



INTERNSHIP REPORT CARRIED OUT AT

SAQI ICT AND MEDIA COMPANY

BY

YOUR NAME

REG. NO:

DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

**INTERNSHIP TRAINING REPORT SUBMITTED TO THE FACULTY OF
COMPUTER SCIENCE AND INFORMATION TECHNOLOGY IN PARTIAL
FULFILLMENT OF THE REQUIREMENT FOR THE AWARD OF BACHELOR'S
DEGREE IN INFORMATION TECHNOLOGY**

AT KAMPALA UNIVERSITY

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JULY, 2025

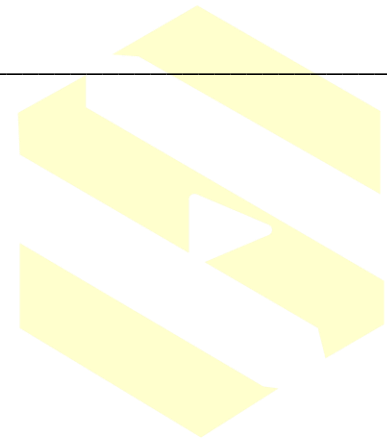
DECLARATION

I hereby declare that this internship report is my original work and was completed under the supervision of Mr. Ssali Abdu. I confirm that the work presented is genuine and has not been submitted for any other academic purpose and all the information presented in this report is true and based on my personal experience during the internship at Saqi ICT and Media Company.

Name: _____

Signature: _____

Date: _____



Saqi ICT
and Media Company

APPROVAL

This report has been reviewed and approved for submission by:

Industry Supervisor:

Name: _____

Signature: _____

Date: _____

Academic Supervisor:

Name: _____

Signature: _____

Date: _____



ACKNOWLEDGEMENT

I would like to express my sincere gratitude to Saqi ICT and Media Company for giving me the opportunity to carry out my internship in their organization.

Special thanks go to my industry supervisor, Mr. Ssali Abdu, for his guidance, support, and encouragement throughout the training.

I also thank my academic supervisor, Mr. Kyasanku Shaban , for her continuous support and supervision. Lastly, I appreciate my family, friends, and classmates for their moral support during the internship period.



DEDICATION

I dedicate my internship report to Saqi ICT and Media Company to allow me undertake industrial training under their company.

I dedicate this report to my dear parents and family for their endless love, support, and encouragement throughout my academic journey.

I also dedicate it to my mentors and friends who inspired me to keep learning and growing.



ABSTRACT

This report summarizes the internship undertaken at Saqi ICT and Media Company for a period of eight weeks. The training focused on practical skills in areas such as;

Performing mail merge tasks using Word processing software, organizing and analyzing data in Microsoft Excel, and working with Microsoft Access to create databases, tables, queries, forms, reports, and manage relationships between tables and calculations. I participated in computer networking, including setting up and configuring networks with multiple connected computers.

In web development, the intern designed and developed static websites using tools such as Notepad++, Google Chrome, WAMP server, and XAMPP server. HTML was used to build web interfaces, while PHP scripting created middleware that connected the interfaces to databases.

Additionally, I gained skills in graphic design using Adobe software such as Photoshop and Illustrator, where they created visual content for Web and print.

The internship also involved computer repair and maintenance, where I practiced diagnosing and solving hardware and software issues. These activities enabled me to acquire valuable technical and creative skills, strengthening my overall ICT competence,

During the internship, I was able to apply classroom knowledge to real-world tasks, enhance my technical skills, and understand how ICT services are delivered in a professional environment.

This report outlines the key experiences, lessons learned, and challenges encountered during the internship.

LIST OF ABBREVIATIONS

ICT	Information and Communication Technology
UI	User Interface
CPU	Central Processing Unit
URL	Uniform Resource Locator
IT	Information Technology
MySQL	Structured Query Language
PHP	Hypertext Preprocessor
Ms	Microsoft



Saqi ICT
and Media Company

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CHAPTER ONE: INTRODUCTION OF THE ORGANISATION

1.0 Introduction

This chapter provides an overview of the internship report, including the purpose of the internship, the name of the host institution, and the duration of the attachment. It outlines the background of the study, highlighting the purpose of the internship and the role of the intern.

