

TRAINING ON THE USE OF LETTER FILING INFORMATION SYSTEMS FOR VOCATIONAL HIGH SCHOOL STUDENTS

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Abstract

This service research aims to explore the effectiveness of training in the use of letter archiving information systems for Vocational High School students. In today's digital era, skills in managing information and documentation electronically have become very important, especially in educational and professional environments. Therefore, this training program is designed to equip students with practical knowledge and skills in the use of mail archiving information systems, which are key components in modern administrative management. This research methodology uses a qualitative approach with a focus on evaluating training effectiveness through pre-test and post-test, as well as observation and in-depth interviews with participants. The training was carried out in several sessions which included a basic introduction to archiving information systems, practical use of the software, as well as effective archiving techniques and strategies. The research results showed that there was an increase in students' understanding and skills regarding the use of letter archiving information systems after attending the training. Students demonstrate the ability to manage and archive documents electronically, which indicates the potential for increased efficiency and productivity in school administration activities as well as in preparation for the future work environment. In addition, positive feedback from students indicated that this training was successful in increasing their awareness of the importance of good and professional information management.

Keywords: Information Systems, Students, Letter Archiving.

Introduction

In an increasingly advanced digital era, skills in managing information and documentation have become very important, not only in professional environments but also in educational contexts. Efficient document and information management is one of the main keys to supporting effective administrative and operational activities. Especially for Vocational High School students, whose education focuses not only on theory but also on practical application and work readiness, these skills become very

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relevant. Therefore, introducing a letter archiving information system as part of the learning curriculum is an important step to prepare students to face an increasingly digital world of work.

Advances in information technology have changed the way organizations and individuals manage documentation and records. Electronic mail archiving information systems offer solutions to optimize document management processes, increase information accessibility and security, and make document searches easier. However, to utilize this system effectively, users need to have a good understanding of archiving as well as the ability to use archiving software.

Researchers obtained several other pieces of literature including: according to (Akbar, R., & Rahmadoni, J. 2023) This training provides more results in using this information system, especially in terms of speed, effectiveness and efficiency in collecting and managing letters. According to (Imasita, I., et al, 2022) Competency assistance in this area of expertise provides materials to teachers consisting of petty cash, Google Drive, archives and this training also discusses competency test questions. Furthermore, according to (Wulandari, S., et al, 2021) E-Archive, the arrangement and collection of archives which have previously been less efficient can run efficiently and no longer require a long time to manage archives. (Balqis, A. 2022) understands the process of implementing a web-based archive management information system for incoming and outgoing mail. According to (Takdir, R., et al, 2024) produce trained personnel so that correspondence is available as evidence and reference in carrying out activities at school.

From several existing literature, the author concludes that considering the importance of this skill, a training program for the use of letter archiving information systems has been initiated for students. This program aims to provide students with the knowledge and practical skills necessary to manage information and documentation electronically such as processing and storing incoming and outgoing mail.

By participating in this training, students are expected to not only improve the efficiency and effectiveness of managing correspondence documents, but also prepare themselves for future administrative and managerial challenges.

This service research was designed to evaluate the effectiveness of the training program in improving students' abilities in using the letter archiving information system. Through an approach that combines theory and practice, this research aims to identify improvements in students' knowledge, skills and confidence in managing documents digitally.

Research Methods

This service research adopted a mixed approach, combining qualitative methods to evaluate the effectiveness of training in the use of letter archiving information systems for Vocational High School students. This approach allowed researchers to gain

a comprehensive understanding of the impact of the training, both in terms of improving technical skills and participants' perceptions of the training.

This research is designed to be carried out in several stages:

Pre-training: Involves collecting initial data through surveys to assess students' knowledge and skills prior to training.

Training Implementation: Training will be carried out in accordance with the designed curriculum, including an introduction to archiving information systems, practical use of archiving software, and document archiving case exercises.

Post-training: Data collection is carried out again through surveys and practical assessments to evaluate the increase in students' knowledge and skills. Interviews and focus group discussions will be used to obtain feedback on students' learning experiences.

Data Collection Instrument

The instruments that will be used in this research include:

Pre and Post Training Survey: Designed to measure students' knowledge and skills before and after training.

Observations: Observations will be made during training sessions to assess student interactions with training materials and between students and instructor.

Interviews: In-depth interviews with selected participants and instructors to gain insight into the effectiveness and impact of the training.

Focus Group Discussion: Used to collect qualitative data about students' learning experiences and their perceptions of the training.

Through this approach, research is expected to provide concrete evidence regarding the effectiveness of training in the use of letter archiving information systems for vocational school students, as well as recommendations for improving similar training in the future.

