

Ojt modules and guidelines

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Now a member of the OUR LADY OF FATIMA UNIVERSITY S. Code | OJT2/4 | Date/Time | M&W (02: 00-05: 00) | Description | On-the-Job-Training for IT | Instructor | Mr. Michael Gino M. Rodriguez | Guidelines and Modules of the On-the-Job-Training Objectives: * To help the students to their Office Training by setting up these following guidelines and modules that corresponds to their dynamic learning of the subject. Module 1. The Business Office Today. (Lecture) 1. 1 The Office * Introducing the student to the Office Environment and Setting. 1. 2 The Business Communication * Acquiring of knowledge from the Communicative Business. Module 2. Getting “ You” in the Spotlight. 2. 1 Personality Barrier * Helping the students cope with their acts and norms. 2. 2 Attitude towards Work * Educating the students about their drive on employing workforce. 2. 3 Personal Preparedness * Preparing each student before their first major office training. Module 3. Getting Started. (Lecture) 3. 1 The Resume * Teaching the student on how to create and manage an application Resume. 3. 2 The Recommendation Letter * Educating the student to make his own Letter of Recommendation before the Company training. 3. 3 The Waiver * Helping the student to get familiarized to the waiver. 3. 5 The Job Description * Setting up the job specifications of the students on the training. Module 4. Back to work! 4. 1 The DTR (Daily Time Record) * Help the trainee to get familiarize in using the DTR as their mode of attendance during training. * Make them realize the value of time by setting up the strict compliances on any suspicious acts of tardiness during training. * For strict compliance. 4. 2 The Weekly Task List * It used to write the daily accomplishment of the trainee for further enhancement of his/her skills. * For strict compliance. 4. 3 The Trial and Error Form * Make the trainee learn from their mistakes as they undergo different situations

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within the office Environment. * For strict compliance. Module 5. The Office Equipments. 5. 1 The Telephone * Let the trainees make use of the Telephone from any business transaction of the office. This will help the trainees to be active and smart in dealing with the office communication. * Please guide the trainees properly. 5. 2 The Printer and Photocopier * Let the trainees make use of the Printer and Photocopier from any business transaction of the office. This will help the trainees to get familiar in operating these office equipments. * Please guide the trainees properly. 5. 3 The Computer * Let the trainees make use of the Telephone from any business transaction of the office. This will help the trainees to apply their skills outside the academic environment. * Let the trainee boosts its own potential in dealing with the different areas of Information Technology in the Office as he/she unfolds the learning methodology. * Please guide the trainees properly. Module 6. The World of Paper. 6. 1 The MIS (Management in Information Systems) * Help the trainees on how to learn Managing Information within the office with the use of a Computer System. * Please guide the trainees properly. 6. 2 The Filing System * Trainees must be familiarizing the proper techniques in sorting and storing files. 6. 3 The use of File Organization * Educate the students on how to handle, keep and update records of the Office. * Please guide the trainees properly. Module 7. The Rules and Regulations. 7. 1 Office Norms * Teach the trainees and guide them to the different “ Standard Operating Procedures” of the Office. 7. 2 The Law of Employee Conduct * Educate the trainees to the different Do and Don’ts in accordance to the employee code of conduct. * Orient the trainees to the different Codes of Conduct and Professional Ethics of an Office Environment. Module 8. Add me as your Friend. 8. 1 Socialization * Help the

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trainee to be cooperative to the different tasks assigned to him/her. 8. 2 Self-confidence * Challenge the trainees to show their self-confidence most especially in dealing with others by assigning tasks that requires communication. 8. 3 Building Rapport * Let the trainee talk to each and everyone as he/she learns to have a human connectivity. Module 9. Eviction Night. 9. 1 My OJT Score * Rate the trainees according to the different criteria's based on their performance and acquired experiences during the training. * Please rate the trainees in full honesty and integrity. 9. 2 The Comments * Make use of our comment forms to show the human growth from day one to final day as it reveals the areas of improvement of the trainee. * This is compulsory. Module 10. The Real Man at the Job. (Lecture) 9. 1 Setting up your goals * Student will be introduced in Personality Development. 9. 2 Skills Summary * After the training, students should determine their skills with corresponds in their learning experience. 9. 3 My Strengths and Weaknesses * Students will be acquainted to the presentation of their qualifications. Module 11. Me and my Future (Lecture) 11. 1 My Vision 11. 2 Career Building * Introduction to Careers in Information Technology. 11. 3 Job Hunting * Ways and means of Job seeking. 11. 4 Getting the Perfect Job * Selecting and Deselecting the Right Job. Module 12. The Ultimate Survivor. (Lecture) 12. 1 My Job, my life * Introduction to Life-long Journey of The Business Industry 12. 2 Done for the day! * Final Thoughts for the Semester Note: Modules with the (Lecture) Caption will be discussed in the school via OJT Lecture hours. Course Evaluation: Prelim, Midterm, Semi-Finals, Finals, Quizzes, DTR, and Weekly Tasks List, Performance Rating Score, OJT Attendance and Participation. Required Attachments: * Recommendation Letter * Resume * Daily Time Record (DTR)

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* Weekly Tasks List * Performance Rating Form (with Comments) * Trial and Error Form * Parents Waiver * Endorsement Letter from DOLE * Certification from the Office (OJT Certificate) * Letter of Agreement * On-the-Job-Training Guidelines and Modules * Acceptance Letter of the On-the-Job-Training Guidelines and Modules AGREEMENT _____ I,

_____,
(Position) _____ from the office
of _____ do

hereby agree to the guidelines of the On-the-job-training being presented to me by East Central Colleges as the mode for educating the student trainees within our Office. I also pledge to the best of my knowledge to keep the Educational Integrity and Excellence to deliver the best training for the students. Signed this day of _____ in the month of _____, year 2012. Before me are the undersigned Practicum Professor and School Administrator of East Central Colleges. _____

(Signature over Printed Name) Date: _____ Time:
_____ Contact No.: _____

_____ Mr. Michael Gino M. Rodriguez Practicum
Professor, ECC/OLFU _____ Mrs. Muriel Caballero,

MAT School Administrator, ECC/OLFU Now a member of the OUR LADY OF
FATIMA UNIVERSITY July 02, 2012 To whom it may Concern; Dear Sir/Madam:

Greetings from East Central Colleges! As part of Our Vision to Improve Man as a Man by developing an individual and provide our students with a legacy of excellent education and compassionate value formation, we have emphasized a dynamic curriculum. Hence, students are given the best training after having finished the theoretical requirements in school. It is in

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this context that this Office wishes to present the Guidelines and Module in implementing our On-the-Job-Training among our Students. In view of this, we would like to ask for your acceptance to the guidelines and module for On-the-Job-Training that will serve as the Fundamental Steps in developing an individual by means of Office Management or relevant to the needs of our Industry and further we would also like to request for your cooperation by signing the Agreement in helping our students achieve their full potential by means of Strict compliance to the said guidelines and module. Attached with this letter are the Guidelines and Modules for our On-the-Job-Training for your further reference. We are hoping for your cooperation. Thank You for your support in keeping the Integrity and Excellence of Quality Education among our Students. Respectfully yours, _____

Mr. Michael Gino M. Rodriguez Practicum Professor, ECC/OLFU

_____ Mrs. Muriel Caballero, MAT School

Administrator, ECC/OLFU Received By: _____

(Signature over Printed Name)