

## ABSTRAK

**M. Aqib Rizki Akbar, NIM : 7103341057, Hubungan Cara Belajar Yang Efektif Dengan Prestasi Belajar Mata Pelajaran Menangani Surat Masuk dan Surat Keluar (*Mail Handling*) SMK Swasta Taman Siswa Lubuk Pakan Tahun Pembelajaran 2014/2015. Skripsi Jurusan Pendidikan Ekonomi, Program Studi Pendidikan Administrasi Perkantoran, Fakultas Ekonomi, Universitas Negeri Medan Tahun 2014.**

Masalah dalam penelitian ini adalah Cara Belajar Siswa Yang Belum Efektif. Penelitian ini bertujuan untuk mengetahui Hubungan Cara Belajar Yang Efektif Dengan Prestasi Belajar Mata Pelajaran Menangani Surat Masuk dan Surat Keluar (*Mail Handling*) SMK Swasta Taman Siswa Lubuk Pakan Tahun Pembelajaran 2014/2015. Populasi penelitian ini adalah seluruh siswa kelas XI AP Jurusan Administrasi Perkantoran berjumlah 38 orang. Sampel dalam penelitian ini adalah seluruh populasi siswa dengan teknik *total Sampling*. Teknik pengumpulan data dilakukan dengan observasi, wawancara, angket dan dokumentasi. Uji validitas angket menggunakan rumus korelasi *product moment* dan reliabilitasnya dihitung dengan *cronbach alpha*. Teknik analisis data yang digunakan adalah dengan menggunakan uji koefisien korelasi dan untuk menguji hipotesis digunakan rumus uji t.

Dari hasil penghitungan menggunakan uji korelasi *product moment* di dapat  $r_{hitung}$  sebesar 0,769 sedangkan  $r_{tabel}$  sebesar 0,320 dari hasil tersebut diketahui bahwa  $r_{hitung} > r_{tabel}$  atau  $0,769 > 0,320$ . Koefisien korelasi bertanda positif, hal ini menunjukkan bahwa terdapat hubungan positif antar cara belajar yang efektif (X) dengan prestasi belajar (Y). Artinya semakin tinggi cara belajar yang efektif siswa maka semakin tinggi pula prestasi belajarnya. Dari hasil uji regresi linier sederhana  $Y = a + bx$  di dapat persamaan regresi  $Y = 27,667 + 0,723X$ .

Hasil pengujian hipotesis menunjukkan bahwa  $t_{hitung}$  sebesar 7,224 dibandingkan dengan  $t_{tabel} = 2,028$  pada taraf signifikan 95% dan  $\alpha = 0,05$  dengan  $dk = N-2$  maka didapat  $t_{hitung} > t_{tabel}$  ( $7,224 > 2,028$ ) sehingga dinyatakan hipotesis diterima atau terdapat hubungan yang positif antara cara belajar yang efektif dengan prestasi belajar mata pelajaran Menangani Surat Masuk dan Surat Keluar (*Mail Handling*) SMK Swasta Taman Siswa Lubuk Pakan Tahun Pembelajaran 2014/2015. Berdasarkan penghitungan dan analisis data maka hipotesis diterima

**Kata Kunci : Cara belajar yang efektif dan Prestasi Belajar**

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**M. Aqib Rizki Akbar, NIM: 7103341057. The Relationship between Effective Way of Studying and Students Achievement on the Mail Handling Subject by Students Class XI SMK Taman Siswa Lubuk Pakam T.P 2014/2015. Thesis. Department of Economics of Education. Office Administration Education Studies Program. Faculty of Economics. State University of Medan Year 2014**

The problem in this research is whether there is a relationship between the effective way of studying and students achievement on the mail handling subject by students class XI SMK Taman Siswa Lubuk Pakam T.P 2014/2015. This study aimed to find out the relation between effective way of studying and students achievement on the mail handling subject by students class XI SMK Taman Siswa Lubuk Pakam T.P 2014/2015. Study The population of this research was the whole student of XI AP SMK Taman Siswa Lubuk Pakam, sample in research is all student in population with total sampling about 38 student. The instrument for collecting data was interview, documentation and questionnaires. To obtain the validity of the questionnaires, the research used product moment, while the reliability was calculated by cronbrach alpha. The research use correlation coeficient and used t-correlation for hypothesis test.

Based on the test of product moment known that  $r_{test} > r_{table}$   $0,769 > 0,320$ . This relation showed that the higher effective way of studying , the higher student achievement in Mail Handling at SMK Taman Siswa Lubuk Pakam T.P 2014/2015. From the linier regression test is  $Y = 27,667 + 0,723X$

The result of hypothesis testing show that t- correlation was 7,224 and if it is colculated to the  $t_{table}$  at the level of significance 95% and  $\alpha = 0,05$  was 2,028, known that  $t_{test} > t_{table}$  ( $7,224 > 2,028$ )

This study showed that there is positive and significant relation between effective way of studying and students achievement on the mail handling subject at SMK Taman Siswa Lubuk Pakam T.P 2014/2015.

**Keywords : Effective way of studying, students achievement, Mail Handling subject**

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