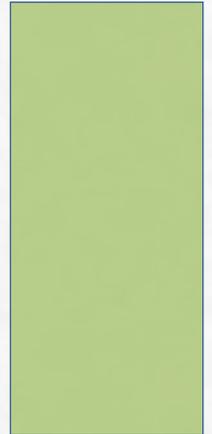




ANALYSIS OF MANAGEMENT INFORMATION SYSTEM REQUIREMENTS FOR LEARNING OFFICE PRACTICES

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Overview

In a study program of economic education of office administration, there is a course called office practice which is one of the subjects who learn about the office practices. This learning method uses office simulations that resemble real conditions. The simulation illustrates the characteristics of office in an organization that has personnel office duties including office management, document and mail processing, execution, directing, agendaris, expenditures and archivist.

In a study simulation of office practices that were currently developed in office practice study had the disadvantage, namely: mail and document processing which were still using manual systems by recording incoming and outgoing mail recorded in writing had not used IT-based systems.

Introduction

Phenomenon Gap

Based on the first observation, we found that The ongoing learning process of office practices employs a manual system, not yet an IT-based one, so it does not reflect what actually happens in an office world. Requires more time and energy, ineffective and inefficient with potential human error.

Literature Review

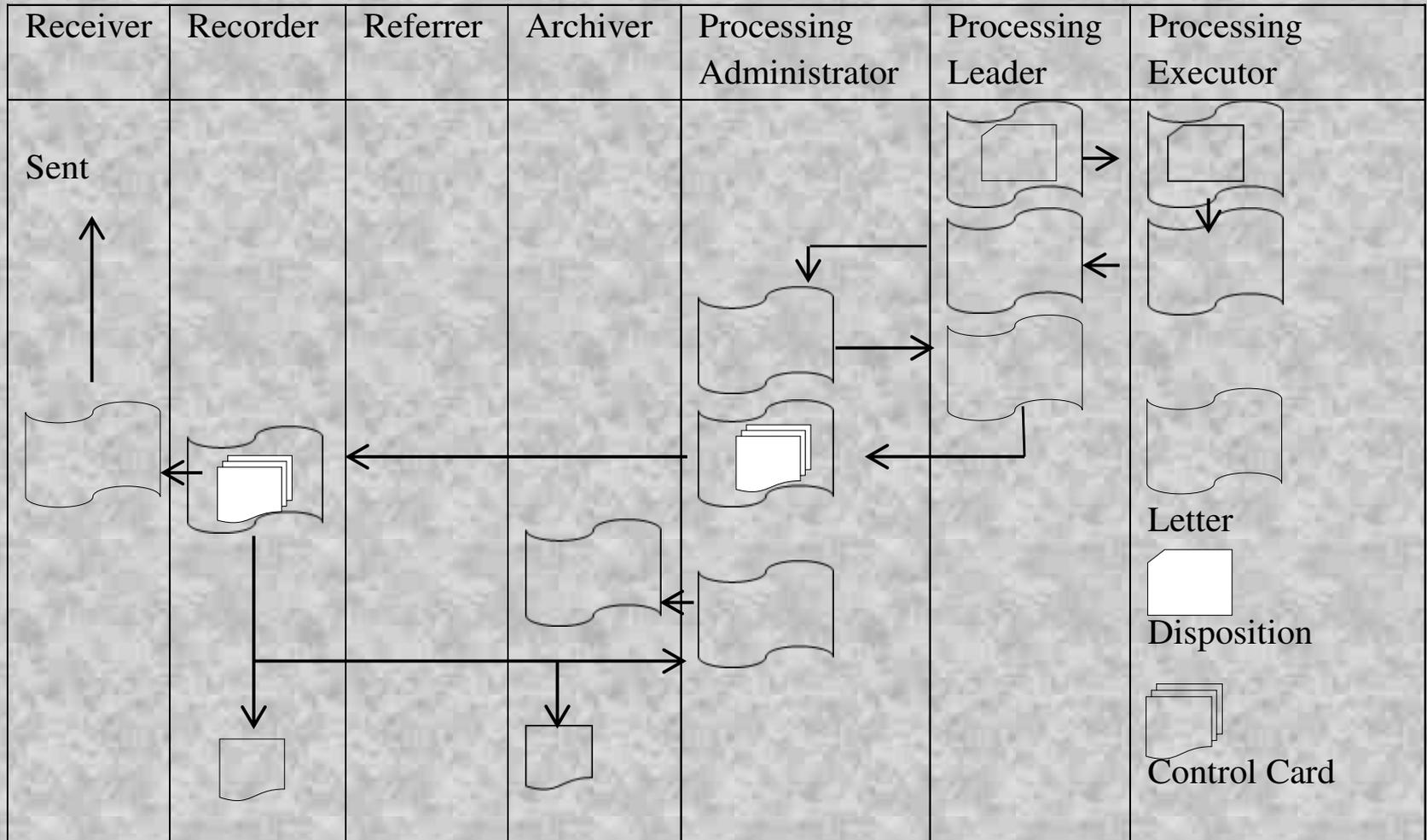
Based on the previous studies, the use of IT-based system in office administration has been found useful. Therefore, in response to this IT-based office system development, there is a need to support the office practice course with the utilization of IT.

