

## TRAINING PLAN

NAME	Patrick V. Mediodia	COURSE CODE	IT199F
PROGRAM & STUDENT NO.	BSIT / 2019165202	COURSE TITLE	I.T. 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

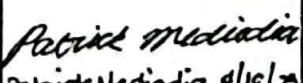
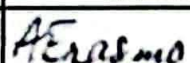
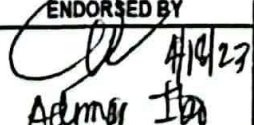
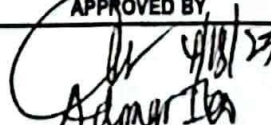
CO3. Acquire new knowledge and experience while in the organization.

### AREAS / PHASES OF TRAINING AND TIME ALLOTMENT

- |                            |             |
|----------------------------|-------------|
| A. Software Development    | - 406 hours |
| B. Technical Documentation | - 80 hours  |

### EVALUATION GUIDELINES & COURSE OUTCOMES

DEMONSTRATION OF SOFT SKILLS (40%)	DEMONSTRATION OF TECHNICAL SKILLS (60%)
<b>KEY AREAS</b> <b>COMMUNICATION SKILLS (20%)</b> 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) <b>PROFESSIONAL DEPORTMENT (20%)</b> 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 <b>INITIATIVE (+5%)</b> Volunteers to perform tasks beyond routine tasks	<b>KEY AREAS</b> <b>Software Development Skills (40%)</b> Able to integrate and implement new modules (20%) Able to deliver modules on time (10%) Able to write code that is easy to understand and reusable (10%) <b>Technical Documentation Skills (20%)</b> Able to write development documentation (10%) Able to write setup and user manuals (5%) Able to write clear and concise documentation (5%) <b>INITIATIVE (+5%)</b> Volunteers to perform tasks beyond routine tasks

CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY
 Patrick Mediodia 4/18/23 <small>SIGNATURE OVER PRINTED NAME OF STUDENT / DATE</small>		 Allan Erasmo 4/18/2023 <small>SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE</small>	 Admar Iba 4/14/23 <small>SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE</small>	 Admar Iba 4/18/23 <small>SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE</small>