College of Computer and Information Sciences

Cooperative training plan of the bachelor in Information Systems

Course Description:

Internship course is an integral part of the CCIS - Computer sciences (IS) program. This course is designed to provide an opportunity for IS students to gain a supervised practical experience in computer environment of an approved company, an agency, a governmental or community-based organization in KSA. The students will gain a valuable on-site working experience that is similar to that of a new entrant to the field of Computer Technology and knowledge learned during their academic study. It further allows the students to develop communication, teamwork and problem solving skills, which would ultimately benefit them in entering a competitive job market in their respective field. The student will be supervised by an academic supervisor and a supervisor in work' site. Each supervisor should provide an evaluation for the student' performance throughout the internship.

Training requirements:

In order to conclude successfully the internship, the student must:

1. Satisfy the internship objectives and expectations and achieve the tasks and responsibilities assigned to her.
2. Commit to the work schedule.
3. Submit the weekly reports as well as the final report clarifying the contributions made to the workplace.

Training Objectives:

1. Develop communication, teamwork and problem solving skills, which would benefit student in entering the job market.
2. Gain a valuable on-site working experience.
3. Apply learned knowledge during academic studies in an applied work or professional setting.
4. Experience the challenges of the real-world job environment and constraints such that student is better prepared to enter their future careers
5. Familiarize the student with professional issues in real-world application fields

6. Give the student the professional skills required to enrich their academic achievements in various information systems fields.
7. Develop a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.
8. Observe and identify real world requirements in order to enable enhancement of courses and teaching methods.
9. Develop and improve skills in searching, gathering and categorization information, writing reports and preparing presentations.
10. Acquire skills needed to design and manage information systems, databases and websites.
11. Acquire skills enabling to design various applications using different programming languages.
12. Enhance and/or expand the student's knowledge of a particular Information System area.

Training topics: (Note: 1, 2, 3 and 4 are basics for each training plan)

1. Information systems analysis and design.
2. Database management.
3. Software development.
4. Networks.
5. Programming.
6. Internet applications - management, design, website development and maintenance of, E-commerce.
7. Information Security.

Key training plan elements: (Note: 1 to 12 are basics for each training plan)

1. Determine the institution’s organizational structure and its main missions and objectives.

2. Carry out the requested activities.
3. Analyze the existing system in terms of design, programming and supporting programs.
4. Analyze and identify existing problems.
5. Analyze and express the business and the technical requirements.
6. Identify the threats and the risks that affect the work continuity.
7. Develop the appropriate solutions enabling to resolve problems underlined.
8. Improve the existing systems or create new ones.
9. Design and implement adequate systems.
10. Provide the technical support for systems and software.
11. Design and manage databases.
12. Analyze the local network and associated problems, and determine the appropriate solutions to deal with those problems in terms of adding or removing devices or accessories.
13. Monitor, write and update programs.
14. Study the data entry and extraction mechanisms as well as decision-making.
15. Get information about the organization' archiving system.
16. Get information about mechanisms and policies enabling information security in the organization and the manner to prevent data threats and breaches.
17. Write technical support and programmers' manual.