

CONTOH KULIT DEPAN

KOLEJ POLY-TECH MARA
KAMPUS CAWANGAN BATU PAHAT

INDUSTRIAL TRAINING REPORT
DIPLOMA IN COMPUTER GRAPHIC DESIGN

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APRIL 2019

DCGD

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APRIL 2019

CONTOH KULIT TEPI

ACKNOWLEDGEMENT

Alhamdulillah, thanks to our Mighty God, Allah SWT, we have completed this Industrial Training session April - August 2019 which accomplished and complete all that tasks that has been given. I also learned a lot of new things since I was in WOABI DESIGN.

Big thanks goes to my helpful supervisor, Mr. Md Rizal bin Ismail. The supervision and support and knowledge that he gave it to me truly help me throughout the progression and smoothness of the internship program. Not forgotten to Woobi Design Manager and Assistant Manager, Mariam Binti Ismail and Mohd Firdaus bin Abdullah which is help me a lot during this internship program.

A big contribution and hard worked from him during the 16 weeks are very great indeed. Besides, this internship program makes me realized the value of working together as a team and as a new experience in working environment, which is challenges and teach us a lot. Not forgotten our lecture from Kolej Poly-Tech Mara Batu Pahat for always keep in touch and gave support along the internship program.

Furthermore, I would like to express my gratitude to all the participants of the individuals who remain anonymously throughout the study but who helped make finished to my practical training. This study would not be a complete paper without guiding assistance, and essential criticism from my mentor, Miss Siti Mariam Binti Azman and Madam Helwana Adilah Binti Abdul Aziz who evaluate me during my industrial training. She also helps me to improve my skill and performance. I'm so grateful that they really help me and keep this project on course.

Lastly, I would like to thanks to my friends especially those who work together at WOABI DESIGN. Also, a special thanks to all lecture of Diploma in Computer Graphic Design that have encourage, support and help me to complete this study with flying colour. I'm so grateful to my family that always gave me support, understand and be patience with me during my study.

EXECUTIVE SUMMARY

This main objective of this project is to improve the effectiveness of industrial training institution of higher education in Malaysia. The training is seen as an important strategy to expose student to real work situation and helping them to carry a responsible that had been given with suitable with their skills so that they would be job ready when they graduated. This industrial training may burden the organization hosting them and may undermine the quality of training.

Overall this report contains some important aspects. The first part contains the introduction of industrial training, including the purpose and objectives of industrial training. The second part consist of a background study of youth and ministry of moment as historical development, location and company organization chart.

The third part is the outdoor activities that I participated in industry training here. Trainees can learn to communicate with people and learn to manage a work also to solve a problem during facing with docket. I get a lot of experience and can prepare successfully for industrial training report.

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CHAPTER 1

INTRODUCTION

1.0 INTRODUCTION

1.1 DEFINITION OF INDUSTRIAL TRAINING

Industrial Training is a training program that is required for each Semester 6 students of Kolej Ploy-Tech MARA Batu Pahat before they get their diploma. It was necessary to all student to pass the industrial training within 16 weeks. It aims to expose student to real situation in the workplace.

Through the Industrial Training, the student can use what they have given at the college during his time on the organization and it can help improve the development and daily management of the organization. Besides that's the beginning of the industrial training for student to enhance their knowledge in terms of skills. Industrial training plays as a supply point to enable a student to venture forth in profession related to a chosen field.

Student will able to know and learn more about the actual work area, a graphic designer, a photographer up to the office of the clerk. Student will also be more aware of work encountered and will learn how they do their jobs. Also find out about the job better. In this case, can help student adapt and meet the requirements of the job market upon graduation soon.

For this industrial training, I was accepted to Woobi Design Company start from 3 April 2019 until 2 August 2019. I was placed in graphic designer units. The all units will manage the customer information, finishing, installation and design what customer wants.

1.2 OBJECTIVE OF INDUSTRIAL TRAINING

Industrial training goal is enabling students to gain experience in a related organization with the faculty that bring forth industrial training is to produce graduates with the skills and expertise in to meet a current state. Therefore, I should know a few things related to industrial training.

- Formed a regular student to become excellent graduate, has a highly competitive, open-minded, and intelligent problem solving.
- Expose student to feel the process of development and management ways in the workplace.
- Help students gain experience during learn techniques solve problems at work place and able to contribute pieces mind the quality of the organization.
- Provide opportunities for training organizations and industry and determine the integrity of future graduates of local universities.
- Get feedback for monitoring the quality of courses in the faculty.
- Can give motivate students to improve academic performance and skills after the industrial training.
- To expose the students to actual working environment and enhance their knowledge and skill from what they have learned in the college.

CHAPTER 2

COMPANY PROFILE

2.0 COMPANY PROFILE

2.1 WOObI DESIGN COMPANY BACKGROUND

Woobi Design is a company specializing in advertising & graphic design, retail and supply & service that owned by Mohd Firdaus bin Abdullah and Mariam binti Ismail.



2.2 HISTORY OF WOObI DESIGN COMPANY

Woobi was established in early 2009 in Muar, Johor. The company is wholly owned by Bumiputra. But after a few years Woobi moved to Tangkak due to some issues. They officially open in Tangkak in June 2018. In 2009, Woobi registered the company as WOObI DESIGN & COMMUNICATION but now in 2019 Woobi has change their company name to WOObI SOLUTIONS. Now for 9 years, Woobi has been able to stand firm in the field of advertising & graphic design, retail and supply & service. Woobi also has another branch at the Edu Hub in Pagoh where they operate retail and supply & service services. But at the Tangkak branch they focus on advertising and other things about design.

2.3 LOCATION

TANGKAK (HQ)

343 Jalan Muar, 84900 Tangkak, Johor, Malaysia



Figure 2.3.1: Map of Woobi Design company. Tangkak (HQ)



Figure 2.3.2: Tangkak (HQ) front view.

MUAR (PAGOH EDU HUB)

No.2, Mahallah Edu Hub, IIUM Kampus Pagoh, 84000 Muar, Johor, Malaysia

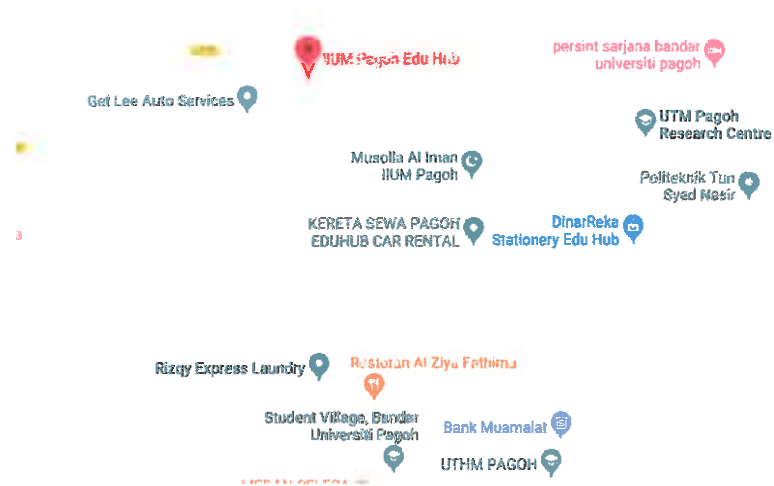


Figure 2.3.3: Map of Woobi Design company. Muar (PAGOH EDU HUB)



Figure 2.3.4: Muar (PAGOH EDU HUB) front view.

2.4 VISION AND MISSION

Woobi Design is currently planning and aspiring to expand its competitiveness and vision to become one of the most recognized and recognized Bumiputra, companies in Malaysia. We plan goals based on our vision & mission.

2.4.1 VISION

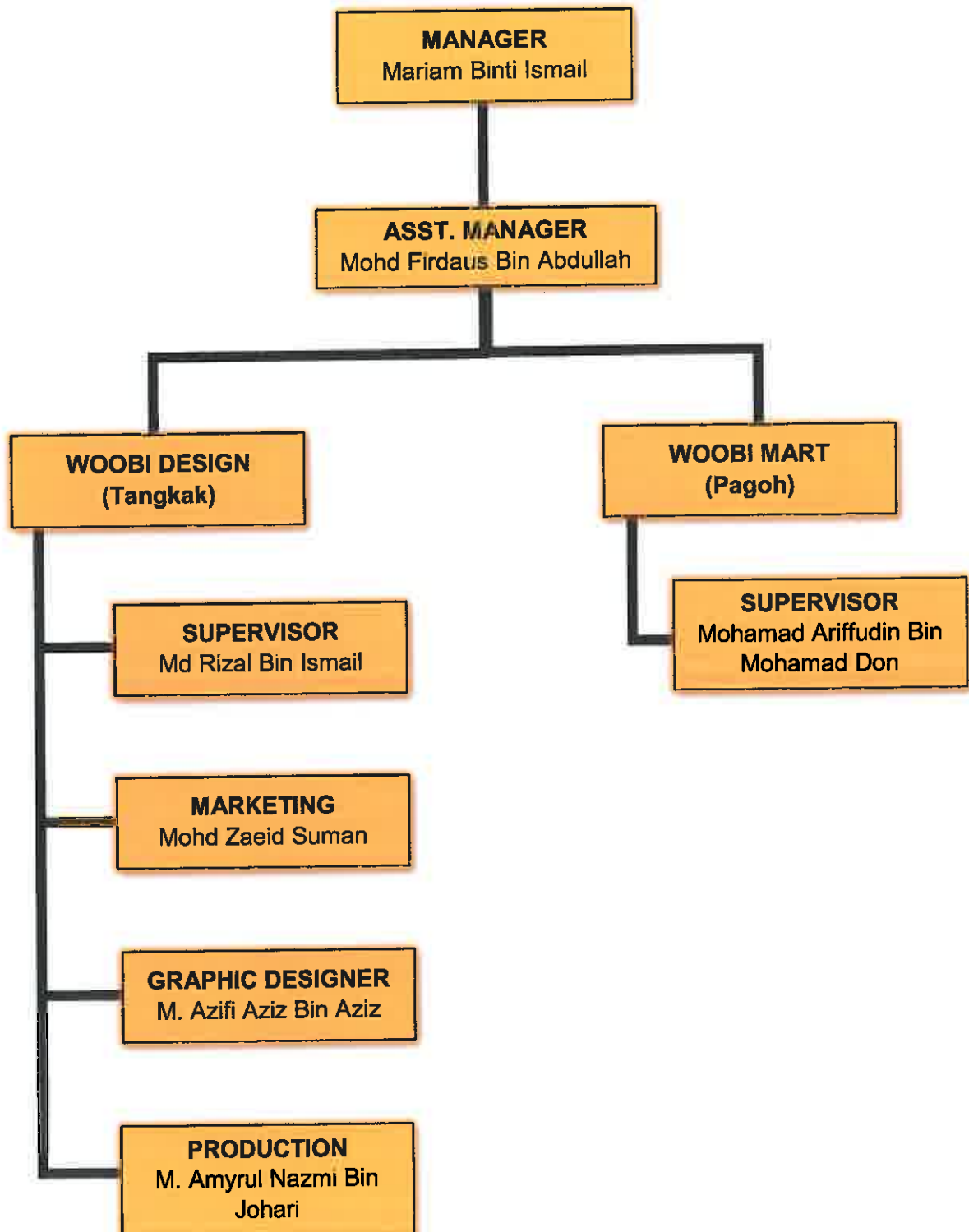
Establish strategic relationships with customers as an integrated approach to the services provided in order to perform a quality work. We are solely responsible for all services provided from the beginning to the end of any customer-assigned work. In addition to providing the best and quality service to satisfy our customers' needs.

2.4.2 MISSION

Helps our customers find the right information and the best in any relevant field and quality and up-to-date work. In addition, it helps and facilitates our customers in getting things done.

- Want to produce a high-quality work.
- Making a lot of profit.
- Want to produce a great designer for future.
- To have our own production line to perform mass production.
- Hire more agent to promote company
- Guaranty that our product always on the top.

2.5 WOABI DESIGN ORGANIZATION CHART



2.5 WOObI DESIGN PRODUCTS AND SERVICES

WOObI DESIGN company provides services more than 100 item product as follow:

Bill Book, Computer Form, Business Card, Brochure, Flyers, Poster, Booklet, Books, Catalogue, Letter Head, Envelopes, Profile, Folder, Certificate, Menu, Label, Hang Tag, Paper Bag, Boxes, Sticker, Post Card, Invitation Card, Wedding Card, Greeting Card, Money Pocket, Calendars, Rubber Stamp, Props, Photo Booth, Epoxy Logo, Silkscreen, Heat Press, Sublimation And More.

Inkjet Products: Banner, Bunting, Backdrop, Wallpaper, Signboard, Light Box, PVC Sticker, Acrylic Sign, Synthetic Poster, Compress Foam Board, Car Decal, Cutting Sticker, Frost Sticker, Car Sticker & Etc. WOObI DESIGN can assure you of graphic displays that are eye-catching, accessible, effective and satisfy. Woobi accept any amount of your business order, be if single pieces or volume input.



BORANG E (KAEDAH 13)



**PERAKUAN PEMBAHARUAN PENDAFTARAN
AKTA PENDAFTARAN PERNIAGAAN 1956**


Dengan ini diperakui bahawa perniagaan yang dijalankan dengan nama

**WOOBI SOLUTIONS
NO. PENDAFTARAN: 001828669-V**

telah didaftarkan dari hari ini sehingga 6 MAC 2020 di bawah Akta Pendaftaran
Perniagaan 1956, beralamat di 343 JALAN MUAR, 84900 TANGKAK, JOHOR.

Bil. Cawangan : DUA (2)

Bertarikh di MUAR pada 7 MAC 2019.


DATO' ZAHRAH ABD WALLAH FENNER
Pendaftar Perniagaan
Semenanjung Malaysia



BORANG E (KAEDAH 13)



**PERAKUAN PEMBAHARUAN PENDAFTARAN
AKTA PENDAFTARAN PERNIAGAAN 1956**

Dengan ini diperakui bahawa perniagaan yang dijalankan dengan nama

WOobi SOLUTIONS

NO. PENDAFTARAN: 001828669-V

telah didaftarkan dari hari ini sehingga 6 MAC 2020 di bawah Akta Pendaftaran
Perniagaan 1956, beralamat di 343 JALAN MUAR , 84900 TANGKAK, JOHOR
dan cawangan di:-

NO. 3 MAHALLAH IIUM, 84600 PAGOH, JOHOR.

Bertarikh di MUAR pada 7 MAC 2019.


DATO' ZAHRAH ABD WAHAB FENNER
Pendaftar Perniagaan
Semenanjung Malaysia



**SURUHANJAYA SYARIKAT MALAYSIA
(COMPANIES COMMISSION OF MALAYSIA)**

**** MAKLUMAT PENILIK PONTAJARAN TERKINI ****

NAMA	KEADILAN BERKUALITI
NO AMAL SYARIKAT	NO. 1, JALAN PERDAGANGAN, GPT BUKU ATAN JALAN BAKUL, 40000 MARA, PERAK.
NO. P. P. ANGK.	1801205018
NO. P. P. ANGK.	1801205018
ORGANISASI	BERSEKUTU
BAWANG	SEKELUAS
JANJIN	PERUMBAH
KI WARDI ANTONIUS	WARDI ANTONIUS ANTONIUS
CARUM MINGGI	14.00.00

Suruhanjaya Syarikat Malaysia

SURUHANJAYA SYARIKAT MALAYSIA (COMPANIES COMMISSION OF MALAYSIA)
NO. 1, JALAN PERDAGANGAN, GPT BUKU ATAN JALAN BAKUL, 40000 MARA, PERAK DARUL TAKDIN.
TEL: 06-3791500 / 06-3741333 FAX: 06-3726667



KEMENTERIAN KEWANGAN MALAYSIA
SIJIL AKUAN PENDAFTARAN SYARIKAT BUMIPUTERA

NO SIJIL	: BP2208824876164445
NO RUJUKAN PENDAFTARAN	: 357-02146026
TEMPOH SAH LAKU	: 11/08/2016 10/06/2019

Bahawa dengan ini diperakui syarikat :

WOOBI SOLUTIONS (001828669-V)
NO.15, TAMAN DATO' HU. KOSAI
JALAN DATO' HU. KOSAI
MUIAR
84000 MUAR
JOHOR, MALAYSIA

Telah diiktiraf sebagai Syarikat Bumiputera oleh Kementerian Kewangan Malaysia. Taraf Bumiputera bukannya hak dan boleh ditarik balik sekiranya syarikat gagal mematuhi syarat/kriteria yang ditetapkan. Kelulusan ini adalah tertakluk kepada syarat-syarat seperti yang dinyatakan di Sijil Akuan Pendaftaran Syarikat Bumiputera (Lampiran C).

