ABSTRAK

Dwi Putri Utami Lestari NIM. 7161144013 Studi Komparatif Model Pembelajaran *Numbered Head Together* dan Model Pembelajaran *Problem Based Learning* Terhadap Hasil Belajar Administrasi Umum Siswa Kelas X AP di SMK BM Panca Budi Medan T.P 2019/2020. Skripsi Jurusan Ekonomi, Program Studi Pendidikan Administrasi Perkantoran, Fakultas Ekonomi, Universitas Negeri Medan 2020.

Permasalahan dalam penelitian ini adalah rendahnya hasil belajar siswa pada mata pelajaran administrasi umum. Penelitian yang dilakukan di SMK BM Panca Budi Medan ini bertujuan untuk mengetahui hasil belajar siswa dan mengetahui perbedaan model pembelajaran *Numbered Head Together* dan *Problem Based Learning* terhadap hasil belajar.

Jenis penelitian yang digunakan adalah eksperimen dengan memberikan perlakuan kepada kedua kelompok sampel penelitian. Populasi dalam penelitian ini adalah seluruh siswa kelas X AP di SMK BM Panca Budi Medan TP. 2019/2020 yang berjumlah 90 orang siswa. Sampel dalam penelitian ini adalah sampel total berupa sampel yang diambil dari dua kelas yaitu kelas X AP 1 dan kelas X AP 2 sebanyak 90 orang. Instumen pengumpulan data dalam penelitian ini adalah tes hasil belajar siswa dalam bentuk pilihan berganda, yaitu untuk soal pre-test dan post-test sebanyak 25 soal. Sebelum tes ini diberikan pada sampel sesungguhnya, maka tes ini diuji cobakan terlebih dahulu untuk melihat tingkat validitas, reliabilitas, tingkat kesukaran dan daya pembeda. Teknik analisa data yang digunakan yaitu menentukan rata-rata hitung, standar deviasi, uji normalitas, dan uji homogenitas dan pengujian hipotesis dengan menggunakan Uji-t.

Dari hasil analisis data kelas eksperimen I nilai rata-rata pre-test dan post-tes yaitu 59,58 dan 81,25. Sedangkan pada kelas eksperimen II nilai rata-rata pre-test dan post-tes yaitu 64,44 dan 74,72. Pengujian hipotesis dari hasil post-test yang di lakukan di output Pair 1 diperoleh nilai Sig (2-tailed) sebesar 0,000 < 0,05, output Pair 2 diperoleh nilai Sig (2-tailed) sebesar 0,000 < 0,05 Berdasarkan pembahasan output Pair 1 dan Pair 2 dapat di simpulkan hasil belajar administrasi umum yang di ajar dengan model *numbered head together* lebih tinggi secara signifikan di banding hasil belajar administrasi umum yang di ajar dengan menggunakan model *problem based learning* pada siswa kelas X AP SMK BM Panca Budi Medan T.P 2019/2020.

Kata Kunci : Model pembelajaran *Numbered Head Together*, Model Pembelajaran *Problem Based Learning* , dan Hasil Belajar Administrasi Umum

ABSTRACT

Dwi Putri Utami Lestari . 7161144013 Comparative Study of the Numbered Head Together Learning Model and the Problem Based Learning Model Against the General Administration on Outcomes Learning of Class X Office Administration at SMK BM Panca Budi Medan T.P 2019/2020. Thesis, Economic Departemen, Office Administration Education Program, Faculty of Economics, State University of Medan 2020.

Problem in this research are the low study result student on subject general administration. The research conducted at SMK BM Panca Budi Medan aims to determine student learning outcomes and find out the differences in the Numbered Head Together and Problem Based learning models on learning outcomes.

This type of research is an experiment by giving treatment to both groups of research samples. The population in this study were all students of class X Office Administration in SMK BM Panca Budi Medan TP. 2019/2020 with 90 students. The sample in this study was a total sample of samples taken from two classes, namely class X Office Administration 1 and class X Office Administration 2 as many as 90 people. The data collection instrument in this study was a student learning achievement test in the form of multiple choices, namely for pre-test and post-test questions of 25 questions. Before this test is given on a real sample, then this test is tested first to see the level of validity, reliability, level of difficulty and distinguishing power. Data analysis technique used is to determine the arithmetic mean, standard deviation, normality test, and homogeneity test and hypothesis testing using t-test.

From the results of the analysis of experimental class I data the average value of pre-test and post-test is 59,58 and 81,25. Whereas in the experimental class II the mean scores of pre-test and post-test were 64,44 and 74.72. Hypothesis testing of the results of the post-test carried out was obtained tcount = 2.808 and ttable 1.668. By comparing the two values, it can be concluded that $t_{count} > t_{table}$ is 2.808 > 1.668. Through the hypothesis testing criteria, it can be determined that if $t_{count} > t_{table}$, the hypothesis is accepted. It can be concluded that the learning outcomes of the general administration taught by the numbered head together model are significantly higher compared to the learning outcomes of the general administration taught by using a problem based learning model in class X Office Administration students of SMK BM Panca Budi Medan T.P 2019/2020.

Keywords: Numbered Head Together Learning Model, Problem Based Learning Model, and General Administration Learning Outcomes