

ABSTRAK

Pelaksanaan praktik kerja lapangan dan penyusunan laporan praktik kerja lapangan merupakan salah satu syarat akademik dalam menyelesaikan kuliah Diploma III Jurusan Bahasa Jepang Fakultas Bahasa di Universitas Widyatama. Penulis melaksanakan praktik kerja di Japanese Language and Management Center (JLMC) yang beralamat di Jalan W. R. Supratman No. 3 Bandung, terhitung sejak tanggal 3 Februari s/d 15 Maret 2014.

Penulis mengangkat judul, “Pembelajaran Bahasa Jepang Level Dasar di JLMC”. Berdasarkan hasil pengamatan dan informasi yang didapat selama pelaksanaan kegiatan praktik kerja lapangan.

Sistematika penyusunan laporan praktik kerja lapangan yang dilakukan penulis adalah tinjauan langsung dan tinjauan pustaka. Tinjauan langsung meliputi pengamatan dan wawancara. Tinjauan pustaka meliputi materi pembelajaran.

Selama melaksanakan praktik kerja lapangan, penulis ditugaskan untuk melakukan kegiatan administrasi seperti menginput data keuangan, data absensi siswa dan data formulir siswa. Selain melakukan kegiatan administrasi, penulis juga melakukan kegiatan lain, yaitu menerima tamu, memberikan informasi pada calon siswa dan menerima telepon.

Kata Kunci: Pembelajaran, Bahasa Jepang, Level Dasar

ABSTRACT

Practical training is one of the academic requirements to finish the Diploma Degree of Japanese at Language Faculty Widyatama University. Practical training was held at Japanese Language and Management Center at 3 Supratman Street from 3rd February to 15th March 2014.

The report is entitled “The Basic Level of Japanese Learning in JLMC”. The title was taken based on observation and information in practical training.

The methods used in writing the report are library research and direct research. Direct research deals with observation and interview. Library research deals with learning material.

During practical training, the writer was assigned to do administration activity such as inputting the finance, student attendance and student form data. Besides doing administration, the writer also did other activities such as welcoming the guest, giving information to students and receiving calls.

Key Word: Learning, Japanese, Basic Level