

The Influence of Learning Media on the Quality of Progress Office Administration Program

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Abstract

This research aims to describe the use of learning media and the quality of learning in the Office Administration Skills program at Watampone State Vocational School 1 as well as the influence of learning media on the quality of the teaching and learning process there. This research uses experimental research with a population of 208 students there, with a sample of 68 students with an error rate of 10 percent. Data collection was carried out using observation and questionnaires. The data analysis techniques used are descriptive statistics and inferential statistics. The results of this research show that the use of learning media there is classified as good from the aspects of print media, electronic media and reality media. The quality of the teaching and learning process there is assessed as good in terms of active, innovative, creative, effective and enjoyable learning. There is a significant positive influence of the use of learning media on the quality of learning in the office administration skills program at SMK Negeri 1 Watampone, amounting to 17.9 percent.

Faktor Media Pembelajaran terhadap Kualitas Kemajuan Program Administrasi Perkantoran

Abstrak

Penelitian ini bertujuan untuk mendeskripsikan penggunaan media pembelajaran dan kualitas pembelajaran pada program Keahlian Administrasi Perkantoran SMK Negeri 1 Watampone serta pengaruh media pembelajaran terhadap kualitas proses belajar mengajar di sana. Penelitian ini menggunakan penelitian eksperimen dengan populasi seluruh siswa yang ada disana berjumlah 208 siswa, dengan sampel sebanyak 68 siswa pada tingkat kesalahan 10 persen. Pengumpulan data dilakukan dengan menggunakan observasi dan kuesioner. Teknik analisis data yang digunakan adalah statistik deskriptif dan statistik

inferensial. Hasil penelitian ini menunjukkan bahwa penggunaan media pembelajaran disana tergolong baik ditinjau dari aspek media cetak, media elektronik, dan media realita. Kualitas proses belajar mengajar di sana dinilai baik dari segi pembelajaran yang aktif, inovatif, kreatif, efektif dan menyenangkan. Terdapat pengaruh positif yang signifikan penggunaan media pembelajaran terhadap kualitas pembelajaran pada program keahlian administrasi perkantoran SMK Negeri 1 Watampone sebesar 17,9 persen.

INTRODUCTION

Learning is a teaching process consisting of learning resources, teachers, and students who try to improve knowledge, skills, and behavior through experience. Learning as a process requires careful and systematic planning. Success in studying a potential subject is influenced by many factors, one of which is the way a teacher teaches (Avalos, 2011). It's important to have a wide variety of perspectives, knowledge, and skills to survive, both now and in the future. Learning media are tools used by teachers to teach students (Borko, 2004; Gabriela, 2021).

It is hoped that the use of learning media can improve the learning process, which can have an impact on student learning outcomes (Darling et al, 2009). The use of media in learning activities is very important. Media really helps understand concepts that cannot be explained in language (Priyambodo et al, 2012). The choice of learning strategy and media used greatly influences the quality of the learning process. The two are related, because the type of media used will be influenced by the choice of certain learning strategies (Opfer et al, 2011).

Basically, the role of media is very important, the more learning media students use, the more motivated they are to learn. In other words, better learning will result from better media too. Teaching

methods and learning media are two very important components in the learning process (Aurora et al, 2019). These two components are related to each other. The type of learning media that is appropriate for teaching will of course be influenced by the choice of teaching method, but learning objectives and other aspects must also be considered, appropriately supporting the content of facts, learning principles, concepts or generalizations, practical use and skilled teachers in their use.

METHOD

This research is a type of quantitative research, namely looking for relationships between variables. As a research target, a population must exist to obtain the data needed to process data to answer research problems. Sugiyono stated that population is a generalization area consisting of objects or subjects chosen by researchers to study, and then researchers come to conclusions (Sugiyono, 2010). Based on this opinion, this research involved all students who took part in the office administration skills program at SMK Negeri 1 Watampone, totaling 208 students, while the research sample consisted of 68 students. For data collection, questionnaires and observation were used, and for data analysis, inferential analysis and descriptive statistics were used (Kozma, 1991).

RESULT AND DISCUSSION

To determine the quality of learning in the office administration skills program at SMK Negeri 1 Watampone. To collect data, a questionnaire instrument was used. Next, quantitative testing is carried out to test the hypothesis. This was done using Statistical Standard Product Solutions 18, or SPSS 18, which was deemed appropriate for data analysis.

Descriptive Statistical Analysis

To get an idea of the use and quality of learning for the office administration skills program at SMK Negeri 1 Watampone, a frequency and category table was created, and each variable was evaluated using the categories very good, good, quite good, not so good, and poor given to 68 students which became the research sample. The average value for learning media is 52.3971 with a standard deviation of 6.70518. Meanwhile, the average value of learning quality is 60.8971 with a standard deviation of 7.23825.

Table 1. General description of the use of learning media

No	Category	Frequency	Interval
1	15-26	0	poor
2	27-38	2	Poorly
3	39-50	23	quite good
4	51-62	39	good
5	63-75	4	excellent
Total		68	

From table 1, it can be seen that the use of learning media there, when viewed from the average (mean), is in the good category with a frequency of 39. This illustrates that the use of learning media there is good in terms of the indicators.

print media, electronic media and reality media.

To get a picture of the quality at Watampone State Vocational School 1, the quality of participants' answers was categorized into five categories: very good, good, quite good, not good and bad. The learning quality of the office administration skills program at SMK Negeri 1 Watampone is depicted in Table 2 for more details

Table 2 Learning Outcome Categories

No	Category	Frequency	Interval
1	15-26	0	poor
2	27-38	0	Poorly
3	39-50	6	quite good
4	51-62	35	good
5	63-75	27	excellent
Total		68	

Based on SPSS 24 data, the average value of learning quality is 60.8971, where the average value in table 2 is between 51 and 62; This shows that they are in a good category, with a standard deviation of 7.23825. This shows that the quality of learning in the office administration skills program at SMK Negeri 1 Watampone is classified as good, in terms of the average (mean) in terms of active, innovative, active, creative, effective and enjoyable learning aspects with a frequency of 35.

Inferential Statistical Analysis

This correlation test aims to identify or evaluate how the quality of learning in the office administration skills program at SMK Negeri 1 Watampone is

influenced by learning media. For more details see Table 3:

Table 3. Correlation analysis

Sedang belajar Media	Pearson Korelasi	1	.423 **
	Sig. (2-ekor)		.000
N		68	68
Sedang belajar Kualitas	Pearson Korelasi	.423 **	1
	Sig. (2-ekor)	.000	
N		68	68

** . Korelasi signifikan pada level 0,01 (2-tailed).

The table displays the Pearson Correlation value to determine the magnitude of the relationship between variables. In the table the correlation value is 0.423. This value can be interpreted as meaning that the relationship between the two study variables is in the medium category (Sugiyono, 2010). Simple linear regression analysis was used to assess the office administration skills program at SMK Negeri 1 Watampone Bone. Table 4 shows how well the regression model is created by the learning quality variables and learning media variables.

Table 4. Coefficient of Determination

Model	R	R persegi	R Square yang disesuaikan
1	423 sebuah	179	166

The coefficient of determination (CD) value or R Square value shows how good the regression model created by the learning media is and the quality of learning. With a CD table value of 0.179, or 17.9%, it can be concluded that the learning media variable has an influence of 17.9% on the quality of learning, and other factors outside the learning media have an influence of 82.1%. In the office administration skills program at SMK Negeri 1 Watampone Bone, the strength of the relationship between learning media and learning quality was measured using simple linear regression analysis. The next step is to determine the level of significance or linearity of the regression. The F test can be used to determine

criteria. The simplest method to determine significance is to know that the regression model is linear when the SPSS data significance value is less than 0.05, and vice versa. To find out the significance value, see Table 5:

Table 5 Simultaneous Significance Test (F Statistical Test)

Model	Jumlah kuadrat	df	Persegi Berarti	F	Sig
1 Regresi	627.438	1	627.438	14.365	.000 sebuah
Sisa	2882.841	66	43.679		
Total	3510.297	67			

A. Predictors: (Constant), Media Pembelajaran

B. Dependent Variable: Kualitas pembelajaran

The F value of 14.365 was obtained from the Anova test or F test, which shows that $H_a \neq 0$, H_0 is rejected with a probability of 0.000, and can be used to predict the quality of learning with a linear regression model because the probability is less than 0.05. To find out the regression equation model obtained, see the non-standard Coefficient B column in Table 6.

