INFORMATION SCIENCE STUDIES

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN

REMBAU CAMPUS

SUBJECT NAME:

INDUSTRIAL TRAINING (IMD 310)

INDIVIDUAL ASSIGNMENT:

INDUSTRIAL TRAINING REPORT

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1.0 INTRODUCTION

The industrial programme is one of the academic sessions to be completed. The industrial programme is the practical application of the student in the working industry. The industrial training programme must be related to academic knowledge that is learned in the academic university. **Practical Industrial training** is related to many important things to prepare students for the world of work such as work ethics, socializing time management and employee personality.

This report comprehensively **overviews industrial training experience** at the UiTM Rembau Kampus. The primary objective of this training was to bridge the gap between theoretical knowledge acquired during my academic studies and the practical application of information management principles within a university setting.

The report is a general overview of the **UiTM Rembau Kampus**, it's about a specified organisational structure which is Bahagian Hal Ehwal Pelajar Am department (BHEP) where the student was assigned. The various tasks, projects, and activities undertaken during this training period, emphasised the skills and competencies developed. Learning outcomes achieved, the personal growth experienced, and the professional development gained throughout the training.

During my industrial training at UiTM Kampus Rembau, I had the opportunity to work on a variety of projects related to records management. These projects enabled me to apply my knowledge of records management and develop practical skills in records specialized. Additionally, gained familiarity with the theoretical part commonly used in the Hal Ehwal Pelajar Am Department.

One of the most valuable aspects of my training was the opportunity to collaborate closely with experienced professional staff. Learning from their expertise and insights into the unique challenges and best practices of information management within a university setting was invaluable.