



اَوْنُوْرُ سَيِّتِي تَيْكُونُوْ لُوْ كِي مَارَا
UNIVERSITI
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SCHOOL OF INFORMATION SCIENCE

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

UNIVERSITI TEKNOLOGI MARA

CAWANGAN NEGERI SEMBILAN KAMPUS REMBAU

INDUSTRIAL TRAINING (IMD310)

INDUSTRIAL TRAINING REPORT:

INFORMATION TECHNOLOGY UNIT

JABATAN AGAMA ISLAM SELANGOR (JAIS)

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SUBMISSION DATE:

27th OCTOBER 2024

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ABSTRACT

Completing an industrial training is compulsory for Diploma in Information Management students at Universiti Teknologi Mara in order to finish their studies. This report highlights the knowledge, skills, and experiences of the student that partakes in his industrial training at the Jabatan Agama Islam Selangor, under the Information Technology Unit that is located in Bangunan Sultan Idris Shah, Shah Alam, Selangor. The duration of the students' undergoing the industrial training is about 8 weeks from 22nd July 2024 to 13th September 2024. The report has been structured into five chapters, which consist of Introduction, Organisational Information, Industrial Training Activities, Learning Outcomes and Achievements, and Recommendations and Conclusions. This report is presented with the desire to offer the other students the precious insights and experience of a trainee who has completed his industrial training period in information management-related fields.

Keywords: *Information management, computer, technology, record disposal, asset disposal, governmental organisation, Jabatan Agama Islam Selangor, information technology, data entry, industrial training*

TABLE OF CONTENTS

DECLARATION	<i>i</i>
ABSTRACT	<i>ii</i>
TABLE OF CONTENTS	<i>iii-iv</i>
LIST OF TABLES AND FIGURES.....	<i>v</i>
ACKNOWLEDGEMENTS.....	<i>vi</i>
CHAPTER 1: INTRODUCTION	<i>1</i>
CHAPTER 2: ORGANIZATIONAL INFORMATION	<i>2</i>
2.1 OVERVIEW OF THE ORGANIZATION	<i>2</i>
2.2 VISION AND MISSION OF JABATAN AGAMA ISLAM SELANGOR (JAIS)	<i>3</i>
2.2.1 VISION.....	<i>3</i>
2.2.2 MISSION.....	<i>3</i>
2.3 LOCATION OF JABATAN AGAMA ISLAM SELANGOR (JAIS)	<i>3</i>
2.4 ORGANIZATIONAL STRUCTURE.....	<i>4</i>
2.5 DEPARTMENTAL STRUCTURE	<i>5-7</i>
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES.....	<i>8</i>
3.1 ACTIVITIES OVERVIEW.....	<i>8</i>
3.2 LOG BOOKS	<i>8</i>
3.3 COMPLETED ACTIVITIES.....	<i>9</i>
3.3.1 REPORT DAY	<i>9</i>
3.3.2 SORT AND ORGANIZE CHECKLIST	<i>10</i>
3.3.3 DATA INSERTION TO RECORDS / DATABASE	<i>11</i>
3.3.4 VERIFY THE CHECKLIST OF LAPTOP AND PROJECTOR.....	<i>12</i>
3.3.5 COMPUTER UPGRADING PROJECT	<i>13-15</i>
3.3.6 ASSET AND FILE DISPOSAL.....	<i>16</i>
3.3.7 ATTEND A UNIT MEETING.....	<i>17</i>
CHAPTER 4: LEARNING OUTCOMES AND ACHIEVEMENTS	<i>18</i>
4.1 INDUSTRIAL TRAINING REFLECTION	<i>18</i>
4.2 DISCUSSION OF PERSONAL GROWTH, SKILLS ENHANCEMENT AND PROFESSIONAL DEVELOPMENT	<i>19</i>
4.2.1 PERSONAL GROWTH.....	<i>19</i>
4.2.2 SKILLS ENHANCEMENT	<i>20</i>
4.2.2 PROFESSIONAL DEVELOPMENT	<i>21</i>
4.3 EXAMPLES OF PROJECTS, ACCOMPLISHMENTS OR CHALLENGES OVERCOME	<i>22</i>
4.3.1 SUCCESSFUL PROJECT.....	<i>22</i>
CHAPTER 5: RECOMMENDATIONS AND CONCLUSIONS	<i>23</i>

5.1 SUGGESTIONS FOR IMPROVEMENT IN THE INDUSTRIAL TRAINING PROGRAM	23
5.2 RECOMMENDATIONS FOR THE ORGANIZATION TO ENHANCE THE INFORMATION MANAGEMENT PRACTICES	24
5.3 CONCLUSIONS	25
REFERENCES	26
APPENDICES	27-33