

## TABLE OF CONTENTS

Title	
The Approval Sheet.....	ii
The Intellectual Statement Form.....	iii
The Improvement Sheet.....	iv
Motto and Dedication.....	v
Abstract.....	vi
Abstraksi.....	vii
Acknowledgements.....	viii
Table of Content.....	x
<b>CHAPTER I INTRODUCTION</b>	
A. The Background of the Research.....	13
B. The Scope of the Problem.....	16
C. The Question of the Research.....	16
D. The Objective of the Research.....	16
E. The Significance of the Research.....	17
F. Systematization of the Research.....	18
<b>CHAPTER II THEORITICAL DESCRIPTION</b>	
A. Administration.....	19
1. Definition of Administration.....	19
2. Characteristics of Administration.....	20
3. The Function of Administration.....	22

B. Type of Administration .....	23
1. Civil Administration .....	23
2. Financial Administration.....	23
3. Environment Administration.....	24
4. Public Administration .....	24
5. Commerce Administration.....	24
6. Development Administration.....	24
7. Office Administration .....	24
C. Relevant Research.....	25
<b>CHAPTER III COMPANY PROFILE</b>	
A. Company History .....	28
1. Vision and Mission .....	30
a. Vision.....	30
b. Mission.....	30
B. Structure Organization .....	32
<b>CHAPTER IV REPORT OF OBSERVATION FINDINGS</b>	
A. Data Description.....	35
B. Observation Obstacles.....	41
C. Problem Solving.....	44
<b>CHAPTER V CONCLUSION AND SUGGESTION</b>	
A. Conclusion .....	47
B. Suggestion.....	47
<b>BIBLIOGRAPHY</b>	

**APPENDICES**

**BIOGRAPHY**

