UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
UNIVERSITI TEKNOLOGI MARA (UiTM) MACHANG (KELANTAN)
UNIT MISI AKADEMIK & MDAB (UMAD)
(BUKIT ILMU, 18500 MACHANG, KELANTAN)

SPECIAL PROJECT : CYBERSAFETY FOR STUDENTS 2018

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FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2018 – 30 JUNE 2018

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REPORT SUBMITTED IN FULFILLMENT OF THE REQUIREMENT FOR
THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2018 – 30 JUNE 2018

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

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Date of submission: 12 July 2018

ABSTRACT

The industrial training have been take 5 months based on the period from 1st February of 2018 to 30th June of 2018. The internship have been taken at the Universiti Teknologi MARA (UiTM) Machang Cawangan Kelantan which it was Unit Misi Akademik & MDAB (UMAD) that known as UMAD and it was under of "Hal Ehwal Akademik (HEA)" of UiTM. The function of UMAD is to promote the organization of UiTM which to attract all the students to further their studies. The UiTM is known as the University that only takes Malay's students and native's students which are the purpose to help Malay students in education. Industrial training is an important phase of a student life. A well planned, properly executed and evaluated industrial training helps a lot in developing a professional attitude. It develop an awareness of industrial approach to problem solving, based on a broad understanding of process and mode of operation of organization. The aim and motivation of this industrial training is to receive discipline, skills, teamwork and technical knowledge through a proper training environment, which will help trainee, as a student in the field of Information Management, to develop a awareness of the self-disciplinary nature of problems in information and communication technology.

Keywords *: training, information, skills*

ACKNOWLEDGEMENT

Assalamualaikum w.b.t

Highest appreciation and gratitude to my supportive faculty's supervisor that namely Madam Salliza Binti Md Radzi and also Madam Nurulannisa Binti Abdullah who is my Coordinator of Industrial Training which on guidance, encouraged and directed me on the process of developing systems project until it success. All comments, support and without her encouragement in completing this project and guidance to wrote the report for final project, it would not have come to close to where it now.

A special appreciation and thanks to my Company supervisor, Mr. Nor Aidil Abdul Aziz, which is also the Coordinator of Unit Misi Akademik & MDAB (UMAD) that have been a great mentor for me. Your advice on both research as well as on my career have been priceless. I would also like to thank Mr. Tengku Isma Fadhli for his guidance, monitoring and constant encouragement throughout my training period. I would like to thank my family and beloved parents that very understanding and giving moral support for me. Not forgetting my beloved classmates and friends who help me, teach me and share a knowledge during the process of finishing the report of industrial training.

Finally, through this special project of industrial training, I hope that it will be one of learning and preparation for me before going to another phase such as real working environment. All the experience and knowledge that I gained this will hopefully help me to go through in my working environment in future. Here I would like to apologize if there is any accidental error in the process of preparing the documentation of proposal for this final project.

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LIST OF ABBREVIATION

UiTM - Universiti Teknologi MARA

UMAD - Unit Misi Akademik

MDAB - Minggu Destini Anak Bangsa

HEA - Hal Ehwal Akademik

SPM - Sijil Pelajaran Malaysia

IPT - Institut Pengajian Tinggi

STPM - Sijil Tinggi PElajaran Malaysia

KPTN - Karnival Pengajian Tinggi

ESKU - Ekspo Selangkah Ke UiTM

JESKU - Jelajah Ekspo Selangkah Ke UiTM

ILKA - Institut Latihan Kemahiran Awam

UA - Universiti Awam

IPTS - Institusi Pendidikan Tinggi Swasta

UMNO - United Malays National Organization / Pertubuhan Kebangsaan Melayu Bersatu

MCMC - Malaysian Communications and Multimedia Commission

CHAPTER 1
INTRODUCTION OF ORGANIZATION

1.1 Background of the Organization

Figure 1 : The front view of UiTM Machang Cawangan Kelantan

Universiti Teknologi MARA Kelantan Branch campus, formerly known as Institut Teknologi MARA branch 9th campuses was officially launched on July 1, 1985 by the Honourable Tan Sri Dato' Haji Mohamad bin Jacob, the Chief Minister of Kelantan at the time.

Establishment UiTM is the result of close cooperation between the UiTM with the Central Government. As a result of this collaboration, the Central Government has allocated 12 acres of land at Kem Kijang is located about 8 kilometres from the city of Kota Bharu owned by the State Council Kelantan. The renovation of old buildings and construction of new buildings was funded by the federal government at a cost of RM 1.5 million.

The first batch of 185 students was taken to semester from July to December 1985 to follow courses Diploma in Accounting, Diploma in Business Studies, Diploma in Bank Management and Diploma in Secretarial Science. In the early stages, the number of employees was 71 persons 7 lecturers and non-academic staff of 64 people.

The construction of a permanent campus was started in 1993. Central Government has allocated land area of 200.32 hectares in Bukit Anjing, Machang campus to be made permanent. Original name has upheld to Bukit Ilmu accordance with its function of providing learning opportunities in a variety of disciplines to Bumiputera. It is the brainchild of the late Dato 'Nik Abd. Nik Abd Rashid. Majid, a former director of ITM at that time.