The chapter also presents the objectives of the internship, both general and specific, as well as the scope of the training. In addition, it describes the organizational culture and structure of the host institution and gives a summary of the main activities carried out by the organization.

1.2 Background

This internship was carried out at Saqi ICT and Media Company the largest, independent dynamic, full-service ICT innovative and Digital Media company located near Carlton Palace Motel in Masaka City, Uganda in East Africa founded in 2022 specializing in;

- Website Designing
- Computer Training Courses
- Graphics Designing
- Internship Opportunities
- Photography
- Videography
- Software Development
- Mobile Application Development

1.3 Objectives of the organization

1.3.1 General objective

- To consistently deliver work on time, meeting the highest standards, and ensuring that our clients are never disappointed with the results.

1.3.2 Specific objectives of the organization

- To provide employment opportunities and help individuals build valuable skills in ICT and digital media.
- To provide comprehensive digital solutions in all our services.
- To create valuable internship opportunities that equip young professionals with practical skills.
- To expand our service offerings and reach more clients both locally and internationally.
- To foster a culture of innovation, collaboration, and continuous learning within the company.

Scope of the internship training

In this internship training included hands-on experience in various domains, such as Graphic Designing, Database programming, Application development, Networking, Computer repair and maintenance, Web programming, MS Excel, and MS Access, aimed at bolstering the internee's expertise and proficiency in Computer Science and IT.

1.3.3 Duration

This internship was carried out at Saqi ICT and Media Company for 2 months (From 2nd June - 01st August 2025) under the ICT department.

1.3.4 Name of the organization

Saqi ICT and Media Company

1.3.5 Location and address of the organization

Address: P.O Box 221118 Masaka City-Uganda

Tel: +256 (0) 759 999199

Email: info@saqiug.com

Website: www.saqiug.com

1.3.6 Physical location:

Near Carlton Palace Motel Masaka City, Uganda

1.4 Motto

“ICT & Design Gurus”

1.5 Mission Statement

Fusing technology and creativity to inspire and connect.

1.6 Vision Statement

To be the premier hub of creativity and technology in East Africa.

Objective

To consistently deliver work on time, meeting the highest standards, and ensuring that our clients are never disappointed with the results.

