AMOUD UNIVERSITY
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STUDENT'S ATTACHMENT LOG-BOOK

Bachelor Of Science In Information Technology

Duration: 6 Weeks

Introduction

This book is to assist the student to keep record of the training. It will show the departments and sections in which the student has worked and the periods of time spent in each.

Instruction To The Student

The attachment program is considered as one examinable unit that the students are supposed to undertake. The whole exercise is marked out of 100 marks.
i.e. The Industry supervisor's assessment constitutes 30 marks, University supervisor's assessment constitutes 30 marks, Industrial attachment report 30 marks and Log Book Presentation 10 marks.

Notice of Resumption of Attachment

The student is supposed to notify the Attachment coordinator by filling in a form provided, regarding the details where he/she is attached. This should be communicated to the above within the first week of getting the attachment.

Daily Report

The daily work carried out during the period of training is to be recorded clearly with sketches and diagrams where applicable.

Weekly Summary Report

This is a summary of the work done in a week and should cover a report of work covered. Students are required to present the logbook weekly to the industry-based supervisor for assessment of content and progress. The supervisor can use any page for his/her comments where necessary.

Change of Attachment

A student is expected to start and finish his/her attachment in one establishment. If it becomes absolutely necessary that he/she must change his/her place of attachment, the student should first secure permission in writing from the university.

His/her application for change of place of attachment should indicate the name and address (not just post office box) of the company or industry to which he/she wishes to transfer. Any attachment not properly authorized will be cancelled.

Attachment Log Book

The logbook will be filled by the student at the end of every working day and should comprehensively indicate the tasks done and the skills learnt in that particular day. The logbook should be kept at the work place and MUST NOT be carried home.

University Supervisor's Visit

The university supervisor will check the logbook when he/she visits the students to ensure that proper training is being received, and record his/her comment on the paper provided for that purpose, towards the end of the book.

Industry Based Supervisor

The industry-based supervisor(s) will make comments on a weekly basis on the sheet of paper provided. This is to ensure that if the student is to rotate to several departments and units each unit supervisor will comment on the student performance.

Industry Based Supervisor's Evaluation

Towards the end of the attachment program, the industry-based supervisor will undertake an overall assessment as per the form that shall be provided. These should be filled in confidence and sent to the university in a sealed envelope.

Report Writing

In addition to the daily and weekly record, the student should submit a report of the work done during the attachment. e.g full coverage of the attachment, problems encountered e.t.c. Suggest improvements to make the program worthwhile.

The report should contain a background and a summary of activities of the organization or institution, where the student was attached. The student is expected to point out weak and strong points of the attachment. The report should be comprehensive and covering key issues learnt in the organization. **It should be typed**.

Report Submission

The logbook and report must be submitted to the attachment coordinator at the end of the attachment.

Attach the letter from the employment that granted you the attachment vacancy indicating when the attachment started and when it will end. The Log-Book should be well bound.

STUDENT'S PARTICULARS

Name of student**……NIMCO MAHAMED DAHIR WACYS……..**
(Surname first)

Registration No. of the student**……4184……**

Faculty**……Computer and Computing ICT…….**

Course of study **Indesturial Attachment of Internship……**

Stage/Year of study**……2014-2015……...**

Name and address of company/establishment attached**……Somtel Companay……**

……Borama Branch.……..…….

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Name of Industry based supervisor**……eng Mahamed Elmi Mohamed…….**

