



جامعة تكنولوجى مارا
UNIVERSITI
TEKNOLOGI
MARA

Cawangan Negeri Sembilan
Kampus Rembau

INFORMATION SCIENCE STUDIES

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

UNIVERSITI TEKNOLOGI MARA (UiTM)

NEGERI SEMBILAN BRANCH

IMD 310: INDUSTRIAL TRAINING REPORT

PREPARED FOR:

MADAM NORHIDAYU BINTI MD YATIM

PREPARED BY:

NUR IMAMULHAQ BIN ANWARUL HAQ

2022641978

ORGANIZATION NAME:

SEKOLAH KEBANGSAAN BATU KIKIR (SKBK)



DEPARMENT NAME:

ICT MANAGEMENT

ABSTRACT

This report presents a comprehensive overview of the internship experience at Sekolah Kebangsaan Batu Kikir (SKBK), conducted from 2 July 2024 to 13 September 2024. The primary objective of the internship was to gain practical experience in ICT Management and to apply theoretical knowledge acquired during academic studies to real-world scenarios.

During the internship, various tasks and projects were undertaken, including [briefly mention key tasks and projects]. These activities provided valuable insights into [specific skills or knowledge areas], such as [mention specific skills, tools, or methodologies learned]. Through hands-on involvement and collaboration with experienced professionals, a deeper understanding of [specific industry practices or concepts] was achieved.

The report outlines the organizational structure of Sekolah Kebangsaan Batu Kikir (SKBK), the role and responsibilities assigned to the intern, and the methodologies employed to accomplish the tasks. It also highlights the challenges encountered and the strategies implemented to overcome them. Furthermore, the report includes a reflection on the personal and professional growth experienced throughout the internship period.

Overall, the internship at Sekolah Kebangsaan Batu Kikir (SKBK) was a significant learning experience that contributed to the development of practical skills and professional competencies, reinforcing the academic foundation and preparing for future career opportunities in ICT Management.

TABLE OF CONTENTS

STUDENT'S ACADEMIC PLEDGE	i
ABSTRACT	ii
LIST OF TABLES AND FIGURES	iii - iv
ACKNOWLEDGEMENT	v
1.0 CHAPTER 1: INTRODUCTION.....	1
2.0 CHAPTER 2: ORGANIZATIONAL INFORMATION.....	2 - 3
3.0 CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	3 - 27
4.0 CHAPTER 4: LEARNING OUTCOMES AND ACHIEVEMENTS.....	28
5.0 CHAPTER 5: RECOMMENDATIONS AND CONCLUSIONS.....	29 - 30
6.0 REFERENCES.....	
7.0 APPENDICES	31 - 49

LIST OF TABLES AND FIGURES

Figure 1: Figure of Sekolah Kebangsaan Batu Kikir	2
Figure 2: Figure of the school resources center.....	3
Figure 3: Figure of the school resources center	3
Figure 4:Figure of PC school	4
Figure 5:Figure of relief class 6 Bukhari.....	4
Figure 6:Figure of tarantula system.....	5
Figure 7:Figure of E-Nilam System	6
Figure 8:Figure of Internet problem.....	6
Figure 9:Figure of Book sorting	7
Figure 10:Figure of distribute delivery	7
Figure 11:Figure of scratch.....	8
Figure 12:Figure of PA System	9
Figure 13: Figure of LCD	9
Figure 14: Figure of Brochure.....	10
Figure 15:Figure of competency and literacy assessment	10
Figure 16:figure of editor MakeCode	11
Figure 17:figure of put up the Malaysian flag	12
Figure 18:figure of school librarian information literacy	12
Figure 19: figure of Independence Month inauguration.....	13
Figure 20:figure of information literacy workshop	14
Figure 21: figure of listening to talk	15
Figure 22:figure of Poster for Independence Month.....	16
Figure 23: Figure of tiktok account.....	16
Figure 24:figure of broken pc	17
Figure 25: figure of a new pc.....	17
Figure 26:figure of Dji osmo mobile SE	17
Figure 27:figure of video TikTok	18
Figure 28:figure of PC compartment	18
Figure 29:figure of installing update.....	19
Figure 30: figure of internet problem.....	19
Figure 31:figure of video of BSMM competition	20
Figure 32:figure of Perarakan Jalur Gemilang	21
Figure 33:figure of be a multimedia team	21
Figure 34:figure of PC PSS	22
Figure 35:figure of uploading video on Youtube	23
Figure 36:figure of live TikTok.....	23
Figure 37:figure of paperwork.....	24
Figure 38:figure of recording for Independence Day	25
Figure 39:figure of google form.....	25
Figure 40:figure of fire drills	26
Figure 41:figure of speech.....	27
Figure 42:figure of log book page 1	31
Figure 43:figure of log book page 2	31
Figure 44:figure of log book page 3	32

Figure 45:figure of log book page 4	32
Figure 46:figure of log book page 5	33
Figure 47:figure of log book page 6	33
Figure 48:figure of log book page 7	34
Figure 49:figure of log book page 8	34
Figure 50:figure of log book page 9	35
Figure 51:figure of log book page 10	35
Figure 52:figure of log book page 11	35
Figure 53:figure of attendance for July	36
Figure 54:figure of attendance for August	36
Figure 55:figure of attendance for September	37
Figure 56:figure of teaching schedule	37
Figure 57:figure of certificate from SK BATU KIKIR	38
Figure 58:figure of certificate from SK BATU KIKIR	38
Figure 59:figure of certificate from PPD Jempol	39
Figure 60:figure of certificate from TVPSS	39
Figure 61:figure of report duty form	40
Figure 62:figure of first day intern	40
Figure 63:figure of student and supervisor	41
Figure 64:figure of receive a gift	41
Figure 65:figure of be a technical	42
Figure 66: figure of receive a certificate	42
Figure 67:figure of elementary school students	43
Figure 68:figure of environment while "Perarakan Merdeka"	43
Figure 69:figure of students holding flags	44
Figure 70:figure of Perarakan Jalur Gemilang	44
Figure 71:figure of teaching year 6 Muslim students	45
Figure 72:figure of teaching year 6 Bukhari students	45
Figure 73:figure of info about fiction book	46
Figure 74:figure of speaker from PPD Jempol	46
Figure 75:figure of taking care of PA system and LCD	47
Figure 76:figure of table that is ready to be installed	47
Figure 77: figure of meeting	48
Figure 78:figure of potluck	48