



**INFORMATION SCIENCE STUDIES**

**COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS**

**UNIVERSITI TEKNOLOGI MARA KAMPUS REMBAU**

**DIPLOMA IN INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING (IMD 310)**

**INDIVIDUAL ASSIGNMENT :**

**INDUSTRIAL TRAINING: PEJABAT DAERAH DAN TANAH REMBAU**

**PREPARED FOR:**

**MADAM NURHIDAYAH BINTI NASHARUDIN**

**PREPARED BY:**

**NURUL AIN BINTI NORDIN (2022493138)**

**GROUP:**

**N5CDIM1105H**

**SUBMISSION DATE:**

**25 NOVEMBER 2024**

## **ABSTRACT**

*The experience of going through industrial training should be experienced by the Diploma in Information Management. Students can get knowledge how to work alongside industry professionals and gain experience in their chosen field. This also allows students to understand the complexities of workplace dynamics, industry standards and real world problem solving. In addition, industrial training provides students with the skills, knowledge and confidence needed to succeed in their future careers which is can prepared student to contribute effectively to similar environments in the future careers.*

*Keywords: Diploma in Information Management, Industrial training*

## TABLE OF CONTENTS

<b>1.0 INTRODUCTION .....</b>	<b>1</b>
<b>1.1 BACKGROUND OF THE INDUSTRIAL TRAINING PROGRAM .....</b>	<b>1</b>
<b>1.2 PURPOSE AND OBJECTIVES OF THE REPORT .....</b>	<b>2</b>
<b>1.3 SIGNIFICANCE OF INDUSTRIAL TRAINING FOR STUDENTS OF DIPLOMA         IN INFORMATION MANAGEMENT .....</b>	<b>2</b>
<b>2.0 ORGANIZATIONAL INFORMATION .....</b>	<b>3</b>
<b>2.1 BACKGROUND OF ORGANIZATION .....</b>	<b>3</b>
<b>2.2 ORGANIZATIONAL STRUCTURE.....</b>	<b>4-6</b>
<b>2.3 DEPARTMENT STRUCTURE AND FUNCTION RELATED TO INFORMATION         MANAGEMENT .....</b>	<b>7</b>
<b>2.4 EXPLANATION OF THE STUDENT'S ASSIGNED DEPARTMENT OR UNIT         WITHIN THE ORGANIZATION .....</b>	<b>7-8</b>
<b>3.0 INDUSTRIAL TRAINING ACTIVITIES .....</b>	<b>8</b>
<b>3.1 READ THE BOOK OF GENERAL COMMAND ORDERS .....</b>	<b>8-9</b>
<b>3.2 ORGANIZE THE FILES .....</b>	<b>9</b>
<b>3.3 ORGANIZE THE LETTER.....</b>	<b>10</b>
<b>3.4 EVENT KEMBARA MERDEKA AKAR UMBI NEGERI SEMBILAN 2024....</b>	<b>11-12</b>
<b>3.5 CHECK THE ASSETS .....</b>	<b>13</b>
<b>3.5.1 CHECK THE ASSETS AT "BILIK BICARA" .....</b>	<b>13</b>
<b>3.5.2 CHECK THE ASSETS AT "BILIK BICARA" .....</b>	<b>14</b>
<b>3.6 FILLING THE FILE.....</b>	<b>15</b>
<b>3.7 UPDATING THE FILE .....</b>	<b>16</b>
<b>3.8 SEARCHING THE FILE .....</b>	<b>17</b>
<b>3.9 CHECK THE STOCK .....</b>	<b>18</b>
<b>3.10 INDEPENDENT COMPETITION.....</b>	<b>19</b>
<b>3.11 GRAND OPENING OF KELAB PETANDA 2024.....</b>	<b>20-21</b>
<b>3.12 INDEPENDENCE DAY PARADE COMPETITION.....</b>	<b>22-23</b>
<b>3.13 REMBAU PREMIUM TRACKER PROJECT.....</b>	<b>24-25</b>
<b>4.0 LEARNING OUTCOMES AND ACHIEVEMENTS .....</b>	<b>26</b>
<b>5.0 RECOMMENDATIONS AND CONCLUSIONS .....</b>	<b>27</b>
<b>6.0 REFERENCES .....</b>	<b>28</b>
<b>7.0 APPENDIX .....</b>	<b>29</b>