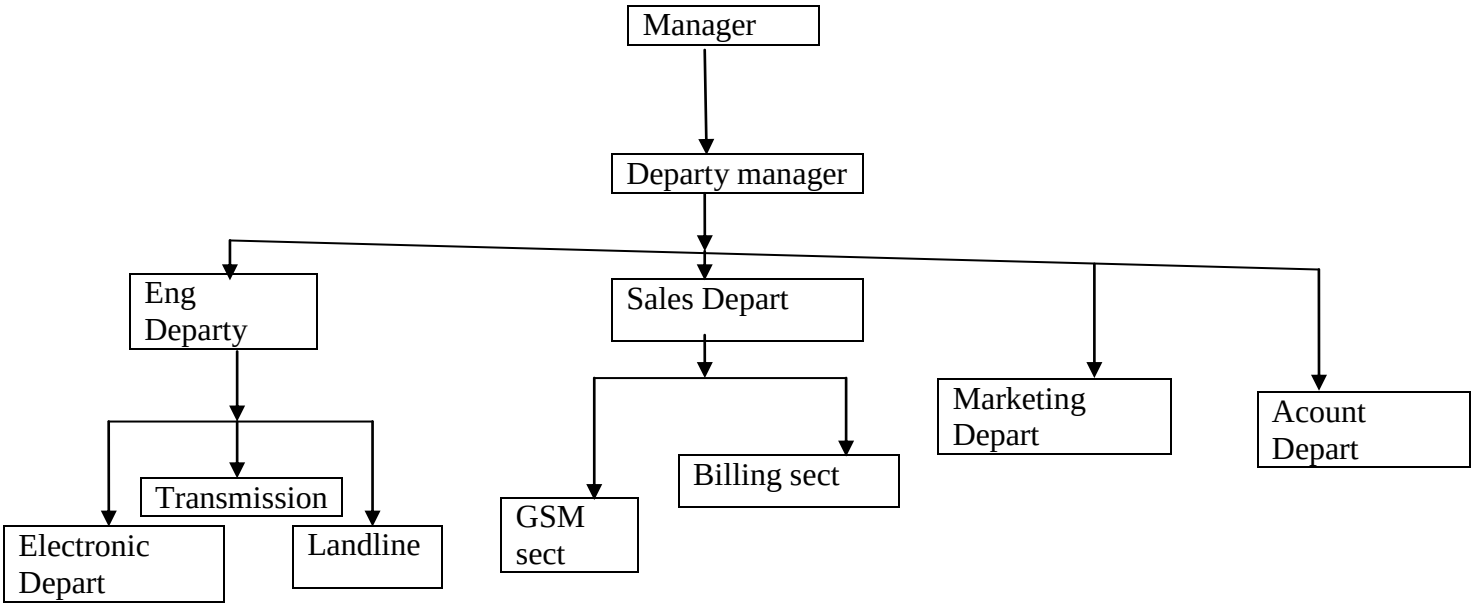
Designation**…near to harawa hotel……..**

Telephone contact**…9673111……**
Mobile**……0659000731……**

Duration **From:…31/01/2015……..**

To:…12/02/2015……..

Draw the organization Chart of the institution or organization you are attached to.



Student's Weekly Progress Chart (Week Ending:…5/02/2015……..)

Day	Description of Work Done	New Skills Learnt
Sat. 31/01/2015	Today is my first work.this week I work networking Depertmant of somtel company so am very happy	I have seen all of the device A network and given a full Information about it
Sun. 01/02/2015	Today I was working as a parlinership wear Ethernet cables and howt to wire cables TV or satellite TV	Its important to first have a plan the more cable out lets you add,or add incorrectly,the amount of cable signal strength that will flow through out a home
Mon. 02/02/2015	Today the network becomes corrupted and general director told me,if the network want to make a troubleshouting process just I make troubleshouting best	Simple I power off the router then I power on, and I see the manager then its works
Tue. 03/02/2015	I taked and seen a particular wifi connection we take planet delivernet antenna, Then I connect as a configration	I learn how wifi connected in a wireless local Area network To the D link routers. And I know how works with each other
Wed. 04/02/2015	I did particularly my self and connected these devicesactually tries for me and lostly it works very well	I particully marked a network that was gien have some information ,actually work.
Thu 05/02/2015	This day some one comes for me and asked,how to download drivers missing from his computer	I told him to download drivers from the internet and I install him computer .

Trainee's Weekly Report

(Please produce a chart for each week of attachment)

this week I completed my first intership and I comes for me a lot of challenges,because it was my first intership to go a place of work,and really it was memorized week of my life and I realized many things doing this week in fact it was good for me go intershipand I sow,or know how work indestery after my graduation before I see these an a mazing things but hape fully,I adapted and undanrstand the real world and just can prefect what will habppen after my graduation,…that is was my challenges for coming,actually I understood what I can done.During this week I do a lot of work in my first really that I go a field of training , I was only observing the way that the company works,how ever the rest of the work I did a particular of wifi connection and I leant its components practically such as a planet delivernet antenna and lastaly I did a lot of it.……

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Weekly Industry/Departmental/Unit Supervisor's Comments

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Name of the supervisor……

Department/unit……..

Date…….

Student's Weekly Progress Chart (Week Ending:……12/02/2015……..)

Day	Description of Work Done	New Skills Learnt
Sat. 07/02/2015	This day my friend comes to me and said nimco I waint you to make formate my computer and install windows 8 instead of windows 7 before I using then I format a computer	Marked practice formatting ,an unstalled os of 8 and am installed os 7
Sun. 08/02/2015	This day I download and installed scanner driver softeware into my computer	I learn the process by to downloaded and installed scanner driver software into my computer
Mon. 09/02/2015	I learn how to fax You can send and receive faxes using your computer's fax/modem. If the document you want to fax is on paper, scan it first, and then send the scanned image. When you receive a fax, your computer saves it as an image file which you can save or print.	To prepare your computer to send and receive faxes, first connect your computer's modem to your phone line using a standard phone cable. Then prepare your computer. That is my skill I learn it
Tue. 10/02/2015	This day it's a continuo process I learn how to configure the fax service	• Click Start, click All Programs, click Accessories, click Communications, click Fax, and then click Fax Console. • The Fax Configuration Wizard starts. Click Next.
Wed. 11/02/2015	I created four different folders and placed the scannered document into these folders,and keep them then I give her	Not new skills already I know that process
Thu 12/02/2015	This day the engineer told me the process by connected computer and printer has a wireless and told me steps used for go to control panel-click view devices and printer-then click add printer-then choose add a network wireless or Bluetooth printer	I learnt process by lined computer and printer has a wireless steps and used by

