

Daily Activities at Secretarial Division of Department of Tourism and Culture in Yogyakarta

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ABSTRACT

Internship Program is one of requirements to finish the study that has included in Politeknik Negeri Jember curriculum. Moreover, this program can be a place for the students to prepare their selves to know the real work place and ready to work after graduating from the college. Therefore, it is necessary to practice the implementation in the work place directly to apply their knowledge that had been learned in the college. The aim of this program is to gain the experiences before entering the work place, also to make the students know what the skills and knowledge that needed to be developed and maintained. Shortly, this program provides what the students should do in the real work place. The selection of the work place became the crucial thing to choose because it will give the good point of view about the work place, also the students are able to apply their skills in the work place that had been chosen. I chose Department of Tourism and Culture in Yogyakarta as a place to conduct my Internship Program because this office engaged with communication, tourism, and secretary activities which is related with the course of English for Secretary and English for Correspondence. The office is located in Jl. Suroto No. 11, Kotabaru, Yogyakarta. This Internship Report contains about my activities in Department of Tourism and Culture in Yogyakarta and it focused on Secretarial Work Division. I did some activities in Secretarial Work Division such as Managing the letters, Receiving Telephone and Fax, Typing the Daily Agenda in the Computer and Writing it on the Whiteboard.

Keywords: *Department of Tourism and Culture in Yogyakarta, Secretarial Work Department*