DATO' OTHMAN BIN SEMAIL

Bahagian Perolehan Kerajaan
Asy. Ketua Setiausaha Perbendaharaan
Kementerian Kewangan Malaysia

Tarikh Berdaftar Dengan Kementerian Kewangan Malaysia : 11/08/2016

(Sijil ini adalah cetakan komputer dan tidak memerlukan tandatangan)



KEMENTERIAN KEWANGAN MALAYSIA

SIJIL AKUAN PENDAFTARAN SYARIKAT

NO SIJIL : K2208R238761644435
NO RUJUKAN PENDAFTARAN : 357-02146026
TEMPOH SAH LAKU : 11/08/2016 - 10/08/2019

Bahawa dengan ini diperakui syarikat :

WOobi SOLUTIONS (001828669-V)
NO.15, TAMAN DATO' IJU KOSAI,
JALAN DATO' IJU KOSAI
MUAR
84000 MUAR
JOHOR, MALAYSIA

Telah berdaftar dengan Kementerian Kewangan Malaysia dalam bidang bekalan/perkhidmatan di bawah sektor, bidang dan sub-bidang seperti di Lampiran A. Kelulusan ini adalah tertakluk kepada syarat-syarat seperti yang dinyatakan di Lampiran B. Individu yang diberi kuasa oleh syarikat bagi urusan perolehan Kerajaan adalah seperti berikut :

MARIAM SEMAIL

001828669

PERKHIDMATAN

14

DATO' OTHMAN BIN SEMAIL

Bagian Perolehan Kerajaan
As Ketua Setiausaha Perbendaharaan
Kementerian Kewangan Malaysia

Tarikh Berdaftar Dengan Kementerian Kewangan Malaysia : 11/08/2016

(Sijil ini adalah cetakan komputer dan tidak memerlukan tandatangan)

CHAPTER 3

PROJECT DETAILS

3.0 PROJECT DETAILS

3.1 INTRODUCTION OF THE PROJECT

In Woobi Design there is only two designer which is Mr. Azifi Azif Bin Aziz and Amyrul Nazmi bin Johari. But after I had joined this company I was put in the same team with him. So, if we got job or design we will split the job between us, sometimes I had to make a heavy design but he always helping to make sure the design will be complete. There is some work that I had done while I am training at Woobi such as logo, banner, bunting, packaging, sticker, props and other thing that need to be design or anything that related with advertise. Any project or design that I need to do is on the direction of Mr. Md Rizal bin Ismail. I was placed in the graphic design department with other two designers.

3.2 SCOPE OF THE PROJECT

The scope of this project will be focused in designing. But in major project that I had do is designed a logo, bunting, banner, sticker, t-shirt, wedding card and signboard. This project must be complete design on software before printing it out and do installation and anything else.

3.3 OBJECTIVE OF THE PROJECT

This project is enable student to get the experience of the handling the situation that happened at real life. Furthermore, we must know the aim what we get from do this project.

- Student will expose to real working environment and situation.
- Be able to handle problem either management problem or understand user need itself.
- To gaining spiritual of teamwork and good communication among employees when the task given.
- Strengthen student's confidence when the completion of training.
- Polish up student skills.

Other objective assigned task is to prevent them that I can learn a new thing and feel the challenges of real environment of working that I will faced after graduation. Objective of this task given is to increase the skill and knowledge in graphic design and it will leave a deep impression on me. Besides, objective my supervisor gives me other tasks to me because I have an advantage to use as well as the current software. Moreover, I was exposed to outside work to familiarize me to working with the public.

Besides that, I can provide services without the need to provide payment as other employees. But, for me its not about the money which is there more important things that I can get from this industrial training is a huge experience and challenges myself. I was also able to identify more closely and in depth on graphic and printing business market.


For me, this this industrial training just not about to complete my study. But as my experience in graphic design field and polished up my skills to make sure I could make a better person as a graphic designer next time.

3.4 PROJECT DETAILS

3.4.1 COMPANY REBRANDING

NORAINI KAMAH ENTERPRISE (BURGER KARAM WAK HARIS)

Step 1: Communicate with customer to get know their requirements.



343, JALAN MUAR, 84900 TANGKAK, JOHOR.
019 - 611 9708
019 - 623 9372
firdaus@woobi.my
rizal@woobi.my

WORK ORDER


New
 Re - Order

CUSTOMER: Arif / mirza ORDER DATE: 27/4
CONTACT NO: 018-7833137 DUE DATE: 5/5 (sebelum puasa)
E-MAIL: _____ ORDER RECEIVER: _____

Banner Bunting Name Card Sticker Sigboard
 T-shirt Acrylic Merchandise Other


DETAILS

① 2



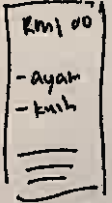
- Background (hitam)
- Font (Kuning)

② 2



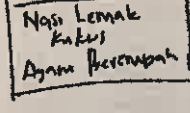
- Cari gambar
- Background (Hitam)
- Font (Kuning)

③ 2




- Background (Merah/Kuning)

④ 5




- merah / hitam (Background)

FRONT



BACK



Sleeve: Left Right
Hat: Front Back
Other: _____

SIZE					
XS	S	M	L	XL	XXL
TOTAL					
T-SHIRT COLOR					
PRINTING COLOR					

Printing Instruction: _____

Figure 3.4.1.1

SEMUA ^{RM12} RM1-00 !!
 2' x 3' AH
 → AYAM GORENG
 → KUIH - MUIH
 + ON ^{SOS} cheese RM1.00 80%
 CHK Tempahan
 013-7833137 / 013-7437898
 #Merah & Putih (panjang) - background

Figure 3.4.1.2

NANY LEMAK KUKUS ^{5 x 3}
 AJAM BEREMPAH ^{banjir}
 - gambar
 84%
 LHK TEMPAHAN
 013-7833137 / 013-7437898
 #Merah & Hitam (background)

Figure 3.4.1.3

background (Hitam) - gambar burger

BURGER ASAM DAN DAGING		
BIASA		RM 2.50
SPECIAL (TELUR ATAU CHEESE)		RM 3.00
SPECIAL (TELUR DAN CHEESE)		RM 3.50
" DOUBLE		
KARWIN		RM 3.50
		RM 4.00
DOUBLE SPECIAL (TELUR ATAU CHEESE)		RM 4.50
KARWIN SPECIAL (TELUR ATAU CHEESE)		RM 5.00
DOUBLE SPECIAL (TELUR DAN CHEESE)		RM 5.50
KARWIN SPECIAL (TELUR DAN CHEESE)		RM 6.00
TOWER		
TOWER SPECIAL (TELUR ATAU CHEESE)		RM 7.00
TOWER SPECIAL (TELUR DAN CHEESE)		RM 8.00
BURGER BAKAR		
BIASA		RM 2.50
DOUBLE		RM 3.00
SPECIAL (CHEESE)		RM 3.50
DOUBLE SPECIAL (CHEESE)		RM 4.00
→ Number		
SOS BAKAR		
HOT N BELL		RM 2.50
10M YAM		RM 3.00
AYAM BEREMPAH		RM 3.50
BEAN PEPERS		RM 3.00
MEATBALL		RM 1.50
SETIA'S KEAS (3 LUCAS)		RM 1.50
MEATBALL		

2 " - gambar sos.

Figure 3.4.1.4

Step 2: Do sketches and proceed to customer.

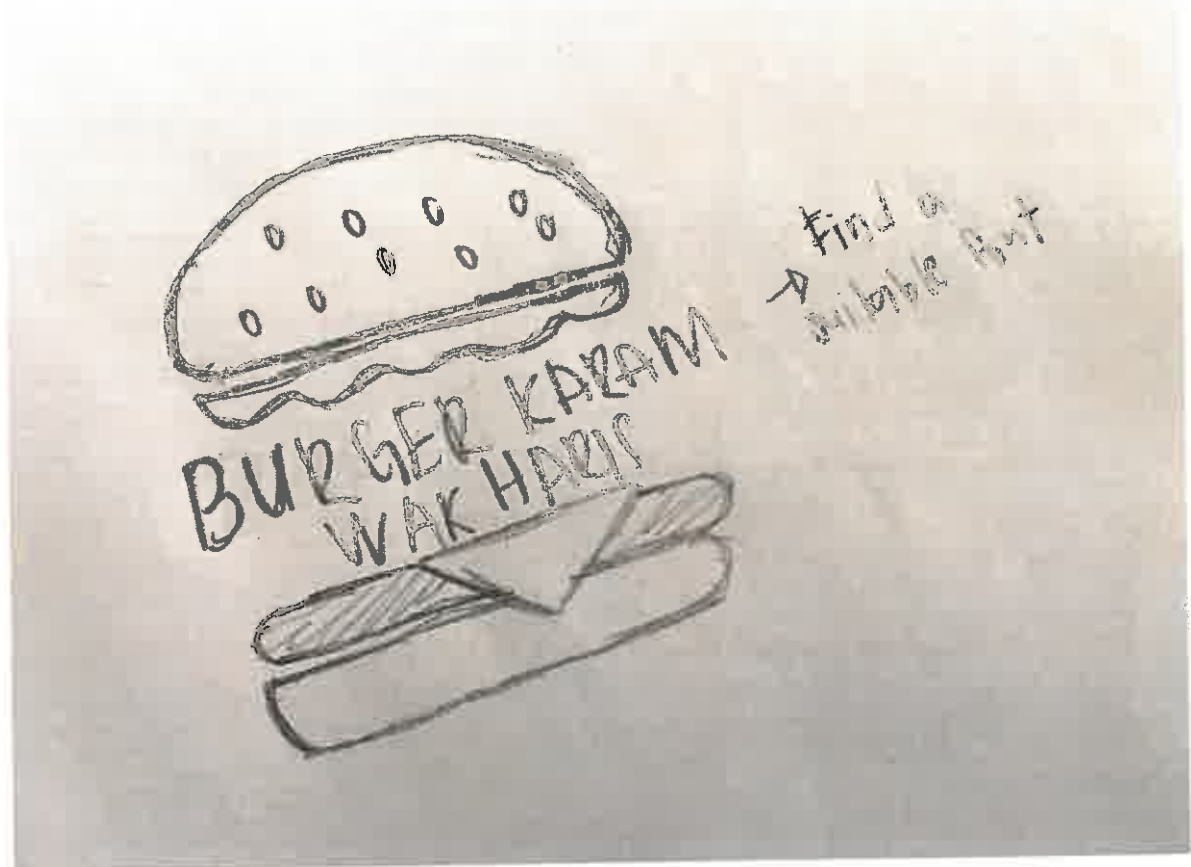


Figure 3.4.1.5

Step 3: Open Adobe Illustrator software.

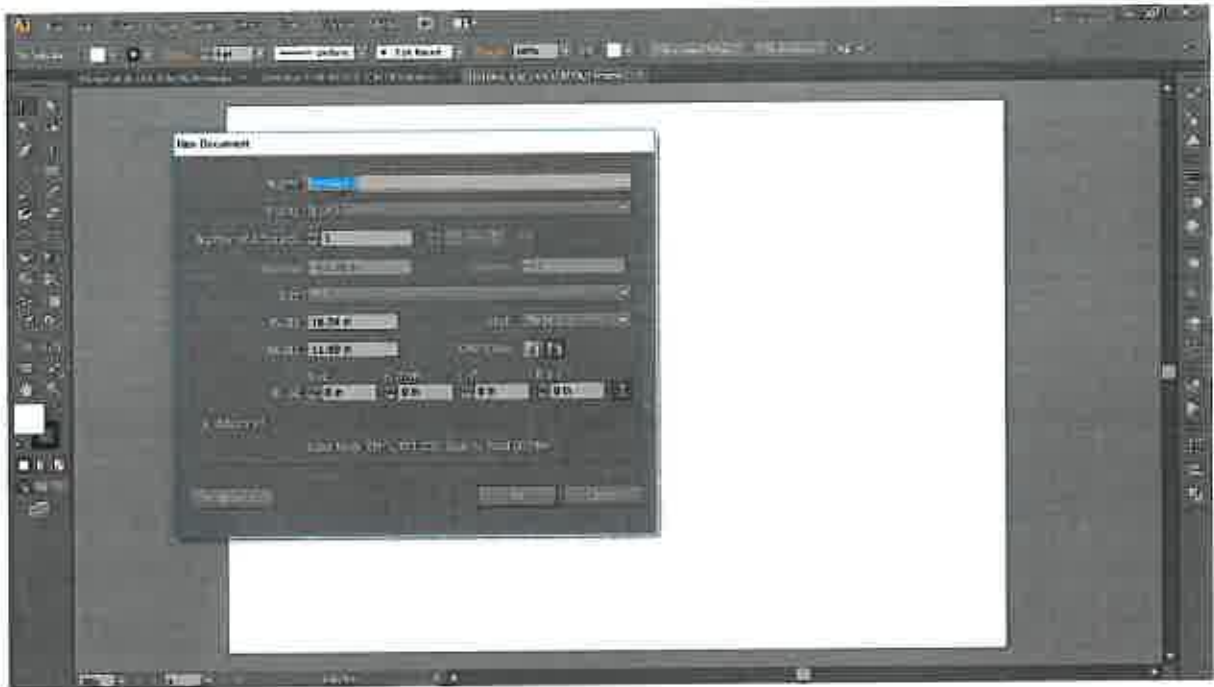


Figure 3.4.1.6

Step 4: Trace and create outline for the logo.



Figure 3.4.1.7

Step 5: Apply colour to the logo.

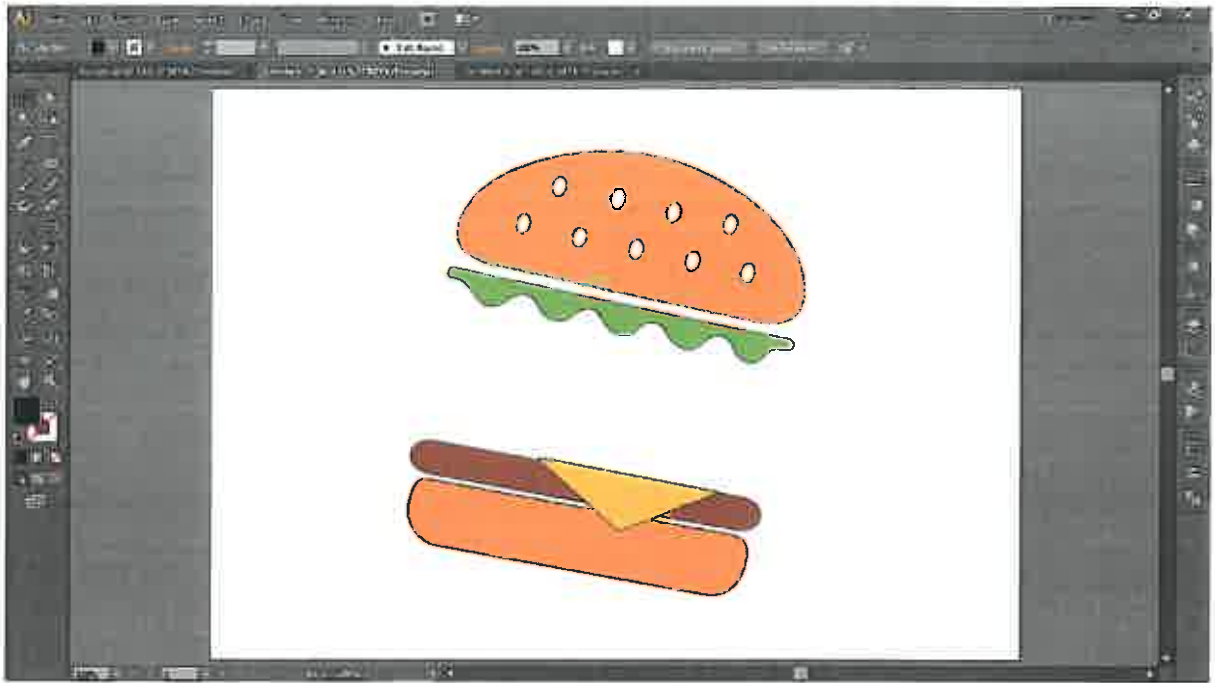


Figure 3.4.1.8

Step 6: Insert name and find a suitable font.



Figure 3.4.1.9

Step 7: Remove outline and apply effect.



Figure 3.4.1.10

Step 8: Final logo.



Figure 3.4.1.11

Step 9: Open new workspace for bunting design.

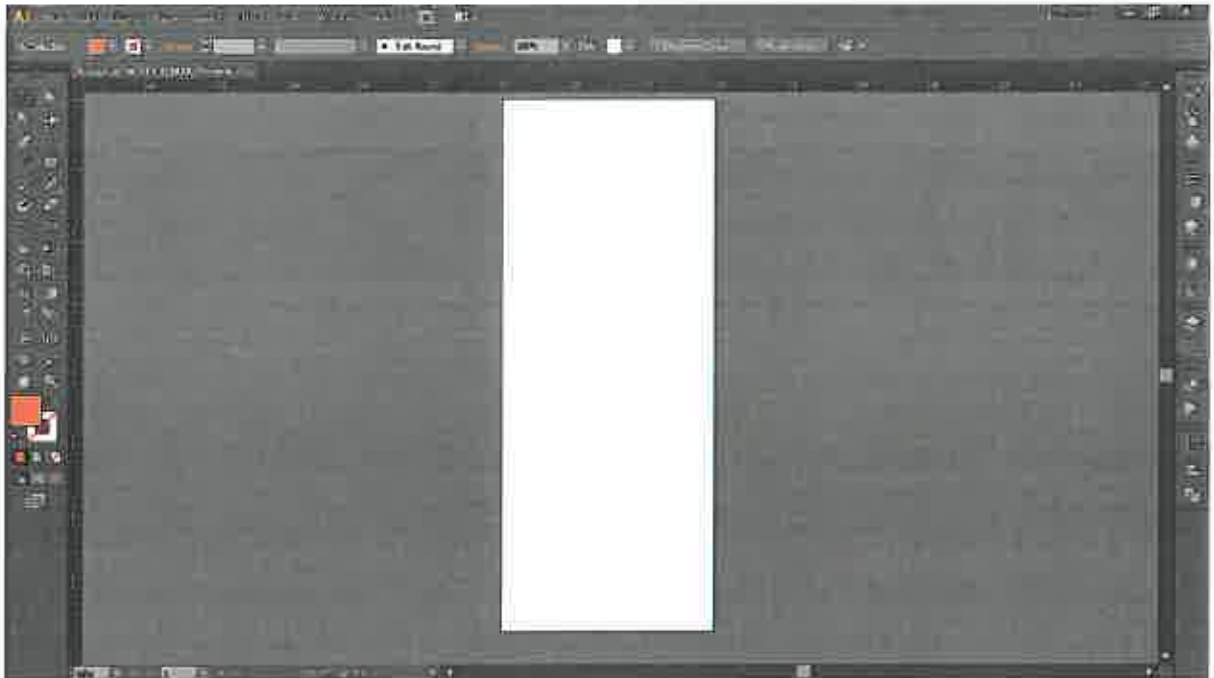


Figure 3.4.1.12

Step 10: Insert and choose suitable background.

