**CAVITE STATE UNIVERSITY**

CCAT Campus

Rosario, Cavite

**DEPARMENT OF COMPUTER STUDIES**

**Step by Step guide in writing On the Job Training (OJT) Narrative Report**

1. **Profile of the Company**

* Company Name
* Physical Location
* Website URL
* Contact Information
* Establish date
* The structure of the company
* Public
* Private
* Partnership

1. **Brief Description of the Company**

* Company’s History
* The name of the founder(s)
* The Overall business activities of the company
* The Company’s overall strategy, including, its purpose and mission statement
* Information regarding expansion or growth

1. **Training Period**

Ex. From: June 05, 2019 To: July 31, 2019

1. **Training Schedule**

Ex. 9:00 am to 4:00pm

Monday to Friday

1. **Training Duties:**

*Describe all the specific task(s), in order, required of you as a trainee*.

Assigned Department Daily work assignment

1. **Significant accomplish in performing your duties**

*These accomplishments are work achievements performed that are measurable and*

*Unique among your experiences. Achievements that you’re genuinely proud of…*

1. **Relevant Skills developed thru the OJT program**

*Which among the following relevant skills have you developed thru the OJT program?*

*These could be skills you had discovered on your own.*

* Communication
* Interpersonal
* Collaboration
* Time management
* Adaptability
* Critical thinking
* Research and analysis
* Initiative
* Decision making
* Problem solving

**Learning outcomes of the PRACTICUM**

Analyze, design, implement, test, maintain, and/or document a software system as applied to a real-world problem, as part of a team in an actual company environment thereby also developing personal and interpersonal working skills in the process.

**Graduate outcomes for BS in Information Technology**

* Apply knowledge of computing, science, and mathematics appropriate to the discipline.
* Understand best practices and standards and their applications.
* Analyze complex problems, and identify and define the computing requirements appropriate to its solutions.
* Identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems.
* Design, implement, and evaluate computer-based systems, processes, components, or programs to meet desired needs and requirements under various constraints.
* Integrate IT-based solutions into the user environment effectively.
* Apply knowledge through the use of current techniques, skills, tools and practices necessary for the IT profession.
* Function effectively as a member or leader of a development team recognizing the different roles within a team to accomplish a common goals.
* Assist in the creation of an effective IT project plan.
* Communicate effectively with the computing community and with society at large about complex computing activities through logical writing, presentations, and clear instructions.
* Analyze the local and global impact of computing information technology on individuals, organization, and society.
* Understand professional ethical, legal, security and social issues and responsivities in the utilization of information technology.
* Recognize the need for and engage in planning self-learning and improving performance as a foundation for continuing professional development.

**Graduate outcomes for BS in Computer Science**

* Apply knowledge of computing fundamentals, knowledge of a computing specialization, and mathematics, science, and domain knowledge appropriate for the computing specialization to the abstraction and conceptualization of computing models from defined problems and requirements.
* Identify, analyze, formulate research literature, and solve complex computing problems and requirements reaching substantiated conclusions using fundamental principles of mathematics, computing sciences, and relevant domain disciplines.
* Apply mathematical foundation, algorithmic principles and computer science theory in the modeling and design of computer based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices.
* Acquire knowledge and understanding of information security issues in relation to the design, development and use of information system.
* Design and evaluate solutions for complex computing problems, and design and evaluate systems, components, or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.
* Create, select, adapt and apply appropriate techniques, resources and modern computing tools to complex computing activities, with an understanding of the limitations to accomplish the common goal.
* Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.
* Communicate effectively with the computing community and with society at large about complex computing activities by being able to comprehend and write effective reports, design documentation, make effective presentations, and give and understand clear instructions.
* Recognize the legal, social, ethical and professional issues involved in the utilization of computer technology and be guided by the adoption of appropriate professional, ethical and legal practices.
* Recognize the needs, and have the ability, to engage in independent learning for continual development as a computing professional.

1. **Problems Encountered**

* *the way the trainer is explaining to you the process of your work*
* *Difficulties in understanding the process and getting confused about what*

*You have to do because of too much information being fed to you in a little time*

* *Problems in getting along with the employees*
* *Uncooperative mentor*
* *Issues with time management/ self-management*
* *Hesitant to ask question*
* *Competitive co-interns*

1. **Mentoring Process**

*Describe the mentoring process that you have experience during your OJT period?*

Example:

* *The mentor will* ***EXPLAIN*** *the position and the procedure(s) in which to properly execute the task in detail.*
* *The mentor will then* ***DEMONSTRATE*** *the procedure they have just explained.*
* *At this point, the mentor will let the trainee* ***PERFORM*** *the task while standing nearby and observing.*
* *After assessing that the trainee can competently perform the task, the trainee will be ready to perform the task solo.*

1. **Limitations of the OJT program**

*Describe the constraints or hindrances that limits you as a trainee to accomplished your goal*.

1. **Insights gained from the OJT program**

\*\*\*\*\*nothing follows\*\*\*\*\*

Prepared by:

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