

INDUSTRIAL TRAINING

NUR SYASYA IZZATI BINTI MOHD NAZARUDDIN

2019720241

SUPERVISOR

MRS. IZZATIL HUSNA BINTI ARSHAD

REPORT SUBMITTED IN FULFILLMENT OF THE REQUIREMENT FOR THE

INDUSTRIAL TRAINING

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA

CAWANGAN KELANTAN

AUGUST 2021

DECLARATION

I hereby declare that I carried out the work presented in this report while working for *Bahagian Pembangunan Teknologi Maklumat (Pejabat Setiausaha Kerajaan Terengganu)* and under the supervision of Mrs. Marlini binti Ahmad Tmiddin and Mrs. Izzatil Husna Arshad. I solemnly declare that to the best of my knowledge; NO part of this report contains any sensitive or false data of the report is based on my original work. Except for quotations and citations, which have been duly acknowledged. All contents in this report have been verified by my supervisor and approved for submission to the Department of Information Management in partial fulfilment of the requirements for the degree of Bachelor of Information Science (Hons) Information Systems Management (IM245).

Sign By:

Nur Syasya Izzati binti Mohd Nazaruddin

2019720241

Data of submission: 16th August 2021

ACKNOWLEDGEMENT

Assalamualaikum W.B.T

Alhamdulillah praises Allah for the strength given. Finally, I have completed the internship program; Industrial Training (IMC690) and there is a lot of new experience that we have gain from the company and process of preparing the report and also the whole system development. First of all, I would like to express my deepest gratitude and appreciation to both of my supervisors, Mrs. Marlini binti Ahmad Tmiddin, the company supervisor, and Mrs. Izzatil Husna Arshad, the university supervisor for their invaluable guidance, comments, suggestions, and moral encouragement throughout the course.

. Without the helps and also the consultation that had been done, I would not complete this report and system accordingly to the submission day. I also wanted to thanks our lecturer Mr. Mohd Akmal Faiz Osman who coordinate and help me regarding the industrial training matter. I feel glad that UITM provides a high-quality lecturer for our education. All of our lecturers gave advice and valuable information to complete the task given. Therefore, I can solve all the problems in completing the assignment.

Furthermore, I also want to thanks to our friends and seniors for their help. I appreciate their kindness in providing precious advises and they helped me even they also have their assignment to be complete. A special thanks to my parents, officers, staffs and to all lecturers whom we greatly indebted for supporting me with their encouragement to this stage. Without their help, I might face a lot of difficulties while doing this assignment. Once again, I have to say thank you to all the persons that I have mentioned above.

ABSTRACT

Industrial training is an important part of the Bachelor's degree in Information Systems Management at UiTM, as it exposes students to the realities of the workplace. This attempts to improve students' knowledge and skills in specialized vocations in their subjects while also producing efficient, innovative, and talented graduates. Students must complete industrial training between March 1, 2021, and July 31, 2021, at any organization of their choice. Students can get new information and experience by participating in industry training at Bahagian Pembangunan Teknologi Maklumat (BPTM) in Pejabat Setiausaha Kerajaan Terengganu (PSUK). I prepared an industrial training report to complete the internship. This industrial training report is divided into four sections. The first chapter delves into the history of Pejabat Setiausaha Kerajaan Terengganu (PSUK) as well as the company's organizational structure. In addition, chapter two delves deeper into organizational elements such as departmental and departmental hierarchies. The third chapter contains many of the things that I have implemented, learned, and experienced over the course of around five months in the organization. In Chapter 3, I also highlight the unique tasks I developed for the company. In addition, the fourth chapter discusses industrial reflection training. This necessitates the use of my knowledge, abilities, and experience in doing the activities, as well as my own thoughts and opinions, lessons learned, limitations, and recommendations. Finally, I wrap up my internship paper with a conclusion. I've also included some appendices and references to aid in the completion of the internship.

TABLE OF CONTENTS

DECLARATION	ii
ACKNOWLEDGEMENT	iii
ABSTRACT	iv
LIST OF TABLES	viii
LIST OF FIGURES	ix
LIST OF APPENDICES	xii
CHAPTER 1 :INTRODUCTION	1
1.1 Background of the Organization	1
1.1.1 Moto, Vision, Mission and Goal	2
1.1.2 Objectives.....	3
1.1.3 Functions	3
1.1.4 Logo or the Organization	4
1.2 Organizational Structure	5
CHAPTER 2: ORGANIZATION INFORMATION	6
2.1 Department Structure	6
2.1.1 Moto, Vision and Mission	6
2.1.2 Roles of the Department	8
2.2 Department Functions	8
2.3 Departmental Chart	9
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	10