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# COMPUTER TRAINING TO IMPROVE LEARNERS' SKILLS

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**Abstract**

This research was conducted to try to answer problems related to the implementation of non-formal education programs, especially in computer training programs to increase the knowledge and skills of learning citizens. Through this research it is hoped that it can provide input for non-formal education program organizers in finding alternatives that can empower the community. the location of the research was carried out at PKBM Cerdik, Tamansari. The results of the evaluation of the implementation of the training program show that computer training at the Smart PKBM has been able to increase the knowledge and skills of learning residents in the field of computers, so that they can play a role in keeping pace with technological developments. However, in the implementation of the training, several obstacles were found which became materials for improvement for the next implementation, including the lack of personnel in the field of computer technicians, limited training funds, and low motivation among learning residents to attend training.

**Keywords**: Training, Community Learning Centers (PKBM)

**Abstrak**

Penelitian ini dilatarbelakangi karena adanya permasalahan berkaitan dengan pelaksanaan program Pendidikan Nonformal dalam bidang pelatihan komputer. Dengan adanya penelitian ini diharapkan mampu memberikan masukan bagi pelaksanaan program Pendidikan Nonformal. Lokasi penelitian dilakukan di PKBM Cerdik, Tamansari. Hasil penelitian menunjukan pelaksanaan program pelatihan komputer di PKBM Cerdik berhasil meningkatkan pengetahuan dan keterampilan warga belajar di bidang komputer, sehingga mampu mengimbangi perkembangan teknologi. Namun, dalam pelaksanaannya terdapat beberapa kendala antara lain yaitu kurangnya tenaga ahli, terbatasnya dana, serta rendahnya motivasi warga belajar untuk mengikuti pelatihan.

**Kata kunci:** Pelatihan, Pusat Kegiatan Masyarakat (PKBM)

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## INTRODUCTION

Educational institutions exist to answer the needs of society for education, at this time, individuals are needed who are dominated by the progress of science and technology in various fields. Muhammad Syuhadid, M.PA, 1996, Atmodiwirio (2002:2) individuals include all things related to people's work, such as how they are obtained, organized, treated, evaluated, cared for, their health, safety, welfare and work documents are managed. In essence, human resources are individuals who are referred to as workers who are related to knowledge, skills, and abilities. From here it can be concluded that human resources consist of three key elements: knowledge, skills and attitudes. To get the maximum benefit from these three elements, individuals must be guided and trained through the education and training process.

Law No. 2/ 1990 explains that education is a conscious and planned effort aimed at preparing students or learners through education and teaching activities as provisions for their role in the future. Training is a systematic activity as an effort to improve expertise, skills, and attitudes according to needs. Training is seen as an effort to improve the quality of knowledge, skills and attitudes of participants who take part in training, including the community or learning community.

In facing future challenges, it is not only necessary to have formal education, but it must be complemented or supported by non-formal and informal education. Non-formal education and formal education have a complementary nature; First, as a complement, meaning that non-formal education is intended for human resources who do not attend formal education. Second, as an addition, meaning that formal education has limitations so that non-formal education is needed to optimize learning. Third, as a substitute, meaning that non-formal education is an independent institution as an option for the community (Kamil, 2009).

The Community Learning Activity Center (PKBM) is a non-formal educational institution that functions as an educational forum for individuals who cannot continue formal education (Fatma, 2018, p. 195). Therefore, PKBM in the midst of society is expected to be able to become the backbone for the implementation of the development process through empowerment in the community.

In order to expand access, equalize, and improve the quality of education as well as efforts to support and succeed in 9-year compulsory education, there is an equivalency education program in PKBM. This equivalency program is aimed at people who have dropped out of school due to economic constraints, people who live in special areas, such as border areas, disaster areas, and isolated areas that do not yet have adequate educational facilities.

In improving the skills of students, one of them is by participating in computer training. Computer training is a planned process to improve abilities and skills related to the computer field. The computer itself is a digital tool used to process data according to procedures that have been formulated.

