



Malayan Colleges Laguna
A MAPUA SCHOOL

REVISION NO. 00
REVISION DATE: May 10, 2016

TRAINING PLAN

NAME	Israel G. Sumayo	COURSE CODE	IT199F
PROGRAM & STUDENT NO.	BSIT - 2021160402	COURSE TITLE	IT PRACTICUM

STUDENT OUTCOMES
<p>CO1. Identify, analyze, and design business process solution to the problem faced by the organization.</p> <p>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</p> <p>CO3. Acquire new knowledge and experience while in the organization.</p>

AREAS / PHASES OF TRAINING AND TIME ALLOTMENT												
<table border="0"> <tr> <td>A. Company Orientation / Training Orientation</td> <td>-</td> <td>16 hours</td> </tr> <tr> <td>B. Software Development (Including but is not limited to development of Gantt Chart, UI/UX Design, and Testing Phase Document)</td> <td>-</td> <td>390 hours</td> </tr> <tr> <td>C. Technical Documentation</td> <td>-</td> <td>40 hours</td> </tr> <tr> <td>D. Other IT-related training activities</td> <td>-</td> <td>40 hours</td> </tr> </table>	A. Company Orientation / Training Orientation	-	16 hours	B. Software Development (Including but is not limited to development of Gantt Chart, UI/UX Design, and Testing Phase Document)	-	390 hours	C. Technical Documentation	-	40 hours	D. Other IT-related training activities	-	40 hours
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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 DEPORTMENT (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 (20%)</p> <ul style="list-style-type: none"> • Able to write Project Scheduling document (5%) • Able to write Testing Activities documents (5%) • Able to write User's Manual (5%) • Able to write Technical Document (5%) <p>INITIATIVE (+5%)</p> <p>Volunteers to perform tasks beyond routine tasks</p>

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	 Regie Nald C. Panelo SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE	SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE	SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE

COPY: (1) STUDENT, (2) HOST COMPANY, (3) PRACTICUM COORDINATOR

FORM OVPA-0300
THIS FORM IS AVAILABLE AT THE OVPA