Official transfer to Machang campus began on January 01, 1996. UiTM Kelantan, formerly known as ITM was upgraded to the Universiti Teknologi MARA in short UiTM on 26 August 1999. UiTM Kelantan now emerging to meet the needs of a premier university in the state of Kelantan.

1.2 Logo

The overall shape of the logo maintains the original shape in order to retain the identity of UiTM as the font of knowledge.

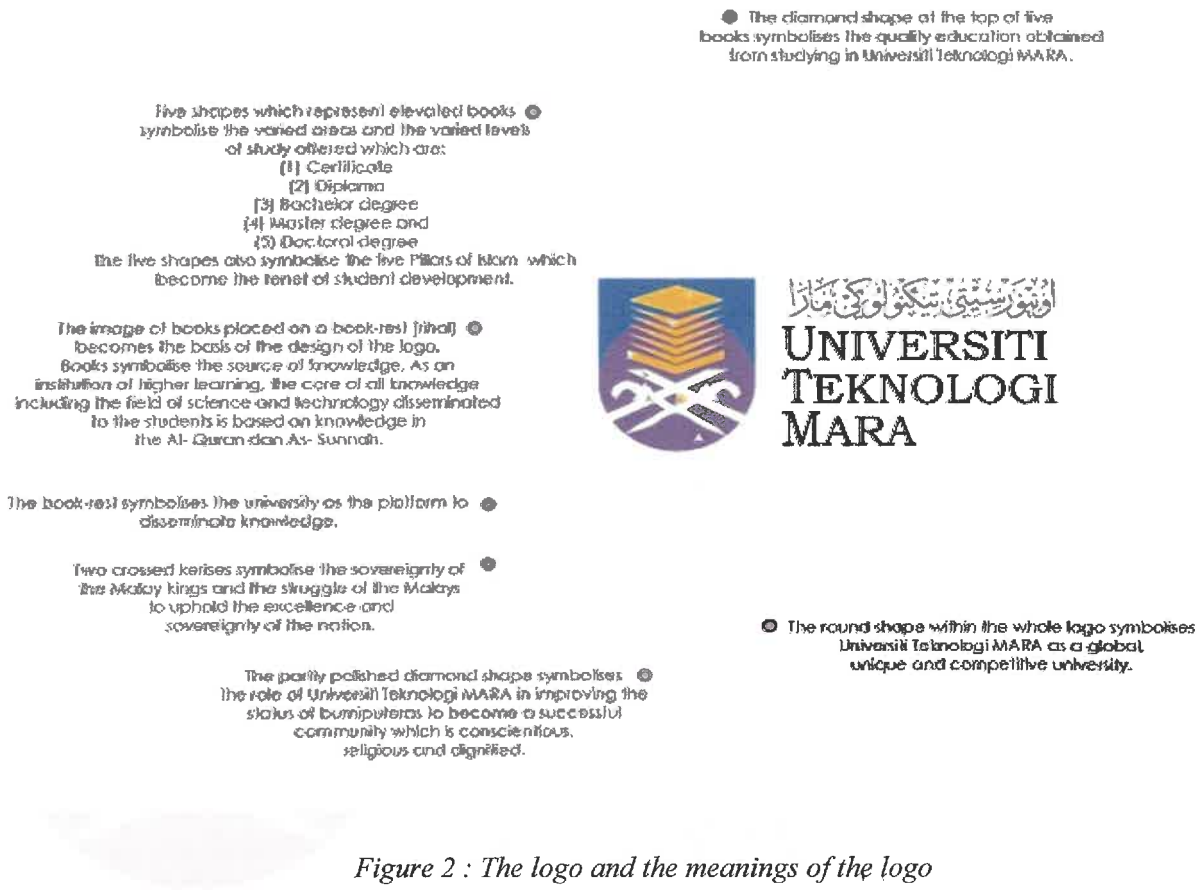

Figure 2 : The logo and the meanings of the logo

The logo incorporates four main colours :

• Dark Blue shows the maturity of an institute of higher learning, which offers different levels of study.

• Purple symbolizes excellence in global knowledge.

• Yellow represents the sovereignty of the Malay kings and the struggle of the Malays in an effort to take the national education towards excellence.

• White shows the sacred and pure knowledge offered to the students

1.2.1 Vision

UiTM makes a broad-based university scholarship and academic excellence to lead the indigenous dynamism in all areas of world-class professionals in order to be born graduates a competitive, global and ethical.

1.2.2 Mission

Enhancing knowledge and expertise in all areas of the indigenous program delivery through professional, research and community service involvement based on the values and ethics of professionalism.