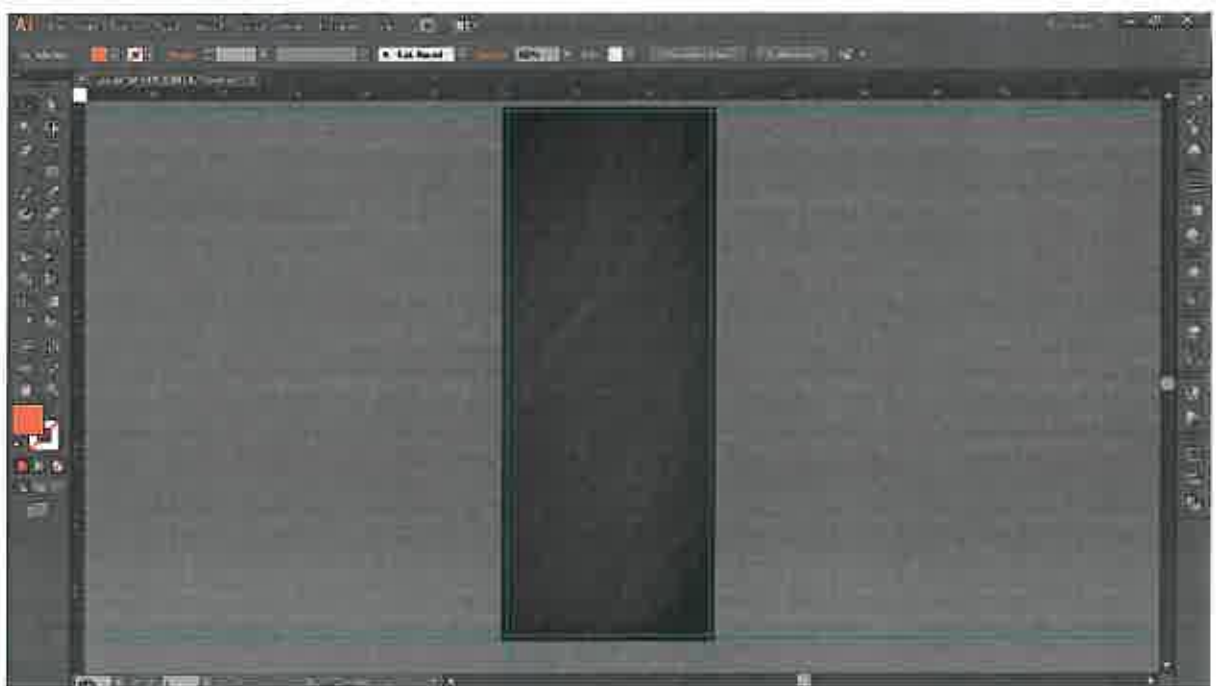


Figure 3.4.1.13

Step 11: Write down on background the menu details.



Figure 3.4.1.14

Step 12: Insert additional details, logo, effect and save file.

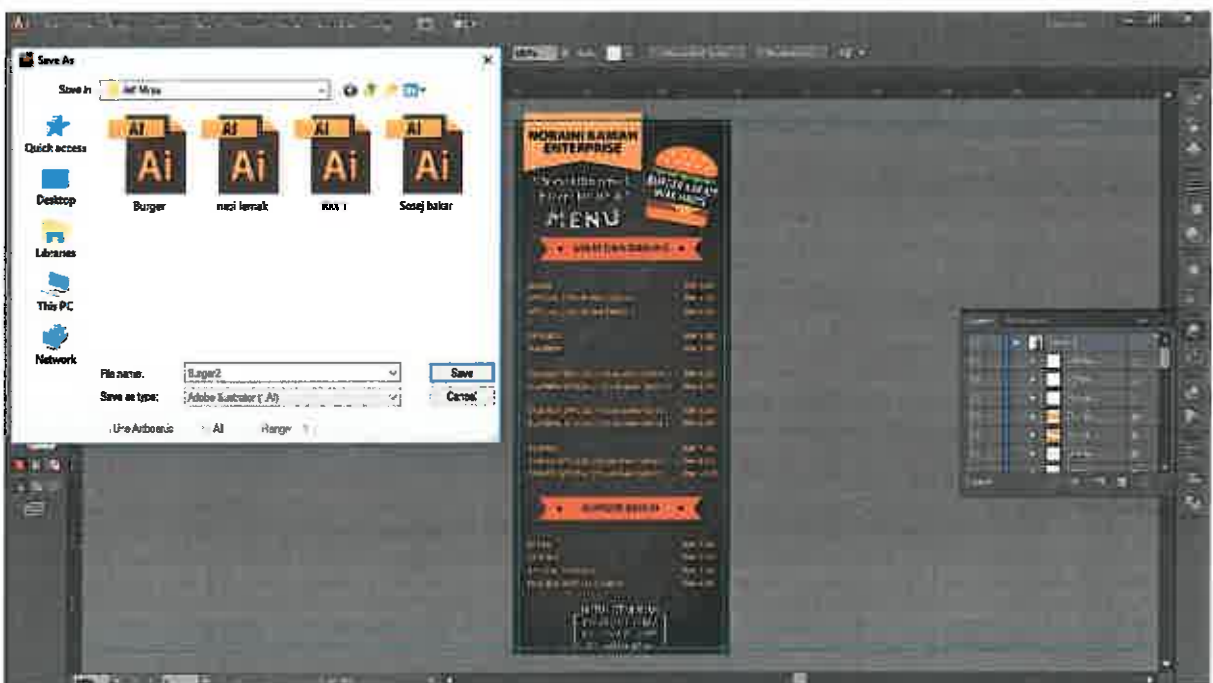


Figure 3.4.1.15

Step 13: Open new workspace for new bunting design.

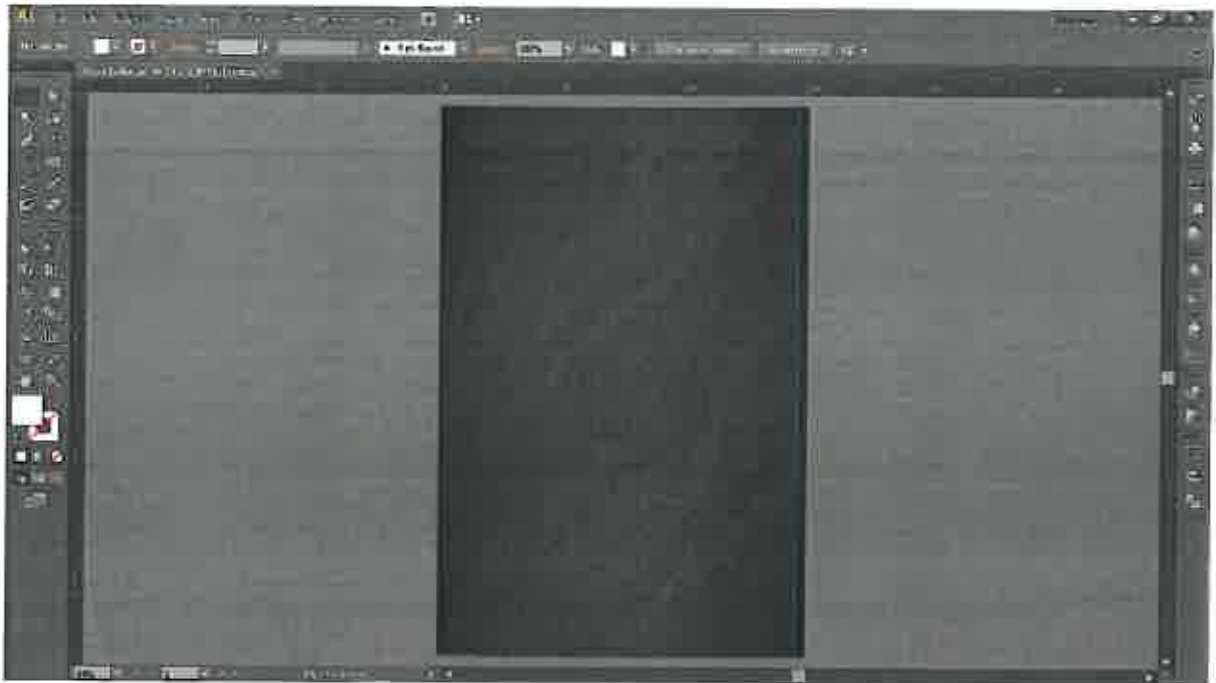


Figure 3.4.1.16

Step 14: Insert new details and design as before.



Figure 3.4.1.17

Step 15: Save work in raw file (.ai) and image file (.png, .jpeg, etc)

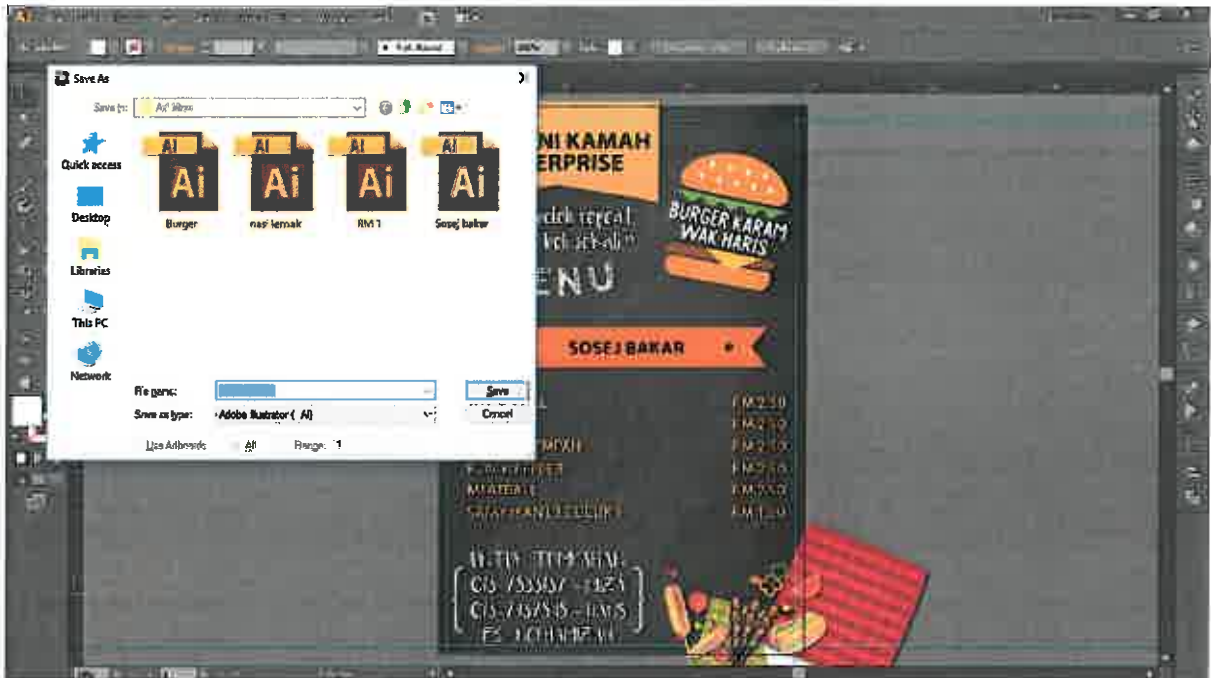


Figure 3.4.1.18

Step 16: Open new workspace for next bunting design.

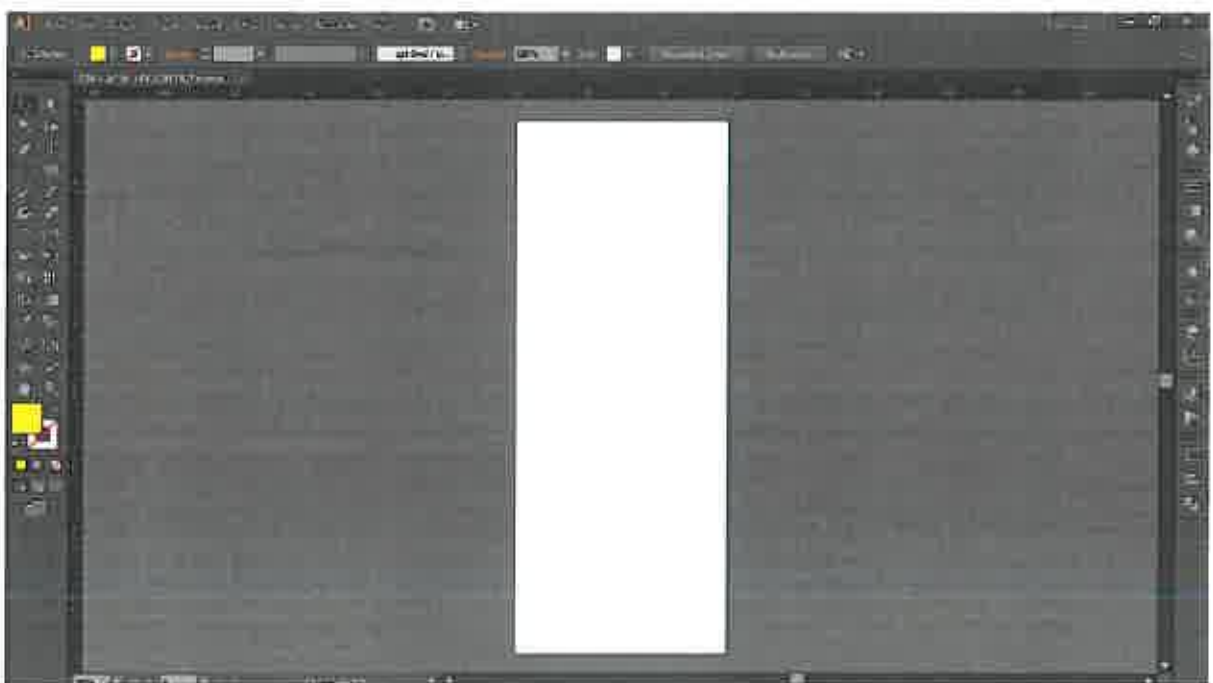


Figure 3.4.1.19

Step 17: Insert red colour background as customer requested.

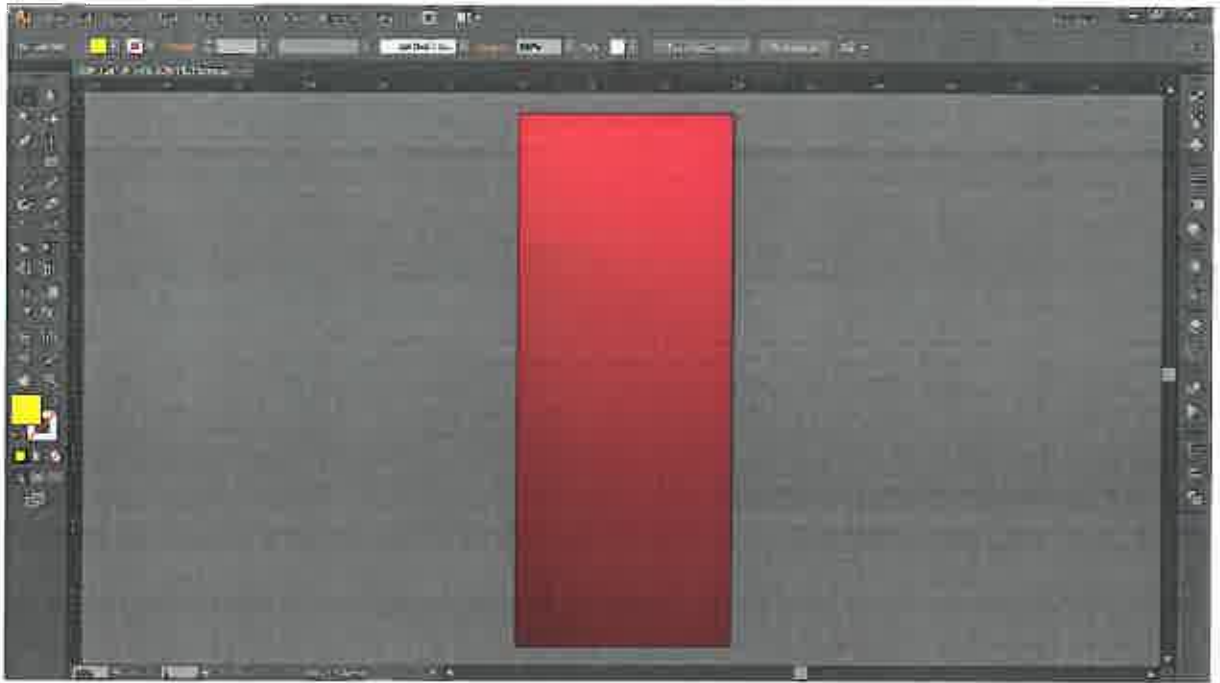


Figure 3.4.1.20

Step 18: Insert all details to the background.



Figure 3.4.1.21

Step 19: Choose and insert suitable icon in the design.



Figure 3.4.1.22

Step 20: Apply effect to artwork and save in raw file or image.



Figure 3.4.1.23

Step 21: Open new workspace for designing banner.