Research

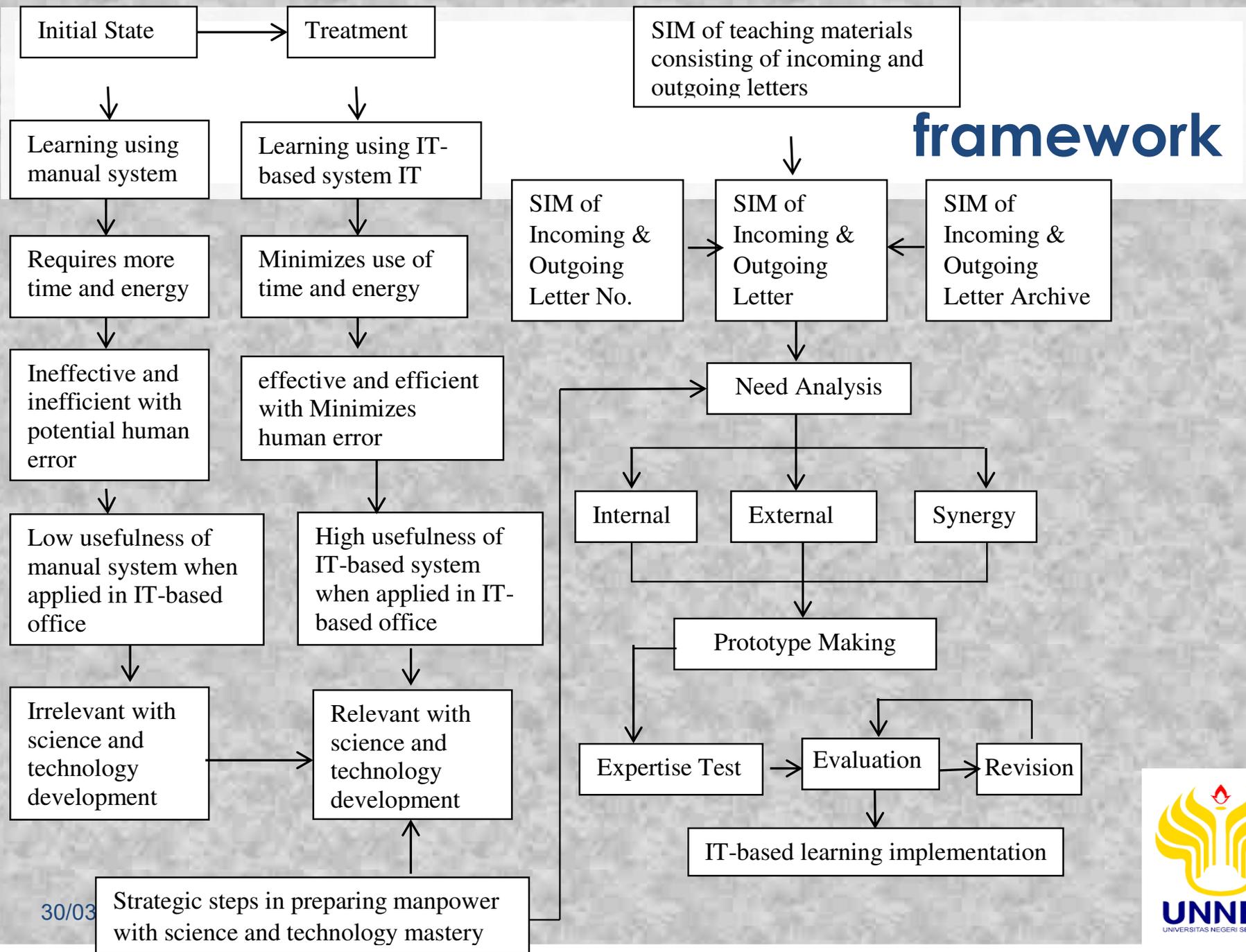


The research problem is how the analysis of management information system needs for learning office practices?

outgoing letter



- According to Williams and Sawyer 2003, Information Technology is defined as the technology which combines computing with high-speed communication line which brings data, voice and video.
- Management Information Systems (MIS) is defined as a computer-based system that provides information to multiple users with similar needs (McLeod & Schell, Management Information Systems, 2004)



methodology

This research uses descriptive qualitative method, aiming at collecting data, analysing data, and interpreting data to find out the bigger picture in a systematic, factual and accurate manner regarding the phenomenon facts related to the usefulness of IT-based office practice learning. The subjects of this research are lecturers in charge, laboratory assistants and students at the sixth semester of 2013/2014 class with the number of PAP A amounting to 65 students and PAP B amounting to 60 students. The total number of students attending the office practice course in Office Administration Education Study Program is 125 students.

Key findings

Based on the analysis which has been conducted, it is found that Office Practice course is a simulation of learning which adopts the administration of office in an institution. This learning gives students information on duty circulation of each office personnel and the basic skills to administer the office practices performed by the institution. In this learning, students seem to be involved in attending the simulation phase alternately according to the role the office personnel is playing so that the students know the duties of the personnel in general.

• The lecturer as the facilitator gives job scenarios to each office personnel. This scenario is aligned with the seven tasks of office personnel, including heads, processors, executives, directors, agenda controllers, forwarders, and archivists. In the simulation of this office practice the students played office personnel in turn so that each student can know the seven roles of office personnel. From 125 students lecturers divide into 18 groups with simulation time for each office personnel as much as 120 minutes.