1.2.3 Motto

"Usaha, Taqwa, Mulia"

1.2.4 Objectives

- To provide maximum opportunities for indigenous people to participate in professional-class education in science, industry, technology, trade, art and society.
- Providing quality teaching programs and innovative and meet customer and market needs while supporting national development policies.
- Establishing humanitarian development program as a means of implementing the system in the community UiTM.
- Ensure UiTM products not only meet the local people employment market, but also to serve the global stage.
- UiTM makes an excellent organization that can ensure the management of human resources, finance and property effectively and efficiently to achieve the educational goals UiTM and play a catalytic role in the development of society

1.3 Organizational Chart

Figure 3 : Organizational Chart of UiTM Kelantan

CHAPTER 2
ORGANIZATION INFORMATION

2.1 Departmental Structure

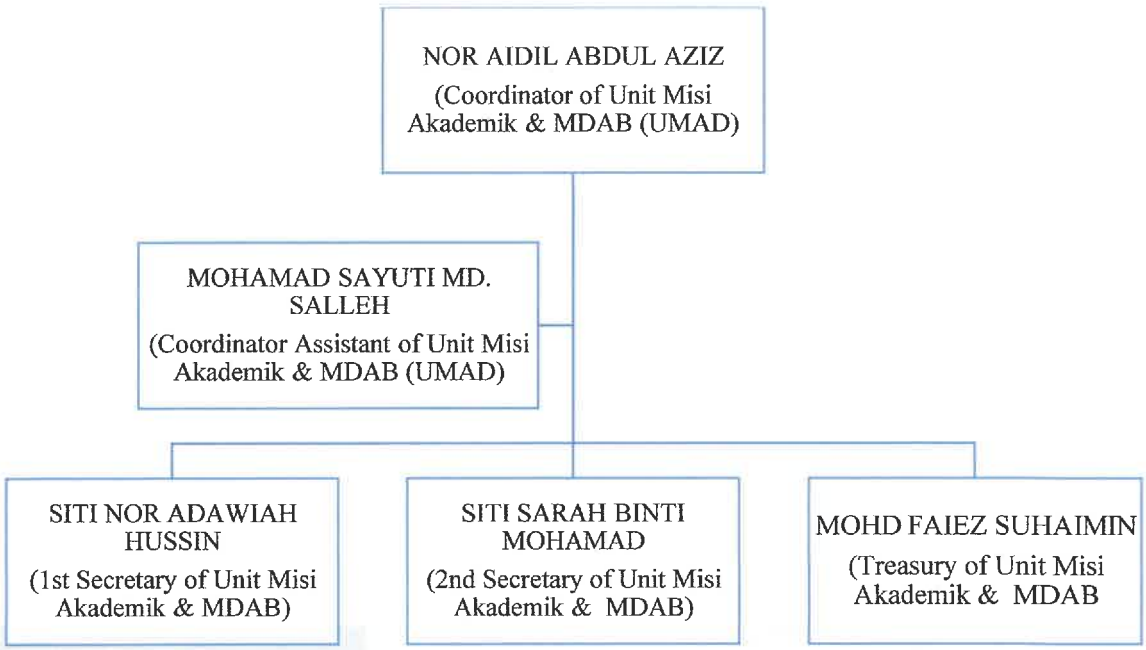

Figure 4 : Organizational Chart of Unit Misi Akademik & MDAB (UMAD)

2.1.1 Introduction

Trainee has involved in industrial training at the department Unit Misi Akademik & MDAB (UMAD) of Universiti Teknologi Mara Kelantan branch. This department is under "Pejabat Am Rektor" and located at the administration building. After a few months, The Rector of UiTM Kelantan change UMAD work area to "Hal Ehwal Akademik (HEA)". Program of "Mengubah Destini Anak Bangsa (MDAB)" was inspired by Tan Sri Dato ' Sri Prof. IR. Dr. Sahol Hamid Abu Bakar which he was the former Vice Chancellor of Universiti Teknologi MARA (UiTM). The establishment of the MDAB's program is a belief of that an individual which is able to attempt for excellence through the transfer of knowledge and the application of values.

Being a university student is the dream of every students, especially for those who was already finishing studies at the "Sijil Pelajaran Malaysia (SPM)" examination. However, not all of them are able to make this dream a reality because of the various factors, especially poverty. These factors were because of many children of Malay and "Bumiputera" poor especially in rural areas that were left out due to lack of learning facilities, and stranded and continue living without knowledge and the ability to pursue the life. As fulfilling the responsibility to the community, UiTM would like to help them in order to defend the fate of self and family. They will be offered a place to study in the program of MDAB in all branches of UiTM.

2.2 Strategy of Unit Misi Akademik & MDAB (UMAD)

- Strive to improve the quality of service in each community services, slot motivation, academic consultancy and academic visits.
- Manage regulatory and provide informational material in the form of equipment and better quality for any promotional programs, whether in or outside the campus.
- Provide academic and motivational talks to more structured and organized in addition to the duty officer experienced.
- Ensuring that customers or visitors UiTM satisfied careful in every service provided in addition to their welfare.

2.3 Quality Base of Unit Misi Akademik & MDAB (UMAD)

Unit Misi Akademik & MDAB (UMAD) under the "Hal Ehwal Akademik (HEA)" UiTM Kelantan Branch is committed to conducting promotional programs and also motivational activities to ensure that the quality of Bumiputera's get the educational opportunities at the tertiary level and consistently meet customer requirements. The unit will carry out the professional management system, efficient, effective and responsible for the planning, implementation and improvement program to ensure service excellence at all times.

2.4 Customer Charter of Unit Misi Akademik & MDAB (UMAD)

Unit Misi Akademik & MDAB of UiTM Kelantan initiate to ensure that our target group consisting of prospective or current students SPM / STPM, teachers, and parents to obtain maximum impact.

