MCL
Malayan Colleges Laguna
A MAPÚA SCHOOL

TRAINING PLAN

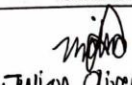| NAME	Julian Oliver B. Molina	COURSE CODE	IT199F
PROGRAM & STUDENT NO.	BSIT - 2021151122	COURSE TITLE	IT PRACTICUM

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%)
KEY AREAS	**KEY AREAS**
COMMUNICATION SKILLS (20%)	**SOFTWARE DEVELOPMENT SKILLS (40%)**
Relate to co-trainees/supervisors terminologies and rules	• Able to deliver bug-free modules on time (20%)
Recite procedures and instructions needed for the tasks	• Able to integrate and implement the new modules (10%)
Identify and describe safety signs and symbols	• Able to implement good UI/UX principles in the modules (10%)
Ask critical questions related to the tasks	**TECHNICAL DOCUMENTATION SKILLS (10%)**
Produce well-written regular and incident reports	• Able to write User's Manual (5%)
Prepares and presents reports using Information and Communication Technology (ICT)	• Able to write Technical Document (5%)
PROFESSIONAL DEPORTMENT (20%)	**OTHER IT-RELATED TRAINING ACTIVITIES (10%)**
Observes proper grooming and attire	• Able to research and adapt to the framework provided and used in the company (10%)
Reports to work regularly on time and as necessary, even beyond prescribed working hour	
Acts according to the job description given by the company	**INITIATIVE (+5%)**
Willing to accept new tasks apart from the usual routine and responsibilities	Volunteers to perform tasks beyond routine tasks
Delivers quality output on time	
Demonstrates respect for different individuals	
INITIATIVE (+5%)	
Volunteers to perform tasks beyond routine tasks	

CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY
Julian Oliver Molina SIGNATURE OVER PRINTED NAME OF STUDENT / DATE	SIGNATURE OVER PRINTED NAME OF PARENT OR GUARDIAN / DATE	05-30-25 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