Results and Discussion

Research on the program "Web Training and Development for Young People in Exploiting the Potential of Information Technology for Future Careers" produced several key findings:

Increased Knowledge and Skills: Data shows a significant increase in participants' knowledge and skills regarding web and application technologies after attending the training. This includes an understanding of information systems, mail filing, web design, and application development.

Change in Attitudes toward Information Technology: Participants reported positive changes in attitudes toward information technology. They have become more confident in using technology for productive purposes and consider technology an important tool for their future careers.

Career Plans: Participants indicated that they were interested in further exploring or even pursuing a career in information technology based on the knowledge and skills gained during training.

Discussion

These findings emphasize the importance of training and developing information technology skills for young people as preparation for their future careers. Here are some relevant discussion points:

Awareness and Motivation: The program successfully increased participants' awareness of the importance of information technology and motivated them to develop related skills. This shows that a practical and relevant training approach can be effective in inspiring young people to pursue careers in technology.

Soft Skills Development: Apart from technical skills, training also contributes to the development of participants' soft skills, such as teamwork, problem solving, and effective communication.

Program Sustainability: To maximize impact, it is important for training programs like this to not only focus on short-term skills improvement but also on long-term coaching. Follow-up programs, mentoring, and ongoing support can help participants utilize skills.

Overall, this research shows that web training and development for young people has significant potential to increase their ability to utilize information technology for successful future careers.