- **Student**

Motivate prospective students and provide them with a guide to choosing the appropriate program and appropriate.

- **Teacher**

Submit any current information related to comprehensive that teachers can act as a conduit of information more effectively in their schools.

- **Parents**

Provide a good environment and educate students with the personality traits that are admirable and to be able to meet the expectations of parents.

CHAPTER 3
INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

Industrial training is required for all students in "Universiti Teknologi MARA (UiTM) which is part of academic credit hour to have a bachelor. As an Information Management student, the trainee must undergone the industrial training for 5 months which it started from the month of February until the end month of June on this year. The combination of knowledge working experience during the five months training, trainee are required to produce a written report. The purposes of industrial training is helping the trainee to acquire the current techniques, skills, methodologies and to build a strong foundation for the career growth in the future.

The trainee have started the industrial training at the UiTM Machang Cawangan Kelantan which have been assigned in the Unit Misi Akademik & MDAB (UMAD) as the trainee and the unit is known as UMAD. The unit is the below of the "Hal Ehwal Akademik (HEA)" department. The head of the Unit Misi Akademik & MDAB (UMAD) is Mr. Nor Aidil Abdul Aziz who known as the coordinator of Unit Misi Akademik & MDAB (UMAD). He is the supervisor for every trainees in that unit and he will be monitor each activity performed by the trainee by providing tasks that to be done.

In the UMAD most of the activities that have been assigned by the supervisor that are related with correspondence and also to open the booth of Unit Misi Akademik (UMAD) & MDAB for promoting the faculties in UiTM and contribute with provide the programmes of MDAB which to help the students that are not getting a good results for the main subjects in the examination of SPM.

The trainee have been assigned to promote the UiTM in the 2 ways which are for internal visits and also external visits. The internal visit, trainee have been assign to promote the campus of UiTM where by showing a guide to visitors who come to visit the UiTM Machang Cawangan Kelantan. Most of the visitor who came to visit were from the schools which they apply for a permission from the UiTM by sending a letter via email etc. After their request have been approved by the UiTM Machang the trainee will be given a new task which they have to provide the vehicles or food for their upcoming visit to UiTM.

3.1.1 Manage all the correspondences in the office

In February, the trainee was assigned to dispose of files that contain the letters not related to UMAD in the year 2016 to the year 2017. The files contain letters to each program held by UMAD in 2016 and 2017 as well for example KPTN, ESKU, JESKU etc. The trainee has reviewed the letters before transfer them in relation to the new files. Trainee also has been directed to update and clean the room store UMAD which have not managed properly due to lack of labour.

Figure 5 : Manage and dispose the letters

During the month of March, the company's staff and also trainees will be experience the busy days which many programs that will be held in the same month for example as KPTN, ESKU, JESKU etc. Trainee was assigned to provide letters of application to each head of faculty in UiTM to apply list of lecturers to represent as academic advisor for each program to be held by UMAD. All the letters will be checked by the coordinator of the academic Mission Units & MDAB (UMAD) to avoid any unnecessary things happen. Then, all the letters will be signed by the Deputy Rector of "Hal Ehwal Akademik (HEA)" which after all the letters that have been signed by the coordinator of UMAD.

3.1.2 Program of "Karnival Pendidikan Tinggi Negara 2018 (KPTN 2018)"

After that, the committee members already have been assigned by the project manager of each programs that will be held by UMAD which it was involved all the lecturers and staffs in UiTM. Trainee have be given tasks which to query all the updates from committee members which to make sure that all the committee members of each programme carried out their duties respectively so that programs are held with smoothly. In the early March, the programme of "Karnival Pendidikan Tinggi Negara 2018 (KPTN 2018)" for State of Kelantan were organised by the USM Health Campus Director which intended to focus on students who have completed

the Sijil Pelajaran Malaysia (SPM), Sijil Tinggi Pelajaran Malaysia (STPM), matriculation and Diploma to get a clearer explanation before making the choice to further their studies. The purpose of the program also to promote and disseminate extensive information about existing programs and new programs offered by "Universiti Awam (UA), Politeknik, Kolej Komuniti, Institut Latihan Kemahiran Awam (ILKA), Institusi Pendidikan Tinggi Swasta (IPTS)" and other institutions for the academic year 2018 or year 2019.

Figure 6 : Poster of the program "Karnival Pendidikan Tinggi Negara 2018"

Programme of KPTN 2018 is also a platform to convey information about the selection policy admission which to UA adopt 90 per cent academic scores and 10 per cent marks curriculum. Then, there are the other activities held during the programme which are entrepreneurship of students, medical examination, counselling, lucky draw, blood donation, and seminars enrolment. Before the day of the KPTN 2018 event, the trainees were assigned to decorate the booth and setup each banner, bunting and even the related equipment's that have been brought. KPTN 2018 was held at the Mini Stadium of Universiti Sains Malaysia (USM) in kubang kerian, Kelantan which was open from 9.00 am until 5.00 pm. Most of the visitors who come to the KPTN 2018 is among students.

