

## TRAINING PLAN

NAME	Jayron D. Dimaano	COURSE CODE	IT199F
PROGRAM & STUDENT NO.	BSIT - 2021130130	COURSE TITLE	IT PRACTICUM

### STUDENT OUTCOMES

- CO1. Identify, analyze, and design business process solution to the problem faced by the organization.  
CO2. Apply the different concepts of systems analysis and design, software engineering, database management, and programming courses in the problem-solving process in the organization, and  
CO3. Acquire new knowledge and experience while in the organization.

### AREAS / PHASES OF TRAINING AND TIME ALLOTMENT

- |  |   |           |
|--|---|-----------|
| A. Company Orientation / Training Orientation  | - | 16 hours  |
| B. Software Development (including but is not limited to development of Gantt Chart, UI/UX Design) | - | 390 hours |
| C. Technical Documentation   | - | 40 hours  |
| D. Other IT-related training activities  | - | 40 hours  |

### EVALUATION GUIDELINES & COURSE OUTCOMES

#### DEMONSTRATION OF SOFT SKILLS (40%)

##### KEY AREAS

##### COMMUNICATION SKILLS (20%)

- Relate to co-trainees/supervisors terminologies and rules
- Recite procedures and instructions needed for the tasks
- Identify and describe safety signs and symbols
- Ask critical questions related to the tasks
- Produce well-written regular and incident reports
- Prepares and presents reports using Information and Communication Technology (ICT)

##### PROFESSIONAL DEPORTMENT (20%)

- Observes proper grooming and attire
- Reports to work regularly on time and as necessary, even beyond prescribed working hour
- Acts according to the job description given by the company
- Willing to accept new tasks apart from the usual routine and responsibilities
- Delivers quality output on time
- Demonstrates respect for different individuals

##### INITIATIVE (+5%)

- Volunteers to perform tasks beyond routine tasks

#### DEMONSTRATION OF TECHNICAL SKILLS (60%)

##### KEY AREAS

##### SOFTWARE DEVELOPMENT SKILLS (40%)

- Able to deliver bug-free modules on time (20%)
- Able to integrate and implement the new modules (10%)
- Able to implement good UI/UX principles in the modules (10%)

##### TECHNICAL DOCUMENTATION SKILLS (10%)



- Able to write User's Manual (5%)
- Able to write Technical Document (5%)

##### OTHER IT-RELATED TRAINING ACTIVITIES (10%)

- Able to research and adapt to the framework provided and used in the company (10%)

##### INITIATIVE (+5%)

- Volunteers to perform tasks beyond routine tasks

CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY
 SIGNATURE OVER PRINTED NAME OF STUDENT / DATE	SIGNATURE OVER PRINTED NAME OF PARENT OR GUARDIAN / DATE	 SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE	SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE	SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE