TRAINING PLAN

NAME	Emmanuell F. Bañares	COURSE CODE	IT199F
PROGRAM & STUDENT NO.	BSIT - 2021160409	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
Emmanuell F. Bañares		Regie Nald C. Panelo 07-30-25	Adimar Ilao 5/31/2025	Adimar Ilao 5/31/2025
SIGNATURE OVER PRINTED NAME OF STUDENT / DATE	SIGNATURE OVER PRINTED NAME OF PARENT OR GUARDIAN / 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