



RUAHA CATHOLIC UNIVERSITY

P.O. BOX 774, IRINGA, TANZANIA
PHONE: 255-26-2702431 FAX: 255-26-2702563

Date: 28th February 2023

To

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Re: Request for Practical Training Placement in 2022/2023 Academic year.

The heading above is referred.

I am writing to inquire on the possibility of attaching a number of our students to your institution as fulfillment of the Practical Training Programme. The main objective of Practical Training is to attach students to public and private offices where they can gain practical experience in the use of computers and related devices together with the day to day functioning of a computer department.

Degree students in Bachelor of Computer Science, Bachelor of Environmental Health Science with Information Technology (BEHSIT), Bachelor of Science in Computer Science Software Engineering and Diploma in Computer Science are required to undertake Practical Training. Currently, the student is to be engaged in Practical Training for eight weeks, effective from 17th July to 8th September 2023 in which a student shall acquire a PT working experience to develop his/her particular field of study.

Practical Training is part of the courses and will be supervised by your staff and our lecturers who will visit the students. During the Practical Training period, students are paid a modest allowance by the parents or other sponsors. Though there will be **No** financial burden to your institution, we would be grateful if you could assist in any way to top up the small allowance they are getting if you can.

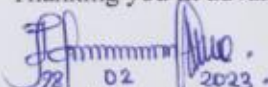
We expect them to do the following activities during PT duration.

1. Work with Basic Computer Applications	2. Programming
3. Web site design and implementation	4. Network Installation and Administration
5. Database design and implementation	6. Mobile Computing
7. System Installations & Configurations	8. Computer Graphics and Multimedia
9. PC Diagnostic and Maintenance	10. Linux System Administration

PLUS, any other duties assigned by local supervisors.

I am remaining hopefully that this request will be taken into consideration.

Thanking you in advance for your cooperation.


02 2023
Mr. John Sospeter

Acting Head, Department of Computer Science

RUAHA CATHOLIC UNIVERSITY
HEAD OF DEPARTMENT
COMPUTER SCIENCES
P.O. BOX 774
IRINGA



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To

The Head
Department of Computer Science
Faculty of Information and Communication Technology
P. O. Box 774
Iringa

Re: Reply Form for Practical Training Placement in 2022/2023 Academic year.

My Company/Institution is ready to accept _____ students. Their names are the following.

S/NO	NAME OF STUDENT	REG. NO
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Company/Institution name: _____

Address: _____

Name of official: _____

Signature: _____ Date: _____

Designation/Position: _____

Official stamp