



اَوْنِيُوْ سَيِّتِيْ تِيْكَوْ لُوْ كِيْ مَارَا
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**INFORMATION SCIENCE STUDIES,
COLLEGE OF COMPUTING, INFORMATICS, AND MEDIA
DIPLOMA IN INFORMATION MANAGEMENT
(CDIM110)**

INDUSTRIAL TRAINING (IMD310)

**INDIVIDUAL ASSIGNMENT:
INDUSTRIAL TRAINING REPORT**

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ABSTRACT

This internship report offers a thorough summary of my eight weeks of industrial training at Kolej Komuniti Ampang Selangor or KKAS, where I was given a variety of duties to improve my technical, administrative, and social skills. I worked in IT assistance, digital content production, website editing, event planning, and document management during my internship. Among the main duties were managing student registration, creating online seminars, controlling asset folders with SSPA, creating posters and certificates using Canva Pro, editing movies with CapCut, and maintaining the Pusat Data website. I also helped with community event planning, convocation registration, and collaborating with lecturers to improve the accuracy of information on digital platforms. My communication, problem-solving, teamwork, and time management abilities have all greatly improved as a result of these experiences. The internship helped close the gap by giving participants invaluable practical experience in real-world professional settings.

Keywords: *KKAS, internship, skills*

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