Trainee's Weekly Report

(Please produce a chart for each week of attachment)

… During weekly report period of 07/02/2015 up to 12/02/2015 my intership I have been able to done complete the following activities, I did the organizaation I successfully scanneed the following hard copy document and I learn how to… I learn how to fax You can send and receive faxes using your computer's fax/modem. If the document you want to fax is on paper, scan it first, and then send the scanned image. When you receive a fax, your computer saves it as an image file which you can save or print.
i created four different folders and placed the scanned documentinto these folders I downloaded and installed the scanner driver software into my computer and formatted other computer he told the process by connected computer and printer has wireless or bluethouth and steps by used when you are connected into these two devices,and I getter or found more for information about these two devices……

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Weekly Industry/Departmental/Unit Supervisor's Comments

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Name of the supervisor……

Department/unit……..

Date…….

Student's Weekly Progress Chart (Week Ending:……19/02/2015……..)

Day	Description of Work Done	New Skills Learnt
Sat. 14/02/2015	This day showed me how the work the LAN connectivity local area network for the NEC office	I learnt how the network the LAN connectivity for the NEC office its new skill
Sun. 15/02/2015	I studied the wireless connection of NEC office and how troubleshout tichnecal erros for the routers,and switches	I learnt troubleshouting and technical errors for the routers and switches
Mon. 16/02/2015	Today me and the staff of somtel company we going the houses that the internet is very low and we make it easily	I sow how is working and configureting adapeter and deliverynet antenna
Tue. 17/02/2015	I carried out server activity such as operating the NEC photocopy machine and printing server office document	I learn the NEC photo copy machine sprinting several office document
Wed. 18/02/2015	Establish the wireless connectivity between the first ground and second ground of the NEC bulding	I learnt how the establish the wireless connectivity and how if work of course it's a new skills
Thu 19/02/2015	This day I learn how to manually recice a fax, • Click Start, click All Programs, click Accessories, click Communications, click Fax, and then click Fax console. Click File, and then click Receive a fax now.	The Fax Monitor appears and waits for the incoming fax.

(Please produce a chart for each week of attachment)

this week I completed my third of intership and what I did during this week I have been able to complete the flowng main activities on job training I learned the LAC connectivity for NEC office I also studied the troubleshouting technical errors for the routers and switches and so carried out serveral activity such as operating the NEC office document estabilsh the wireless connectivety between the first ground and second ground of the NEC bulding and also another day me and the staff of somtel company we going the houses that the internet is very low and we make it easily I learn how to manually recice a fax, • Click Start, click All Programs, click Accessories, click Communications, click Fax, and then click Fax console. Click File, and then click Receive a fax now..and that is all at this week

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Weekly Industry/Departmental/Unit Supervisor's Comments

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Name of the supervisor……

Department/unit……..

Date…….

Student's Weekly Progress Chart (Week Ending:……26/02/2015……..)

Day	Description of Work Done	New Skills Learnt
Sat. 21/02/2015	This week I learn how is working device manager.you can use device manager TO:determine whether the hardware on your computer is working properly.change hardware configuration seties …..enable,disable and uninstall devices	I learn new skils .1-understand device and driver installation .2-install a plug and play device .3-install a non –plug and play devices
Sun. 22/02/2015	Today I showed network adapter and how is used 1-microsoft virtual wifi miniport adapter. 2- 11bg/n wifi adapter. 3- Realtek pcIe fE family controler	I click first point then I choose adopter driver software or properties that is a new skills
Mon. 23/02/2015	I learn how the process works in the device manager.1 -AMD ez-1800 APCI with Radore ,2-AMD 1800 APU with Randeo ™ HD Graphics	Ilearn how are accessing to users the main server
Tue. 24/02/2015	I also carried out several then activities such as downloading network drivers for the NEC pcs scanner document	Find and install printer drivers for windows 7
Wed. 25/02/2015	I learn to connect to Bluetooth and ather wireless or network devices You can connect a wireless phone keyboard mousees ather devices	Just I click to open control penal,under hardware and sound click dd a device and then Isee my wireless and network device
Thu 26/02/2015	Showed me how me how the routers are accessing in the main server	I learn how are accessing to users the main server