1.7 Company culture



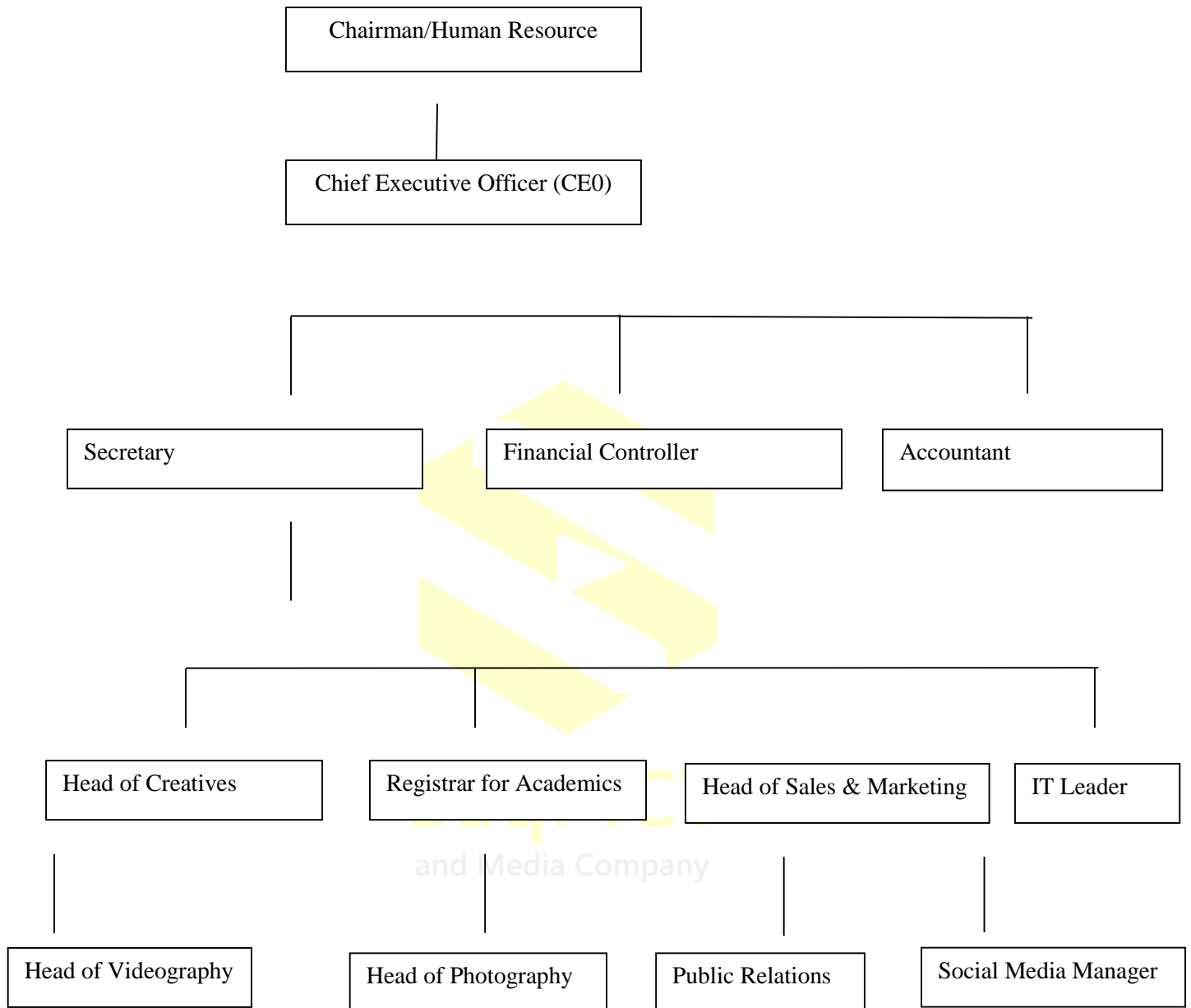
- Collaborative and dynamic work environment
- Continuous learning and innovation
- Respect and empathy for clients and team members
- Flexibility and adaptability
- Value
- We consistently deliver work on time, meeting the highest standards.

1.7 Objectives of the internship

- To obtain practical skills
- To gain exposure in the working environment
- To learn how to handle administrative roles.
- To create a good relationship with different people in the field of computer science and information technology



1.8 SAQI INC ORGANIZATIONAL STRUCTURE



CHAPTER TWO: STUDENT EXPERIENCE

2.0 Introduction

This chapter outlines the practical activities I participated in during my internship at **Saqi ICT and Media Company**. It presents the skills gained, tasks accomplished, and the knowledge acquired in various ICT-related areas, tools and software used, skills acquired, and challenges faced during the training period.

The internship lasted for **eight weeks**, during which I was assigned to different departments and worked on real-life projects under the guidance of experienced professionals.

2.1 Orientation and Induction

At the beginning of the internship, I was introduced to the company's structure, policies, code of conduct, and safety guidelines. I was also familiarized with the various departments and their roles within the organization.

2.2 Microsoft Office Applications

- **Microsoft Word:** I learned how to perform advanced word processing tasks including mail merging, table of contents, relational shapes like Venn diagrams, formatting documents, and designing, making simple reports and calculations.
- **Microsoft Excel:** I worked on organizing data in spreadsheets, using formulas and functions for calculations, and creating charts for data visualization.
- **Microsoft Access:** I gained hands-on experience in creating databases, designing tables, setting relationships, calculations, formulars and generating queries, forms, and reports.

