MAPÚA
MALAYAN COLLEGES
LAGUNA

TRAINING PLAN

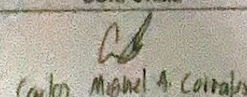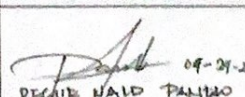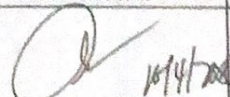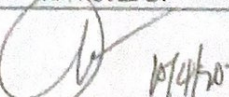| NAME	Carlos Miguel A. Corrales	COURSE CODE	IT199F
PROGRAM & STUDENT NO.	BSIT - 2021151217	COURSE TITLE	IT PRACTICUM

STUDENT OUTCOMES

CO1: Identify, analyze, and design business process solutions to address problems faced by the organization.

CO2: Apply concepts from systems analysis and design, software engineering, database management, and programming in solving organizational problems.

CO3: Gain new knowledge and hands-on experience within 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

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

(40%) _____ SKILLS (X%)

SOFTWARE DEVELOPMENT SKILLS (40%)
Deliver bug-free modules within the agreed timeline (20%).
Successfully integrate and implement new modules into existing systems (10%).
Apply effective UI/UX design principles to enhance module usability and user experience (10%).

(10%) _____ SKILLS (Y%)

TECHNICAL DOCUMENTATION SKILLS (10%)
Prepare a comprehensive and user-friendly User's Manual (5%).
Produce clear and detailed Technical Documentation for system components (5%).

(10%) _____ SKILLS (Z%)

OTHER IT-RELATED TRAINING ACTIVITIES (10%)
Research, learn, and adapt to the frameworks and technologies utilized by the company (10%).

INITIATIVE (+5%)
Volunteer to take on additional tasks beyond routine responsibilities.

INITIATIVE (+5%)
Volunteers to perform tasks beyond routine tasks

CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY
Carlos Miguel A. Corrales		09-29-25 REGINE NALD PANIMO	10/4/20	10/4/20
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