

Analysis of the Utilization of the Office Administration Automation Laboratory during the Covid-19 Pandemic

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Abstract. The process of teaching and learning activities in the Office Governance Automation Expertise Competence can be in the form of theory or practice, students can carry out teaching and learning activities in the classroom and practicum (laboratory). This research is descriptive research using a qualitative approach. With five subjects, namely, the head of the OTKP laboratory, archiving subject teacher, and 3 students at SMK Negeri 1 Bulukumba. Data collection techniques using observation methods, interview methods, and documentation methods. Data analysis techniques in this study used data reduction techniques, data presentation, conclusions, and verification. The results showed that the Analysis of the Utilization of the Office Administration Automation Laboratory (Class X Archival Subject Study) during the Covid-19 Pandemic at UPT SMK Negeri 1 Bulukumba, had been put to good use. This can be seen from the four indicators, namely independent and guided learning, using teaching materials in digital form, utilizing information and communication technology-based learning media, and implementing information and communication technology-based learning interactions by minimizing direct interactions.

Keywords: Utilization; laboratories; archives

1. Introduction

At the beginning of 2020, the World Health Organization (WHO) declared Corona Virus Disease (covid-19) as a pandemic that has hit more than 200 countries in the world. As a measure to anticipate the spread of COVID-19, the Indonesian government has taken several actions, starting from activities at home [1], [2]. This condition has a direct impact on the world of education. Where education is an important aspect of the development of human resources and is also a major factor in the formation of the good or bad of the human person. Education is the right of all citizens. Education, apart from being a right, must be taken by everyone [3]. Regarding the National Education System, there is one level of formal education, namely the vocational secondary education level or the so-called Vocational High School (SMK). Vocational High Schools have facilities and infrastructure to support the ongoing activities in the world of education.

Vocational High School (SMK) is a form of formal education unit that organizes vocational education at the secondary education level as a continuation of SMP, MTs, or other equivalent forms. Vocational High School is one of the educational institutions that create competitive human resource output in the world of work and industry. The educational process in SMK is designed to be more specific and specific and oriented so that students can master skills and have superior competencies according to their respective fields of expertise so that they can answer the challenges of an ever-changing era, and also strive to shape students to be active, creative, and have good personalities [4][5].

One of the competency skills in the SMK curriculum is Office Administration which has now changed to Office Governance Automation (OTKP). Offices are equipped with various skills and knowledge provided through various subjects. The process of teaching and learning activities in the Office Governance Automation Expertise Competence can be in the form of theory or practice. Students can carry out teaching and learning activities in the classroom and practicum (laboratory).

The laboratory is one of the facilities and infrastructure as well as facilities that are very important in the process of teaching and learning activities to achieve the

expected competencies and is a place or room for students to carry out various kinds of research, observation, training, and scientific testing activities as an approach between theory and practice from various scientific disciplines. The laboratory is used to carry out tasks so that students can gain an ability, knowledge, skills, and attitudes in various fields of science [6].

Laboratories can make a very valuable contribution to improving the quality of education. Therefore, the use of the laboratory must be optimized so that students can gain knowledge, understand and improve skills according to the characteristics of the subject. The laboratory is equipped with various kinds of facilities in accordance with their respective professions. The laboratory is used to improve the skills of students and as a place to apply the theory that has been obtained in class.

One of the subjects in Vocational High Schools (SMK) that requires teaching and learning activities through practical work in the laboratory is the archiving subject. Archival is one of the subjects in the curriculum structure of the Vocational High School in the Office Governance Automation Expertise Competence [7]. The competency of Office Governance Automation skills is one of the expertise programs at SMKN 1 Bulukumba which requires class X students to gain knowledge about good and correct archive management. This subject requires students to be able to apply the theory that has been obtained from educators in the classroom in the form of practice. Practices carried out in the laboratory will help students understand the filing procedures.

Based on observations during Real Work Lecture (KKN) activities from October to December 2020 at UPT SMKN 1 Bulukumba, which is located on Jl. Lotus No. 24, Caile Village, Ujung Bulu District, Bulukumba Regency, South Sulawesi Province, researchers obtained initial observations during the Covid-19 pandemic, the face-to-face learning process was eliminated as well as a practicum in the laboratory so that the use of the Office Administration Automation laboratory in archival subjects less optimally used by students due to government regulations regarding online learning, researchers also received information from archiving subject teachers who said that archival subjects had been included in practical material,