Figure 7 : Big banner of KPTN 2018 program

Figure 8 : Students had a consultation with the academic advisor of UiTM

Figure 9 : On duty as the promoter at the program of KPTN 2018

Figure 10 : The view from the inside of UiTM's booth for the KPTN 2018 program

Figure 11 : Collaboration with the team UMAD & MDAB of UiTM Shah Alam

Staff of UiTM branch of Kota Bharu as well as Shah Alam also help in promoting UiTM. The programme of the KPTN 2018 also involves academic advisor whIch they were assigned to provide an information and also qualifying disclosure about faculty that should be apply and also that are available in UiTM. Most of the academic advisor that involved with KPTN 2018 are the lecturers from variety of faculties in UiTM. The main task of trainee for the programme of KPTN 2018 is to retain in the UiTM's booth and influence visitors to visit the booth. Other than that, the trainee was assigned to take an attendance of the academic advisors and staff that have been attended at the programme. In addition, the trainee has also been assigned to promote UiTM by distribute the pamphlet that containing a list of faculties in UiTM. Due to the lack of a few staff and also academic advisor at a certain time, the trainee was instructed to replace them to consult with visitors who were visit to the UiTM's booth with help them to get the information that they wanted. The programme have been carried out for 2 days which were held on Saturday and Sunday. Both of staff and academic advisor were very satisfied with the program due to UiTM's booth was the place that have been most visited by visitors who attend for KPTN 2018.

3.1.3 Program of "Jejak ke Menara Gading dan Amal Jariah 2018"

Next, programmes that UMAD have been joined was "Jejak ke Menara Gading dan Amal Jariah 2018" which was a continuation of the program "Selangkah Ke Menara Gading Mendekati Masyarakat : (Ekplorasi, Kesukarelawan, Jariah)" that was held in the year 2017. This program is also a collaboration between UMNO Division of Machang, under the

leadership of "YB Dato Haji Ahmad Jazlan Yaakub, Timbalan Menteri Kemajuan Luar Bandar Dan Wilayah". The objective of this program is to provide an information to the students who have been taken the examination of SPM with given an opportunities for pursuing the UiTM as well as promoting UiTM to outsiders. It was held at the Pusat Transformasi Bukit Ilmu, in Bukit Tiu, Machang, and UMAD only participated in the promotion's part which were involved with motivation talk and career and the academic exhibition. Before the day of the program, the trainee was assigned to decorate the booth and also setup some necessary equipment for the programme.

Figure 12 : Poster of the program "Jejak ke Menara Gading dan Amal Jariah 2018"

The main task that have been given for the trainee was to take care of the booth of UMAD & MDAB during the program was been held and trainee also was assigned to promote the faculties that have in the UiTM. Besides that, the task that have been given to trainee was taking an attendances of the academic advisors and staff that have been attended at the programme. Then, the other tasks were assisted and provided the guidance to visitors who come to the program. During the program have been held, the booth have been visited by the Vice Chancellor of UiTM which is "Prof. Emeritus Datuk Dr Hassan Said". The programme has been carried out for one day which it was started from 9.00 am until 3.00 pm.

3.1.4 Program of "Ekspo Selangkah ke UITM 2018 (ESKU 2018)"

Then, the program of "Ekspo Selangkah ke UITM 2018 (ESKU 2018)" have been held which the purpose to promote the UiTM. This program was almost the same as the program of the KPTN 2018 but for the ESKU 2018 the promotion were opened for every faculties that have in UiTM. The expo aims to provide career counselling and advice to candidates who want to continue their studies in UiTM, as well as a platform of information a program especially

related to career opportunities after graduation. Students will be guided to make appropriate choices and a decision that they have to make as well as the terms of entry for the academic programs have been offered. The parents also might eventually adopting about the fields of study the latest which can advise their children in making the right choice of program. This program has been held for a day which had started at 9.00 am until 5.00 pm.

Figure 13 : Poster of the program "Ekspo Selangkah ke UITM 2018 (ESKU 2018)"

This program has involved many workforce which including lecturers, staffs and students who have been appointed as a volunteer. On the day before the event, the trainee have been assigned a few tasks which one of them was to help the volunteers by given a guidance to them to do some works that were needs to be settled. In addition, the trainee also were appointed to decorate and setup the booth for Unit Misi Akademik & MDAB (UMAD) with the help of the volunteers. On the day of the event the trainees have been ordered to deliver the pamphlets for each faculties who have opened a booth. The trainee also have been assigned to became advisor for the visitor that have come to booth which to help them to get the information that were relating to academic matters.

3.1.5 Program of "Jelajah Ekspo Selangkah ke UiTM 2018 (JESKU 2018)"

Subsequently, on the month of April there was a program that called as "Jelajah Ekspo Selangkah ke UiTM 2018 (JESKU 2018)" which was held at the selected school. It was one of the good platform for promoting UiTM besides ESKU 2018 program. It has the same aims

with ESKU 2018 which provide career counselling and advice to candidates who want to continue their studies in UiTM. This program was held in every year which it will be held in the selected schools for each region of the country of Kelantan. This program has been held for almost in a month and only a certain places that will be attended by the Unit Misi Akademik & MDAB (UMAD) team. For this program everyone in the UMAD have been divided with the teams that have been assigned which means that not everyone were involved for the same schools. Most of the staffs and trainees were involved in the program due to the lack of workforce.

