

TRAINING PLAN

NAME	Lancelot M. Abarintos	COURSE CODE	IT199F
PROGRAM & STUDENT NO.	BSIT - 2021151524	COURSE TITLE	IT PRACTICUM

STUDENT OUTCOMES

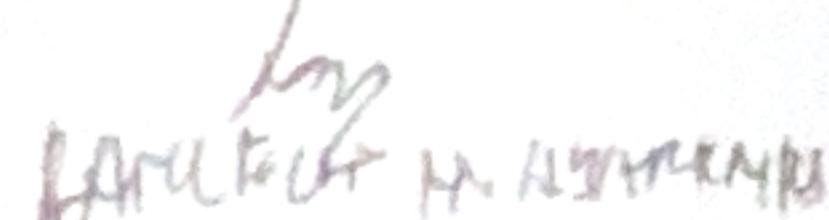
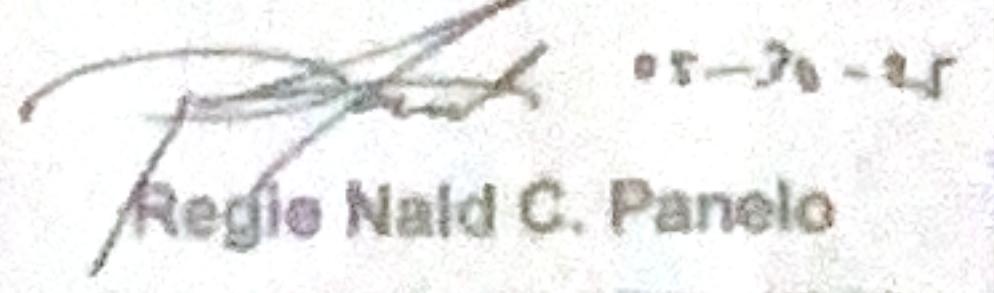
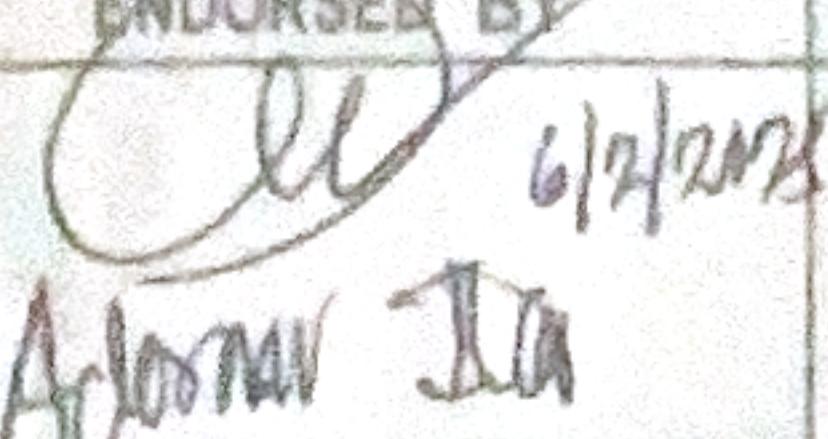
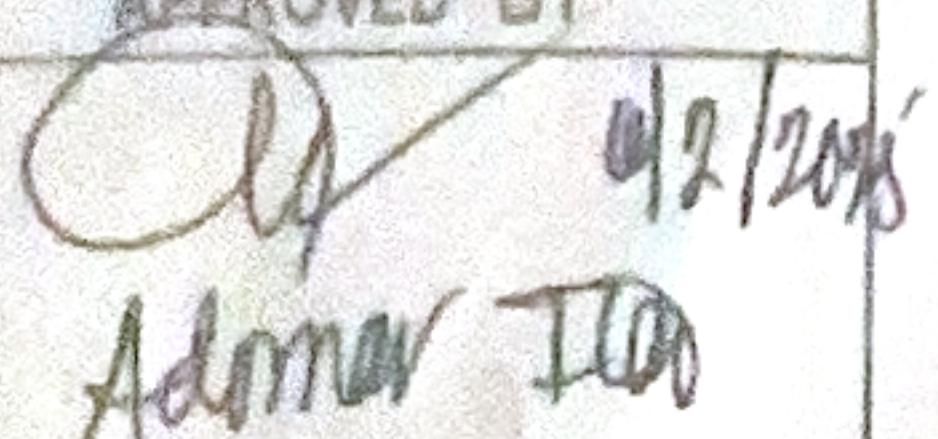
- CO1. Identify, analyze, and design business process solution to the problem faced by the organization.
- CO2. Apply the different concepts of systems analysis and design, software engineering, database management, and programming courses in the problem-solving process in the organization, and
- CO3. 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%)	DEMONSTRATION OF TECHNICAL SKILLS (60%)
<p>KEY AREAS</p> <p>COMMUNICATION SKILLS (20%)</p> <p>Relate to co-trainees/supervisors terminologies and rules</p> <p>Recite procedures and instructions needed for the tasks</p> <p>Identify and describe safety signs and symbols</p> <p>Ask critical questions related to the tasks</p> <p>Produce well-written regular and incident reports</p> <p>Prepares and presents reports using Information and Communication Technology (ICT)</p> <p>PROFESSIONAL DEPARTMENT (20%)</p> <p>Observes proper grooming and attire</p> <p>Reports to work regularly on time and as necessary, even beyond prescribed working hour</p> <p>Acts according to the job description given by the company</p> <p>Willing to accept new tasks apart from the usual routine and responsibilities</p> <p>Delivers quality output on time</p> <p>Demonstrates respect for different individuals</p> <p>INITIATIVE (+5%)</p> <p>Volunteers to perform tasks beyond routine tasks</p>	<p>KEY AREAS</p> <p>SOFTWARE DEVELOPMENT SKILLS (40%)</p> <ul style="list-style-type: none"> • 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%) <p>TECHNICAL DOCUMENTATION SKILLS (10%)</p> <ul style="list-style-type: none"> • Able to write User's Manual (5%) • Able to write Technical Document (5%) <p>OTHER IT-RELATED TRAINING ACTIVITIES (10%)</p> <ul style="list-style-type: none"> • Able to research and adapt to the framework provided and used in the company (10%) <p>INITIATIVE (+5%)</p> <p>Volunteers to perform tasks beyond routine tasks</p>

CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY
 Lancelot M. Abarintos		 Regie Naid C. Panelo 05-20-15	 Adomar T. Iba 6/2/2018	 Adomar T. Iba 6/2/2018