2.3 Web Design and Development

I designed and developed static web pages using tools such as:

- **Notepad++** for coding HTML and CSS
- **Macromedia Dreamweaver** for designing web interfaces
- **XAMPP/WAMP Server** for local hosting
- **PHP** for connecting web forms to the backend database

2.4 Graphic Design

I used Adobe software including:

- **Photoshop**: for photo editing and designing posters
- **Illustrator**: for creating logos and illustrations

2.5 Networking

I participated in setting up and configuring small local area networks (LAN). This involved connecting multiple computers, assigning IP addresses, and testing connectivity.

2.6 Computer Repair and Maintenance

I practiced diagnosing common hardware and software issues, assembling and disassembling computer components, and installing operating systems and drivers.

2.7 Use of Artificial Intelligence (AI)

I was introduced to basic AI tools and applications used in the company, including AI chatbots and image-generation software, and how they can assist in ICT operations.

2.8 Summary

Throughout my internship, I was able to apply classroom knowledge in a practical environment. The experience helped me to improve my technical skills, communication, teamwork, and time management abilities. The exposure to different departments allowed me to understand how various ICT functions are integrated to support business operations.



CHAPTER THREE: EVALUATION OF FIELD ATTACHMENT, TECHNIQUES USED DURING INTERNSHIP TRAINING

3.0 Introduction

This chapter evaluates the overall internship experience and outlines the techniques, tools, and methods used during the field attachment. It reflects on the effectiveness of the training, the application of theoretical knowledge, and the skills acquired.

3.1 Evaluation of the Internship

The internship at Saqi ICT and Media Company was highly beneficial and relevant to my course of study. The tasks assigned were aligned with my academic background and allowed me to apply what I had learned in class to real-world scenarios. The company provided a supportive environment with helpful supervision and access to resources. My level of engagement was consistent, and I was actively involved in daily operations and technical tasks. This hands-on approach greatly enhanced my practical understanding of ICT functions.

3.2 Techniques and Tools Used

During the internship, I applied various ICT techniques and used different software tools, including:

Microsoft Office: For document preparation, data organization, and database management.

Adobe Photoshop and Illustrator: For graphic design projects.

Notepad++ and Dreamweaver: For HTML and CSS coding.

PHP and MySQL: For backend web development.

WAMP and XAMPP: For local hosting and web server testing.

LAN configuration tools: For networking and IP setup.

Basic computer hardware tools: For assembling, disassembling, and troubleshooting computer systems.

AI tools: For basic automation and content generation.

3.3 Application of Theoretical Knowledge

The internship allowed me to apply classroom knowledge in a practical setting. Concepts such as database management, website development, and computer networking were directly applied during my tasks. For example, database creation in Microsoft Access matched the theoretical models I studied, and coding in HTML and PHP strengthened my understanding of programming logic and structure.

3.4 New Skills Acquired

Through this internship, I gained numerous skills, including:

Practical ICT skills in web design, database management, and graphic design.

Soft skills such as teamwork, time management, and communication.

Problem-solving and troubleshooting techniques in real work environments.

3.5 Summary

The internship provided a valuable opportunity to bridge the gap between academic knowledge and practical skills. The tools and techniques used enhanced my technical expertise and prepared me for future roles in the ICT field. Overall, the experience was productive, engaging, and professionally enriching.

CHAPTER FOUR: PERSONAL ASSESMENT, RECOMMENDATIONS AND CONCLUSION.

4.0 Introduction

This chapter presents my personal reflection on the internship experience. It highlights the challenges I faced, my achievements, and key lessons learned. It also provides recommendations for the organization, future interns, and academic institutions.

4.1 Challenges Faced During the Internship

During the internship, I encountered several challenges including:

- Occasional power outages affecting workflow
- Time constraints in completing tasks on deadline
- Learning new tools like Photoshop, PHP and Dreamweaver within a short time
- Balancing theory with real-world practices, especially in web programming and networking
- Despite these challenges, I was able to adapt, seek guidance when necessary, and improve through practice.