Figure 14 : Poster of the program "Jelajah Ekspo Selangkah ke UiTM 2018 (JESKU 2018)"

The trainees have also been tasked with making the preparations for carrying things and equipment that were required for opening the booth and also to promote the UiTM. On the day of the event, the trainee have been appointed to prepare the booth of UMAD by decorated and setup all the things and equipment's that have been brought or packed. Most of the visitors that who have come were students who from the schools and also who have been taken the examination SPM.

3.1.6 Manage the forms of MDAB

During the month of May untill June, the trainee was assigned to make screening and check every data and information in the form of MDAB which to verify that all the information

that have been given were right. "Minggu Destini Anak Bangsa (MDAB)" is a program where Malay Malay's students and "Bumiputera" who have failed to gain a place at the University because of insufficient merit, increasing cost of high education and the failure in the competition earn a place of study at "Institusi Pengajian Tinggi (IPT), which helped to achieve their dreams. UiTM have been offered based on student qualifications for the programmes of "Pra Perdagangan" or "Pra Sains".

In addition, the MDAB program features phases which to reduce any problem that will be occurs for example, received the same form and so on. Although, the forms of MDAB have been received by followed the phases but all the candidates will be registered at the same time. After receiving the forms of MDAB, the trainee have been entered the all information given in this forms into the Microsoft Excel which make a list of the names including the categories of the forms. This forms also have been double checked by the Coordinator the UMAD which the forms that have been clarifying will be placed in the categories that have been provided. For examples, rejected forms, passed forms and KIV forms.

3.2 Special Project

The trainees have been assigned to do a special project which is one of the requirement for the subject of IM690 Industrial Training. The special project that trainee have to make must related with the course of subject and also the Unit Misi Akademik & MDAB (UMAD). The requirement for the special project have given the options which trainee have to make a development system project or outreach program. The trainee have chosen the outreach programs as the special project which named as "Cybersafety for Students 2018. The objectives of programmes is the program of cyber safety can be used as a platform for student related information about the cyber world and also use the Internet properly. Expose and tips-tips to the students about the negative and positive effects with the use of Internet among students. Then, raising awareness about the use of the Internet safely among the students at school.

The target audiences for the program was school students which to aware them from the initial This is because nowadays, the school students already knows on how to use the internet nevertheless they still lack of the knowledge about the cyber safety which they did not realize that anything can happen if they does not know much about the negatives sides that have in cyber world.

This special project have been organized by the project manager with supervise by the supervisor which is Mr. Nor Aidil Abdul Aziz. The outreach program have been decided after

a few discussions that have been made with the supervisor. Then, the outreach program have got a permission from the head of the department of "Hal Ehwal Akademik (HEA)" and also by the supervisor of UMAD. The program have been organized by the project manager with the help of the committee members of Cybersafety for Students 2018 program.

Figure 15 : Speech from the project manager for the opening pr ogram of Cybersafety for Students 2018"

To start the program, trainee have been assigned one of the committee membes of program which to contact any agencies that are related with the cyber safety. After a few contacts that have been made, trainee have decided with the committee members of the program to choose Malaysian Communications and Multimedia Commission (MCMC) as the agency that will give an information about the cyber safety. Besides that, trainee also have been assigned one of the committee members program of Cybersafety for Students 2018 to make a contact with any schools that are available on the venue day.

Then, Sekolah Kebangsaan Belukar have been chosen as the target audiences and also the venue place for the program of Cybesafety for Students 2018.This program will be held without the use of the budget because of the gift that is used is a plug that has been applied in the corporate unit. The foods have been provided by the Sekolah Kebangsaan Belukar as the appreciation for us that have been held the program at the school. The programme was carried out from 8 a.m. until 11.00 am which in 2 hours. This program was successfully launched by an Advisor program Mr. Nor Aidil Abdul Aziz. The trainee feel so thankfully because of the Cybersafety Program for victims, and 2018 has been running smoothly with help-help committee members of the organizer for the program. Without their assistance, the program may not be carried out smoothly. This programme also includes the promotion on behalf of UiTM where by making program at the school.

Figure 16 : A talk about cyber safety from Miss Wan Nur Ain Wan Razali from MCMC

Figure 17 : Quiz session with the student of SK Belukar

Figure 18 : The gift for students who was answered the quiz of cyber safety

CHAPTER 4
CONCLUSION

4.1 Application of knowledge, skills and experience

The trainees have been learnt many skills during the internships activities. Those skills are very important which also can be used for the future work environment. One of the skills that the trainees have been learnt is communication skills which the trainees have to communicate with the people through verbal communication and non-verbal communication also. Most of communication that have been used by trainees was verbal communication which have to give an explanations or give the information's that are needed by them. Through the programs that have been held by UMAD the trainee can learn how to speak formal and in-formal with certain people. Communication is very important in the Unit Misi Akademik & MDAB (UMAD) where he is required to apropos and also convey information correctly. Without communication, information wants to be is conveyed with a far more difficult to be understood by those who were involved.

Through programs such as KPTN 2018, ESKU 2018, JESKU 2018 and etc. with this way the trainees have learnt on how to communicate with the visitor. The visitors who were visited the programs are among various age from 18 years old to 60 years old. By the way, the thing that the trainees should know the ways to communicate correctly.

