

**Being an Administration Staff at REC (Received English Course) 2
Bondowoso**

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ABSTRACT

This report presents all of activities during Internship Program in one of the branch offices of REC namely REC 2. It is one of educational institutions in Bondowoso which provides non-formal education services that focus on English, Mathematics, and Computer subject. The location of REC 2 is at Jalan Hos Cokroaminoto 41 Block Rantai Mas Bondowoso. The Internship Program was about 512 hours. As far as conducting the Internship Program, there were much knowledge and experiences that have been obtained. In line with this, those are the knowledge about how to be an administrator staff and teacher staff in English Course. By being an administration staff, some activities that had been done such as updating timetable, preparing teacher's journal, reporting payment, receiving new student's registration, making suspended letter, making letter of final test invitation and making certificate of student. Therefore, those kind of knowledge and experience are only can be gotten by conducting the Internship Program in REC 2. Furthermore, the Internship Program can be the way to face real condition of workplace and to learn other knowledge that can not be gotten in the college before..

Keywords: *Administration Staff, REC 2 Bondowoso*