4.2 Personal Achievements

Successfully designed and hosted a functional static website locally

Created and managed databases in MS Access

Designed visual posters and logos using Adobe Photoshop and Illustrator

Repaired and maintained several desktop computers

Worked independently and as part of a team on various tasks

4.3 Lessons Learned

Practical experience is crucial in strengthening technical skills

Effective communication and teamwork are essential in a professional environment

Adapting to challenges quickly improves confidence and competence

Time management plays a big role in meeting goals and deadlines

4.4 Recommendations

To the Organization:

Provide more learning materials and documentation for interns

Assign mentors to guide interns throughout the program

To Future Interns:

Be productive and willing to learn new skills

Practice time management and teamwork

Ask questions and seek clarification when needed

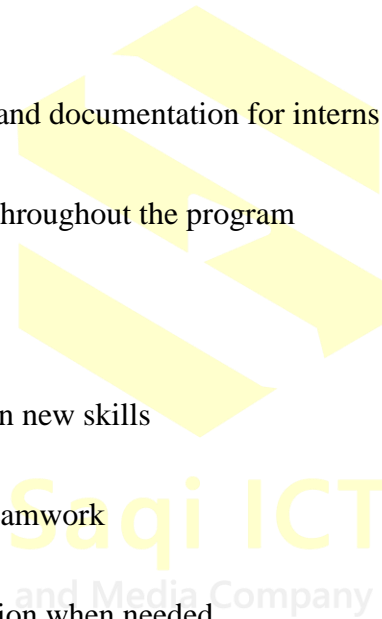
Make the most of the opportunity to apply theory in practice

To Academic Institutions:

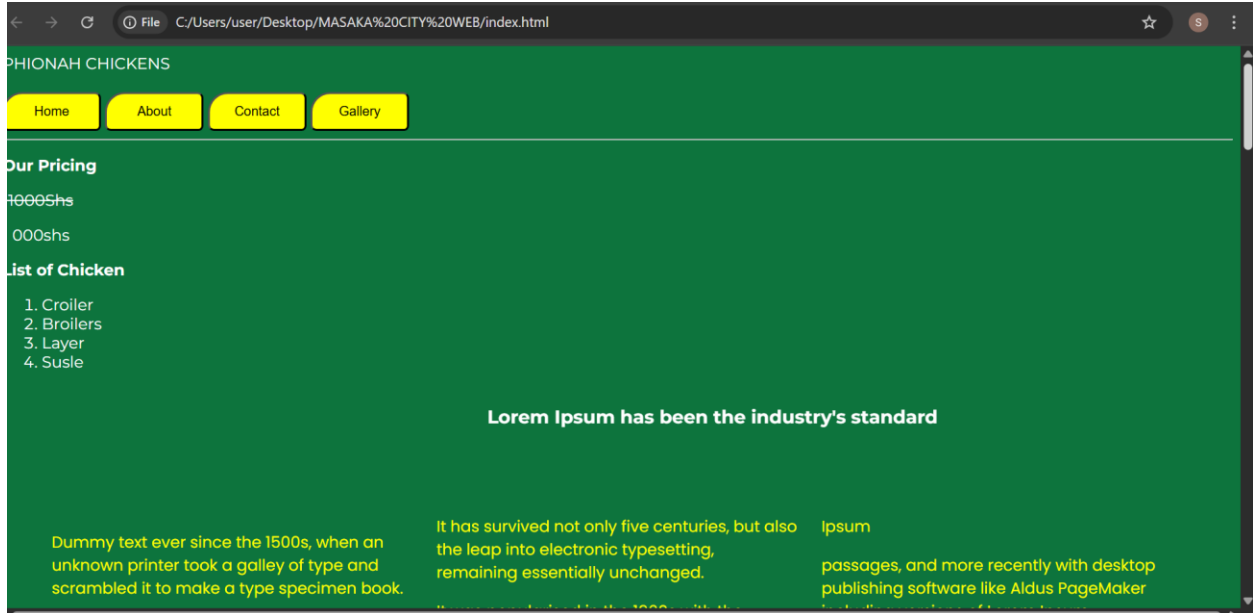
Encourage students to engage in practical training early

Provide pre-internship workshops to prepare students

Establish stronger partnerships with host organizations



.5 APPENDICES



Appendix A: A static web page designed using HTML and CSS in Notepad++, viewed in Google Chrome.