Table 6. Regression equation model

Model	B	St. Kesalahan	Beta	T	Sig
1 (Konstan)	36.983	6.360		5.815	.000 yt
Media Pembelajaran	456	120	423	3.790	.000

Instructional Media

The results of the research show that the learning media at SMK Negeri 1 Watampone is in the good category, with a frequency of 39 and an average of 52.3971, when viewed from the aspects of print media, electronic media and online media, it is actually quite good. Good. With the school principal's efforts to implement supervision, coaching and certification programs for teachers, the learning media there is functioning well (Yeap, 2008; Haryadi et al, 2021). Basically, the role of the media is very important; Students are more motivated to learn if they use more or different learning media. In other words, the quality of educational media is related to the quality of learning (Houston, 2008; Suwanto et al, 2021).

In learning, teaching methods and learning media are two very important components. These two components are interconnected. The right type of learning media will of course influence the choice of teaching methods, but there are still several other factors that must be considered, such as whether the media is appropriate to the learning objectives, supports factual content correctly, learning principles or generalizations, practical use, and teachers who are skilled in using it. (Miftah, 2014; Firmadani, 2020).

Quality of learning

The quality of education regarding the office administration skills program at SMK Negeri 1 Watampone is in the good category with a frequency of 35 with an average of 60.8971 and a standard deviation of 7.23825, this can be seen from being active, innovative, creative, effective and fun. learning. Therefore, various kinds of knowledge, abilities and beliefs will be obtained, which are very important both now and in the future (Andari, 2021; Aini, 2021). Various abilities, skills and expertise obtained in education will have implications for their lives in the future (Nahdi et al, 2020; Riady, 2021). The quality of learning experienced by students in the office administration skills program at Watampone State Vocational School 1 results in changes in the areas of knowledge, skills and attitudes. Learning success is influenced by many variables. Teacher teaching methods are one of them (Hasnawati, 2021). Apart from that, teachers must understand students, materials and learning methodologies used during the learning process, especially related to choosing learning models (Ramadhan, 2022).

The Influence of Learning Media on the Quality of Learning

The research results show that the office administration skills program at SMK Negeri 1 Watampone, Bone Regency has good learning quality associated with learning media. The influence of learning media on the quality of learning is 0.423, meaning it is included in the medium category. This means that there is a positive correlation between the quality of learning and learning media. Therefore, the learning tools used in the office administration skills program at SMK Negeri 1 Watampone can improve the quality of learning. Thus, the more varied the learning media used, the higher the quality of learning (Baharuddin et al, 2021; Nurhalisa et al, 2021). Using as many and varied learning media as possible in learning will certainly influence the quality of learning which is supported by supervision by the school principal and the role of teachers in utilizing learning media. This is in accordance with research findings which show that learning media has a positive effect on the quality of learning.

CONCLUSION AND RECOMMENDATION

This research aims to determine the quality of learning provided in the Office Administration Skills program at Watampone State Vocational School, as well as the use of learning resources and how learning resources influence the learning process. The research results show that the learning media used there include print, electronic and reality. The quality of the teaching and learning process there is assessed as good in terms of fun, effective, innovative and creative learning. There is a significant positive influence of the use of educational media

on the quality of learning in the office administration skills program at SMK Negeri 1 Watampone, amounting to 17.9 percent.

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The office administration sector needs to make intensive efforts to develop competencies and capabilities in this digital era. It is hoped that in the future more specific research can be carried out on work competency needs and professionalism demands of administrative staff to adapt to office developments in the digital era.

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