

Intrax Career Training

Management, Business, Commerce and Finance Training Plan

Focus: Database Programming for Websites

Program Goals

The Intrax Career Training Program is designed to provide young professionals with practical training and experience in their chosen field of study while exposing them to American business practices and culture. Upon completion of the program, participants will be prepared to return to their home country and secure a rewarding position in their chosen career field.

Trainee Information

Last Name:

First Name:

Middle Name:

E-mail Address:

Phone Number:

Mailing Address:

Host Company Information

Company Name:

Training Advisor's Name:

Title:

E-mail Address:

Website:

Phone Number:

Fax Number:

Mailing Address:

Internship Information

Start Date:

End Date:

Internship is: Paid Unpaid

Stipend is:

Additional Compensation:

Hours of Training per Average Week:

Training Objectives

To provide training and practical experience in programming databases for use as the backend to websites.

Training Prerequisites

The trainee must have a 4-year degree in computer sciences or 4 years of experience using D-base IV, C, C++, Access.

Skills to be Imparted

The trainee will learn to use Microsoft SQL to program relational databases for use with websites. This includes basic and advanced training in Microsoft SQL, client needs assessments, development of proposals, time estimates, and user-interface design.

On the Job Training

Real work experience is an essential part of this program because it allows the trainee to practice skills learned and reinforces those lessons.

Supervision and Evaluation

The Program Advisor is . He will assess the trainee's progress and make the final recommendation on a certificate of completion.

Training Schedule

Phase I - Orientation and Review of Database Fundamentals

Weeks One to Two

Summary:

The trainee will receive an orientation into _____ and the program. Then he or she will have a review of database fundamentals.

Details:

Week One: Orientation and Training Plan Review

Week Two: Review of Database Theory, Normalizing Data, the Importance of User-Interface Design, and The History of Database Development

Review:

Upon completion of Phase I the Program Advisor will ensure that the trainee fully understands the program, the policies and procedures at _____, and that he or she is well-grounded in database fundamentals before proceeding to Phase II.

Phase II - Basic Microsoft SQL

Weeks Three to Six

Summary:

The trainee will receive basic training in the use of Microsoft SQL and will gain practical experience through creating basic databases using Microsoft SQL.

Details:

Week Three: Learning to Create Tables, Forms, and Queries

Week Four: Learning to Create Advanced Queries and Reports

Week Five: Learning Basic SQL Scripting

Week Six: Practical Experience Creating Basic Databases

Review:

Upon completion of Phase II, the Program Advisor will review the trainees performance to ensure that he or she is ready for Phase III.

Phase III - Advanced Microsoft SQL

Weeks Seven to Twelve

Summary:

The trainee will build upon skills learned in Phase II by learning advanced instruction in programming with Microsoft SQL along with practical experience in advanced uses of the program.

Details:

Weeks Seven through Nine: Learning Advanced Scripting Techniques

Week Ten: Learning to Integrate SQL with other Microsoft Programs

Weeks Eleven and Twelve: Practical Experience in Creating Databases Using Microsoft SQL

Review:

Upon completion of Phase III, the Program Advisor will review the database created by the Trainee during weeks eleven and twelve to ensure that he or she fully understands Microsoft SQL and is ready to progress to Phase IV.

Phase IV - Developing a Database Plan

Weeks Thirteen to Eighteen

Summary:

The trainee will learn to develop a database plan for web clients through needs assessment, developing a proposal, and estimating the time required to complete a project.

Details:

Weeks Thirteen through Fifteen: Learning to Assess a Client's Needs through Developing Case Histories and Scripting Work Flow

Week Sixteen: Learning to Produce a Development Plan for a Proposal Based Upon the Needs Assessment

Weeks Seventeen and Eighteen: Learning to Estimate the Time Required to Develop a Project Based Upon the Proposal

Review:

Upon completion of Phase IV, the Program Advisor will review the Trainee's work on developing a database plan to ensure that he or she is prepared to move on to Phase V.

Phase V - User-Interface Design

Weeks Nineteen to Twenty-Three

Summary:

The trainee will receive extensive training on designing user-interfaces and then he or she will be given practical experience assisting with design for actual clients to reinforce the lessons.

Details:

Week Nineteen: Learning the Theories of User-Interface Design

Week Twenty: Learning to Assess the Impacts of Color, Shape, Size, and Location on the User Experience

Week Twenty-One: Learning to Work with Graphic Designers to Integrate the User-Interface with the Overall Web Design

Weeks Twenty-Two and Twenty-Three: Practical Experience in Assisting with User-Interface Design for Actual Clients

Review:

Upon completion of Phase V, the Program Advisor will review the work done in the Practical Experience portion of the phase to ensure that the trainee is prepared to complete the program in Phase VI.

Phase VI - Program Review

Week Twenty-Four

Summary:

The Trainee and the Program Advisor will meet to review the Trainee's performance and determine if he or she is prepared to receive a certificate of completion.

Details:

Week Twenty-Four: Meeting with the Program Advisor to review performance and qualify for a certificate of completion.

Review:

Upon successful completion of Phase VI the trainee will have completed a program review and he or she will receive a certificate of completion.