

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

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
**IM246 - BACHELOR OF INFORMATION SCIENCE (HONS.)
RECORDS MANAGEMENT**

02 FEBRUARY 2015 – 30 JUNE 2015

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person.

Signed by



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CHAPTER 1 : INTRODUCTION

1.1 Overview of the Industrial Training

The Industrial Training subject (IMC 690) provides pre-professional work experience with specific assignments and responsibilities to be complete at the end of the internship programme. It involved 480 (four hundred eighty) hour equivalent work placement , paid or unpaid , located in an approved industrial site. Before the training begin , the student need to proposed place of their interested organization and must be approved by the faculty. The confirmation of the industrial training attachment is done once the coordinator received the offer letter from the relevant organization.

During this programme , the student will working under the supervision of a lecturer that being assigned by the faculty and experienced Information Professional at the internship organization. The student is expected to give a contribution to the department in the organization that being assigned as a project for this internship. It needs to meet the demands and requirements of work production expected by the organization of its regular employees. This is relevant to stimulate the student's personal career interest and application of skills and knowledge gained at the university to benefit the organization.

In this internship report , I will describe the whole experience that I gained in my internship placement at Tropicana Medical Centre during this 5 (five) months period starting 2nd February 2015 to 30th June 2015. The internship report contains an overview of the internship company , the department that I had been working with during this internship programme , activities and tasks that I had been involved , skills that I had gained during this whole programme and project that I had proposed to my working department.