PKBM Cerdik is a non-formal educational institution that implements the A, B, C package equivalent education program. Based on interview findings, PKBM Cerdik not only holds the learning needed to obtain a diploma but the learning of equivalent education at PKBM Cerdik is supported by training activities to provide skills to students.

## METHODS

The research conducted refers to a qualitative approach, this is intended to produce descriptive data containing written words from interviews with primary sources including managers, tutors, and students. This research will find a systematic, up-to-date picture of the object being studied.

In the study, it was obtained directly from observation and interviews with the research object, namely students, tutors, and managers. Those who participated in computer training at PKBM Cerdik Kota Tasikmalaya were students from package A, package B, and package C. While secondary data includes documentation on the package C equivalency program. In qualitative research, data collection is carried out in natural settings (natural conditions), primary data sources, and data collection techniques that are more on participant observation and in-depth

interviews and documentation. In this study, the data analysis technique during the field use the Miles and Huberman Model.

## RESULTS AND DISCUSSION

### Results

PKBM Cerdik aims to improve the quality of human resources, its efforts are by facilitating those who want to develop their talents and interests. The facilities that are already available at PKBM Cerdik are utilized well by students so that they provide expertise/skills, which can help students improve their standard of living. The total number of students at PKBM Cerdik package C who participated in computer training was 289.

**Table 1.** Data on Learning Citizens

| Name of Study Group | Number of Students | | |
|---|---|---|---|
| | **M** | **F** | **Amount** |
| **CLASS 10 A** | 17 | 13 | 30 |
| **CLASS 10 B** | 16 | 14 | 30 |
| **CLASS 10 C** | 14 | 16 | 30 |
| **CLASS 10 D** | 7 | 3 | 10 |
| **CLASS 11 A** | 21 | 9 | 30 |
| **CLASS 11 B** | 14 | 16 | 30 |
| **CLASS 11 C** | 8 | 8 | 16 |
| **CLASS 12 A** | 18 | 11 | 29 |
| **CLASS 12 B** | 17 | 14 | 31 |
| **CLASS 12 C** | 15 | 13 | 28 |
| **CLASS 12 D** | 18 | 7 | 25 |

Based on the research results obtained, computer training at PKBM Cerdik studied Microsoft Excel and Microsoft Office in a simple way. The background of this training is the need for students who require IT (Information Technology) skills. The results of an interview with one of the computer training tutors, according to him, this training was carried out for 3 months, in finding out the results of the computer training evaluation, the training manager distributed data collection instruments in the form of practical tests. After students have completed the test, they will be given a certificate. Most students who have taken this computer training can make proposals, job application letters, and master the tools in Microsoft Excel. Training participants also experienced changes in themselves both in terms of knowledge and skills in mastering computer use.

Factors that hinder the implementation of the computer training program at PKBM Cerdas are: First, the lack of computer expert staff. This has an impact on computer devices when something is damaged. Second, limited resources make it difficult to develop computers that have the potential to improve individual quality and have a positive impact on society. Third, the acceptance of material in the learning community is still incomplete due to the lack of student motivation, so they must immediately focus on material that they do not understand and be guided individually, so that students immediately know what they are doing.

In addition to inhibiting factors, supporting factors for the computer training program at PKBM Cerdik are the availability of facilities and infrastructure and the desire of package C students to participate in learning, especially computer training.

## Discussion

Computer training carried out within 3 months provides students with the ability to operate computers, these skills are very useful for carrying out computer-based exams and also to make work easier for students. Skills are divided into 4 types, including: a) basic literacy skills, which are basic skills that everyone must have, such as reading, writing, arithmetic and listening; b). technical skills are technical skills acquired through learning in the technical field such as using computers and other digital devices; c) social skills, namely the ability of each individual to communicate with each other, listen, express opinions and work in a team; and d) problem solving is a person's ability to solve problems using their logic. This computer skill is classified as a technical skill, aiming to increase a person's efficiency and productivity in using computers (Wahyu & Rukanda, 2022)

Students will take a series of computer tests to determine their understanding, experience of the training that has been given, after meeting the competencies set by PKBM Cerdik, students will receive a certificate. Hottinger (Maharani, 2019) argues that abilities based on hereditary and environmental factors are divided into two parts, including: first, phylogenetic abilities, namely innate abilities that continue to develop as a person ages. Second, ontogenetic skills are skills that are based on practice and experience due to environmental influences.

