**Generalitat de Catalunya
Departament d'Educació**

REF06/Activity Plan
Approved by the Catalan Ministry of Education
Reg.No. date
Extension no.:

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:
Surnamess/Name: **ID No.:**

Vocational Family: INFORMATION AND COMMUNICATION
Training course: MICRO-COMPUTER SYSTEMS AND NETWORKS (IC10)
Duration of Work Experience: 383 hours

Professional and work areas

This professional works mainly in companies in the services sector that are engaged in the marketing, assembly and repair of micro-computer units, networks and services in general, as part of the organisation's IT systems support, or in firms of any size and in any productive sector that use micro-computer systems and data networks in their management. The most relevant jobs and positions are the following: installer/repairer of computer equipment. Computer support technician. Data networks technician. Repairer of micro-computer system peripherals. Micro-computer sales agent. Tele-assistance operator. Systems operator.

Activity plan

Activities

☐ 1. Hardware and maintenance.

   ☐ 1.1. Installing and configuring operating systems (analysing hardware, interpreting documentation, implementing the system).

   ☐ 1.2. Preparing documentation of the installation (connection and configuration diagrams of the different computing devices).

☐ 2. Installation, configuration and updating of operating systems.

   ☐ 2.1. Installing and configuring operating systems (analysing hardware, interpreting documentation, implementing the system).

   ☐ 2.2. Carrying out basic administration and maintenance of operating systems (configuring computer access to the network, carrying out domain management and directory services tasks, sharing resources, and integrating other workplaces and services into the fixed and mobile network).

   ☐ 2.3. Preparing documentation (implementing the end-user-orientated operating system, commonest incidents).

☐ 3. Network use and services.

   ☐ 3.1. Implementing the network (configuring the elements, maintaining the information, using diagnostic software, interpreting incidents, communicating with the user).

   ☐ 3.2. Installing, configuring and updating hardware (preparing the environment, checking connections, differentiating between hardware and software components, analysing installation manuals).

☐ 4. Office automation applications.

   ☐ 4.1. Implementing office and corporate automation applications (documenting implementation, input and output templates and forms, back-up copies, user guides, and user support).

   ☐ 4.2. Managing the e-mail and electronic agenda.

   ☐ 4.3. Manipulating, capturing and editing digital and video images.

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

Tutor at the training centre: SAUSAN BATTIKH   Company tutor: Student:
BID.Integrated Data Bank

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☐ 5. Web applications.

    ☐ 5.1. Using web office automation tools.

    ☐ 5.2. Implementing content and distance-learning portals management systems.

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1. For the training center   2. For the organisation/company   3. For the Student

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