Besides that, one of skill that has been learned by trainee during the training industry in UMAD is the skill of management where it is also very important because without a proper management, work that were assigned by the supervisor could not be completed on time. Management is a skill that was required for each of organisation which are to achieve the vision, mission and objectives of an organization. Without a proper managements, the organization will get a poor results. In UMAD the trainee has managed many things for example, manage correspondence, orders and so on. The management is an activity that is often done because the trainee was in-charge in the management of correspondence in which it is very important to UMAD dealing with the outside parties.

4.2 Personal thoughts and opinion

The trainee feel this organization gives great opportunities and also help in increasing knowledge and also who had a poor skill in any skills that are related. In particular, communication skill as well as skill management which is very important in the UMAD as it is the organization that requires the skill to promote UiTM to outsiders. The supervisor, the staff and even the top management are friendly and easy to deal with any projects or ideas that have been proposed. UMAD is a very important unit which is a medium that connects between

the UiTM as well as outsiders. Programme that have been established in MDAB UiTM is a very good program and should be where it helps the children of the Malay race to further their studies and also continue to move forward so as not to break the hope to succeed in the field of education. Without establishment the program of MDAB Malay's students who are unable to further their studies and will do not have an opportunities to learn and have a knowledge of an education.

The trainee also think that underwent for the industrial training in UMAD also relates to Information Management courses where trainees never taken and study the subject relating to the promotion. In addition, the trainee also have been learnt a subject related to communication at the time of the diploma. The trainee also feels that UMAD should hire more employees which not more than 10 because there are too many tasks that have to be complete in a one day, especially when great programs that have been held such as ESKU 2018 and so on. Trainees feel so thankfully because can be completed all the tasks that have been given on time which in this activities the trainees can improve the time management and also the skills of management. Moreover, the trainees must on standby because the tasks that will be given unexpected by the Coordinator of the unit. Furthermore, the trainee should also familiarize themselves with the work's environment even in the inside office or outside of the office. Working in the UMAD the patience have to strong because the trainee have to handle with the problems that are consists a stress especially the problems that was involved with the MDAB's program.

4.3 Lesson learnt

There are many lessons that have been learnt by the trainee which it is important to improve the weakness. One of the lesson that have been learnt by the trainee is always do the double checking for any data information that have been received which have been this happened for many times because of the oversight of trainees who do not make a double check. Then, the other lesson that have been learnt by trainees in the industrial training is always be a discipline in UMAD which the disciplinary is a priority because it will educate trainee to become a brilliant worker. Furthermore, the trainees also have been learnt on how to improve the communication skills through the program that has been held and that accompanied by UMAD for example programs such as KPTN 2018, 2018 2018 ESKU JESKU, and so on.

In addition, time management also one of the lesson that have been learnt by the trainees which deal with and also complete the multiple tasks within a defined period. If a trainee does not

deal with the time correctly it is likely going to affect the process of running a programs or cannot prepare the work that had been given at the time has been set. Then, the other lesson that have been learnt by the trainee using the internship is punctuality which it needs the trainee to be on time when going and attend any programs and events that have been held. The punctuality also have been a priority in UMAD because any the trainee have to complete all the tasks that have been assigned with the period of times given. In the other words, the trainee should be learnt all the lessons which in order to become a diligent employee that can help the organization in achieve of their objectives.

4.4 Limitations and recommendations

There are no typical space in the UMAD where to keeps all the MDAB's forms that have been sent which that easy for the staff to keep track of the forms. This is because the forms will be retrieve anytime which it will be as a reference for the future. The forms have been kept in the basket that have been prepared but there are no spaces where to put all the basket and it should be place in a one location so that it will be easy to retrieve by the staff. It is to avoid any unnecessary things such as misplaced the forms, the forms is missing and etc. Next, the other limitation is there are no file room in the UMAD which to store all the files and records of UMAD. The organization should be providing the file room because there were so many of old files and records that have been kept in the UMAD's office. The organization should be aware on how important records security is to organization and it will be enforce firm the procedures to guarantee the confidentiality and physical integrity of the documents. The File Room will be safeguard protect the vital and private information of organization.

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APPENDICES

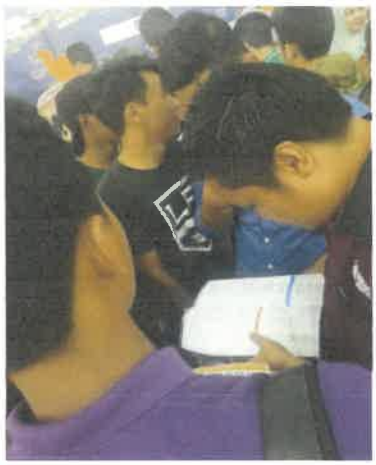
APPENDIX 1 :

PROGRAM OF "KARNIVAL PENDIDIKAN TINGGI NEGARA 2018"

UiTM
CAWANGAN

UiTM
CAWANGAN
KELANTAN

UNIVERSITI TEKNOLOGI MARA (UiTM)
10



APPENDIX 2 :

PROGRAM OF "EKSPO SELANGKAH KE UITM 2018 (ESKU 2018)"

Ekspo
Selangkah
ke UITM
24 Mac 2018 (Sabtu)