Trainee's Weekly Report

(Please produce a chart for each week of attachment)

During bthis week it may fourth week of intership this organization ,so I did a lot of work and in this week for the organization I have been able to complete the following main activities ,I learn how is working device manager determine whether the hardwareyou're your computer working properly .changing hardware configuration settings enable ,disable and uninstall devive 'today I showed network adapter and how is used .microsoft virtual wifi miniport.Qualcomnr… Atheros Ar94802.116/9/n a wifi adopter realtek pcic FE family controller I learn in this day how the processor is erks in the device manager. AMD E2-1800 APU with Radeo tm HD graphics. An also I learn to connected to bluethooth and other wireless or network divices.……

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Weekly Industry/Departmental/Unit Supervisor's Comments

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Name of the supervisor……

Department/unit……..

Date…….

Student's Weekly Progress Chart (Week Ending:……28/02/2015……..)

Day	Description of Work Done	New Skills Learnt
Sat. 28/02/2015	This week I work as staff some body I solved internet properties,then I advanced to change internet explorer programs settings by using the programas in internet explorer,you can change your defaults web browser and web page editor	To fine internet explorer programs settings ,click to open internet explorer …click tools bult on, and then click internet options click the programs tab.
Sun. 01/03/2015	Continuous work my supervisor asky me if I know this or not then I said yes I know this connect to the internet . the connect to internet wizer will guid you through the steps of settings up an internet connection ,I explain step by step	- Click to open the connect wizard
Mon. 02/03/2015	I learn this day temporary internet files,internet explorer stores copies of webpages,images and media for faster viewing later	Check for newer versions of stored pages and then choose automatically
Tue. 03/03/2015	Today I learn how to work browsing history.Inprivate browsing enables you to surf the web with out lesving a trial in internet explorer.	Just delete temprory files,history, cookis'save passwords an d web form information delete browsing history and exit
Wed. 04/03/2015	This day some one come for me and asked how to set up an internet connection	I told her to click set up
Thu 05/03/2015	This day I learn how to manage add ons in the programs of internet	Enable or disable browser add ons installed in your system it's a new skills

(Please produce a chart for each week of attachment)

…this week it my fiveth week of intership in the somtel companay Iam happy in my time that work and learn different activities . like this week I work as staff some body I solved internet properties ,then I advance him to change internet explorer program settings in the internet explorer , you can change your defualties web browser and wab page editor. Continuous work my supervisor ask me if I know this , then I said yes I know connect to the internet wizer will guid you through the the steps of setting up an internet connection , I explain him steps by steps. I learn this day temporary internet files,internet explorer stores copies of web pages,images and media for faster viewing later
,and Today I learn how to work browsing history.Inprivate browsing enables you to surf the web with out lesving a trial in internet explorer.
…… This day some one come for me and asked how to set up an internet connection and This day some one come for me and asked how to set up an internet connection and This day I learn how to manage add ons in the programs of internet.

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Weekly Industry/Departmental/Unit Supervisor's Comments

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Name of the supervisor……

Department/unit……..

Date…….

Student's Weekly Progress Chart (Week Ending:…12/02/2015……..)

Day	Description of Work Done	New Skills Learnt
Sat. 07/03/2015	I take introduction to how the e Dahab system work	Introduction to how e Dahab to system works
Sun. 08/03/2015	I learn how to solve a e Dahab number who have a problem or failed to login	Solving the problem of e Dahab number or account
Mon. 09/03/2015	How to reset a modem and how to configure after reseting	How to reset and configure a modem
Tue. 10/03/2015	I make a new a count of e Dahab web system,my own username and password that I can use it	Creating a new account e Dahab web system
Wed. 11/03/2015	You have e Dahab number you lost your sim card when you cpy a new sim card the e Dahab is not working	Authorizing e Dahab
Thu 12/03/2015	Some one I know him I create a new password when he forget his old password	Creating a new password of eDahab acount

(Please produce a chart for each week of attachment)

Alhamdulilah this is my last week of intenrship Somtel Companay, and Iam so happy because I work one month and half in this company.my last week I work the system of e Dahab if u are staff how the customer help as the system of e Dahab .first day …… I take introduction to how the e Dahab system work
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I learn how to solve a e Dahab number who have a problem or failed to login

… I make a new a count of e Dahab web system,my own username and password that I can use it

…… You have e Dahab number you lost your sim card when you cpy a new sim card the e Dahab is not working
…… *Some one I know him I create a new password when he forget his old password*
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That is all, thanks my ALLAH.
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Weekly Industry/Departmental/Unit Supervisor's Comments

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Name of the supervisor……

Department/unit……..

Date…….

For Use By The Visiting University Supervisor Only

General comments on visiting the student.

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Name of supervisor……...

Nature of Supervision……..

Date……..