2. Method

This research is descriptive research using a qualitative approach. This study aims to describe the use of the Office Administration Automation Laboratory (Class X Archives Study) during the Covid-19 Pandemic Period. This research was conducted at SMK Negeri 1 Bulukumba. The data collection techniques used in this study were observation, interviews, and documentation. Then the results of the research will be described in accordance with the results of data processing that has been done. In this study, using primary data generated from interviews and observations made directly by researchers and secondary data obtained from literature materials,

To determine informants who meet the criteria and are considered to be able to provide data according to research needs, the informants of this research are the Head of the OTKP laboratory, archiving subject teacher, and 3 students of SMK Negeri 1 Bulukumba. In this study, to collect data or information related to various policies carried out by schools in the Utilization of the Office Administration Automation Laboratory (Class X Archives Study Subject) During the Covid-19 Pandemic, interview media were used in the form of interview guidelines, voice recorders, and cameras. and then the data that has been obtained will be analyzed using data analysis techniques, namely data reduction, data presentation, and drawing conclusions [8].

3. Results and Discussion

State Vocational High School 1 Bulukumba is one of the Vocational Secondary Education in Bulukumba Regency which produces middle-level workers in the fields of Technology and Industry, Business and Management, Tourism and Fisheries, and Marine Affairs. Initiated in 1969 under the name SMEA Negeri 14 Kajang, with No. SK. 14/UKK.3/69 12-08-1969. Date 12-08-1969. In 1979 it was moved to the city of Bulukumba under the name SMEA Negeri Kajang in Bulukumba, and in 1983 it was changed to SMEA Negeri Bulukumba by the decision of the Director-General of Education and Culture No.

In this study, there are several criteria to determine the use of the OTKP laboratory (Studies on archival subjects for class X) during the Covid-19 pandemic at UPT SMK Negeri 1 Bulukumba, as determined by the Director-General of Higher Education [9], regarding the implementation of learning or activities in the lab during the pandemic:

3.1 Independent and Guided Learning

Independent learning is a learning process that is initiated by students within a certain period. To be able to help students learn independently, teachers prepare various tasks and triggers/initiations by utilizing ICT. Guided learning is a learning process provided by schools and colleges to assist the learning process of students in the form of online tutorials. What is meant by online tutorials is a distance learning process carried out by requiring the interaction of students with teachers, lecturers/tutors, or students with students mediated by ICT-based media. Electronic tutorials are synchronous or asynchronous, using various ICT or e-learning features, such as forums, chat, e-mail, blogs, and social media (Facebook, Twitter, etc.)

Based on the results of interviews with the informants above, it was revealed that the use of the OTKP laboratory in archival subjects regarding independent and guided learning using learning resources and ICT or e-learning features (such as WhatsApp and classroom), the teacher has provided archiving modules in the form of files to students so that students can study archival material independently. The teacher helps the student's learning process in the form of online tutorial learning by using two features of ICT or e-learning in delivering material and giving assignments, but in the practicum method, the teacher continues to carry them out in the laboratory face-to-face.

Based on the results of observations and observations in the field, researchers can explain that learning independently and guided by using learning resources and two features of ICT or e-learning (WhatsApp and classroom) in archival subjects can assist teachers in giving assignments, delivering material before entering the practicum method and evaluating students at the end of the semester, but not in activities in the laboratory because the implementation of the practicum is still carried out offline (outside the network) or face to face.

3.2 Using Teaching Materials in Digital Form

Utilizing learning media based on information and communication technology in the learning process can make it easier for students to receive the material. Teachers must make good use of technology-based learning media so that they can make a significant contribution to the development of students and can motivate students to keep learning even in the current pandemic conditions.

Based on the results of interviews with the informants above, it was revealed that the use of the OTKP laboratory in archival subjects during the COVID-19 pandemic regarding using teaching materials in digital form, it can be concluded that the use of teaching

materials in digital form during this pandemic can make it easier for teachers to provide materials such as in PPT forms, videos and learning materials are sent through the classroom application so that it is easier for students to understand the material and have an overview before doing practical work in the OTKP laboratory face-to-face.

Based on the results of observations and observations made, the informants obtained that the distance or online learning process by using teaching materials in digital form makes it easier for students to understand the practicum material displayed in video form so that students have no more difficulties when directly practicing it in the OTKP laboratory. direct.

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Based on the results of interviews with the informants above, it was revealed that the use of the OTKP laboratory in archival subjects during the covid-19 pandemic regarding the use of information and communication technology-based learning media, it can be concluded that archiving subject teachers continue to use ICT-based learning media such as the use of LCDs, laptops and The computer depends on the material to be presented, for example, digital archive storage material which requires students to use a computer and practical material that displays several videos using an LCD and laptop as an illustration before students carry out direct practice in the OTKP laboratory.

