ABSTRACT

UNIKOM (Universitas Komputer Indonesia) is an institution engaged in the formal education that has menajalankan roles and functions in line with the government program. UNIKOM has a range of courses, one of which is Prodi Information System. Prodi Information System which has approximately 3000 students currently serving a lot of demand letter for purposes of student affairs. The current system is still a desktop manual that makes the process of making the letter is quite time consuming, besides the required number of letters making a sequential letter, but the numbering is still be on the record to see that no letter had been used up so the possibility of redundancies no letters, in management letters archives still stored on several computers and make it difficult if used on another computer, which has not been integrated database is also an obstacle in the storage or database settings. To overcome these problems need to know how to process incoming and outgoing mail, incoming mail system design and outgoing mail. perform testing of the system, and implementing manufacturing systems development model letter.

The methodology used is descriptive method and action research methods. Then the data collection methods such as interviews, observation and documentation study, whereas the method used is the Development of a prototype model. Where in the manufacture of the program may mean constructing a new system to replace the old system as a whole or improve existing systems. Invaluable tool in the design of systems used is the Document Flow Chart, Diagram Context, Data Flow Diagrams, Data Dictionary, ERD (Entity Relationship Diagram) and normalization. The support software used is php & MySQL.

In the data processing system is expected to help solve the problem of making information systems a letter that is running. With this form of data storage that has been already computerized databases and the possibility of redundancies in the data can minimize errors and delays in the delivery of information, and in the process of making the letters can be done accurately, quickly and accurately. So the results could support the smooth running of data management letter.

Keywords: Information System, php & MySQL.