- Lecturers prepare task sheets for each personnel office manually, with the number of 125 students who perform simulation office with seven roles to eat lecturers need to prepare 875 pieces of duty, of course it takes more time and energy that is not possible by a single lecturer. Such methods require lecturers to seek help from three laboratory assistants. During the first week, they had to prepare material assisted by three laboratory assistants. In addition, two lecturers in the first three weeks must work overtime to prepare course materials.

- Based on the observation of simulation of the seven personnel, it is found that the three incoming and outgoing letter management systems are still performed manually. The three systems include incoming and outgoing letter agenda handling, incoming and outgoing letter numbering and incoming and outgoing letter archiving. This office practice simulation which has not been IT-based is obviously no longer relevant with the current development of science and technology since many institutions have now implemented IT-based system in managing their incoming and outgoing letters.

Conclusion

There is a need to make an incoming and outgoing letter management system as adjusted to the need of office practice. This will certainly lead to the need to teach students in order to master the use of IT-based administration system. Additionally, a system development could facilitate lecturers in preparing their teaching materials. The system needs include 1) a system of teaching materials in the form incoming and outgoing letter which will then be processed by students, 2) a system of incoming and outgoing letter agenda handling, 3) incoming and outgoing letter numbering system, 4) incoming and outgoing letter archive management system. The use of IT in office practice course gives students some motivation to also master the currently developing science and technology and constitutes a strategic step in preparing an educator mastering science and technology.

Recommendations

It is suggested to conduct further research in the making of incoming and outgoing letter management information system, which begins with the making of prototype design as adjusted to the needs of office practice. These needs include four systems which are integrated one another. It is suggested also that the prototype to be made to be tested for its expertise, revised and evaluated until a worth-implementing IT-based learning system in the office practice course is obtained.

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