



A Vehicle for Peace and Development

AMOUD UNIVERSITY
BORAMA SOMALILAND
Faculty of Computing and ICT

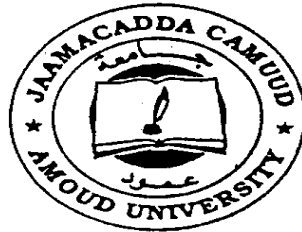
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STUDENT'S ATTACHMENT LOG-BOOK



Bachelor Of Science In Information Technology

Name : Mohamed Hussein

ID : 4071

Email : camash451@gmail.com



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 etc. 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 : **Mohamed Mohamoud Hussein**
(Surname first)

Registration No. of the student : **4071**

Faculty : **ICT**

Course of Study : **Industry Attachment (Internship)**

Stage/Year of study : **Senior 2014/2015**

Name and address of company/establishment attached : **Accountant General Of The State Near Sonya Umbrella**

Name of Industry based supervisor : **Eng Ahmed Abdullah Ismail**

Designation : **IT And Statics**

Telephone contact : **0634510145**

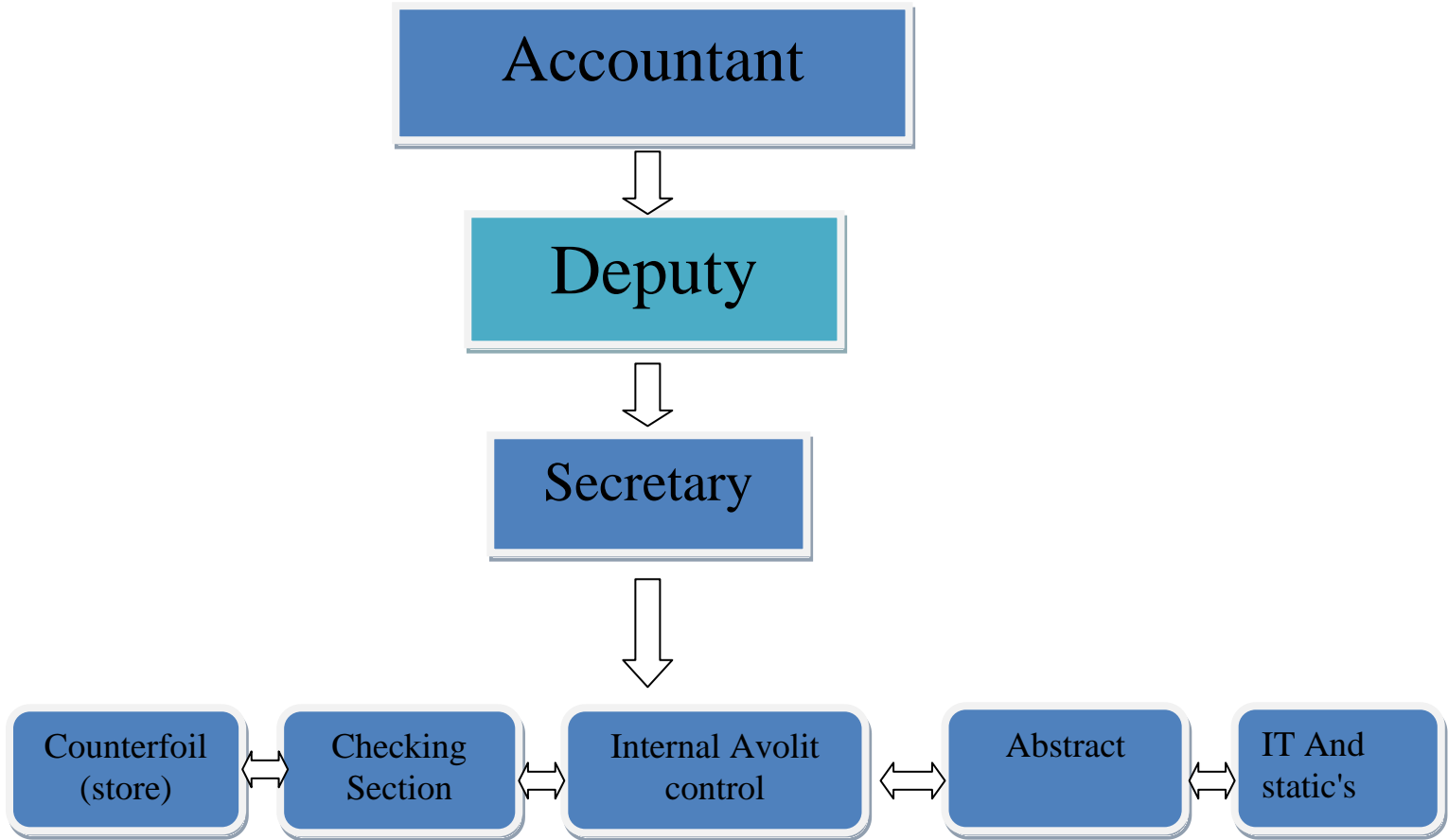
Mobile : **0659666882**

Duration **From: 07/02/2015**

To: 05/03/2015



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





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

Day	Description of Work Done	New Skills Learnt
Sat. 07/02/2015	Visit Place And Met The Accountant General Of State.	Not Applicable.
Sun. 08/02/2015	Met Manager of Department IT And Statics And All Employee Of The Accountant General.	Not Applicable.
Mon. 09/02/2015	Know How Accountant General Work And All Department Of The Accountant General.	Applicable How Accountant General Work.
Tue. 10/02/2015	Introduction To Excel sheet And How To Calculate Finance Of The Governor .	Applicable How To Excel sheet Calculate Debit And Credit.
Wed. 11/02/2015	Known How Checking Section Work And Votebook Holder.	Applicable How Checking Section Work And Learn Votebook.
Thu 12/02/2015	Know How Cash Section Work And Gives The Payment Voucher And Record The Payment.	Applicable How Cash Section Work.



