



اَبُو سَيِّدِي تَيْكُوْلُو كِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA



KOLEJ KOMUNITI  
S E L A Y A N G

**COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS**  
**UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN KAMPUS REMBAU**

**IMC 310: INDUSTRIAL TRAINING**

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## **ABSTRACT**

*This report presents an overview of the industrial training program undertaken at the Kolej Komuniti Selayang (KKSJ) library by an information management student. The training involved various kinds of tasks and activities spanning from library operations including cataloging, resource organization and digital management, which provides valuable hands-on experiences and practical application of academic knowledge. Through this experience, the intern gained essential technical skills in information management, strengthened their problem-solving abilities, and developed interpersonal skills such as teamwork and communication. This report highlights the learning outcomes, achievements and practical application of theoretical knowledge acquired in the classroom. The industrial training has equipped interns with a comprehensive understanding of library operations and information management, managing them for future roles in the information sector.*

*Keywords: industrial training, information management, library operations, cataloging, digital resources, teamwork, problem-solving, professional skills.*

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## **1.0 CHAPTER 1: INTRODUCTION**

### **1.1 BACKGROUND OF INDUSTRIAL TRAINING**

Industrial Training is one of the requirements for the award of a Diploma in Information Management by the Information Science Studies, College of Computing, Informatics, and Mathematics at Universiti Teknologi MARA.

This training is obligatory to all students to help develop professional and practical skills for them to experience and adapt to the real work environment in foreign organizations. Information management students are encouraged to choose and enter to work in any organization and department that involves information management and providing access to information of organization to users, preferably besides working in a library. All participating students will go through industrial training during the end of semester 4 in semester break after final exams for exactly 8 weeks.

Students will be provided with a log book that will be used to record all the activities and tasks they have carried out throughout the industrial training. After completing the industrial training, all students will be required to register for course IMD 310: Industrial Training under their respective assigned subject's supervisor that will be responsible for evaluating students practical and social skills from their log books, industrial training reports and presentations.

### **1.2 PURPOSE AND OBJECTIVES OF THE REPORT**

The report's main purpose is to provide subject lecturers with an accurate and detailed description of tasks, activities and responsibilities that students had completed during their industrial training program. The report contains all the students activities in the organization that they had successfully carried out from the first to eighth weeks of training. This report also serves as a record that students had made so lecturers are able to evaluate how students utilize their knowledge of information management in real work situations and also to acknowledge the practical skill that students had acquired from the industrial training.