Figure 1 Initial appearance of the application

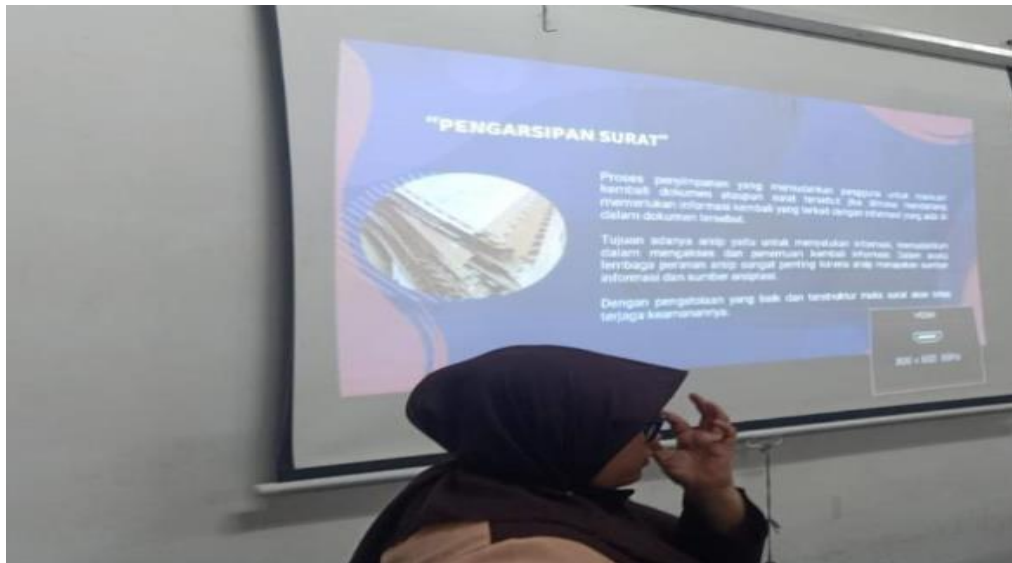


Figure 2 View of giving a presentation

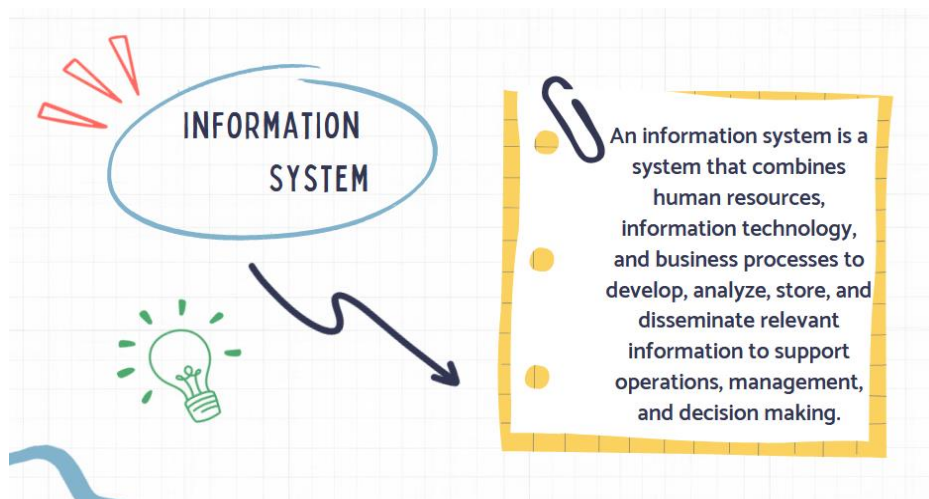


Figure 3 Presentation Material Information System

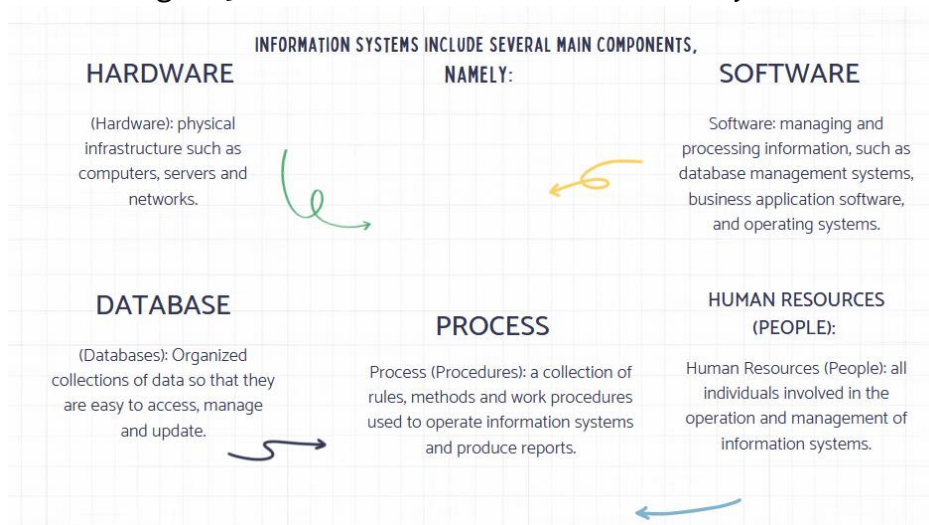


Figure 4 Presentation Material Components Information System

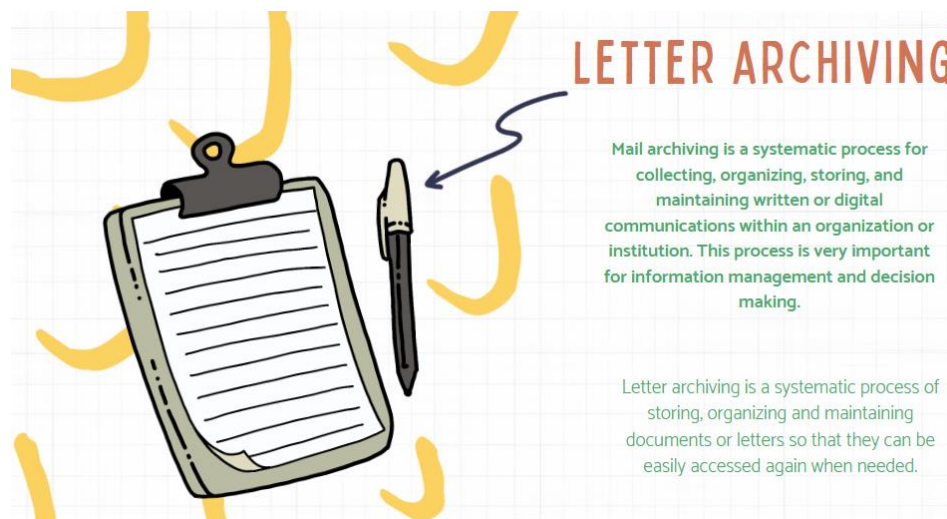


Figure 5 Presentation Material Letter Archiving

Conclusion

Service research entitled "Training on the Use of Letter Filing Information Systems for Vocational High School Students" has succeeded in providing important insights into the effectiveness of training in increasing the knowledge and skills of vocational school students in using letter archiving information systems. Through qualitative methodology, this research reveals significant training in equipping students with the essential skills needed to manage information and documents efficiently in the digital era.

The research results show a significant increase in students' understanding of the information system for archiving incoming and outgoing letters, as well as their practical skills in implementing this knowledge. Students not only become more competent in the use of archiving technology, but also develop an awareness of the importance of effective document and information management.

From this service research, it can be concluded that training in the use of information systems provides a valuable contribution to the development of students' information technology skills. This not only increases readiness for an increasingly digitalized future but also strengthens their capacity as individuals who actively contribute to society.

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