Trainee's Weekly Report

(Please produce a chart for each week of attachment)

This First Week Which Learn Parts And Department Of The Accountant And Employee Of This part.

Learn Department And its Function Of Each Like Checking Section Learn How To Receives The expenditure

Warrant And Checks If It Was Properly Prepared, Also Votobook System Learn How Votobook Are

Transferred to The Examiner, Learn How Accountant General Work, Also Learn How To Check Revenue

From Inland Revenue And Customs And Learn Process Entry System Debit And Credit On Computer

Ms-Excel Sheet.



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

Day	Description of Work Done	New Skills Learnt
Sat. 14/02/2015	Creating And Analyzing Vote book Using Ms-Excel sheet.	Applicable The Vote book Is Making With Excel Sheet.
Sun. 15/02/2015	Formatting Five Computer And Installed Program And Install Window 7.	Applicable How To Formatting And Install Window 7.
Mon. 16/02/2015	Work As Somtel Employee For Internet, making And Test Straight Cable And Cross Cable.	Applicable how to make Straight Cable Use Different Device Port And Cross Use Same Ports And Test Use Tester Device.
Tue. 17/02/2015	Work As Somtel Internet Employee Day Two And Connect Switch To Switch Use Cross Cable And Configure.	Applicable How Switch configure And Function Of The Switch And Use Same Networks
Wed. 18/02/2015	Work As Somtel Internet Employee Day Three And Change Model Name And Password	Applicable How To Change Model Name And Password
Thu 19/02/2015	Connect Computer T Printer And Record The Payment Voucher in computer Using Ms-Excel	Applicable How To Connect Computer And Printed With Wire



Student's Weekly Progress Chart

(Week Ending: 26/02/2015)

Day	Description of Work Done	New Skills Learnt
Sat. 21/02/2015	Digital Vote book Arrange And Update System Add New Features	Applicable How To Know If some One Try To Take Or steal Money Of accountant Budget The Total Change Color Red Represent Alarm
Sun. 22/02/2015	Making Database Employee Registration Use Ms-Access And Also Insert Names, ID And Gender To Knows Total Employee Work Accountant	Applicable How To Registered Employee And Making Unit ID Card Which Identity Title Of Work
Mon. 23/02/2015	Connect Two Computer And Share Folder Contain All Votebook 2015 Use Straight Cable And Use Peer To Peer Network	Applicable How To Share Folder Use Peer To Peer Only Test Not Use Regular
Tue. 24/02/2015	Analysis The Budget Of Governor 2014 and Subtract Sub/duty And T.w.c Means Money Build The Road Cergabo	Applicable The Meaning T.W.C is Budget Of Road Cergabo And Sub/duty is Payment Voucher Gives Employee, Use Excel sheet
Wed. 25/02/2015	Arrange And Insert Analysis Of Votebook 2015, January By PV .No 77	Applicable How To Arrange Or Sort By PV .No On ExcelSheet
Thu 26/02/2015	Seven Computer Installed Microsoft Office 2013 And Creating Analysis Votebook Using Ms-Excel sheet	Applicable How To Crack Trail Version Office 2013 Use Microsoft Toolkit



Student's Weekly Progress Chart

(Week Ending: 05/03/2015)

Day	Description of Work Done	New Skills Learnt
Sat. 28/02/2015	Insert Cash Book 2015 January And Burn DVD RW Window7 Use Power ISO.	Applicable New Skill How To Burn Power Iso DVD RW Disk On Window 7 Satup.
Sun. 01/03/2015	IOM Consultant Invest Accountant General Make Server Computer Use Hub And Install Server Operating System.	Applicable New Skill About How To Connect Server Computer And Install Window Server.
Mon. 02/03/2015	IOM Consultant Make Database To The Accountant General Function Or Working System And Parts Of Accountant General.	Applicable New Skill How To Make Database with Connect SQL Server And Visual Basic 2013 And Make System Use Visual Basic 2013.
Tue. 03/03/2015	Connect Four Office And Server Computer And Test Server See Data In Four Office.	Applicable How To Connect Different Office And Related Each Other And Computer Control By The Server Computer.
Wed. 04/03/2015	Change Desktop Computer Power Supply.	Applicable New Skill How To Knows And Change Power Supply Problem.
Thu 05/03/2015	The Payment Voucher is Transferred To Cash Section And Examiner Remove The User Fund Use To Server Computer.	Applicable New Skill How To Transfer Payment And Remove Use Server Computer.



(Please produce a chart for each week of attachment)

This Week Four, Work As IOM Consultant Work As Accountant General Of The State Specially
IT And Statics Office Which Develop The Accountant General Change Old System Or Manual System To
Modern System Connect Different Office Store And Administrate By The Server Computer And Also Make
Design Database Connect Visual Basic 2013 And SQL Server 2012 And Test Every Office Have Unique
Function And Design But Same Server Computer, And Burn Window 7 Satup DVD RW 4.7 Use Power Iso.
Also Install Server Computer Window Server 2008 Change Desktop Computer Power Supply And Work As
Server Computer , Transferred To Cash Section And Remove Examiner Used Fund.
So This is Last Week Of my internship.