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NEGERI SEMBILAN REMBAU CAMPUS**

**INDUSTRIAL TRAINING REPORT
(IMD 310)**

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ABSTRACT

This internship report was written as part of subject Industrial Training (IMD310), a subject under Diploma of Information Management syllabus. It is required for all semester 4 students to finish their industrial training program before continuing semester 5 which is their last semester. The duration of the internship program is 8 weeks which is approximately 2 months. I conducted my internship at Headquarters of Civil Aviation Authority of Malaysia (CAAM) and I was situated in Bahagian Khidmat Pengurusan (BKP), Unit Teknologi Maklumat throughout my internship. In this report, I will include everything that I have done during my industrial training with well explained details and pictures that I took as a proof of my activities. My placement in Unit Teknologi Maklumat has helped and fostered me to be a better student in understanding how Information Technology works in corporate sector and as a person on how to balance my work and complete it on time. I also gained new knowledge in Information Technology, multimedia, aviation, and I was able to hone my soft skills in using software such as Microsoft Office and Google Workspace. Overall, my industrial training experience is one that I would hold close to my heart mostly because of its supportive and encouraging coworkers that are not greedy when it comes to teaching me new things in the office.

Keywords: industrial training, Civil Aviation Authority of Malaysia (CAAM), report

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LIST OF ABBREVIATIONS

UiTM	Universiti Teknologi MARA
CAAM	Civil Aviation Authority of Malaysia
BKP	Bahagian Khidmat Pengurusan
DCA	Department of Civil Aviation of Malaysia
MAvA	Malaysia Aviation Academy
KLIA	Kuala Lumpur International Airport
HRMIS	Human Resource Management Information System
IT	Information Technology