## LIST OF TABLE AND FIGURES

FIGURES 1: THE PICTURE OF ORGANIZATION .....	3
FIGURES 2: THE ORGANIZATION CHART .....	4
FIGURES 3: THE ORGANIZATION CHART OF MANAGEMENT SERVICE DEPARTMENT .....	5
FIGURES 4: THE BOOK OF GENERAL COMMAND ORDERS .....	8
FIGURES 5: THE PICTURE OF ORGANIZE THE FILE .....	9
FIGURES 6: THE PICTURE OF ORGANIZE THE LETTER .....	10
FIGURES 7: THE PICTURE OF MEETING .....	11
FIGURES 8: THE PICTURE OF THE EVENT.....	12
FIGURES 9: PICTURES OF CHECK THE ASSETS .....	13
FIGURES 10: PICTURES OF BILIK BICARA .....	14
FIGURES 11: THE PICTURES OF FILLING THE FILES.....	15
FIGURES 12: THE PICTURES OF SCHEDULE MEETING ROOM FILE .....	16
FIGURES 13: THE PICTURES OF FILE IN THE FILE ROOM .....	17
FIGURES 14: THE STOCK AT STATIONERY STORE .....	18
FIGURES 15: THE PICTURES OF LOBBY.....	19
FIGURES 16: THE PICTURES OF GRAND OPENING.....	20
FIGURES 17: PARADE TRAINING SCHEDULE.....	22
FIGURES 18: FINAL REHEARSAL .....	22
FIGURES 19: REHEARSAL AT MAJLIS BANDARAYA SEREMBAN.....	22
FIGURES 20: COMPETITION PARADE DAY.....	22
FIGURES 21: THE PICTURES OF MEETING .....	24
FIGURES 22: THE PICTURE OF DISPLAY THE EXCEL.....	24

## **1.0 INTRODUCTION**

### **1.1 BACKGROUND OF THE INDUSTRIAL TRAINING PROGRAM**

Firstly, industrial training is a part of the education curriculum for students to gain knowledge in practical experience, skills, communication and understanding in the real world of work. Industrial training is carried out at the end of semester or during the semester which is Diploma Information Management students will undertake industrial training for eight weeks in order to successfully complete and pass to graduate. Students will work for eight weeks under the supervision of experienced experts whether they work in government or private companies. For some companies will offer allowances to students who participate in industrial training in exchange or reward for their energy and skill that they give in the company but there are also have some organisations which is government firms do not offer allowance to students. However, to able to finish and complete the industrial training program, students must sincerely, honestly and responsible participate in it.

Additionally, students learn how to create a strong resume which is will attract organisations that will hire them for industrial training. Consequently, students will make efforts to enhance their resume in accordance with their professional skills. Industrial training also will face challenges which is to find a reputable company to complete their industrial training such as students will spam the call and send an email to the company for find out if the company accepts or rejects industrial students. As a result, students will face challenges and learn that finding employment is difficult.

Thus, students will be exposed to industry experience in tools, technology and other aspects of industry which is students will face challenging at work that might enhance their abilities. Also, students participate in industrial training programs will be exposed to the newest tools, technologies and systems that use in the organization. This is because, in this generation is developing quickly and rapidly make important for students to keep current on industry trends which is depending on the training industry. As a result, industry training program exposes students to the latest technologies that connect classrooms learning to the realities of the workplace.

To sum up, industrial training programs are essential for filling the knowledge gap between academic and industry requirements. This is because, the effectiveness of learning is essential to the success of the organization because industrial training gives students the experience, abilities and confidence they need to succeed in whatever they choose by exposing them in real-world situations. This ensures that they can handle the demands of world that is becoming more and more information.