

ACTIVITY PLAN FOR WORK EXPERIENCE. THE UNSERSIGNED PARTIES AGREE

To execute this activity plan in accordance with the current regulations and with the conditions stipulated.

FOR THE TRAINING CENTRE:

Mr/Ms: JORDI AMORÓS REBOREDO As Principal of the Centre: INSTITUT L'ESTATUT

Tutor at the training centre: SAUSAN BATTIKH

Contact details:

FOR THE HOST ORGANISATION/COMPANY

Mr/Ms: As: of the organisation:

Company tutor:

FOR THE STUDENT:

Surnames/Name: ID No.:

Vocational Family: INFORMATION AND COMMUNICATION

Training course: ADMINISTRATION OF NETWORK-BASED IT SYSTEMS (ICA0)

Duration of Work Experience: 383 hours

Professional and work areas

This professional works in the field of information technology in companies that have data management systems and network infrastructures (intranet, Internet and/or extranet). The most relevant jobs and positions are the following: Systems administration technicians, Information technology managers, Internet services technicians, Electronic messaging services technicians, Technical support and back-up personnel, Technicians in remote assistance, Database administration technicians, Network technicians, Systems supervisors, Communications services technicians, Web environment technicians

Activity plan

Activities

- 1. Determining the characteristics of the installation according to its specific functions and needs.
 - 1.1. Specifying the characteristics of the equipment and accessories according to their purpose and the software to be implemented and used -dimensioning of the equipment and elements making up the installation in accordance with the requirements of the operating system and software to be used. Making an inventory of the installation's programs and components according to specifications
 - 1.2. Describing the principal security measures (risk identification. Implementation of risk prevention regulations. Knowledge of regulations that apply to the installation-.
- 2. Participation in the design, putting into operation and maintenance of installations with local network and Internet services, recording the intervention carried out.
 - 2.1. Conducting a preliminary analysis of the installation checking that the work plan meets the stipulated quality standards. Developing the installation plans, defining stages and listing tasks and times envisaged. Interpreting the technical documentation on the installation.
 - 2.2. Installing the system -installing and/or configuring the operating system and the necessary applications. Software troubleshooting
 - 2.3. System configuration, checking and maintenance -configuring the computer system. Developing system automation tasks. Developing scripts. Checking the system is functioning as required. Hardware troubleshooting and repair.
 - 2.4. Computer system management -managing the computer system from the operating system aspect. Controlling permits. Managing users. Managing resources. Maintaining services linked to the operating system.
 - 2.5. Network management -analysis and documentation of the network topology. Configuring network parameters. Managing network-specific hardware. Troubleshooting of network incidents.
 - 2.6. Administration of database management systems -installation, configuration and maintenance of database management systems and the databases they manage.

In witness thereof this agreement is issued and signed by the parties concerned.

1. For the training center

2. For the organisation/company

3. For the Student

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- 2.7. System maintenance -developing supply plans and storage conditions for the equipment and materials-.
- 2.8. Implementing Internet services -installing, configuring and maintaining Internet services. Implementing web applications. Installing, configuring and maintaining content management tools.
- 2.9. System and data security -making back-up copies of data in accordance with the established security plan. Setting in place system protection measures. System monitoring. Complying with data protection regulations.
- 2.10. Documenting the system -documenting the system hardware and software. Documenting the computer system network infrastructure. Documenting the intervention carried out, recording any incidents that may have occurred.
- 3. User assistance, solving problems with usage of the system, in accordance with the stipulated standards and times
 - 3.1. Identifying user needs -describing the system processes, giving instructions that users can understand
 - 3.2. Resolving incidents within the envisaged times -intervening in user processes as per the established procedure. Assigning system resources in keeping with user requirements-.
 - 3.3. Documenting any incidents that occur during user assistance -preparing instruction manuals for upkeep and maintenance of the installations-.

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