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INFORMATION SCIENCE STUDIES COLLEGE COMPUTING,

INFORMATICS AND MATHEMATICS UNIVERSITI TEKNOLOGI MARA (UiTM)

NEGERI SEMBILAN BRANCH REMBAU CAMPUS

INDUSTRIAL TRAINING **(IMD 310)**

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ABSTRACT

This paper aims to give a thorough summary of the industrial training experience of the students at Kolej Komuniti Ampang, more especially inside the Administration Department. This training's main goals were to improve abilities, choose pertinent knowledge, and get real-world business experience. During the industrial training, the student was accountable for the filing and maintenance of the college's asset records, the efficient management of administrative data using the SSPA system, and the management of formal correspondence for both inbound and outbound letters. By helping with event planning, registration, and media preparation, the student also participated to several college events like the Karnival Usahawan and convocation ceremony. These encounters helped the student acquire necessary organising, event planning, and administrative abilities. There was a lot of important work that the student did on daily tasks and tasks that were special to an event. This report also contains information about the student's professional and personal growth.

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CHAPTER 1: INTRODUCTION

1.1 Background Of The Industrial Training Program

The industrial training program is a crucial component of the curriculum for students enrolled in the Diploma in Information Management at UiTM. This curriculum enables students to implement the ideas and concepts acquired in the classroom in practical scenarios. Through employment in professional settings such as libraries, archives, or administrative offices, students acquire practical experience and enhance their comprehension of good information management.

The training often occurs in the concluding semester and endures for two months. During this term, students are tasked with keeping records, organising events, aiding with digital tools, task related to their course and many more. This practical method enables students to cultivate essential professional abilities, like problem-solving, communication, and collaboration, while also familiarising them with the expectations of their future employment.

UiTM seeks to equip students for the difficulties of the employment market with this curriculum. The experience boosts their confidence, expertise, and capacity to contribute significantly to any organisation. Furthermore, the program enhances the connection between the institution and many companies, guaranteeing that the curriculum stays pertinent and advantageous for both students and employers.

1.2 Purpose And Objectives Of The Report

Purpose

The purpose of this report is to document the tasks and responsibilities i undertook during my internship in Kolej Komuniti Ampang. It aims to reflect on how the experience contributed to my understanding and skills in information management

Objectives

1. To explain the tasks and responsibilities completed during the internship
2. To highlight the knowledge and skills gained from working in a real-world environment
3. To evaluate how the internship experience is related to studies in Diploma in Information Management
4. To identify areas of improvement and future learning opportunities based on my internship experience