

ABSTRACT

The rapid development of technology in this era, the technology should be prosecuted also rapid to equilibration. Similarly, the development of information systems that have at this time. Information technology plays an important role in improving the quality of institutions. Its use not only as the process automation of information access, but also create the accuracy, speed, and completeness of a system that is integrated, so that the process of organization going will be efficient, measurable, and flexible.

To support the lectures, faculty administrative role is perceived by academic civitas especially in the Faculty of Electrical and Communications IT Telkom Bandung. Made this system is connected directly to the database server, creating a look through the main web design / web design used by the entire Faculty of Electrical civitas academic and Communication in the IT Telkom. This system includes the creation of the academic faculty, by the Electronic Communications and IT Telkom, such as the letter of application - mail, scheduling lectures, upload and download the course materials and lectures. This case was due to see the real conditions in the workplace that a faculty, administrative staff are very heavy when done manually, and does not enable the service on this faculty, the administration is accessed for 24 hours.

The results achieved in this project is to design information system services administration faculty a useful and beneficial for the civitas academic IT Telkom Elektro Faculty of Engineering, at the same time can help the faculty, administrative staff from a task such as a manual at this time.

Keywords : Information Systems, Information Systems Faculty of Administration, faculty, System Services, Information Access Automation, Administrative Services