Music : Database- C:\Users\Fred\Documents\Music.accdb (Access 2007 - 2016 file format) - Access Ian Dickson

File Home **Create** External Data Database Tools Tell me what you want to do

Application Parts Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Form Wizard Navigation More Forms Report Report Design Blank Report Labels Macro Macros & Code

All Access Objects

Search...

- Tables
 - Albums
 - Artists
 - Genres
- Queries
 - Albums by Artist
 - Albums by date
 - Albums from the last 25 Years
 - Iron Maiden Albums
- Forms
 - Albums
- Reports
 - Albums by Artist
- Macros
 - AutoExec

AlbumName	ReleaseDate	ArtistName
Powerslave	9/3/1984	Iron Maiden
Powerage	5/5/1978	AC/DC
Crimes of Passion	8/5/1980	Pat Benetar
Bitches Brew	3/30/1970	Miles Davis
Kind of Blue	8/17/1959	Miles Davis
Couldn't Stand the Weather	5/15/1984	Stevie Ray Vaughan
Somewhere in Time	9/29/1986	Iron Maiden
Piece of Mind	5/16/1983	Iron Maiden
Killers	2/2/1981	Iron Maiden
No Prayer for the Dying	10/1/1990	Iron Maiden
Texas Flood	6/13/1983	Stevie Ray Vaughan
Snoopified	9/28/2005	Snoop Dogg
Tha Doggfather	11/12/1996	Snoop Dogg
Hail to the King	8/23/2013	Avenged Sevenfold
Destiny Fulfilled	11/10/2004	Destiny's Child
Bush	5/12/2015	Snoop Dogg
The Book of Souls	9/4/2015	Iron Maiden
Coolaid	7/1/2016	Snoop Dogg
Black Ice	10/17/2008	AC/DC
Love Songs	1/29/2013	Destiny's Child
In a Silent Way	6/30/1969	Miles Davis
Sounding the Seventh Trumpet	1/21/2001	Avenged Sevenfold

