

**THE ADMINISTRATION ROLE AT FACULTY OF LETTERS:  
ADMINISTRATION IN FILING MANAGEMENT AT FACULTY OF  
LETTERS UNIVERSITAS KRISTEN INDONESIA**

A PROJECT PAPER



By:

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**ENGLISH LANGUAGE PROGRAM OF DIPLOMA THREE**

**FACULTY OF LETTERS**

**UNIVERSITAS KRISTEN INDONESIA**

**JAKARTA**

**2020**

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ADMINISTRATION IN FILING MANAGEMENT AT FACULTY OF  
LETTERS UNIVERSITAS KRISTEN INDONESIA**

Submitted to the Faculty of Letters Universitas Kristen Indonesia to fulfill one of the  
Requirements to Complete the English Language Program of Diploma Three

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APPROVAL

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Jakarta, Januari 2020

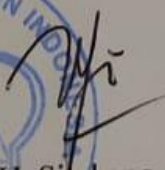
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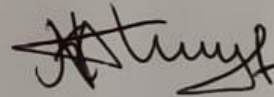
## DECLARATION

I, the undersigned:

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Acknowledge that all of the material in this paper is the result of the writer except for quotations in it with the source has been included.

Jakarta, Januari 2020



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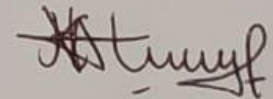
Praise to God Almighty because of His grace, the writer can complete the project paper properly entitled **The Administration Role at Faculty of Letters: Administration in Filing Management at Faculty of Letters Universitas Kristen Indonesia, Jakarta**. This project paper is a requirement for achieving a Diploma Three of English Language, Faculty of Letters, Universitas Kristen Indonesia.

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Finally, the writer asked apologize because this paper is still far from perfect. Hopefully that this paper can be useful for anyone.

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Kania Adyastri

## TABLE OF CONTENTS

<b>DEFENSE APPROVAL SHEET</b> .....	i
<b>DECLARATION OF THE ORIGINALITY</b> .....	ii
<b>ACKNOWLEDGEMENT</b> .....	iii
<b>TABLE OF CONTENTS</b> .....	iv
<b>CHAPTER I INTRODUCTION</b>	
1.1. Background of the Study.....	1
1.2. The Problem Statement.....	2
1.3. The Purpose of The Study.....	2
1.4. The Methodology Research .....	3
1.5. The Organization Of The Report .....	3
<b>CHAPTER II LITERATURE REVIEW</b>	
2.1. The Definition of Administration.....	4
2.2. The Definition of File.....	4
2.3. The Definition of Management.....	6
<b>CHAPTER III RESULT AND DISCUSSION</b>	
3.1. Location Profile of Faculty of Letters.....	8
3.2. Universitas Kristen Indonesia's History.....	8
3.3. Faculty of Letters .....	9
3.4. The Discussion of The Problem.....	16
<b>CHAPTER IV CONCLUSION AND SUGGESTION</b>	
4.1 Conclusion.....	18
4.2 Suggestion.....	18
<b>BIBLIOGRAPHY</b> .....	19
<b>APPENDIX</b> .....	20