

## TRAINING PLAN

NAME	Russton Lau Wei Jie	COURSE CODE	IT199F
PROGRAM & STUDENT NO.	BSIT - 2021160805	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%)

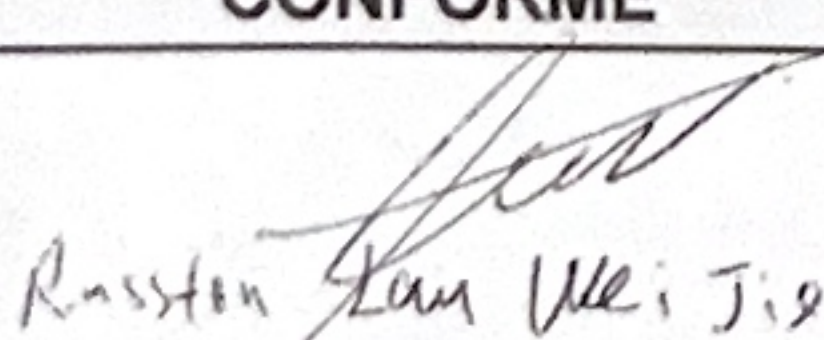
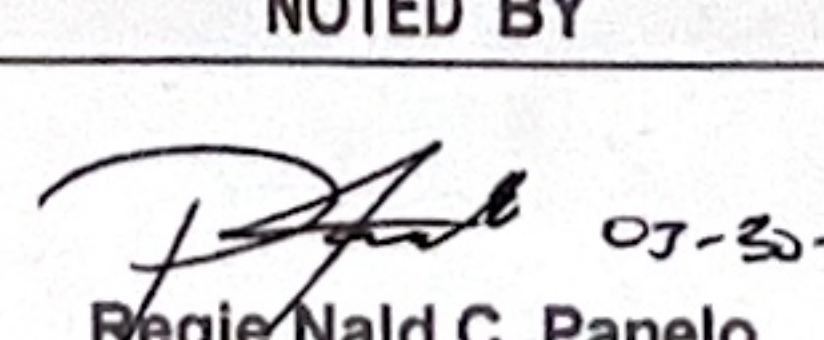
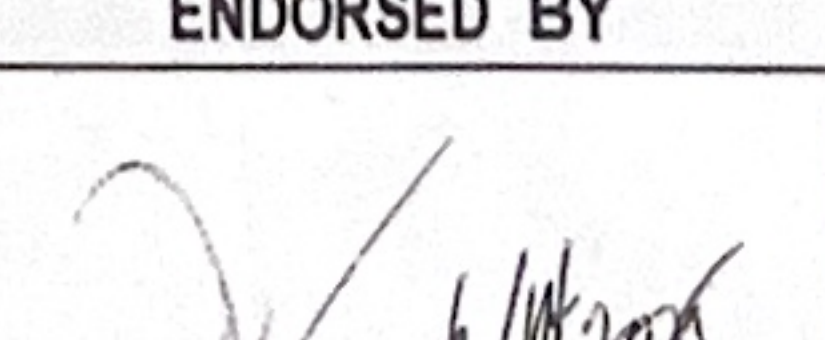
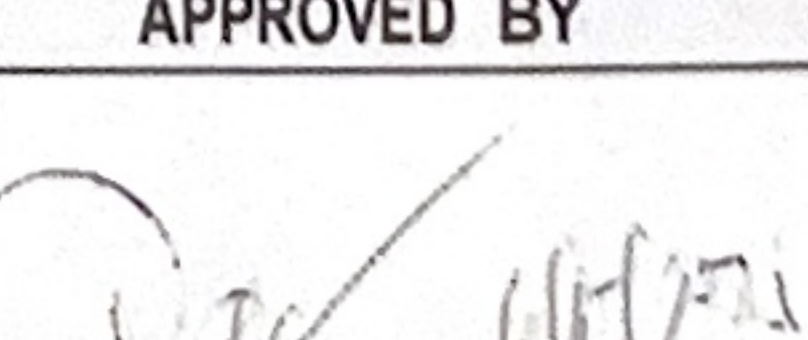
- Able to write User's Manual (5%)
- Able to write Technical Document (5%)

##### 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 PRACTICUM SUPERVISOR / DATE	 SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE	 SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE