

**THE MODEL OF MANAGEMENT INFORMATION SYSTEM (MIS)
THE COMMUNITY LEARNING CENTER (PKBM)
AS NON FORMAL EDUCATION INSTITUTE
(Case study of Learning Skill program on making motorcycle's spareparts on
PKBM ALPA Bandung)**

Abstract

This research is motivated by the use of MIS model for PKBM which is focused on evaluation program of learning skill on making motorcycle's spareparts in the term apprenticeship. The problem is : What kind of MIS model to evaluate the learning program of non formal education in the form of apprenticeship that could improve the independency of the learners ?. The aim of this research is to determine the suitable MIS model, which can be implemented to improve the function and role of PKBM.

The supporting theory to support this research includes : the basic concepts of management information system (MIS), management concepts of the learning apprenticeship in the education context, management information system in learning apprenticeship and learning apprenticeship based on non formal education system.

The using of research methodology is based on current situation and condition. The most suitable method to answer all the questions is descriptive research method.

The research's findings show that : *First*, the implementation of apprenticeship program in PKBM Alpa Bandung, represent an introducing and provisioning the skills that needed by the apprenticeship participants. The implementation is uniting in the business learning group. *Second*, the implementation of the apprenticeship participant evaluation is done in several criteria : (1) Evaluation of daily attitude in the classroom, dormitory, canteen, FMD activities, work assignment, and non-class hours. (2) Recapitulation of physic and health points. (3) Academic points. The assessment starts from the design of specific input and output, design of database, making of file structure, and prototype preview. *Third*, Development of information evaluation system, is an information system that makes the organizer and the evaluator easily to evaluate the participant's points. Evaluation database provides a recapitulation of some points from each criteria which is then recapitulated become three points to be evaluated and finally become one point that used for deciding the participant's graduate. The fast and accurate information from evaluation part will help getting the information of points from graduated participants and the cause of the fail ones when following the apprenticeship program.

The above findings, recommend that ideally, evaluation of apprenticeship activity process is not only measuring the learning result but activity system and its effect shall also be evaluated. Apprenticeship program is implicated by the uniqueness of learn management, that is why tutor as an organizaer has to have a knowledge in learn management. To optimize the system performance, it is recommended to have an On – Line system (LAN) computer.