



**INFORMATION SCIENCE STUDIES,
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS,
UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN, CAMPUS REMBAU**

DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)

REPORT OF:

INDUSTRIAL TRAINING REPORT IMD 310

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INDUSTRIAL TRAINING REPORT IMD 310

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ABSTRACT

This report provides an overview of the industrial training conducted at Unit Kesihatan Awam. The primary objective of this training was to integrate theoretical knowledge from the Diploma in Information Management program with practical applications in a professional environment. Key responsibilities included managing health records, organizing data for public health initiatives, and assisting in the implementation of information systems for efficient record-keeping and accessibility. These tasks provided hands-on experience in handling sensitive data, ensuring compliance with privacy regulations, and supporting public health operations.

Throughout the training, essential skills such as problem-solving, effective communication, and teamwork were honed, while technical competencies in database management and archival practices were developed. Notable achievements included the successful digitization of a backlog of health records, streamlining the retrieval process, and contributing to an internal project aimed at improving data reporting for health programs.

The insights and skills gained during this training are expected to significantly enhance academic learning and serve as a strong foundation for future professional pursuits in the field of information management.

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