FACULTY OF INFORMATION MANAGEMENT

UNIVERSITY TEKNOLOGI MARA CAWANGAN JOHOR

BACHELOR OF INFORMATION SCIENCE (HONS.)

RECORDS MANAGEMENT (IM 246)

INDUSTRIAL TRAINING

(IMC 690)

ASSESSMENT INDUSTRIAL TRAINING AT APEX COMMUNICATIONS SDN BHD

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Abstract – *Industrial training is very important because it can give knowledge about working environment. Different organizations have different working environment. This is because the background of the organization is different. There have many experienced during industrial training at Apex Communications Sdn Bhd. Handling MRT Project and involve in Document Controller Team is an advantage because it is a field of study and very relate to the course of Information Management. Many things can be learned during internship. The communications skills need when internship at this organization because Document Controller Team need to deal with staff not only Malaysian but foreigners. Mostly the conversation among staff is in English. Then the working culture also feels different, so it needs to be adapting during internship. The process of handling records at Apex Communications Sdn Bhd also different to what have been learned in class. All organizations have records. Records are important for organizations for future use also can be used as evidence. However, within this project there have some differentiated in managing their records. The records at this organization call as submissions. There have divided to three things in what they call as submissions such as drawings, documents and letters. The several of system using in this project also become a part of leaning process because different system have different functions.*

Keyword: Document Controller, Submissions, System, Drawings, Documents, Team Binder

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