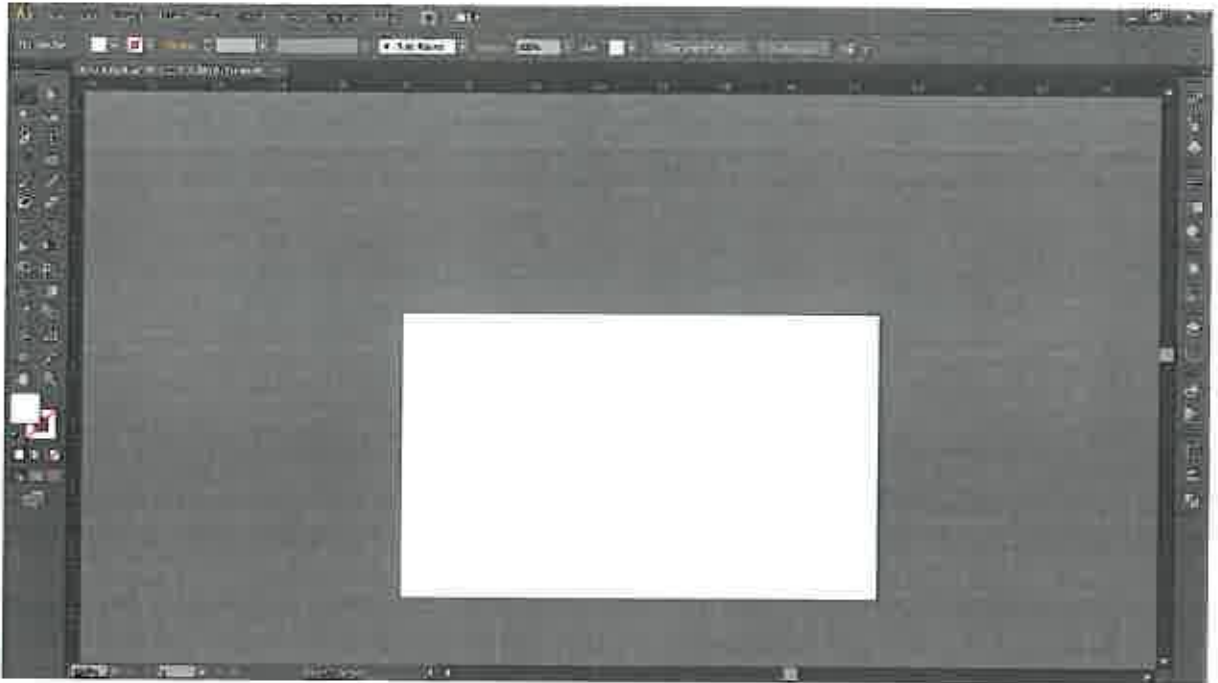


Figure 3.4.1.24

Step 22: Insert gradient red colour background as customer background.

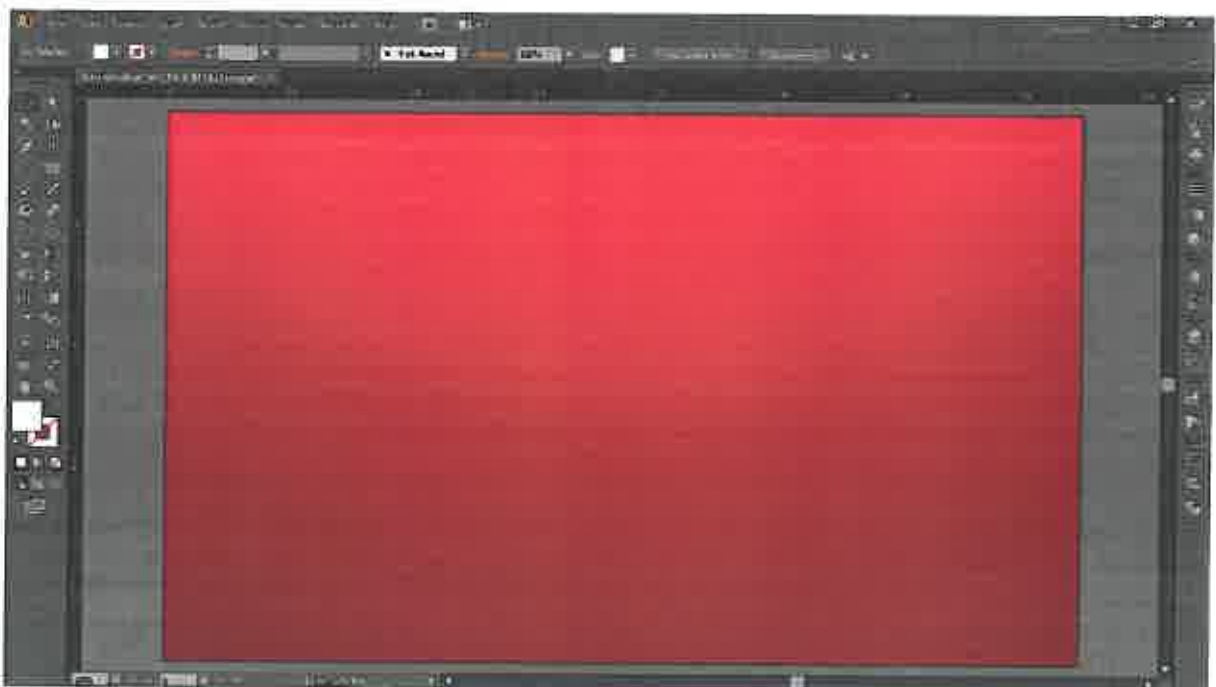


Figure 3.4.1.25

Step 23: Create circle and insert an image at the bottom corner.

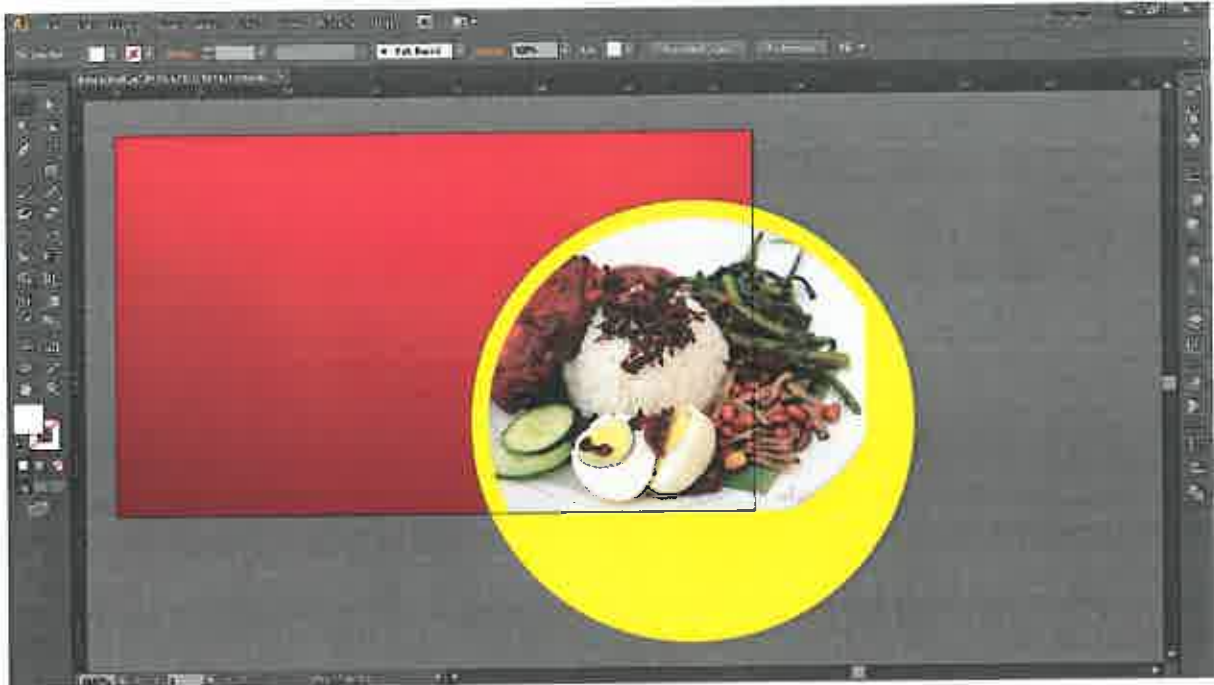


Figure 3.4.1.26

Step 24: Write down all details and apply effect.



Figure 3.4.1.27

Step 25: Save the in raw file (.ai) and image file (.png, .jpeg, etc).

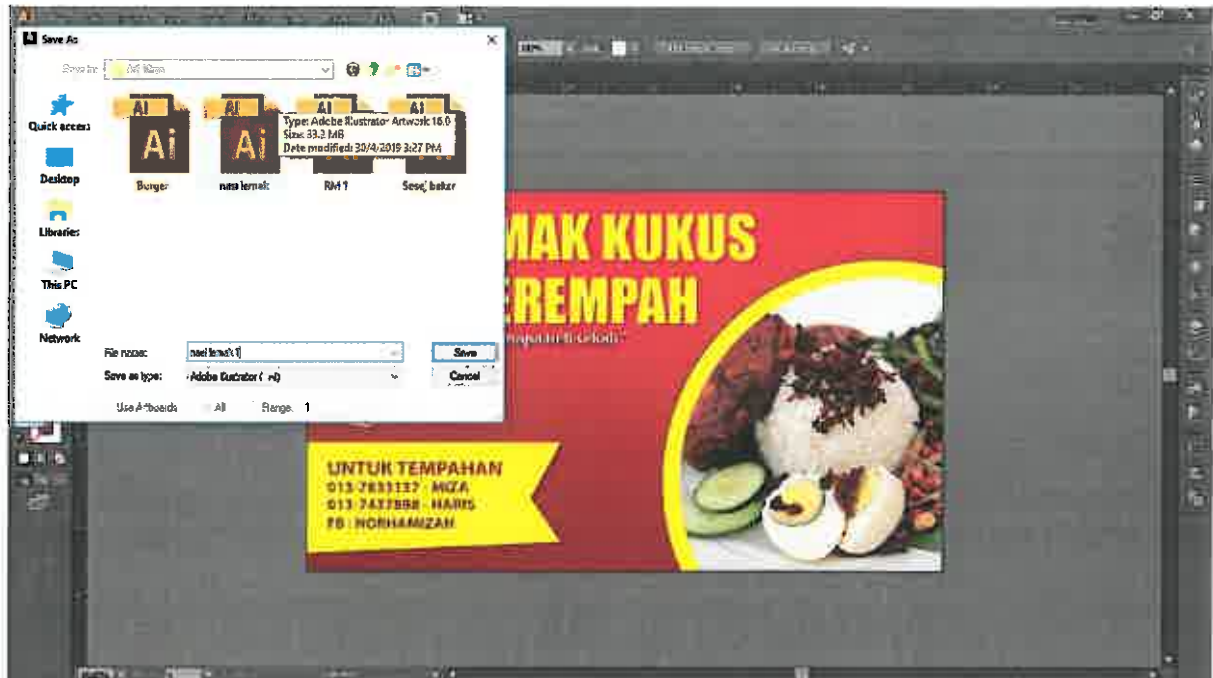


Figure 3.4.1.28

Step 26: Open new workspace and set the size of sticker.

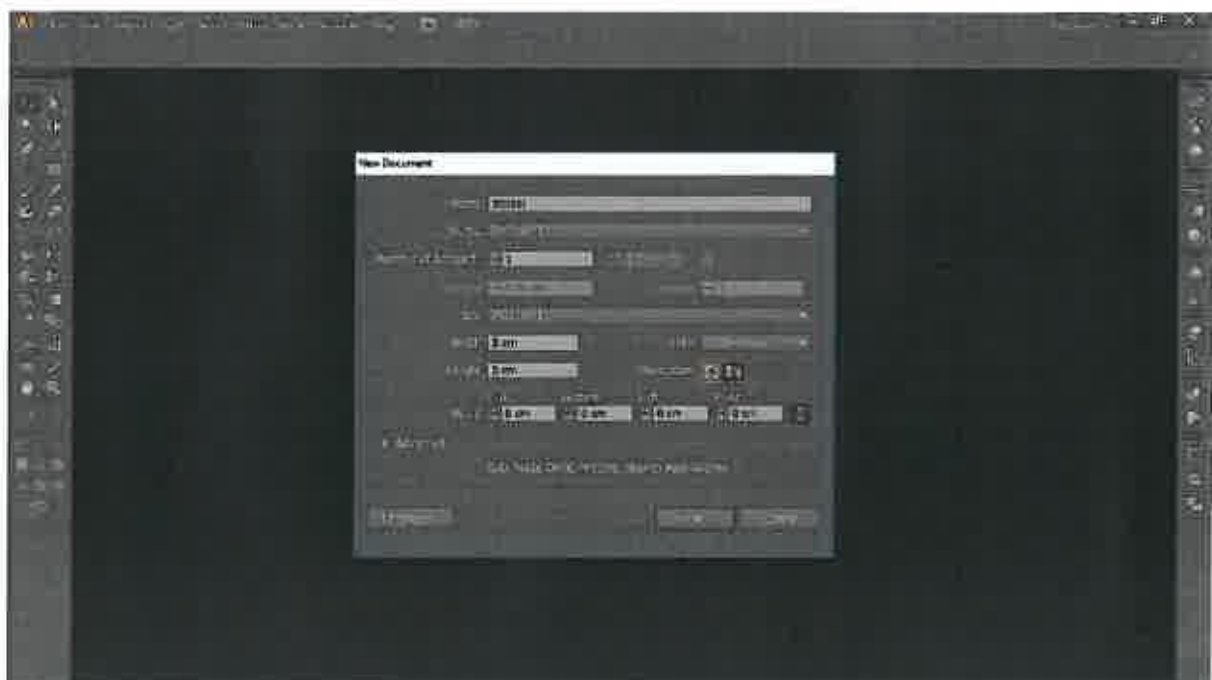


Figure 3.4.1.29

Step 27: Create circle with black background for sticker.

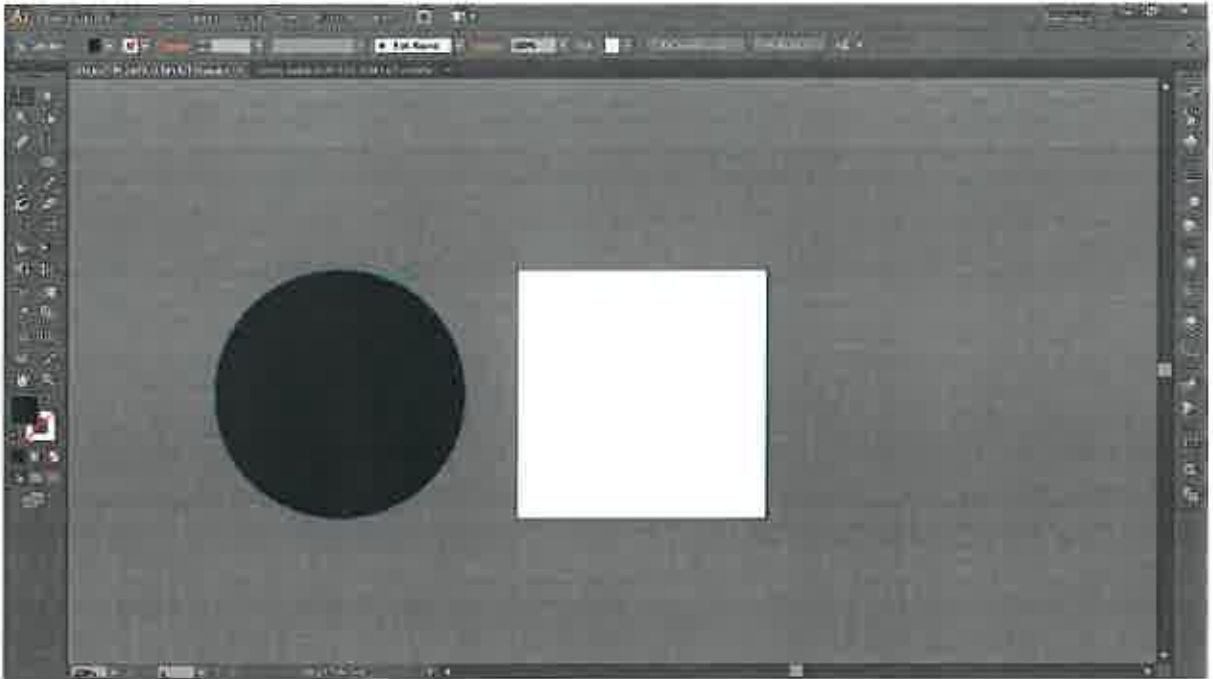


Figure 3.4.1.30

Step 28: Insert logo in the middle.

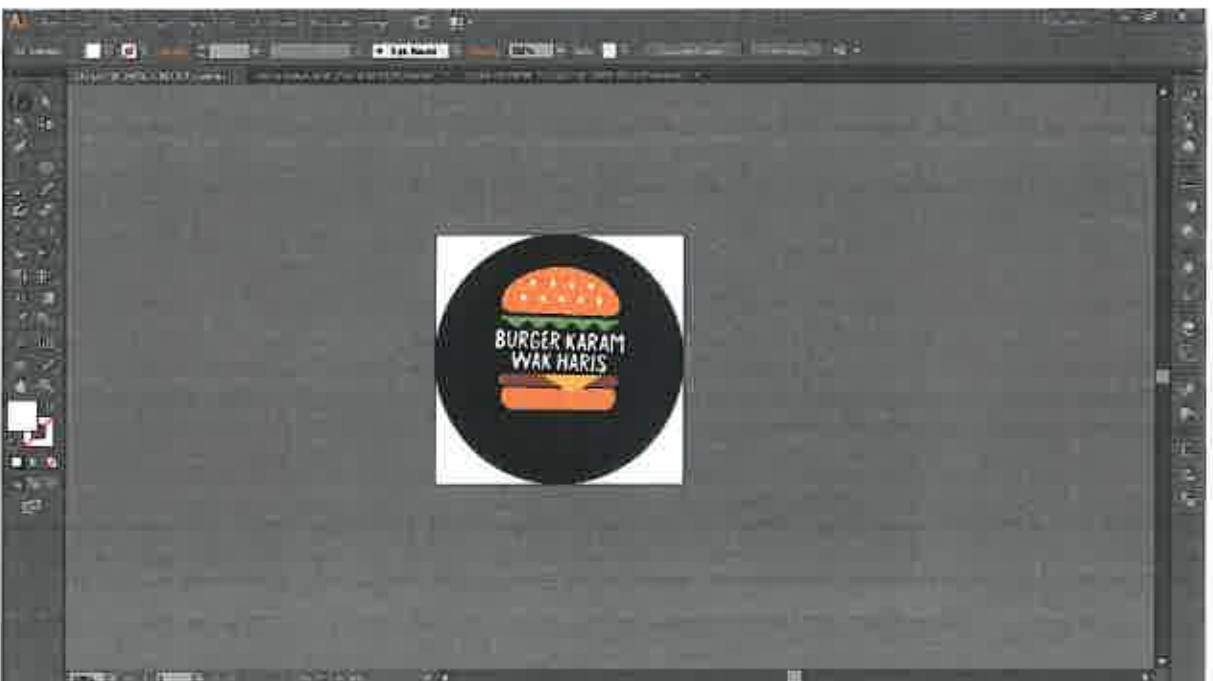


Figure 3.4.1.31

Step 29: Insert all details and save in raw file (.ai).

