



**INFORMATION SCIENCE STUDIES,
COLLEGE OF COMPUTING, INFORMATION AND MATHEMATICS,
UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN
KAMPUS REMBAU**

**DIPLOMA IN INFORMATION MANAGEMENT
(CDIM110)
INDUSTRIAL TRAINING (IMD310)**

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ABSTRACT

This report outlines my industrial training experience at UiTM Cawangan Negeri Sembilan, Kampus Rembau, where I was assigned to the Unit Hal Ehwal Islam (UHEI). Throughout the training, I had the opportunity to apply academic knowledge in a professional environment by engaging in diverse tasks such as designing application forms, organizing and disposing of documents, maintaining records, and creating promotional materials for the organization's programs. These responsibilities required a blend of technical skills, critical thinking, and effective collaboration with colleagues.

The training period posed various challenges that required quick adaptation and creative problem-solving, fostering significant growth in my analytical and decision making abilities. Immersion in a professional workplace also exposed me to industry standards, operational workflows, and the importance of clear communication and teamwork. This experience not only deepened my practical understanding of information management but also contributed immensely to my overall personal and career development.

The report is structured into five chapters. The first chapter provides an overview of the objectives and significance of the training program. The second chapter details the organization's background, including its mission, vision, and structure. The third chapter, which forms the core of the report, summarizes the key tasks and projects undertaken during the internship. The fourth chapter evaluates the skills gained and the impact of the training on my professional capabilities. The final chapter concludes with key lessons learned and practical recommendations for enhancing future training initiatives.

Overall, this internship has been an invaluable learning experience, equipping me with practical skills and knowledge that bridge the gap between academic theories and workplace realities. It has also prepared me for a smooth transition into the professional world by instilling confidence and a deeper understanding of the expectations and challenges in the field of information management.

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CHAPTER 1: INTRODUCTION

1.1 Background of the industrial training program

The industrial training program at Unit Hal Ehwal Islam (UHEI), Universiti Teknologi MARA (UiTM), was established to provide students with practical work experience that would complement their academic studies. The primary goal of the program is to help students gain real-world exposure and apply the knowledge they have acquired throughout their courses. By participating in this internship, I was able to see firsthand how the theories and concepts taught in the classroom are used in actual work environments, which greatly contributed to my professional development.

UHEI is a key department within UiTM, responsible for managing Islamic affairs across the university. This unit ensures that all activities, events, and policies implemented at the university are in line with Islamic principles. By promoting and overseeing the integration of Islamic values into the university's programs, UHEI plays a significant role in shaping the ethical framework within which the university operates.

During my time as an intern, I was involved in various tasks that allowed me to develop essential skills for my future career. These included creating and editing promotional posters, organizing and managing correspondence, sorting and shredding documents, preparing reports, and taking minutes during meetings. Through these activities, I gained practical experience in areas such as communication, organization, and administration, which are crucial for success in my field of study.

This program has also given me a deeper understanding of how Islamic principles are applied in a professional setting, enhancing my knowledge of ethical decision-making and workplace conduct. By gaining hands-on experience in this area, I now feel better equipped to apply these values in my future professional endeavors. Overall, this industrial training has provided me with a valuable opportunity to connect my academic studies with practical tasks, building both my technical and soft skills. It has also played a key role in preparing me for a successful career in the future.