

SCHOOL OF INFORMATION SCIENCE COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN

DIPLOMA IN INFORMATION MANAGEMENT

(CDIM110)

INDUSTRIAL TRAINING (IMD 310)

PREPARED BY:

ATHIRAH BINTI ABD HAMID (2022865932)

PREPARED FOR:

MADAM NORHIDAYU BINTI MD YATIM

DEPARTMENT:

INFORMATION TECHNOLOGY UNIT (UTM)

NAME OF THE INSTITUTION:

INSTITUT PENDIDIKAN GURU KAMPUS PENDIDIKAN ISLAM, BANGI

ABSTRACT

This paperwork is presents a report proven activities of my internship experience at Institute Pendidikan guru campus Pendidikan Islam, Bangi and that have been done by students while carrying out industrial training activities for the industrial training course (IMD 310). This industrial training was done during semester 4 and is part of the Diploma in Science Information course by the College of Computing, Informatics and Mathematics. Based on these reports, it contains information about industrial training places, activities and programs involved as well as sharing experiences. The primary focus of the internship are to understand and must follow the instructions by the supervisor request. I was involved in project do an official IPG website, handle on how to find a way prevent virus from the computer, record the data, teamwork ,presentations and more. To conclude, I may be able to enhance communication skills, knowledge, time managements and enhanced my confidence skills.

Keywords : industrial training, programs, skills

TABLE OF CONTENT

NO.	CONTENT	NUMBER
		PAGE
	DECLARATION	
	ABSTRACT	i
		·
	TABLE OF CONTENT	ii-iii
	LIST OF TABLES AND FIGURES	iv-v
	ACKNOWLEDGEMENTS	vi
1.0	CHAPTER 1:Introduction	1
	1.1 Background of the industrial training program	
	1.2 Purpose and objectives of the report	
	1.3 Significance of industrial training for students of	
	Diploma in Information Management	
2.0	CHAPTER 2: Organizational Information	2-6
	2.1 Overview of the organization where the industrial	
	training took place	
	2.2 Organizational structure	
	2.3 Departmental structure and function related to	
	information management	
	2.4 Explanation of the student's assigned department	
	or unit within the organization	
3.0	CHAPTER 3 : Industrial Training Activities	7-25
0.0	3.1 Detailed description of the tasks, projects, and	1-25
	activities undertaken during the industrial training.	
	3.2 Explanation of the skills, knowledge, and	
	competencies applied or developed during the	
	training period	
4.0	CHAPTER 4 : Learning outcomes and Achievements	26-28
	4.1 Reflection on the learning outcomes achieved	
	during the industrial training	

	Appendices	33-50
	References	32
	industrial training experience	
	5.3 Summary of the key findings and insights from the	
	the student's observations and experiences	
	the information management practices based on	
	5.2 Recommendations for the organization to enhance	
	training program	
	5.1 Suggestions for improvements in the industrial	
5.0	CHAPTER 5 : Recommendations and Conclusions	29-31
	or challenges overcome	
	4.3 Examples of successful projects, accomplishments	
	and professional development	
	4.2 Discussion of personal growth, skills enhancement,	

LIST OF TABLES AND FIGURES

Table 1: An Information Technology Unit 5
Table 2: Personality appearance in Institute Pendidikan Guru
Figure 1: Institute Pendidikan Guru Campus Pendidikan Islam
Figure 2: The location of IPG Bangi Campus Of Pendidikan Islam
Figure 3: IPG Bangi Organizational Chart4
Figure 4: Departmental structure5
Figure 5: Set thumbpint with Mrs.Anidah7
Figure 6: The first task is handle issue CrowdStrike to each department that involved with it8
Figure 7:Interface of Joomla9
Figure 8:Majlis Bicara Mawaddah9
Figure 9: Lab English Language Center10
Figure 10:Lab English Language Centre11
Figure 11: Bus IPG Bangi to ELTC, Sepang11
Figure 12: Preparing slide at Dewan Syarahan Tan Sri Prof Abd.Dato Jalil Hassan 12
Figure 13:Program Kunjungan Akademik from University Negeri Semerang
Figure 14: Conference Room13
Figure 15:Consultation with Mr. Hazlee14
Figure 16: Learning on manage live streaming at Great hall Nik Mohd Mohyideen14
Figure 17: Appsheet Interface15
Figure 18: Interface settings user16
Figure 19: Logbook