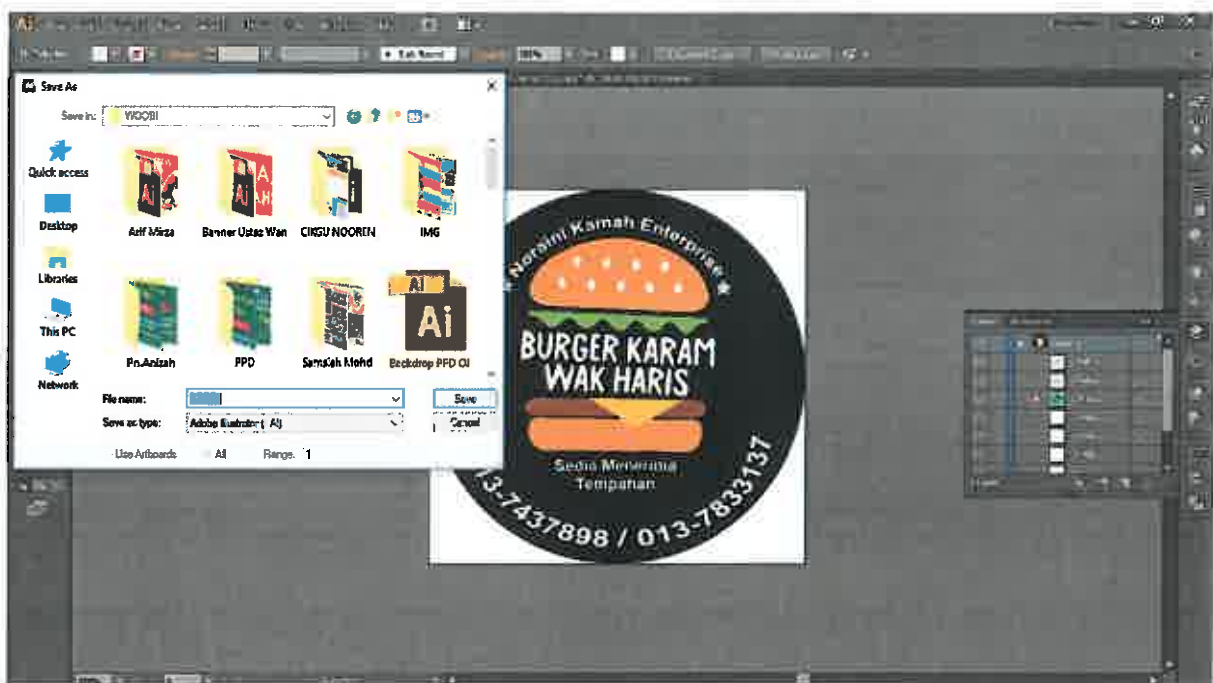


Figure 3.4.1.32

Step 30: Show and proceed with customer before printout.



Figure 3.4.1.33

3.4.2 DAILY TASK PRINTOUT

3.4.2.1 WEDDING CARD DESIGN

Step 1: Open Adobe Illustrator software.

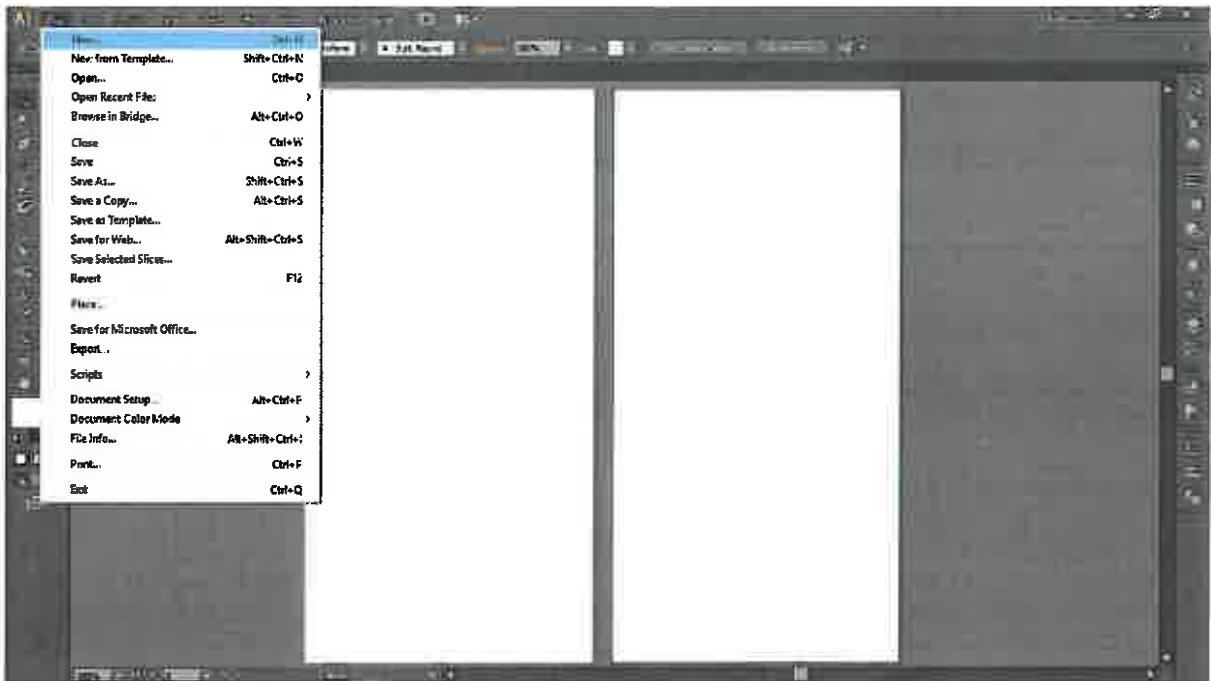


Figure 3.4.2.1.1

Step 2: Set the size of wedding card.



Figure 3.4.2.1.2

Step 3: Design the background as customer requested.

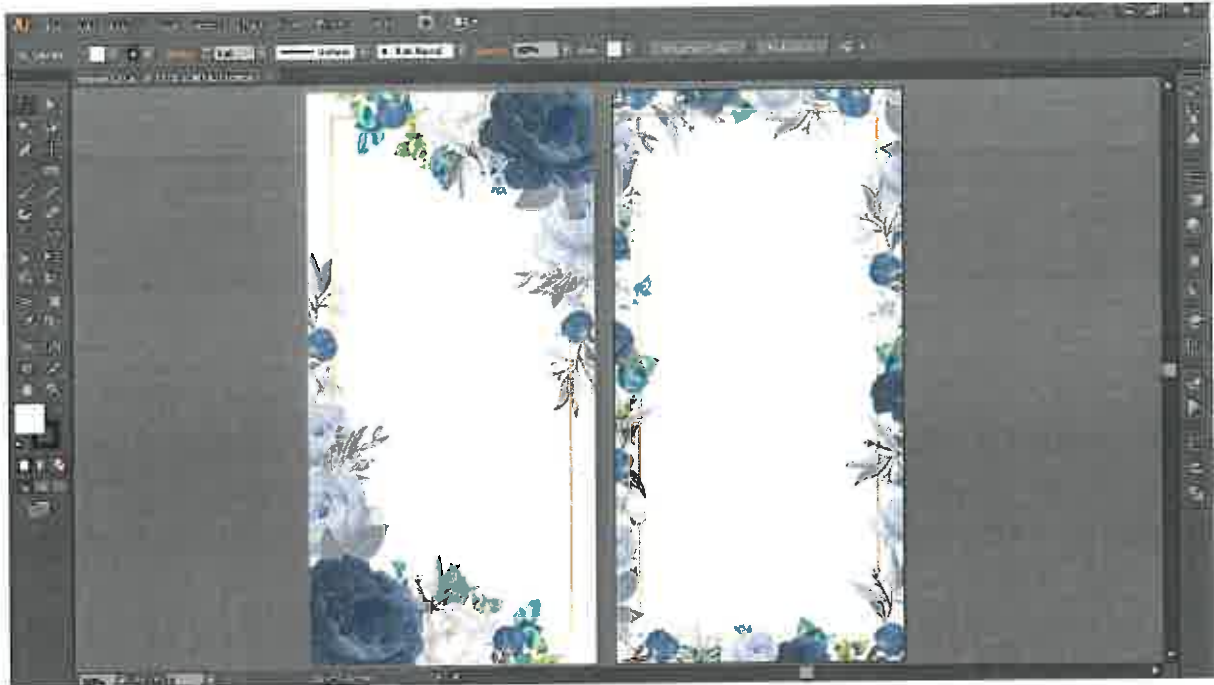


Figure 3.4.2.1.3

Step 4: Write down the wedding details on background.



Figure 3.4.2.1.4

Step 5: Make a map plan.



Figure 3.4.2.1.5

Step 6: Apply some effect and save to raw file (.ai).

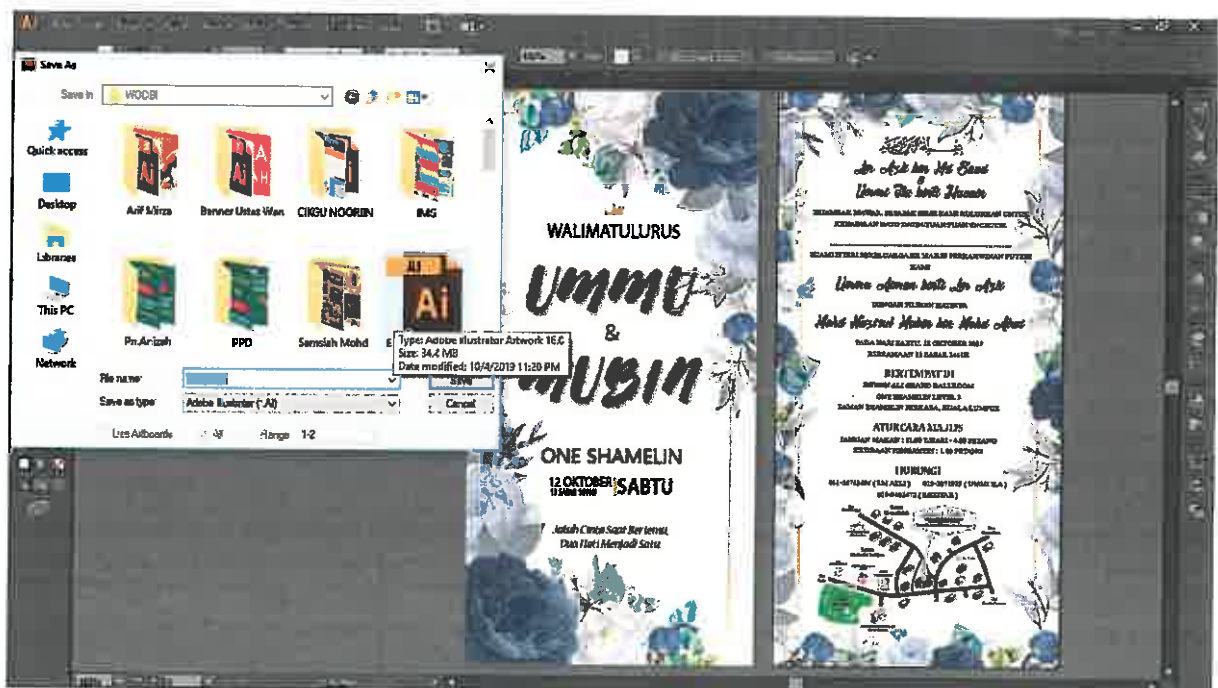


Figure 3.4.2.1.6

3.4.2.2 DESIGN A BACKDROP FOR PPD.

Step 1: Open Adobe Illustrator software.

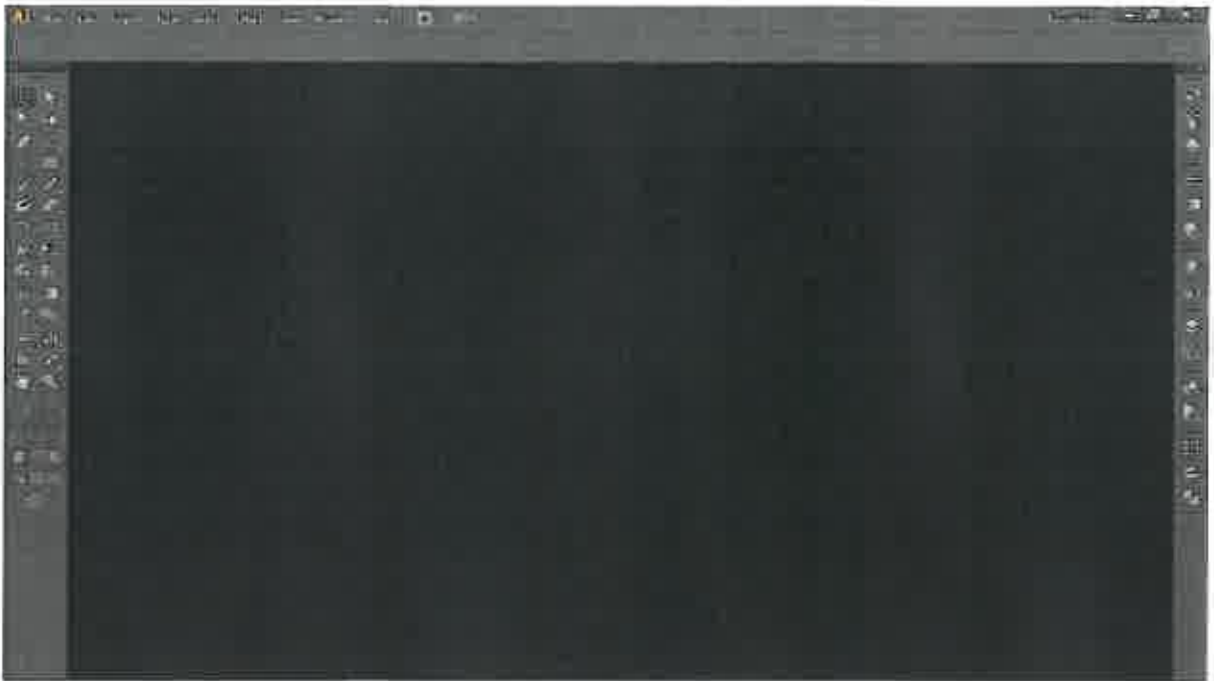


Figure 3.4.2.2.1

Step 2: Open new workspace and set the size.

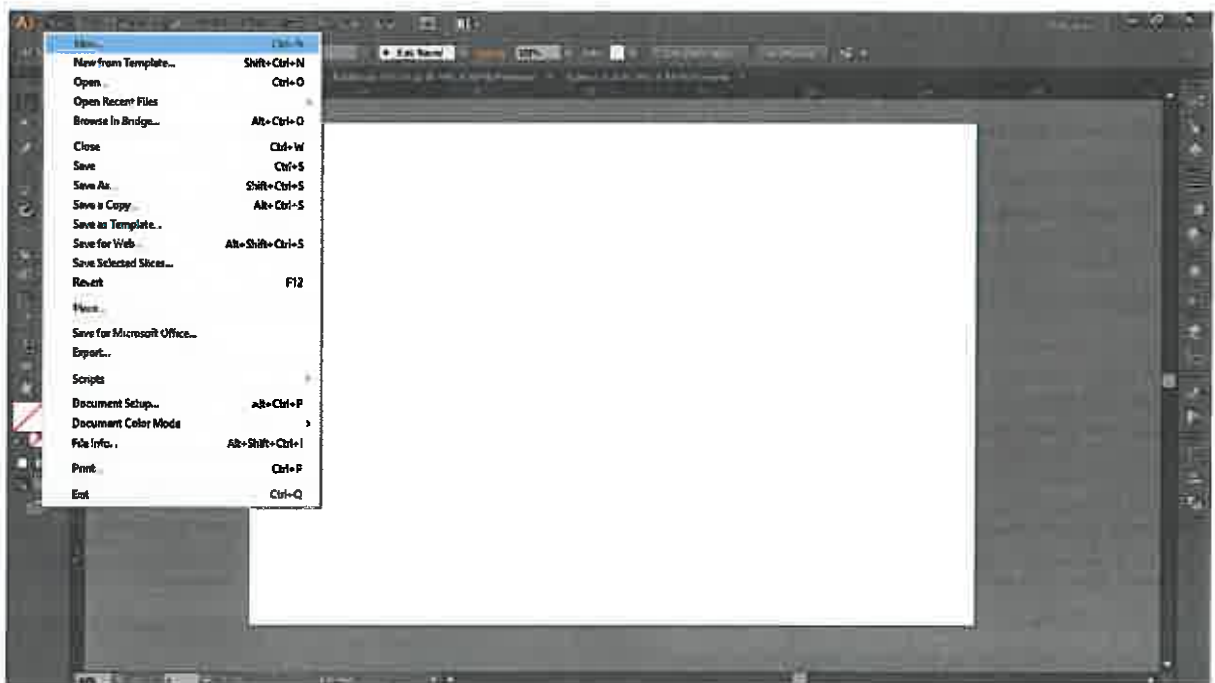


Figure 3.4.2.2.2

Step 3: Insert green background with geometrical design.

