



اَبُو سَيِّدِي تَيْكُو لُو كِي مَارَا
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DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)

INDUSTRIAL TRAINING (IMD 310)

INDIVIDUAL ASSIGNMENT:

INDUSTRIAL TRAINING REPORT

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Abstract

The code of subject, Industrial Training (IMD 310) is aim for the students to gain many knowledge about the career and practically experience the hands-on directly with their related course. Besides that, the student will gain many benefits from it since it offered to teach the students on how the working environment life goes on generally. In this report, the trainee has been assigned to the Records Disposal Unit that were placed in The Federal Court of Malaysia which related to the courses of Information Management. During two months, the trainee has been taught properly regarding the management of records that have been kept there, step by step, begin from the creation of the record until the process of disposition of the selected record. After training for two months, the trainee has gained many knowledge which will serve as a good experience for the trainee to continue pursue in a record management course.

Keywords: Record Management, Record Disposal Unit, Industrial Training

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