**CHUKA UNIVERSITY**

**DEPARTMENT OF COMPUTER SCIENCE & ICT**

**COMP 499: INDUSTRIAL ATTACHMENT**

**REPORT WRITING**

In addition to the daily and weekly record the student should

1. Submit a summary report of the work done during the attachment duration e.g. full coverage of the course ,Challenges encountered.
2. Suggest improvements to make the attachment program worthwhile.

The report should contain a summary of the activities of the organization or institution and manufacturing/services or the processes the student was involved in .This also includes the highlights of the project the student was involved in if any at all. The student is expected to point out the weak and strong points of the attachment (which areas did you cover adequately and those you did not)

**The Student’s report should include the following information**

1. Organizational Structure

2.The level of office automation in the organization

3. Management of IS/IT Resources i n the organization

4.System software used in the organization

5.Application software Used in the organization

6.Hardware used in the organization

7.Database management software used in the organization

8.Information systems used in the organization

9.Dataflow i.e origination,recording,entry,validation,processing,information

Production and control procedures in the organization

10.Software/Hardware Development methods in the organization -if in use

11.Organizations computer networks

12.use of data communication for networks and internet in the organization e.g use of e-mails,websites,e-commerce e.t.c