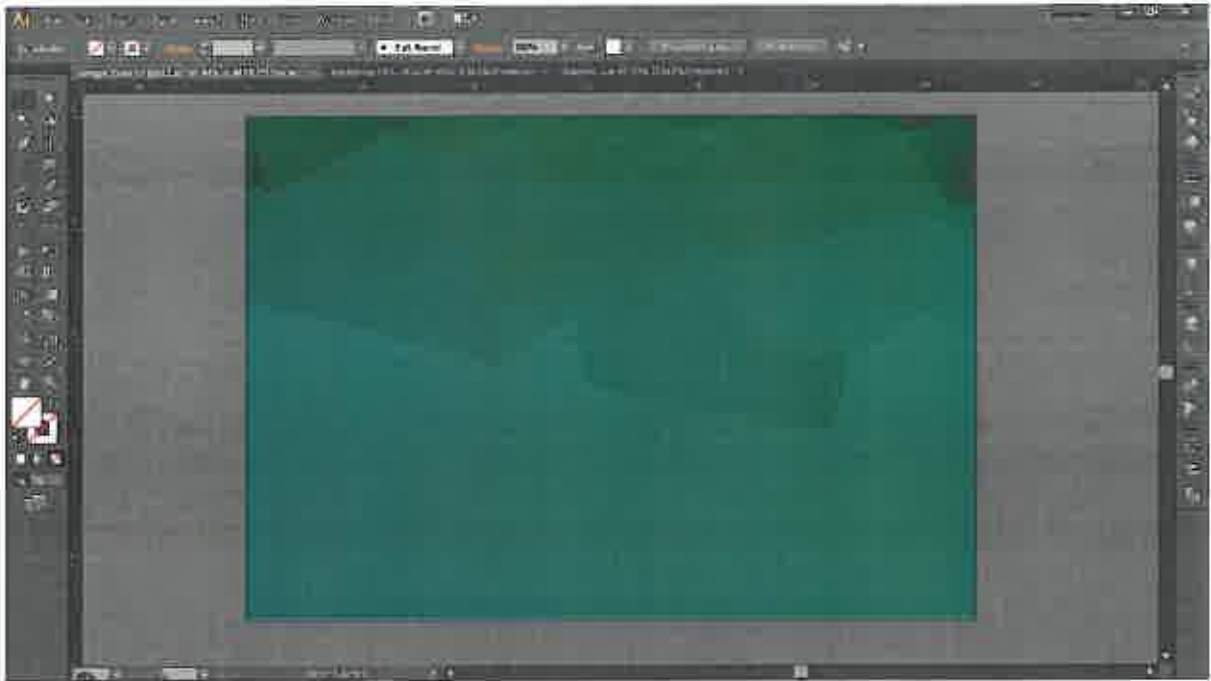


Figure 3.4.2.2.3

Step 4: Write down all details to the background.

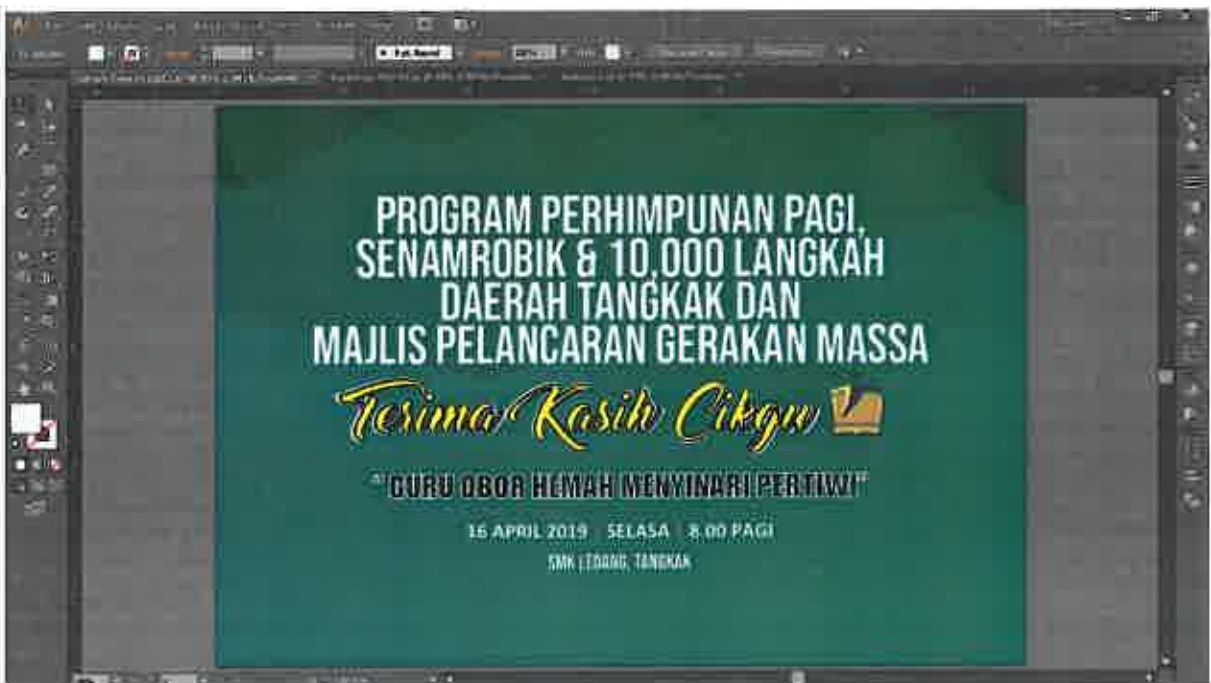


Figure 3.4.2.2.4

Step 5: Insert logo and image.



Figure 3.4.2.2.5

Step 6: Save the work in raw file (.ia) and image file (.png, .jpeg, etc).



Figure 3.4.2.2.6

3.4.2.3 DESIGN SUZIE YANA HOMEMADE STICKER

Step 1: Open Adobe Illustrator software.

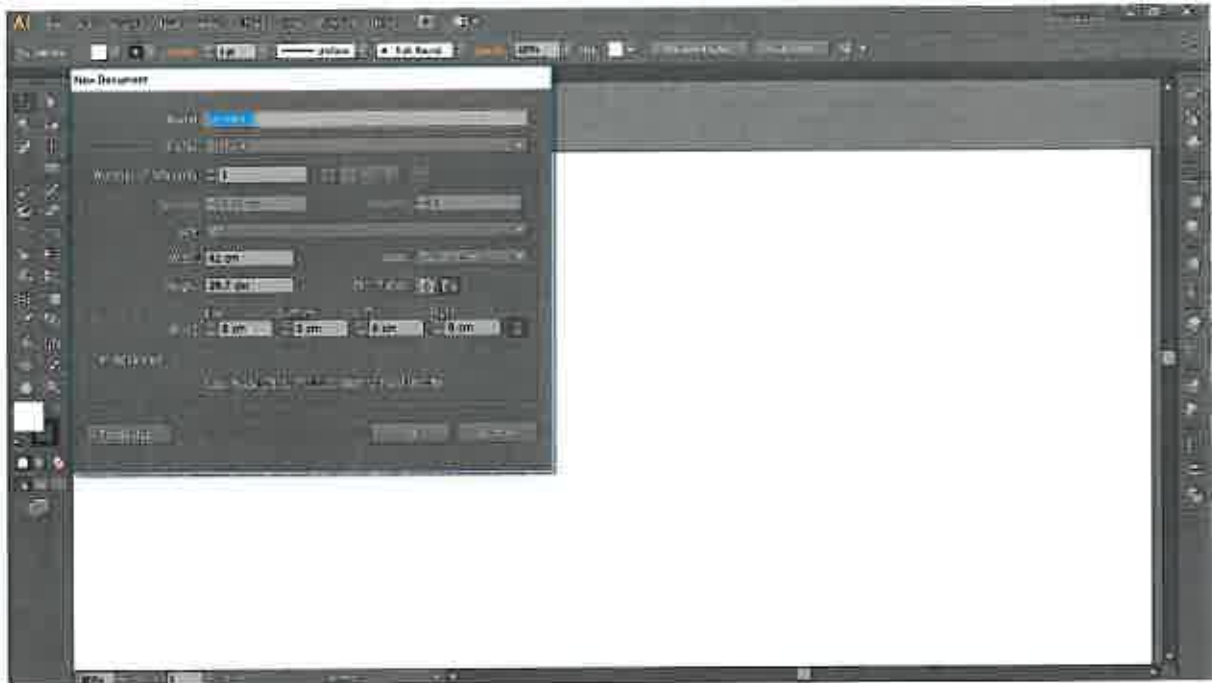


Figure 3.4.2.3.1

Step 2: Set the size need for the sticker.

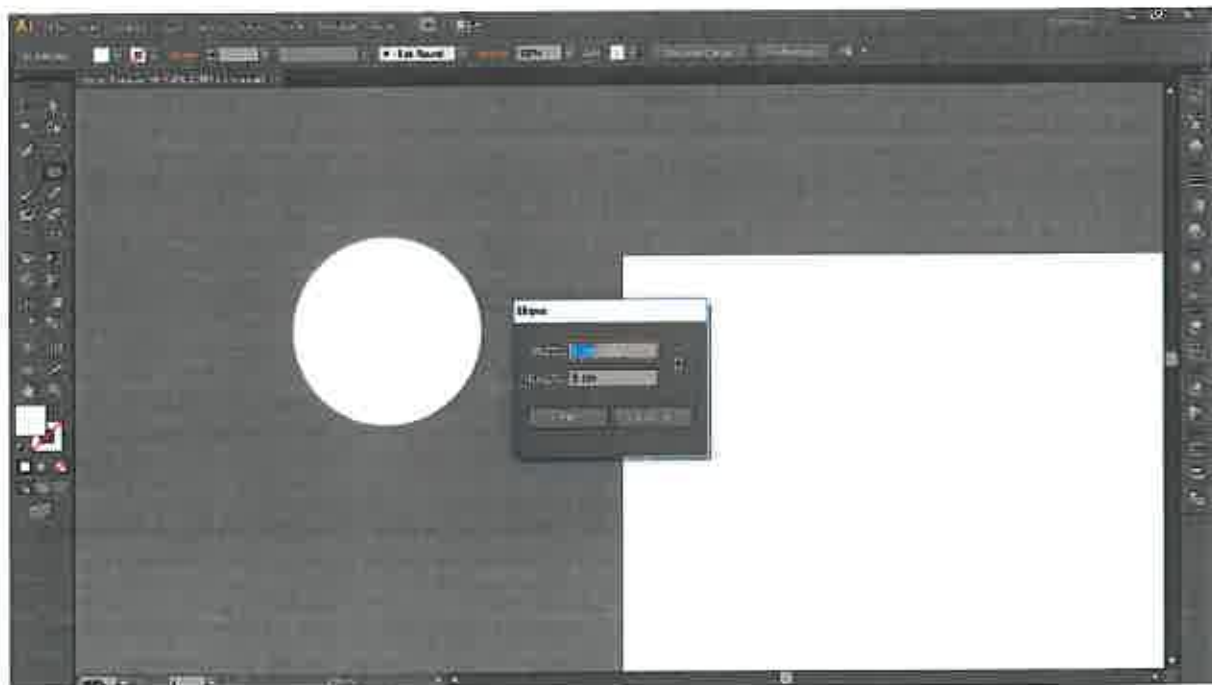


Figure 3.4.2.3.2

Step 3: Set the clear background as customer requested.

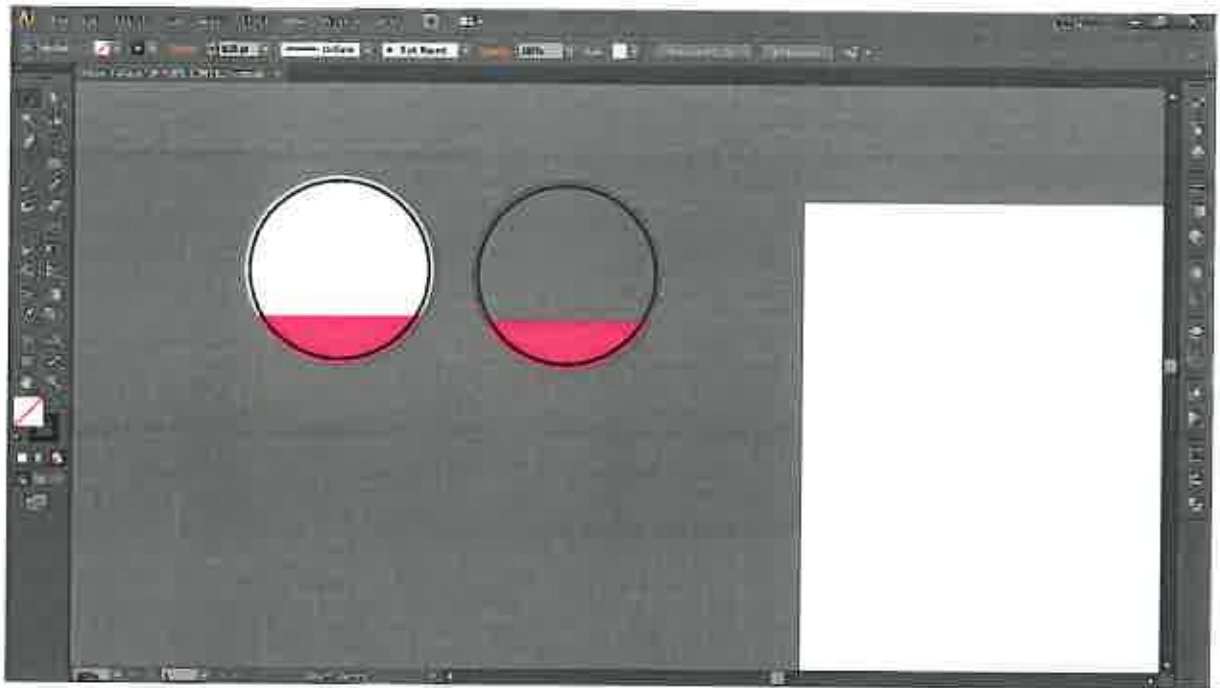


Figure 3.4.2.3.3

Step 4: Insert all required details to the sticker.



Figure 3.4.2.3.4

Step 5: Set the sticker to more various colour.



Figure 3.4.2.3.5

Step 6: Save the work in raw file (.ai).



Figure 3.4.2.3.6

3.4.3 PORTFOLIO

Week 1:

In my first week of industrial training here, I didn't do much design work. This week I was asked to get acquainted with all employees here and identify all working areas and know what I have to do here at Woobi Design. I was directed to help in the production section and been trained how to treat and communicate with customers.



Figure 3.4.3.1: Design simple banner "We Are Family".
H: 2" x W: 10"



Figure 3.4.3.2: Trace logo SK Ledang.

Week 2:

The second week I was here, I started receiving a great assignment from my supervisor here. I need to have discussions with the PPD Tangkak and design backdrop, banners and bunting for their events.



Figure 3.4.3.3: Banner H: 6" x W: 3".



Figure 3.4.3.4: Backdrop H: 8" x W: 28".



Figure 3.4.3.5: "Selempang Terima Kasih Cikgu".



Figure 3.4.3.6: Bunting H: 5" x W: 2".

Week 3:

صلوات تراويح

<p>بلا : صلاة التراويح التيكم الله ماموم : لا اله الا الله محمد رسول الله صل على الله عليه وسلم اللهم صل على محمد وآل محمد</p>	<p>بلا : فضلآمن الله ونعمة ماموم : ومغفرة ورخمة ، يا تآواب ، يا واسع المغفرة ، يا أرحم الرآيمين بلا : اللهم صل على سيدنا محمد وعلى آل سيدنا محمد ماموم : اللهم صل وسلم عليه</p>
<p>بلا : لا اله الا الله محمد رسول الله صل على الله عليه وسلم زمينلا محمد سلوا عليه ماموم : اللهم صل وسلم عليه</p>	<p>بلا : فضلآمن الله ونعمة ماموم : ومغفرة ورخمة ، يا تآواب ، يا واسع المغفرة ، يا أرحم الرآيمين بلا : اللهم صل على سيدنا محمد وعلى آل سيدنا محمد ماموم : اللهم صل وسلم عليه</p>
<p>بلا : لا اله الا الله محمد رسول الله صل على الله عليه وسلم أمير المؤمنين سيدنا علي بن أبي طالب ماموم : رضي الله عنه وتعنايه في الدنيا والآخرة</p>	<p>بلا : فضلآمن الله ونعمة ماموم : ومغفرة ورخمة ، يا تآواب ، يا واسع المغفرة ، يا أرحم الرآيمين بلا : اللهم صل على سيدنا محمد وعلى آل سيدنا محمد ماموم : اللهم صل وسلم عليه</p>
<p>بلا : لا اله الا الله محمد رسول الله صل على الله عليه وسلم أمير المؤمنين سيدنا علي بن أبي طالب ماموم : رضي الله عنه وتعنايه في الدنيا والآخرة</p>	<p>بلا : فضلآمن الله ونعمة ماموم : ومغفرة ورخمة ، يا تآواب ، يا واسع المغفرة ، يا أرحم الرآيمين بلا : اللهم صل على سيدنا محمد وعلى آل سيدنا محمد ماموم : اللهم صل وسلم عليه</p>
<p>بلا : لا اله الا الله محمد رسول الله صل على الله عليه وسلم أمير المؤمنين سيدنا علي بن أبي طالب ماموم : رضي الله عنه وتعنايه في الدنيا والآخرة</p>	<p>بلا : فضلآمن الله ونعمة ماموم : ومغفرة ورخمة ، يا تآواب ، يا واسع المغفرة ، يا أرحم الرآيمين بلا : اللهم صل على سيدنا محمد وعلى آل سيدنا محمد ماموم : اللهم صل وسلم عليه</p>
<p>بلا : لا اله الا الله محمد رسول الله صل على الله عليه وسلم أمير المؤمنين سيدنا علي بن أبي طالب ماموم : رضي الله عنه وتعنايه في الدنيا والآخرة</p>	<p>بلا : فضلآمن الله ونعمة ماموم : ومغفرة ورخمة ، يا تآواب ، يا واسع المغفرة ، يا أرحم الرآيمين بلا : اللهم صل على سيدنا محمد وعلى آل سيدنا محمد ماموم : اللهم صل وسلم عليه</p>
<p>بلا : لا اله الا الله محمد رسول الله صل على الله عليه وسلم أمير المؤمنين سيدنا علي بن أبي طالب ماموم : رضي الله عنه وتعنايه في الدنيا والآخرة</p>	<p>بلا : فضلآمن الله ونعمة ماموم : ومغفرة ورخمة ، يا تآواب ، يا واسع المغفرة ، يا أرحم الرآيمين بلا : اللهم صل على سيدنا محمد وعلى آل سيدنا محمد ماموم : اللهم صل وسلم عليه</p>

Figure 3.4.3.6: Bunting "Bacaan Selawat Terawih". H: 5" x W: 3"

SELAMAT HARI GURU

TOKOH GURU 2019

Figure 3.4.3.7: "Selempang Tokoh Guru".