APPENDIX 3 :

PROGRAM OF "JELAJAH EKSPO SELANGKAH KE UITM 2018 (JESKU 2018)"

SMK MELOR

Program
Jom Masuk IPT! 2018
Peringkat Parlimen Tanah Merah
(Peluang Pengajian Tinggi & Kemahiran)

APPENDIX 4 :

OUTREACH PROGRAM OF CYBERSAFETY FOR STUDENTS 2018

klik
dengan
bijak

APPENDIX 5 :

LUNCH WITH UNIT MISI AKADEMIK & MDAB (UMAD) STAFF AND DEPUTY RECTOR OF "HAL EHWAL AKADEMIK (HEA)"

APPENDIX 6 :

LAST DINNER WITH UNIT MISI AKADEMIK & MDAB (UMAD) STAFF AND DEPUTY RECTOR OF "HAL EHWAL PELAJAR (HEP)"

APPENDIX 7 :

THE CORRESPONDENCES OF CYBERSAFETY FOR STUDENTS 2018 PROGRAM

UNIVERSITI TEKNOLOGI MARA
KELANTAN

UNIT MISI AKADEMIK DAN MDAB (UMAD)

KERTAS KERJA
Program "CyberSafety : Awareness for Students."
(Cybersafety 2018)
(28 JUN 2018)

1.0 TUJUAN

Program "CyberSafety 2018" diadakan bertujuan untuk memberi kan peluang kepada orang ramai terutamanya pelajar-pelajar sekolah untuk mendapatkan maklumat berkaitan pengetahuan asas tentang dunia siber dan juga pendedahan tentang bahaya penggunaan Internet. Para pelajar juga akan diberi khidmat nasihat tentang atau tips-tips yang sesuai dengan mereka bagi menggalakkan mereka untuk berwaspada dalam menggunakan Internet. Internet perlu digunakan secara bijak dan bertanggungjawab untuk memastikan penggunaan Internet yang mesra dan selamat.

2.0 OBJEKTIF

1. 'Cybersafety' boleh dijadikan platform untuk pelajar mendapatkan informasi berkaitan tentang dunia siber dan juga penggunaan Internet dengan betul.
2. Memberi pendedahan dan tips-tips kepada pelajar tentang kesan postif dan negatif terhadap penggunaan Internet di kalangan pelajar.
3. Meningkatkan kesedaran tentang penggunaan Innternet secara selamat di kalangan para pelajar di sekolah.

3.0 TARIKH DAN TEMPAT

Program Cybersafety akan diadakan selama 1 hari iaitu pada tarikh, masa dan tempat seperti berikut:

Tarikh	:	28hb Jun 2018 (Selasa)
Masa	:	9.00 pagi - 10.45 pagi
Tempat	:	Sekolah Kebangsaan Belukar

4.0 KERJASAMA BERSAMA

- Suruhanjaya Komunikasi Dan Multimedia Malaysia (SKMM)
- Sekolah Kebangsaan Belukar

5.0 KUMPULAN SASARAN

Kumpulan sasaran bagi Cybersafety 2018 adalah pelajar-pelajar sekolah bagi memberikan maklumat berkaitan pengetahuan asas tentang dunia siber.

6.0 JAWATANKUASA PERLAKSANAAN

Penasihat	:	Prof Madya Dr. Zulkifli Mohamed **Timbalan Rektor Hal Ehwal Akademik UiTM Cawangan Kelantan**
Penyelaras Projek	:	En. Nor Aidil Abd Aziz
Pengarah Projek	:	Nurul Farahin Nadia Mohd Nasir@Fauzi
Timb. Pengarah Projek	:	Muhammad Fawwaz Fida'ly Mohd Fauzi
Bendahari	:	Ummu Ubaidah Muhamad Fauzi
Setiausaha	:	Nur Ain Nabila
Ahli jawatankuasa	:	Nurul Najihah Mat Zain Dewi Setiani Joepri Muhammad Akif Abdullah

7.0 TENTATIF PROGRAM

HARI / TARIKH / MASA	AKTIVITI
KHAMIS 28hb Jun 2018	
8.00 Pagi	Bertolak dari UiTM Machang ke Sekolah Kebangsaan Belukar
8.15 Pagi	Persiapan tempat dan peralatan
9.00 Pagi	Ketibaan VIP Majlis Perasmian Bermula Bacaan Doa Ucapan Perasmi Ucapan daripada Pengarah Projek
9.30 Pagi	Taklimat "Pengetahuan Asas tentang Dunia Siber" oleh wakil Suruhanjaya Komunikasi Dan Multimedia Malaysia (SKMM)
10.30 Pagi	Kuiz tentang Dunia Siber
10.40 Pagi	Penyampaian hadiah daripada pihak UiTM
11.00 Pagi	Bersurai

Disemak oleh :

Tandatangan :

Nama :

Jawatan : Koordinator Unit Misi Akademik dan MDAB (UMAD)
UiTM Cawangan Kelantan

Tarikh :

Diluluskan oleh :

Tandatangan :

Nama : **PROF. DR. ZULKIFLI MOHAMED**

Jawatan : Timbalan Rektor Hal Ehwal Akademik UiTM Cawangan Kelantan

Tarikh : 25.6.18.