| **CTU – GINATILAN EXTENSION CAMPUS** | |
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|  | OJT Form 6  October 2012  Revision: 0 |

**DAILY/WEEKLY/MONTHLY PERFORMANCE REPORT**

| **Name of Student Trainee:** | | Princes Buagas | | |
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| **Course, Year & Major:** | | BIT-CT 4 | | |
| **Cooperating Agency:** | | Coredev Solutions Inc. | **Inclusive Date:** | **From**: February 3, 2025 |
| **Department Assigned:** | | Hardware Department | | **To**: February 7, 2025 |
| **Summary of Activities:** | |  | **Learning/Insights:** |  |
| **1.** Set up PCs for the accounting OJT. We also formatted the computers, checked the monitors, and labeled them to see if they were working properly. We also put labels on the items that were lacking, such as mouse, cables, etc. We did some network troubleshooting and activated Windows to install Microsoft Office 365.  **2.** Created an organizational chart using Canva. After that, we continued our study of networking, including connecting devices and the OSI Model.  **3.** Printed the files that Miss Loschen sent to us. After that, Miss Rachel asked us to edit using Canva. In the afternoon, we edited, arranged, and printed documents for the BIR.  **4.** We were tasked with re-editing a flyer in Canva and continued learning and watching how to set up a TP-Link router as a wireless access point.  **5.** Editing the brochure for hardware products like CCTV video surveillance and biometrics. Also, helping Sir Ralph with the telephone cables like crimping the RJ11. | | | I learned that there is more to explore using Canva and also how to format files without using a bootable flash drive. I also learned how important wire management is in networking and the significance of the console inside the TP-Link router. Additionally, I now know that the type of RJ connector needed for telephone cables is RJ11. | |
| Prepared by:  \_\_\_\_\_\_\_PRINCES BUAGAS\_\_\_\_\_\_\_\_\_  **Student Signature over Printed Name** | | | | |
| **CA (Cooperating Agency) Remarks:** | | | | |
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| **OJT Chairman/Supervisor Remarks:** | | | | |
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