Figure 3.4.3.8: Bunting SA Seri Ma'amor. H: 5" x W: 2".



Figure 3.4.3.9: Bunting SK Seri Ma'amor. H: 5" x W: 2".



Figure 3.4.3.10: Banner “Unit Kokurikulum”.

ANALISA KEPUTUSAN UJIAN					
MATA PELAJARAN	UJIAN 1	UJIAN 2	UJIAN 3	UJIAN 4	PERCUBAAN
BM (PEMAHAMAN)					
BM (PENULISAN)					
BI (PEMAHAMAN)					
BI (PENULISAN)					
MATEMATIK					
SAINS					

Figure 3.4.3.11: Table “Analisa Keputusan Ujian”.

PELAKSANAAN PENTAKSIRAN BILIK DARJAH TAHAP 1
PENTAKSIRAN BERLAKU MENERUSI 5 AKTIVITI



Figure 3.4.3.12: Poster "Pelaksanaan Pentaksiran".

TAFSIRAN TAHAP PENGUSAHAAN SECARA UMUM	
TAHAP PENGUSAHAAN	TAFSIRAN
1	Murid tahu perkara asas atau boleh melakukan kemahiran asas atau memberi respons terhadap perkara yang asas.
2	Murid menunjukkan ketahanan untuk menukar bentuk komunikasi atau menterjemah serta menjelaskan apa yang telah dipelajari.
3	Murid menggunakan pengetahuan untuk melaksanakan sesuatu kemahiran pada suatu situasi.
4	Murid melaksanakan sesuatu kemahiran dengan beradab iaitu mengikut prosedur atau secara sistematik.
5	Murid melaksanakan sesuatu kemahiran pada situasi baharu dengan mengikut prosedur atau secara sistematik serta kekal dan bersikap positif.
6	Murid berupaya menggunakan pengetahuan dan kemahiran sedia ada untuk digunakan pada situasi baharu secara sistematik, bersikap positif, kreatif dan inovatif serta boleh dicontohi.

Figure 3.4.3.13: Poster "Tafsiran Tahap".

Week 4:

RAIKAN CINTA



ERRA & WAZEER

Figure 3.4.3.14: Trace "Raikan Cinta" for transfer material on heat press.



Figure 3.4.3.15: Design logo "Burger Karam Wak Haris".



Figure 3.4.3.16: Trace logo “SK Sialang”.

Week 5:

NORAINI KAMAH ENTERPRISE

“Benda belah repat, kenapa beli sekali”

BURGER KARAM WAK HARIS

MENU

• AYAM DAN DAGING •

BIASA	RM 3.00
SPECIAL (TELUR ATAU CHEESE)	RM 4.50
SPECIAL (TELUR DAN CHEESE)	RM 6.00
DOUBLE	RM 5.00
KAHWIN	RM 5.00
DOUBLE SPECIAL (TELUR ATAU CHEESE)	RM 6.50
KAHWIN SPECIAL (TELUR ATAU CHEESE)	RM 6.50
DOUBLE SPECIAL (TELUR DAN CHEESE)	RM 8.00
KAHWIN SPECIAL (TELUR DAN CHEESE)	RM 8.00
TOWER	RM 7.00
TOWER SPECIAL (TELUR ATAU CHEESE)	RM 8.50
TOWER SPECIAL (TELUR DAN CHEESE)	RM 10.00

• BURGER BENJO •

BIASA	RM 2.00
DOUBLE	RM 3.50
SPECIAL (CHEESE)	RM 3.50
DOUBLE SPECIAL (CHEESE)	RM 5.00

U-TU- TEMPAHAN
015-7553137 - 1123
015-7157515 - 11415
FB: KARAM WAK HARIS

SEMUA RM 1.00

AYAM GORENG

KUIH-MUIH

“Benda belah repat, kenapa beli sekali”

ADD ON

SOS CHEESE RM 1.00

U-TU- TEMPAHAN
015-7553137 - 1123
015-7157515 - 11415
FB: KARAM WAK HARIS

Figure 3.4.3.17: Bunting “Burger Karam Wak Haris”, H: 5” x W: 2”.



Figure 3.4.3.18: Bunting "Burger Karam Wak Haris". H: 3" x W: 2".



Figure 3.4.3.19: Banner "Nasi Lemak". H: 3" x W: 5".



Figure 3.4.3.20: Banner "Nasi Beriani" Hj Latif. H: 2" x W: 5".



Figure 3.4.3.21: Banner "Selamat Menyambut Ramadhan". H: 4" x W: 12".



Figure 3.4.3.22: Banner "Kuih-muih Ramadhan". H: 1.5" x W: 6".



Figure 3.4.3.23: Simple Banner "Lontong Goreng". H: 2" x W: 6".

Week 6:



Figure 3.4.3.24: Birthday props.

Week 7:



Figured 3.4.3.25: Design stickers "Suzie Yana".

Week 8:



Figure 3.4.3.26: Design business card "Jamaludin".



Figure 3.4.3.27: Signboard "Projek Marris".

Week 9:



Figure 3.4.3.28: UIA students tag for Ramadhan Event.



Figure 3.4.3.29: Poster "Raya Woobi".

Week 10:

Eid al-Fitr holidays and been placed at the production section.

Week 11:

Been placed at the production section. Do some signboard installation, heat press printing and stickers cutting.



Figure 3.4.3.30: Table and schedule for "Surau Al-Firdaus".

Week 12:



Figure 3.4.3.31: Mock-up for Ar-Raudhah shirt.



Figure 3.4.3.32: Banner "Raya ST Team 2". H: 3" x W: 8".

Week 13:



Figure 3.4.3.33: Banner "Hot Kerepek Lekor". H: 2" x W: 10".



Figure 3.4.3.34: Bunting "Hot Kerepek Lekor". H: 5" x W: 2".

Week 14:

Been placed at the production section. Do some signboard installation, heat press printing and stickers cutting.

Week 15:



Figure 3.4.3.35: Sticker "Crazy Cheese".

Week 16:



Figure 3.4.3.36: Wedding card "Ummu & Mubin (front)".



Figure 3.4.3.37: Wedding card "Ummu & Mubin" (back).

CHAPTER 4

OTHER PROJECT/TASKS

4.0 OTHER PROJECT/TASKS

4.1 INTRODUCTION OF THE SECOND PROJECT

Apart from designing using software I also do some work regarding about production and installation. This project we do a lot of thing by hand and machines. I use to make the police complaint box. The machine that I use a lot in this project is cutting master 4 software and Graphtec plotter to cut sticker and a heat press machine to heat press material on shirts. Mr. Md Rizal give the opportunity to me to do the cutting and printing process and learn how to solve a problem when faced in certain problems. I also do outdoor installation for signboard, banner and bunting.

4.2 SCOPE OF THE PROJECT

The scope of this second project or task that given to me were divided into several parts:

- Make the police complaint box.
- Cut stickers using plotter machine.
- Do heat press on printing.

4.3 OBJECTIVE OF THE PROJECT

The main objective of this project is to experience and understand real work situations. It was a learning process for me to do a lot of things and how knowledge could be used in a realistic way. Besides, it provides the exposure to practice and apply the acquired knowledge "hands-on" in the working environment and learn how to solve problems when faced in certain problems.

4.4 PROJECT DETAILS

4.4.1 POLICE COMPLAINT BOX

Step 1: Cover area that don't want to spray.



Figure 4.4.1.1

Step 2: Hang the mail box to make the spray job easier.



Figure 4.4.1.2

Step 3: Spray the box with white colour for the base colour.



Figure 4.4.1.3

Step 4: Apply blue colour to the mail box.



Figure 4.4.1.4

Step 5: Wait until the colour dry and spray clear.



Figure 4.4.1.5

Step 6: Cut the sticker to apply on box.



Figure 4.4.1.6

Step 7: Apply sticker on the complaint box.



Figure 4.4.1.7

Step 8: Wrap the box with plastic to cover before pass to customer.



Figure 4.4.1.8

4.4.2 CUT STICKERS USING PLOTTER MACHINE.

Step 1:

Turn on the cutter and load material, set roll on rear carriage and feed into cutter, then pull lever on back-right of cutter towards you to secure.

Step 2:

Open Graphtec software and select stroke that want to use as cutting lines. Link the cutting lines to Graphtec cutting plotter.

Step 3:

Select the cut mode that want to use in the cutting process. It's depends on what kind of roll of material used.

Step 4:

Send the cutting stroke from Graphtec software. Run the cutting process. Done and repeat the process for another cutting process.



Figure 4.4.2.1

4.4.3 DO HEAT PRESS PRINTING

Step 1:

Choose and select what kind of transfer paper or materials to use.

Step 2:

Open the heat press up. Lift up the handle and adjust the temperature depends on material used. Adjust the pressure and set the timer.

- Ink-Jet transfer paper: 14 to 18 seconds
- Laser copier/printer transfer paper: 18 to 25 seconds
- Sublimation transfer: 25 to 30 seconds
- Embroidered appliqués: 20 to 30 seconds
- Die cut vinyl lettering: 45 to 60 seconds

Step 3:

Place t-shirt on to the plate, make sure that the side you want to be printed on is facing up.



Figure 4.4.3.1

Step 4:

Set the transfer face-down on top of the shirt. Cover the transfer using protective silicone pad and pull down the handle, clamping the press shut to start heat pressing.



Figure 4.4.3.2



Figure 4.4.3.3

Step 5:

Open the press and peel the transfer paper off of the fabric while the paper is still hot. Remove the shirt from platen and done.



Figure 4.4.3.4



Figure 4.4.3.5

4.5 CONCLUSION OF THE PROJECT

Conclusion of the project is there were many things that I have been experience and learn during the 16 weeks of my industrial at Woobi Design company. The whole training period was very interesting, instructive and challenging. Through this training I was able to gain new insights and more comprehensive understanding about real working condition and environments. The 16 weeks my industrial training in this company had provided me the opportunities to develop and improve my skills.

All of this valuable experience and knowledge that I have gained were not only acquired through the direct involvement in task given but also through other aspect of the training such as work observation, interaction with colleagues and superior. From what I have undergone, I agreed that the industrial training program have achieve its entire primary objective. It's also the ways to prepare student in facing the real working situation. Now I am ready and feel more confident to start my future career.

CHAPTER 5

RECOMMENDATION

5.0 RECOMMENDATION

5.1 PROBLEMS AND DIFFULTIES FACED DURING PROJECT

When during my industrial training period, I'd face many problems even though it was not in my field. One of the most problems that I hate a lot was when I lack of network connections, lack of essential tool to do the project and lack of transport. This kind of problem a little bit disrupts work process. For me that not a problem because all this problem helps student become more strong and ready. But some of them think that industrial training was all about to getting money and having fun. It's a bonus for some student if they got allowance. But they must focus on the main objective why they were in industrial training, to gaining experience. For me it was a moral support for them. For me every company must know some of them came from not a wealthy family and can be considered to give some allowance or commission to them and I hope collage can consider my idea and discuss with companies that take training student. Another problem was the period of industrial training. It was too short for student to really learn how to work and facing problem. For me it very good to make this industrial training for 6 months. Because on this period they can really know what problem or gain many experiences. However, there a few things that can be considered to increase effectiveness and be more productive.

- To increase your effectiveness, you need to take everything you do from projects and assignment to everyday tasks to email and identify the most essential.
- Always update with your academic supervisor about industrial training.
- Student have to choose proper places that near from student house for the industrial training place so student can save more money and can go to the practical place with no excuse that they came late at the workplace.
- Alert on any update given to the students.
- Always ready and accept multiple task given by supervisor. Challenges yourself to do various kind of project and ready with any obstacles.

5.2 SUGGESTION FOR PROMBLEM SOLUTIONS

A problem and solution research paper were designed to test your skill in logical thinking and persuasion. The paper should present a clear problem with multiple solutions, describing the steps and resources it would take to implement each solution. While some research paper assignments direct you to persuade the reader of one solution's ultimate superiority, others may simply ask you to evaluate several solutions. You may also choose to present a hybrid solution, combining elements of multiple options you've discussed in your paper. Case studies and statistics are helpful and persuasive for this type of paper.

Brainstorming is perhaps one of the most commonly used techniques for generating a large number of ideas in a short period of time. While it can be done individually, it is more often practised in groups. There should be a machine that could make job in easiest ways to produce project or items. With these, customer and clients could collect on the exact time. Brainstorming is a perhaps one of the most commonly used technique for generating a large number of ideas in a short period of time. While some research paper assignments direct you to persuade the reader of one solution's ultimate superiority, others may simply ask you to evaluate several solutions.

Allowance is so importance too for student actually, I hope collage can provide or make sure all intern student can get some allowance, bonuses or profit from the industrial training company. It's really helps student reduce all costs incurred by students.

CHAPTER 6

CONCLUSION

6.0 CONCLUSION

6.1 ACHIEVING THE AIMS OF THE PROGRAM

Conclusion of achieving the aims of the training program I can explain here I know more about Woobi Design, I have learnt a lot of fresh material and get memorable experience when carry out any project. Even there was many problems need to be deal. But I am still grateful to be able finish my industrial training session April 2019 successfully.

There I have many new things and I can truly adapt to the actual work environment. Everyday the gave a new task for me to improve my knowledge and skills. Not just about design, now I know how to handle many kinds of machines. Other than that, I have improved about productivity on duty which is the way managing multiple task on a short term.

From a basic to advance. The second I have learnt from this program. Identify the materials of item and alert on the format size of production was an important formula for graphic. You don't just create a design, more than that, there was an important thing to know the size and term of materials that suit to be used before we go to finishing process. The objectives of this study also have been achieved as all my data perception towards the industrial training were successfully obtained.

I also agree that if industrial training continues as it is beneficial and exposure for those who want the experience real working environment. At the same time, some aspect that need to be applied was job attitude, communication, discipline and seriously in conducting task given. Apart from that, latest technology, knowledge and experience that they had gathered can be used because one advantages for their future career.

6.2 SUGGESTION

Before a person is looking at the facts about the overall management concept or more about this organization. Its best to understand more clearly about the organization and it features. Deep understanding of the concept of the organization is important because the management and organization is an inseparable relationship.

The quality of the product is important, quality on timing also related on best product of item. Clients and customer are waiting for flower of treating in good also the good creator of graphically such as advertising.

Productivity on duty which is the key of time. For the improving, nowadays are a day of a high-technology era which is everything on our perspective have done too fast and perfectly reaching to the satisfy level of what we have get. Furthermore, on these eras are an era with simply standard. All management, processing, machine and more have been upgrade to make life easier.

Based on above, I go through to the production level in company, some job has been done manually and wasting time on a work with simple touch. Upgrading machine are the keys to produce more incoming and effectively straight to the hand without worry about time. All management have been done by an era so it is suit on global advertising that hit on this world which is strike out on business.

