INFORMATION SCIENCE STUDIES,

COLLEGE OF COMPUTING, INFORMATION AND MEDIA,

UNIVERSITI TEKNOLOGI MARA (UiTM) NEGERI SEMBILAN BRANCH,

REMBAU CAMPUS

INDUSTRIAL TRAINING (IMD130)

INDUSTRIAL TRAINING REPORT

UNIT RESIDENSI & HOSPITALITI PELAJAR (URHP)

UNIVERSITI TEKNOLOGI MARA (UiTM)

NEGERI SEMBILAN BRANCH, REMBAU CAMPUS

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ABSTRACT

This report provides an overview of my industrial training at Universiti Teknologi Mara (UiTM) Rembau campus where I was placed at Unit Residensi & Hospitaliti Pelajar (URHP) for 8 weeks. The training had made me apply skills and knowledge from what I learned during 4 semesters of study. I took part in tasks such as creating excel tables for upcoming events, creating college entrance forms for events, preparing transit bills and many more. These tasks have improved my skills in organizing, works systematically, leads a team outside of workplace and teamwork.

Keywords: Industrial training,knowledge,skills,organizing,creating

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Chapter 1: INTRODUCTION

At Universiti Teknologi MARA (UiTM), industrial training is an essential element of the academic program that gives students hands-on experience in their subjects of study. My program, Diploma in Information Management have updated their latest study scheme, which is all diploma students must go for an industrial training program for 2 months before graduation. Industrial training programs is a place where students can apply the theoretical knowledge they have learnt in the classroom to real-world work settings, which aids in the development of critical skills and competences. Students learn about organization processes, workplace culture, and the obstacles they may encounter in their careers by working with professionals in the field.

Other than that, industrial training program is the best place for students to learn more about their subject in the same field of professional. They can gain knowledge that was not teach by the lecturer in class and apply it to their daily life. Some of the knowledge must need to be pay to learn about it, but at industrial training programs, you will learn something that other people pay to learn about it. Furthermore, industrial training gives students the skills they need to succeed in their future positions by helping them understand more clearly what companies want from them.

I choose UiTM Rembau campus as my place to do my industrial training. So, I had learnt lots of things that the staff do to make sure that the organization operate smoothly align with the objectivity of UiTM.

All things considered, UiTM's industrial training prepares students for prosperous jobs upon graduation by acting as a link between professional development and academic learning. The hands-on approach to education improves their skills, boosts their self-esteem, and puts them on the path to become capable and skilled professionals.