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DEDICATION

I dedicate this work to my family and in a special way my parents who have always loved me unconditionally and whose example have taught me to work hard for the things that I aspire to achieve and for having been my pillar of strength and motivation throughout my education and during my attachment as well.

ACKNOWLEDGEMENT

I wish to extend my appreciation to Achievers College of Professionals for the opportunity they offered me to have my industrial attachment in the institution. A special thanks to Mr. Laurence Njoroge, Mr. Daniel Murage and Madam Faith whom I closely worked with and have mentored and brought the best out of me. I also appreciate the diverse number of staff colleagues who I had an opportunity to interact with while in the institution during my attachment period.

Most importantly, I want to acknowledge The Almighty God for His unending Graces, Favors and Mercies in my life. To God be the glory!

ABSTRACT

I attended my attachment at Achievers College of Professionals as part of my Diploma program's achievement. Going to the field away from class was not just important as a necessity but also important towards my exposure and training while preparing me for the work expected in the outside world after my university education. This attachment report aims at giving feedback to my school, Dedan Kimathi University of Technology, School of Computer Science, department of IT. This report aims at addressing the importance of the field attachment to the life of a student, my personal experience at the place of attachment, knowledge and skills obtained during my attachment as well as the strength and weaknesses during my attachment.

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CHAPTER ONE: INTRODUCTION

1.1 Introduction

The industrial attachment period is a time when a student is temporarily attached to an organization for a given period of time to gain some experience in the real-life environment on the work being done in the school setup. It involves the application of learnt skills in an organization related to a students' major. It is a fundamental unit in the curriculum for a Diploma in Information Technology offered at the Dedan Kimathi University of Technology, School of Computer Science, department of Information Technology. This period gives students an opportunity to gain a hands-on knowledge, experience and creates contacts with prospective employers. On the contrary, students are exposed to fields challenges which they are expected to solve. They also discover their weaknesses and strengths in their knowledge, social interactions and abilities to contribute to the growth of the organization and the market at large. All these cumulatively improve the students' preparedness to the job market.

1.2 Background

Achievers College of Professionals was founded in the year 2005 with an aim of offering academic giants in the country and the global world at large. The institution has set itself the goal of narrowing the digital gaps between the global South and North and helping to ensure that all people can shape globalization in an informed and self-determined manner. Drawing on a network of experts (including from the diaspora) on various IT-related topics, the association designs IT education projects with partner organization in Africa and implements them with donations and funding from public and private foundations (Deutsche Bahn Stiftung, Stiftung Umverteilen, Eudim). The exchange of knowledge in the projects strengthens the competencies of civil society groups to participate in political and social processes and facilitates their access to qualified jobs that they can lead life in dignity.

1.3 Mission

Achievers College of Professionals is driven by the mission “**Raising manpower**”.

This ensures that students in the institution are fully equipped with the appropriate skills needed in the current global world.

1.4 Vision

Achievers College of Professionals has a vision of “**To become a preferred world class institution**”.

This is been done by employing competent persons with appropriate skills for teaching.

CHAPTER TWO: PROJECT BACKGROUND

2.1 Period of Attachment

The attachment lasted for three months. I began on 12th August 2021 and ended it on the 12th October 2021. I worked under my supervisors Mr. Laurence Njoroge, Mr. Murage and Madam Faith from Achievers College of Professionals. The period was characterized by executing duties both in the field for example teaching and office functions as well as offering IT trainings to beneficiaries of the projects. Being a busy learning institution with projects around all round, I gladly work even on the weekend.

2.2 Objectives

The objectives of my field of attachment were as follows:

- a) To put my knowledge from university into practice.
- b) To make contacts with prospective employers in the future.
- c) To gain experience in my career and get acquainted to my area of specialization.
- d) To provide solutions to challenges encountered during my attachment in the organization.

2.3 Key Responsibilities

I was assigned the following responsibilities:

- a) Developing the curriculum that would be used in the IT trainings.
- b) Conduct training sessions with the local trainers who would in turn train the beneficiaries of the projects.
- c) Inspect computers and mobile phones that would be used in the projects to make sure they are in good condition.
- d) Laying the IT infrastructure in the ICT labs where the trainers will be trained.
- e) Writing comprehensive reports about every project I was involved and accounting for every activity that happened during the projects.
- f) Designing and printing out posters for the institution
- g) Installing new networks and Configuring network loops within the institution

CHAPTER THREE: TRAINING RESEARCH AND IMPLEMENTATION

3.1 Major Activities Involved

Being learning institution, I was mainly more engaged in teaching where I did thorough assessment of the beneficiaries in the institution and tailor the curriculum to suit them just to make sure their needs are met hence the overall objective of the project is realized. To achieve this, the major activities involved include:

3.1.1 Conducting Research

I did a lot of research when developing the curriculum that would be used in the content delivery during the trainings. I developed different curriculums that train learners Microsoft Office packages from beginner level to advance levels. I also developed another curriculum that trains learners open source software like the Linux Ubuntu from beginner level to advance levels.

3.1.2 Teaching

I was mandated to be teaching various units in the institution which included system analysis, computer maintenance and support, structured programming and computer packages.

After teaching I was required to give out assignments exercises and assessment tests. After doing all this I would give a report on my progress in terms of learning.

3.2 Key Achievements

Some of the achievements that I humbly embrace and take pride in include:

a) Developing Project Curriculums

While I was at Achievers College of Professionals I successfully came up with two (2) curriculums that were going to be used in administration and aiding in learning for the students in the institution where I later submitted them to my supervisor after completion who expressed their appreciation for the work done and how I had earned their confidence.

b) Training of both the teaching staffs and students on the implementation of online learning and google classes.

While undertaking my attachment I was able to teach both the teaching and non-teaching staffs in the institution on how to use digital learning and how to use google classrooms which would aid in the learning process for both the full-time students and those opting for online classes.

The feedback I received from both teaching and non-teaching staff together with the students was encouraging.

c) Laying of an IT Infrastructure

I was able to set up the infrastructure in two ICT labs which included network installation to all computers. I also configured the networks, installed new operating systems and other software needed for learning purposes

3.3 Lessons Learnt/ Skills Learnt

During my attachment at the organization, I managed to acquire several skills that are of importance to me. Skills learnt include:

a) Research and Writing Skills

I sharpened and perfected my research skills as a result of the many hours I spent researching for the curriculums I was tasked with developing. I also improved my writing skills because of the reports I wrote about the different projects.

b) Photography and Videography Skills

I spent some of my time with a camera taking photos and shooting videos during project visits that were used for documenting. I also attended a few photography classes where the institution was offering the same to its students. This sharpened my skills and abilities on how to use a camera to capture professional photographs.

c) Communication and Presentation Skills

During my lessons and the teaching classes that had been scheduled to me I was able to improve on my communication and presentation skills. This helped me communicate more effectively and professionally with students and staffs

Time Management Skills

Working at the institution it has shaped to me become good at time management through planning and exercising conscious control of time spent on specific activities especially to increase effectiveness, efficiency and productivity.

3.4 Challenges Faced

As a young, energetic and aspiring IT professional, full of energy and urge for adventure, my stay at the institution did not go short of challenges. Trouble never come singly. One challenge may have yielded another challenge.

a) Workloads

I was ever busy working for the institution just to make sure I delivered as was expected and meet the deadlines.

How I overcame the challenges:

The challenges highlighted were not a big deal to me and I always worked overtime just to make sure that I delivered what was expected.

CHAPTER FOUR: CONCLUSIONS AND RECOMMENDATIONS

4.1 Recommendations

Having had a wonderful experience and time at Achievers College of Professionals during my attachment, I would like to recommend the following:

- a) Governments should promote IT education and emphasize on the importance of Information Technology in today's technology driven world. Not so many people can properly operate a computer or smartphone hence the need for this education.
- b) Global Funding institution and donors should readily provide funds to genuine learning institutions who aim to provide IT education for the betterment of people's livelihoods.
- c) Encourage people with the ability and in a position to form charitable organizations that help people to please do so as this will make the world a better place.

4.2 Conclusion

The attachment period has been one my best sessions throughout my university education and my entire life as a student because of the opportunities and lessons it has offered me. It has molded and developed me holistically. It is an experience that I will be forever grateful I had.

I have had an opportunity to work for Achievers College that aims in raising manpower.