



اُنِيْوَرْسِيْتي تِكْنُوْلُوْجِيْ مَآرَا
UNIVERSITI
TEKNOLOGI
MARA

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

**DIPLOMA IN INFORMATION MANAGEMENT
(IM110)**

**INDUSTRIAL TRAINING
(IMD 310)**

PLACE OF TRAINING:
KOMPLEKS NASYRUL QURAN

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6th DECEMBER 2024

ABSTRACT

This report outlines the industrial training experience of an Assistant Module Advisor at Nasyrul Quran, focusing on the responsibilities and skills developed during the internship. The training involved assisting in the creation of educational modules, preparing promotional materials, managing event logistics, and maintaining proper documentation. The intern worked closely with different departments such as IT, Tashih, and Academy, ensuring smooth coordination and implementation of Personaliti Quran programs. Key learning outcomes included improved time management, teamwork, and communication skills. The report also provides recommendations for enhancing the organization's information management practices, specifically through better documentation systems and improved mentoring structures. Overall, the internship provided valuable insights into the operational processes at Nasyrul Quran and contributed to the personal and professional growth of the intern.

Keywords: module creation, event management, time management, sessions, program module

TABLE OF CONTENTS

TABLE OF FIGURES	ii
ACKNOWLEDGEMENTS	iii
CHAPTER 1: INTRODUCTION	1
1.0 Purpose	1
1.1 Objectives	1
CHAPTER 2: ORGANIZATIONAL INFORMATION	2
2.1 Company Background.....	2
2.2 Overview	2
2.3 Address	3
2.4 Organizational Structure	3
2.5 Departmental Structures	5
2.6 Explanation on unit assigned in Personaliti Quran (as Assistant module advisor).....	6
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	7
3.1 The activities that has been done.....	7
3.2 Skills, knowledge that have been developed during training period	19
CHAPTER 4: LEARNING OUTCOMES AND ACHIEVEMENT	20
CHAPTER 5: RECOMMENDATIONS AND CONCLUSIONS.....	22
5.1 Recommendations	22
5.2 Conclusion	23
REFERENCES	24
APPENDICES	25

TABLE OF FIGURES

Figure 1 Kompleks Nasyrul Quran	2
Figure 2 Organizational Structure (Nasyrul Quran)	3
Figure 3 Department Structure (Personaliti Quran)	5
Figure 4 Module (short ver.)	7
Figure 5 The slide of the module (short ver.)	8
Figure 6 One of the verses of Quran	8
Figure 7 One of the short modules created	9
Figure 8 Canva	9
Figure 9 The Poster of the program	10
Figure 10 Online poster	11
Figure 11 Short seminars for visitors	11
Figure 12 The hall	12
Figure 13 Dato' Nawawi giving advertisement speech	13
Figure 14 Slot program for school trips	14
Figure 15 Meeting with Malaysian Prison Department	15
Figure 16 Booth Sale	16
Figure 17 The item that PQ had been selling.	17
Figure 18 Cost for the Program Kebudayaan	17
Figure 19 Receipt for the upcoming program	18

CHAPTER 1: INTRODUCTION

The Industrial Training program at Universiti Teknologi MARA (UiTM) is an essential component of the university's course of study, aiming to provide students hands-on, practical experience in their field of study. The program helps students to apply the theories learned in the classroom to real-world job settings. The program's objective is to assist students develop critical skills like problem-solving, communication, and cooperation while also providing useful insights into business practices and corporate culture.

Students will be placed in organizations related to their academic subject and guided by both an industry supervisor and an academic adviser from UiTM. This program not only helps them understand their chosen career, but it also allows them to network with other professionals. After completing the internship, students will submit a full report reflecting on their experiences, allowing them to get constructive comments. Finally, the Industrial Training program provides UiTM students with the practical experience they need to succeed in a competitive employment world.

1.0 Purpose

The purpose of the Industrial Training report is to document and reflect on the experiences gained during the training period. It serves as a detailed record of tasks completed, challenges faced, and skills acquired throughout the industrial placement. The report illustrates how academic knowledge was applied in a practical context and demonstrates professional growth. Additionally, it provides an opportunity to critically assess performance and evaluate the relevance of the training to the field of study.

1.1 Objectives

- i. **Documentation of Experience:** To offer a full summary of the performance over the training session, including roles, responsibilities, and accomplished assignments.
- ii. **Self-Evaluation:** To encourage reflection on strengths, areas for improvement, and overall performance throughout the training period.
- iii. **Industry Insight:** To offer a deeper understanding of industry standards, practices, and the organizational culture within the relevant field.