Based on the observations made, the informants found that the use of ICT-based learning media in archival subjects was used when the teacher showed videos and PowerPoint presentations to students when the learning process was carried out offline or face-to-face as well as in practical activities during the pandemic.

3.4 Implementing Information and Communication Technology-Based Learning Interactions by Minimizing Direct (On-Site) Interactions

Carrying out information and communication technology-based learning interactions by minimizing direct (on-site) interactions. In carrying out activities in the laboratory or utilizing the OTKP laboratory during this pandemic, archiving subjects are not only in the form of theory but have practical methods that must be carried out in the laboratory, teachers must be able to minimize direct learning interactions by utilizing information and communication technology so that practicum activities are still carried out in the laboratory.

Based on the results of interviews with the informants above, it was revealed that the use of the OTKP laboratory in archival subjects during the COVID-19 pandemic regarding indicators of implementing information and communication technology-based learning interactions by minimizing direct (on-site) interactions, can be concluded that in minimizing direct interactions, teachers do not use information and communication technology-based learning interactions because laboratories during this pandemic are still used for archival subjects by dividing students into several groups and limited by time and number of students when carrying out practical activities in the laboratory so that interaction is immediately stayed awake and continue to comply with health protocols.

Based on the results of observations and observations in the field that in carrying out the archival learning process during covid-19 the teacher interacted with students using an ICT-based learning system only to convey material and give assignments, but

in carrying out practical activities in the OTKP laboratory during this pandemic the teacher did not use an ICT-based learning system for interaction with students.

Discussion

3.1 Independent and Guided Learning

Independent learning is a learning process carried out by students within a certain period. In helping students learn independently the teacher prepares a variety of learning resources by utilizing ICT. In line with this, according to Darwis, et.al. [10] "Independent learning changes the role of the teacher or instructor, becoming a facilitator or designer of the learning process." As a facilitator, a teacher or instructor helps students overcome learning difficulties, or he can be a learning partner for certain materials. The task of designing the learning process requires the teacher to process the material into a format according to the pattern of independent learning.

Guided learning is a learning process provided by schools to assist the learning process of students in the form of online tutorials such as using various ICT or e-learning features in the learning process. Guided learning does require a relatively large amount of time in its implementation, but the learning outcomes achieved are certainly proportional to the time used. New knowledge will stick longer if students are directly involved learning process [11], Guided learning can better familiarize students with proving a subject matter, proving it by conducting their investigations by students who are guided by the teacher. Investigations can be carried out by students both in a room such as in a laboratory.

3.2 Using Teaching Materials in Digital Form

Using teaching materials in digital form is one of the implementations of distance learning that can help the learning process during this pandemic in combination with other teaching materials in various forms, formats, media, and sources. Digital teaching materials can make it easier for teachers to convey material by providing in the form of animated videos that can be accessed by students using mobile phones.

Saccharosa's opinion[12] is that teaching materials are an important part of the implementation of education in schools, through teaching materials teachers will be easier to carry out learning and students will be more assisted and easier in learning.

3.3 Utilizing Learning Media Based on Information and Communication Technology

The essential learning media in distance learning was initially enough to use modules but in line with advances in information and communication technology [12]. Then appear computer-aided learning media, audio, video, print media, multimedia, internet, and others.

The learning process by utilizing information and communication technology (ICT)-based learning media during this pandemic is one of the implementations of distance learning proposed by the director-general of higher education so that the learning process continues [13][14]. ICT-based learning media used by teachers in the learning process are computers, LCD projectors, the internet, and PowerPoint presentations.

3.4 Implementing Information And Communication Technology-Based Learning Interactions by Minimizing Direct (On-Site) Interactions.

During the learning process during the COVID-19 pandemic, the interaction between teachers and students is limited so the implementation of distance learning proposed by the director-general of higher education is to carry out learning interactions based on information and communication technology by minimizing direct interactions [15][16].

To deal with the learning limitedness of distance learning that is not accompanied by face-to-face, learning can be complemented by the use of media that can accommodate and facilitate interactions between students and teachers so that they become more effective and efficient. This departs from the paradigm that individuals can't free themselves from interactions with other people according to Musfhi [17]. Learners can determine the location of their study time as they wish and are flexible in determining their study space, which is adjusted to their acceleration and learning techniques.

4. Conclusion

Based on the results of the research and discussion, it can be concluded that the use of the office administration automation laboratory (class X archiving subject studies) during the covid-19 pandemic at UPT SMK Negeri 1 Bulukumba, has been put to good use. This can be seen from the research focus, namely: Independent and guided learning, Using teaching materials in digital form, Utilizing information and communication technology-based learning media, and Implementing information and communication technology-based learning interactions by minimizing direct interactions.

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