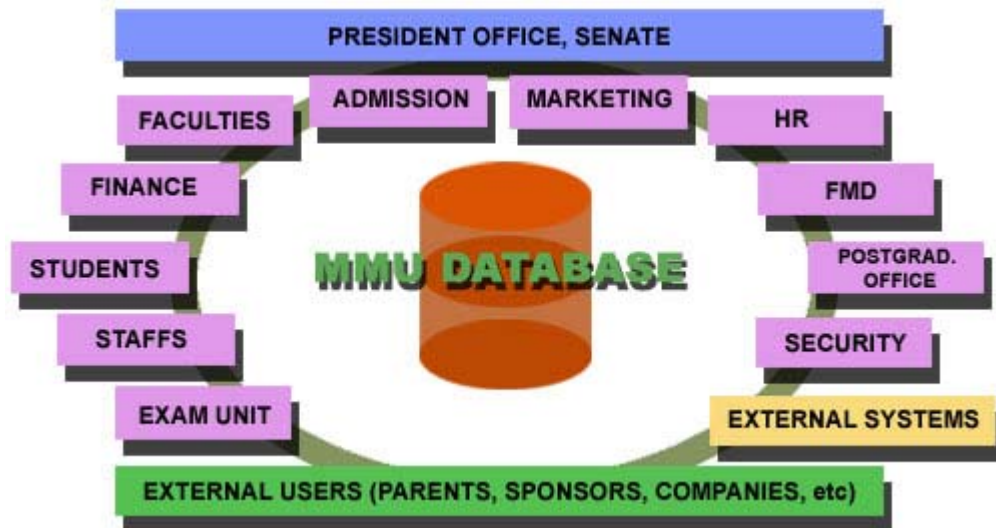


Figure B.2: *Brief description of the screenshot/interface.*

Part III:
Training Analysis

4. TRAINING ANALYSIS

4.1. Strength and weaknesses

This section describes the self assessment of students' strength and weaknesses and how they can improve themselves. Discuss subjects taught at the university which were helpful during the training. Discuss the problems you faced during the training.

4.2. Knowledge/skills gained

This section describes new knowledge or skills learned during the training including communications skills, learning new software, setting up new hardware, troubleshooting, handling new products/technologies, or learning new programming languages.

4.3. Suitability of placement

In this section, students express their opinion about the company and how it helps students to improve themselves. Discuss about the suitability of the placement for students to prepare themselves in future working environment.

4.4. Recommendation/ Suggestion

Write about why did you choose the company and why should other students do the same. Students can give suggestion on what are the criteria for selecting a good company to do their industrial training and suggestion for industrial training in general. What other students should expect and how they should prepare themselves.

Part IV:
Appendix

5. APPENDIX

5.1. Weekly logs

Week Log No.	Starting Date:	Ending Date:	
1	30 th August 2004	5 th September 2004	
	Description of Activities:		
	<p>I was assigned to Pn. Azizah (HR Manager) to do feasibility study for the company's proposed Human Resource Information Systems (HRIS). For this assignment, I did several interviews with the HR Executives (Pn. Mona and En. Zakaria) to get better understanding of their requirements. I also had discussion with Ms. Monica (Senior IT Exec) in identifying the best solutions in developing the HRIS.</p> <p>Attachment:</p> <ul style="list-style-type: none"> • Questionnaires to the customer (HR manager and Execs) • Software benchmarks 		
	Name of the supervisor:	Signature:	
	Mr. Steven		
	Remarks (Comments from supervisor):		

Week Log No.	Starting Date:	Ending Date:	
2	6 th April 2004	12 th April 2004	
	Description of Activities:		
	<p>I was assigned to Pn. Azizah (HR Manager) to do feasibility study for the company's proposed Human Resource Information Systems (HRIS). For this assignment, I did several interviews with the HR Executives (Pn. Mona and En. Zakaria) to get better understanding of their requirements. I also had discussion with Ms. Monica (Senior IT Exec) in identifying the best solutions in developing the HRIS.</p> <p>Attachment:</p> <ul style="list-style-type: none"> • Questionnaires to the customer (HR manager and Execs) • Software benchmarks 		
	Name of the supervisor:	Signature:	
	Mr. Steven		
	Remarks (Comments from supervisor):		

5.2. Source code

```

<html>

<head>
<meta http-equiv="content-type" content="text/html; charset=iso-8859-1">
<title>Free Web Template 003 - templateHunter.com</title>
<link href="site.css" rel="stylesheet" media="screen">
</head>

<body bgcolor="#d3c0c7" leftmargin="0" marginheight="0" marginwidth="0"
topmargin="0">
<div align="center">
<table width="750" border="0" cellspacing="0" cellpadding="0">
<tr>
<td background="images/header_bg.gif"></td>
</tr>
<tr>
<td>
<table width="750" border="0" cellspacing="0" cellpadding="0">
<tr>
<td><a href="products.html"></a></td>
<td><a href="services.html"></a></td>
<td><a href="news.html"></a></td>
<td><a href="about.html"></a></td>
<td><a href="contact.html"></a></td>
<td><a href="index.html"></a></td>
<td></td>
</tr>
</table>
</td>
</tr>
<tr height="240">
<td valign="top" bgcolor="white" height="240">
<h1>Headline</h1>
<h2>Subheadline</h2>
<p>This template uses a Cascading Style Sheet to control all formatting
like font, font color, link color, and more. This makes it very simple
to change the look and feel of the site.</p>
<p>This free template is LinkWare. You MUST keep the link to our site on
this template.</p>
</td>
</tr>
<tr>
<td>
<table width="750" border="0" cellspacing="0" cellpadding="0">
<tr>
<td><a href="products.html"></a></td>
<td><a href="services.html"></a></td>

```

Part IV: Appendix

```
<td><a href="news.html"></a></td>
<td><a href="about.html"></a></td>
<td><a href="contact.html"></a></td>
<td><a href="index.html"></a></td>
<td></td>
</tr>
</table>
</td>
</tr>
<tr height="60">
<td align="center" bgcolor="#802043" height="60"><font
color="#d3c0c7"><br>
</font></td>
</tr>
<tr height="20">
<td align="center" height="20">template designed by <a
href="http://www.templatehunter.com/"
target="_blank">templateHunter.com</a></td>
</tr>
</table>
</div>
</body>

</html>
```

5.3. References

H.M Deitel, P. J. Deitel, T. R. Nieto, (1996). e-Business & e-Commerce How to Program (Third Edition), Prentice Hall, 885-914.