



Dika Riendyana Putri, 2014, *Sistem Informasi Kesekretariatan Program Studi D3 Sistem Informasi Fakultas Sains Dan Teknologi – Universitas Airlangga*. Tugas Akhir ini dibawah bimbingan Endah Purwanti, S.Si, M.Kom. dan Indra Kharisma, R, S.Kom, M.T. Program Studi Diploma Tiga Sistem Informasi, Fakultas Sains dan Teknologi, Universitas Airlangga.

ABSTRAK

Program Studi D3 Sistem Informasi merupakan sebuah organisasi yang melayani kebutuhan yang berhubungan dengan kesekretariatan. Di Program Studi D3 Sistem Informasi Fakultas Sains Dan Teknologi – Universitas Airlangga terdapat proses surat masuk, proses surat interal, dan proses catatan administrasi. Selama ini proses tersebut di Program Studi D3 Sistem Informasi Fakultas Sains Dan Teknologi – Universitas Airlangga masih berlangsung secara manual. Tujuan dari tugas akhir ini adalah membuat Sistem Informasi Kesekretariatan Program Studi D3 Sistem Informasi Fakultas Sains Dan Teknologi – Universitas Airlangga yang mencakup proses surat masuk, proses surat interal, dan proses catatan administrasi.

Yang pertama kali dilakukan dalam membuat Sistem Informasi Kesekretariatan Program Studi D3 Sistem Informasi Fakultas Sains Dan Teknologi – Universitas Airlangga adalah menganalisa kebutuhan yang berkaitan dengan proses proses di atas kemudian mendesain sistem dan *database*. Desain sistem digambarkan dengan *hierarchy chart* dan *Data Flow Diagram* (DFD). Sedangkan untuk mendesain *database*, proses yang dilakukan adalah membuat *Conceptual Data Model* (CDM) yang kemudian di-*generate* ke *Physical Data Model* (PDM). Dari PDM kemudian diimplementasikan ke *Database Management System* (DBMS). Berdasarkan desain sistem tersebut kemudian mendesain *form input* dan *output*. Proses terakhir yaitu mengimplementasikan desain input dan output sistem yang telah didesain ke dalam program dengan menggunakan bahasa pemrograman berbasis web.

Sistem Informasi Kesekretariatan ini diimplementasikan dengan cara menggambarkan bagan alir untuk menjelaskan alir kerja sistem agar mempermudah user dalam membaca alur sistem. Pengujian Sistem Informasi Kesekretariatan ini dilakukan dengan melakukan skenario uji coba dari proses surat masuk, proses surat interal, dan proses catatan administrasi. Sistem Informasi ini mampu menangani proses diatas, meminimalisir terjadinya kesalahan, dan mempermudah dalam melakukan proses kesekretariatan.

Kata kunci: sistem, informasi, kesekretariatan, surat masuk, surat interal, dan catatan administrasi.

Dika Riendyana Putri, 2014, *Information System of Secretariat at Diploma Three of Information System Study Program, Faculty of Science and Technology Airlangga University*. This Final Project had been guiding by Endah Purwanti, S.Si, M.Kom and Indra Kharisma, R, S.Kom, M.T. Diploma Three of Information System Study Program, Faculty of Science and Technology Airlangga University.

ABSTRACT

Diploma Three of Information System Study Program was an organization that serves the needs associated with the secretariat. Diploma Three of Information System Study Program, Faculty of Science and Technology Airlangga University are process incoming mail, process outgoing mail, and the administrative record. During the process in D3 Studies Program Information System Faculty of Science and Technology - University of Airlangga still ongoing manually. The purpose of this final project was to create a System Information Program Secretariat D3 System Studies Faculty of Information Science and Technology - University of Airlangga which includes process incoming mail, process outgoing mail, and the administrative record.

The first time involved in creating an Information System of Secretariat at Diploma Three of Information System Study Program, Faculty of Science and Technology Airlangga University was analyzed the requirements relating to the above process and then design a system and database. The system design was described with hierarchy charts and Data Flow Diagrams (DFD). As for the database design, the process does was create a Conceptual Data Model (CDM) then generated to Physical Data Model (PDM). From PDM then implemented to Database Management System (DBMS). Based on the design of the system was then designed the form input and output. The last process was to implement the design of input and output systems that have been designed into the program by using the web-based programming language.

Information Systems of Secretariat was implemented by means of a flow chart for explaining describe workflow system to facilitate users in reading the flow of system. The testing of Information Systems of Secretariat was done by performing scenario testing of process incoming mail, process outgoing mail, and the administrative record. This information system was capable of handling the above process, minimize errors, and simplify the process secretariat.

Keywords: systems, information, secretariat, incoming mail, outgoing mail, and administrative records.