

## ABSTRACT

Language laboratory in IT Telkom is one of the laboratories of science departments which conducts English practicum. The practicum is implemented in the form of a group where each group will be accompanied by an assistant. Currently, the laboratory does not have computerized administration system, so all administrative activities like registration of participants, the input of practicum scores, the allocation of the schedule of practicum, etcetera are still conducted using paper and the administrative data is stored using Ms. Excel which must then be reprocessed to become a report that will be given to the lecturer in charge of the laboratory. For ease of administration, it will be build an information system to support the administration of language laboratory.

**Key words:** *administration, registration, language laboratory.*