Evaluation of the results includes the quality of students after participating in the training, which is assessed based on changes in student behavior in the areas of affect, cognition and psychomotor function. The affective domain includes attitudes, aspirations, feelings, desires, values, etc. The cognitive aspect includes knowledge, control, and understanding. The psychomotor aspect includes skills related to productive, technical, physical, social, managerial, and/or intellectual skills. During training, an agency or institution encounters various obstacles or constraints including the lack of experts in the computer field, causing problems with damage and maintenance because computers continue to develop, if these adjustments are not addressed properly it will cause problems.

Lack of income sources makes it difficult to implement training to adapt to current technology, limited computers make the practical learning process less conducive and uncomfortable. This lack of funds also causes limitations in providing expertise to students who only study Microsoft Excel and Microsoft Office.

Another obstacle is the motivation of students. In the management function, movement requires in-depth attention. The initial stages of the movement function are related to motivation. At this stage, managers and instructors must act as motivators. The steps that must be taken are: 1) target audience to be motivated. 2) Identify the target audience. 3) research information about the target audience. 4) determine the needs analysis. 5) determine the theme and achievement of motivation. 6) preparation of motivational materials. 7) Selection and determination of motivational steps. When the motivation of learners increases, the presence of learners in computer training will also increase (Mutaqin, 2019).

In an activity, there are obstacles and barriers, because many components are involved in conducting training. With elements related to training, the training manager shows important elements of training program preparation. In compiling a training program, there are three factors that must be considered, namely: Learning materials, methods and training evaluations. Therefore, training aims to match the materials and methods and steps of training with the objects and real/actual needs of the residents studied in the training (Hidayatulloh, 2019).

At the end of the training program, the students get an evaluation from the organizer. This is done to find out how far the learning outcomes are. Sudjana (2014:89) argues that the evaluation components include: First, input facilities (input instruments), namely all the completeness of the learning process. Consisting of the curriculum, facilities and infrastructure and funds needed. Second, raw input, are students who take part in training with different characteristics, such as understanding, skills and competencies, and learning needs. Third, environmental input, is an aspect that supports the implementation of the training program, one of which is the place. Fourth, the process, namely the interaction activities between learners and instructors/tutors in organizing training supported by learning resources and media. Fifth, output, namely learners have participated in the training program. Sixth, other input, namely the continuity of training, including information and situations that have changed. Seventh, impact.

Next is a high willingness to further develop their computer skills. The presence and attitude of participants also support the development of their computer skills, because if students are always present in the training plan provided and students are active in lessons, then participants will be able to quickly adopt what has been learned. taught so as not to be left behind. Facilities and infrastructure are the main factors in this training activity, learners can immediately practice what the tutor has taught. There are 12 computers available at PKBM Cerdik where these computers come from the government, not only used for training but also used for exam activities.

The level of curiosity about potential is a person's awareness of their abilities. Aware of their abilities, a person knows their strengths and weaknesses (Trisnawati et al., 2017). When someone realizes their potential, they are able to live normally without feeling pressure, solve problems and achieve goals for themselves and provide benefits to others. Learners who take part in computer training also gain information technology skills that are useful for work after graduation. Not only does it make it easier for residents to learn how to find work, but also to establish independent businesses, such as businesses, online businesses, etc.

## CONCLUSION

With the computer training program held at PKBM Cerdik, it can be concluded that the program is very helpful for students in using computer devices, especially in operating Microsoft Office. Where the benefits can be felt directly by students when entering the workforce. And of course students have additional skills that can be used in everyday life and can help solve problems faced. Although the sustainability of this computer training program has a positive impact on students, this program is not free from several obstacles faced, both internal and external obstacles. So that this program must continue to be improved.

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