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- <https://www.pinterest.com>
- <https://www.wikipedia.org>
- <https://www.youtube.com>

DAILY TASK REPORT

PROGRAM CODE	CT108
PROGRAM NAME	Diploma In Computer Graphic Design
COMPANY NAME	Woobi Solutions

STUDENT'S INFORMATION	
NAME	Muhamad Ajrul Wafin Bin Mohd Alwi
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IC. NO.	980824-11-5801
ADDRESS	No.18 PPRT Taman Hadhari Paka, 23100, Dungun, Terengganu.
CONTACT NO.	010-5423033
ACADEMIC SUPERVISOR'S INFORMATION	
ACADEMIC SUPERVISOR	Helwana Adilah Binti Abdul Aziz
CONTACT NO.	019-3371105
INDUSTRIAL SUPERVISOR'S INFORMATION	
COMPANY NAME	WOوبي SOLUTIONS
ADDRESS	343, Jalan Muar, 84900, Tangkak, Johor.
INDUSTRIAL SUPERVISOR	Md Rizal bin Ismail
CONTACT NO.	019-6239372
REPORTING DATE	3 April 2019
DURATION	16 Weeks

Week No. :


1

Date	Task	Remark
3/4/2019 Wednesday	<ul style="list-style-type: none"> • Get acquainted with all employees at Woobi Design and identify all working areas. • Identify the work to be done. 	
4/4/2019 Thursday	<ul style="list-style-type: none"> • Help complete the printer printing process that the client has booked. • Cut the stickers using the plotter machine. 	
5/4/2019 Friday	<ul style="list-style-type: none"> • Clean the platen board. • Broom glue on the platen board. • Place the shirt on platen board for silkscreen printing process. 	
6/4/2019 Saturday	<ul style="list-style-type: none"> • Treat customers at the counter. • Take all the booked information from customer and write it on order forms. 	
7/4/2019 Sunday	<ul style="list-style-type: none"> • Close 	
8/4/2019 Monday	<ul style="list-style-type: none"> • Check each ready-made shirt to make sure there is no problem on the shirt. • Fold and insert a shirt in plastic and sort by size. • Perform a final check before submitting to the customer. 	
9/4/2019 Tuesday	<ul style="list-style-type: none"> • Help trace various logo, icon and images. 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :



Date :

10/4/2019

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Week No. :

2

Date	Task	Remark
10/4/2019 Wednesday	<ul style="list-style-type: none"> Take all the booked information from PPD Tangkak and write it on order forms. Have a discussion with PPD Tangkak. 	
11/4/2019 Thursday	<ul style="list-style-type: none"> Make some research needs for designing PPD Tangkak backdrop, banner and bunting. Design a "Selempang Hari Guru" for PPD Tangkak. 	
12/4/2019 Friday	<ul style="list-style-type: none"> Design a backdrop for PPD Tangkak. Design banner for PPD Tangkak. Design bunting for PPD Tangkak. 	
13/4/2019 Saturday	<ul style="list-style-type: none"> Make correction on PPD design. Help other employees on printing process. 	
14/4/2019 Sunday	<ul style="list-style-type: none"> Close 	
15/4/2019 Monday	<ul style="list-style-type: none"> Take orders from customers. Design a banner for school class. Set up file for printing process. 	
16/4/2019 Tuesday	<ul style="list-style-type: none"> Take orders from customers. Make research for designing "Bacaan Selawat Terawih Prayers". 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :



Date

: 17/4/2019

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Week No. :

3

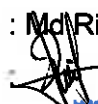
Date	Task	Remark
17/4/2019 Wednesday	<ul style="list-style-type: none"> Design bunting "Bacaan Selawat Terawih Prayers". H: 5" x W: 3" 	
18/4/2019 Thursday	<ul style="list-style-type: none"> Take order from customers. Have a discussion with client to designing bunting for SK Seri Ma'amor and SA Seri Ma'amor. 	
19/4/2019 Friday	<ul style="list-style-type: none"> Design "Selempang Tokoh Guru". Design bunting for SK Seri Ma'amor and SA Seri Ma'amor. 	
20/4/2019 Saturday	<ul style="list-style-type: none"> Take order from customers. Help other employees finish heat press printing process. 	
21/4/2019 Sunday	<ul style="list-style-type: none"> Close 	
22/4/2019 Monday	<ul style="list-style-type: none"> Clean the platen board. Broom glue on the platen board. Place the shirt on platen board for silkscreen printing process. 	
23/4/2019 Tuesday	<ul style="list-style-type: none"> Finish design order from teacher Noori'in. Create table "Analisa Keputusan Ujian Percubaan". Design banner "Unit Kokurikulum". Trace image "Pelaksanaan Pentaksiran". 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature

Date



: 24/4/2019

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Week No. :

4

Date	Task	Remark
24/4/2019 Wednesday	<ul style="list-style-type: none"> • Check each ready-made shirt to make sure there is no problem on the shirt. • Fold and insert a shirt in plastic and sort by size. • Perform a final check before submitting to the customer. 	
25/4/2019 Thursday	<ul style="list-style-type: none"> • Create sticker for police complaint box. • Spray colour for police complaint box. • Do all finishing for police complaint box. 	
26/4/2019 Friday	<ul style="list-style-type: none"> • Cut stickers using cutting master 4 software and Graphtec plotter. • Take order from customers. 	
27/4/2019 Saturday	<ul style="list-style-type: none"> • Take order from customers. • Have a discussion with client for company rebranding. (Burger Karam Wak Haris) 	
28/4/2019 Sunday	<ul style="list-style-type: none"> • Close 	
29/4/2019 Monday	<ul style="list-style-type: none"> • Do sketches for "Burger Karam Wak Haris" logo. • Submit with client. 	
30/4/2019 Tuesday	<ul style="list-style-type: none"> • Finish logo for "Burger Karam Wak Haris". • Submit final logo for "Burger Karam Wak Haris". 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :



Date :

2/5/2019

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Week No. :

5

Date	Task	Remark
1/5/2019 Wednesday	<ul style="list-style-type: none"> Labour Day 	
2/5/2019 Thursday	<ul style="list-style-type: none"> Design banner and bunting for "Burger Karam Wak Haris". Help other employees for printing process. 	
3/5/2019 Friday	<ul style="list-style-type: none"> Design banner and bunting for "Burger Karam Wak Haris". Help other employees for printing process. 	
4/5/2019 Saturday	<ul style="list-style-type: none"> Design banner "Nasi Beriyani". H: 2" x W: 5" Design banner "Selamat Menyambut Ramadhan". H: 4" x W: 12" 	
5/5/2019 Sunday	<ul style="list-style-type: none"> Close 	
6/5/2019 Monday	<ul style="list-style-type: none"> Early Ramadhan Holiday. 	
7/5/2019 Tuesday	<ul style="list-style-type: none"> Design banner "Kuih-muih Ramadhan". H: 1.5" x W: 6" Take order from customers. Design banner "Lontong Goreng". 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :

Date :

8/5/2019

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Week No. :

6

Date	Task	Remark
8/5/2019 Wednesday	<ul style="list-style-type: none"> • Check each ready-made shirt to make sure there is no problem on the shirt. • Fold and insert a shirt in plastic and sort by size. • Perform a final check before submitting to the customer. 	
9/5/2019 Thursday	<ul style="list-style-type: none"> • Make birthday props. • Print label stickers. 	
10/5/2019 Friday	<ul style="list-style-type: none"> • Cut stickers using cutting master 4 software and Graphtec plotter. • Take order from customers. 	
11/5/2019 Saturday	<ul style="list-style-type: none"> • Print label stickers. • Cut stickers using cutting master 4 software and Graphtec plotter. 	
12/5/2019 Sunday	<ul style="list-style-type: none"> • Close 	
13/5/2019 Monday	<ul style="list-style-type: none"> • Print label stickers "Bubur Lambuk Bersatu". • Cut stickers using cutting master 4 software and Graphtec plotter. 	
14/5/2019 Tuesday	<ul style="list-style-type: none"> • Print label stickers. • Cut stickers using cutting master 4 software and Graphtec plotter. 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature



Date

: 15/5/2019

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Week No. :

7

Date	Task	Remark
15/5/2019 Wednesday	<ul style="list-style-type: none"> • Design sticker "Suzie Yana Homemade Cookies" • Print label stickers. 	
16/5/2019 Thursday	<ul style="list-style-type: none"> • Print flyers "Bersatu". • Print label stickers. 	
17/5/2019 Friday	<ul style="list-style-type: none"> • Take order from customers. • Print letterhead 1000 Pcs. • Print label stickers. 	
18/5/2019 Saturday	<ul style="list-style-type: none"> • Print label stickers. • Cut stickers using cutting master 4 software and Graphtec plotter. 	
19/5/2019 Sunday	<ul style="list-style-type: none"> • Close 	
20/5/2019 Monday	<ul style="list-style-type: none"> • Cut the Colorbond Zink • Paste sticker on Colorbond Zink. 	
21/5/2019 Tuesday	<ul style="list-style-type: none"> • Cut the Polycarbon and paste sticker on it. • Take order from customers. 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :

Date

22/5/2019

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Week No. :

8


Date	Task	Remark
22/5/2019 Wednesday	<ul style="list-style-type: none"> • Clean the platen board. • Broom glue on the platen board. • Place the shirt on platen board for silkscreen printing process. 	
23/5/2019 Thursday	<ul style="list-style-type: none"> • Treat customers at the counter. • Take all the booked information from customer and write it on order forms. 	
24/5/2019 Friday	<ul style="list-style-type: none"> • Check each ready-made shirt to make sure there is no problem on the shirt. • Fold and insert a shirt in plastic and sort by size. • Perform a final check before submitting to the customer. 	
25/5/2019 Saturday	<ul style="list-style-type: none"> • Trace icons, logo and images. 	
26/5/2019 Sunday	<ul style="list-style-type: none"> • Close. 	
27/5/2019 Monday	<ul style="list-style-type: none"> • Make a backdrop installation. 	
28/5/2019 Tuesday	<ul style="list-style-type: none"> • Print label stickers. • Cut stickers using cutting master 4 software and Graphtec plotter. 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :

Date :


: 29/5/2019

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Week No. :

9

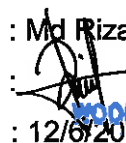
Date	Task	Remark
29/5/2019 Wednesday	<ul style="list-style-type: none"> • Design Name Tag UIA student for Ramadhan events. • Laminate Name Tag 	
30/5/2019 Thursday	<ul style="list-style-type: none"> • Treat customers at the counter. • Take all the booked information from customer and write it on order forms. 	
31/5/2019 Friday	<ul style="list-style-type: none"> • Treat customers at the counter. • Help other employees to get their jobs done. 	
1/6/2019 Saturday	<ul style="list-style-type: none"> • Treat customers at the counter. • Housekeeping • Help other employees for printing process. 	
2/6/2019 Sunday	<ul style="list-style-type: none"> • Close 	
3/6/2019 Monday	<ul style="list-style-type: none"> • Eid al-Fitr Holidays 	
4/6/2019 Tuesday	<ul style="list-style-type: none"> • Eid al-Fitr Holidays 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :

Date :



: 12/6/2019

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Week No. :

10

Date	Task	Remark
5/6/2019 Wednesday	<ul style="list-style-type: none"> Eid al-Fitr Holidays 	
6/6/2019 Thursday	<ul style="list-style-type: none"> Eid al-Fitr Holidays 	
7/6/2019 Friday	<ul style="list-style-type: none"> Eid al-Fitr Holidays 	
8/6/2019 Saturday	<ul style="list-style-type: none"> Eid al-Fitr Holidays 	
9/6/2019 Sunday	<ul style="list-style-type: none"> Eid al-Fitr Holidays 	
10/6/2019 Monday	<ul style="list-style-type: none"> Treat customers at the counter. Take all the booked information from customer and write it on order forms. 	
11/6/2019 Tuesday	<ul style="list-style-type: none"> Make a Heat Press printing on shirts. 	

Approved by

Supervisor Name : Mr Rizal bin Ismail

Signature

Date


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: 12/6/2019

Week No. :

11

Date	Task	Remark
12/6/2019 Wednesday	<ul style="list-style-type: none"> • Check each ready-made shirt to make sure there is no problem on the shirt. • Fold and insert a shirt in plastic and sort by size. • Perform a final check before submitting to the customer. 	
13/6/2019 Thursday	<ul style="list-style-type: none"> • Make a signboard installation. 	
14/6/2019 Friday	<ul style="list-style-type: none"> • Make a pricelist for Woobi company. 	
15/6/2019 Saturday	<ul style="list-style-type: none"> • Make a heat press printing on shirts. 	
16/6/2019 Sunday	<ul style="list-style-type: none"> • Close 	
17/6/2019 Monday	<ul style="list-style-type: none"> • Asking "Majlis Pemandaran Daerah" for approval installation of bunting and banner. • Asking "Tenaga Nasional Berhad" for approval installation of bunting at the electric pole. 	
18/6/2019 Tuesday	<ul style="list-style-type: none"> • Print label stickers. • Cut stickers using cutting master 4 software and Graphtec plotter. 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :

Date :

19/6/2019


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Week No. :

12

Date	Task	Remark
19/6/2019 Wednesday	<ul style="list-style-type: none"> • Make a lightbox menu installation for restaurant. 	
20/6/2019 Thursday	<ul style="list-style-type: none"> • Check each ready-made shirt to make sure there is no problem on the shirt. • Fold and insert a shirt in plastic and sort by size. • Perform a final check before submitting to the customer. 	
21/6/2019 Friday	<ul style="list-style-type: none"> • Cut the woods to make a screen frame for silkscreen printing process. 	
22/6/2019 Saturday	<ul style="list-style-type: none"> • Make a mock-up for Ar-Raudhah shirt. • Trace logo, icon and images. 	
23/6/2019 Sunday	<ul style="list-style-type: none"> • Close 	
24/6/2019 Monday	<ul style="list-style-type: none"> • Design "Sambutan Raya ST Team 2" banner. • Stretched fabric tightly to screen frame for silkscreen printing process. 	
25/6/2019 Tuesday	<ul style="list-style-type: none"> • Make a "Semarak Aidilfitri" backdrop installation. • Banner and bunting installation. 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :

Date :


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Week No. :

13

Date	Task	Remark
26/6/2019 Wednesday	<ul style="list-style-type: none"> • Printout money pockets. • Cut the money pockets. 	
27/6/2019 Thursday	<ul style="list-style-type: none"> • Make finishing to the money pockets. • Printout company profiles for Woobi. 	
28/6/2019 Friday	<ul style="list-style-type: none"> • Design "Hot Kerepok Lekor" banner. • Help other employees to get their jobs done. 	
29/6/2019 Saturday	<ul style="list-style-type: none"> • Design "Hot Keropok Lekor" bunting. • Help other employees to get their jobs done. 	
30/6/2019 Sunday	<ul style="list-style-type: none"> • Close 	
1/7/2019 Monday	<ul style="list-style-type: none"> • Cut stickers using cutting master 4 software and Graphtec plotter. 	
2/7/2019 Tuesday	<ul style="list-style-type: none"> • Treat customers at the counter. • Take all the booked information from customer and write it on order forms. 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature

Date


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: 3/7/2019

Week No. :

14

Date	Task	Remark
3/7/2019 Wednesday	<ul style="list-style-type: none"> • Cut stickers using cutting master 4 software and Graphtec plotter. • Set up sticker for heat press printing process. 	
4/7/2019 Thursday	<ul style="list-style-type: none"> • Make a heat press printing on shirts. 	
5/7/2019 Friday	<ul style="list-style-type: none"> • Make a heat press printing on shirts. • Treat customers at the counter. 	
6/7/2019 Saturday	<ul style="list-style-type: none"> • Check each ready-made shirt to make sure there is no problem on the shirt. • Fold and insert a shirt in plastic and sort by size. • Perform a final check before submitting to the customer. 	
7/7/2019 Sunday	<ul style="list-style-type: none"> • Close 	
8/7/2019 Monday	<ul style="list-style-type: none"> • Treat customers at the counter. • Take all the booked information from customer and write it on order forms. 	
9/7/2019 Tuesday	<ul style="list-style-type: none"> • Treat customers at the counter. • Take all the booked information from customer and write it on order forms. 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :

Date :

10/7/2019


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Week No. :

15

Date	Task	Remark
10/7/2019 Wednesday	<ul style="list-style-type: none"> • Clean the platen board. • Broom glue on the platen board. 	
11/7/2019 Thursday	<ul style="list-style-type: none"> • Design "Crazy Cheese" stickers. • Help other employees to get their jobs done. 	
12/7/2019 Friday	<ul style="list-style-type: none"> • Printout "Crazy Cheese" stickers. • Cut stickers using cutting master 4 software and Graphtec plotter. 	
13/7/2019 Saturday	<ul style="list-style-type: none"> • Make a signboard installation. 	
14/7/2019 Sunday	<ul style="list-style-type: none"> • Close 	
15/7/2019 Monday	<ul style="list-style-type: none"> • Treat customers at the counter. • Take all the booked information from customer and write it on order forms. 	
16/7/2019 Tuesday	<ul style="list-style-type: none"> • Cut stickers using cutting master 4 software and Graphtec plotter. 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :

Date :

17/7/2019

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Week No. :

16

Date	Task	Remark
17/7/2019 Wednesday	<ul style="list-style-type: none"> Treat customers at the counter. Take all the booked information from customer and write it on order forms. 	
18/7/2019 Thursday	<ul style="list-style-type: none"> Design wedding card for "Ummu & Mubin". Make research to create map plan. 	
19/7/2019 Friday	<ul style="list-style-type: none"> Create map plan for wedding card. Housekeeping. 	
20/7/2019 Saturday	<ul style="list-style-type: none"> Printout wedding card. Treat customers at the counter. Help other employees to get their jobs done. 	
21/7/2019 Sunday	<ul style="list-style-type: none"> Close 	
22/7/2019 Monday	<ul style="list-style-type: none"> Finish and complete the final report. Help other employees to get their jobs done. 	
23/7/2019 Tuesday	<ul style="list-style-type: none"> Finish and complete the final report. Help other employees to get their jobs done. 	

Approved by

Supervisor Name : Md Rizal bin Ismail

Signature :

Date :


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: 23/7/2019

APPENDICES



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5



Figure 6



Figure 7



Figure 8



Figure 9



Figure 10



Figure 11



Figure 12



Figure 13



Figure 14



Figure 15



Figure 16



Figure 17



Figure 18



Figure 19



Figure 20



Figure 21



Figure 22



Figure 23



Figure 24



Figure 25



Figure 26



Figure 27



Figure 28



Figure 29



Figure 30



Figure 31



Figure 32



Figure 33



Figure 34



Figure 37



Figure 38



Figure 39



Figure 40



Figure 41



Figure 42



Figure 43



Figure 44



Figure 45



Figure 46



Figure 47



Figure 48



Figure 49



Figure 50



Figure 51



Figure 52



Figure 53



Figure 54



Figure 55



Figure 56



Figure 57



Figure 58



Figure 59



Figure 60



Figure 61



Figure 62



Figure 63