Record: 1 of 23 No Filter Search

Ready SQL

Appendix B: Microsoft Access Database Tables

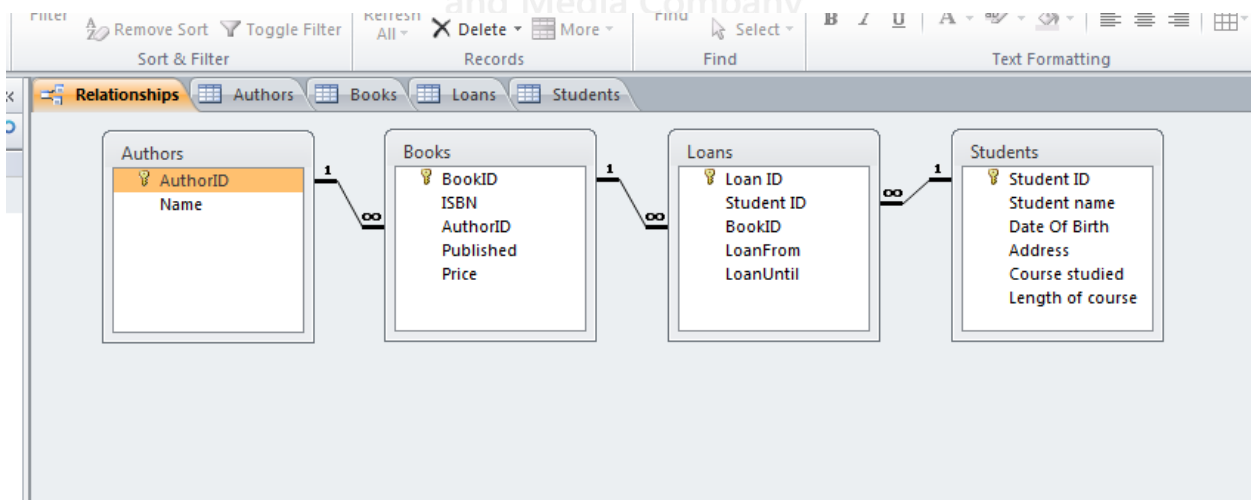
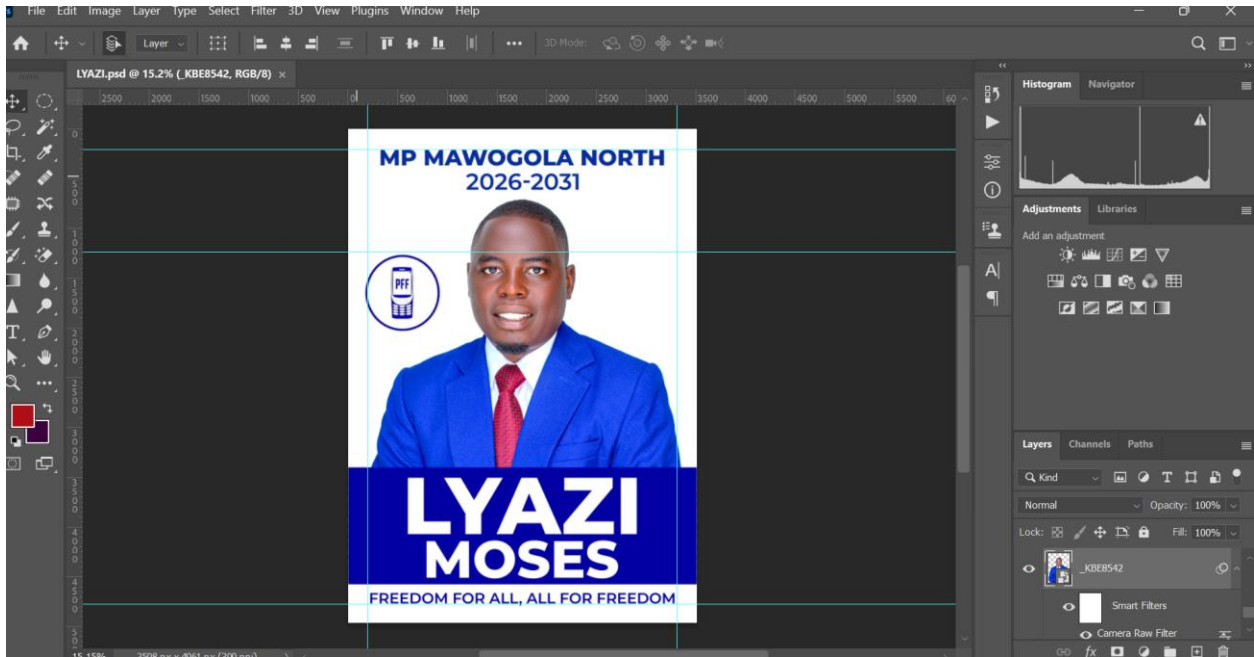


Figure B1: A screenshot showing tables and relationships created in Microsoft Access for managing student records.



Appendix C: Adobe Photoshop Design Sample

GET WISE MEDIA CENTRE
Namasuba-zzana

The Management of Get Wise Media Centre is pleased to invite the company of Mr/Mrs.....

to attend their **GRADUATION CEREMONY**

SAT.3RD NOV.2024

Figure C1: Invitation card design created using Adobe Photoshop during graphic design training.

Appendix D: Network Configuration Setup

Figure D1: IP configuration of a local area network (LAN) setup showing assigned addresses on two connected computers.

Appendix E: PHP and XAMPP Hosting

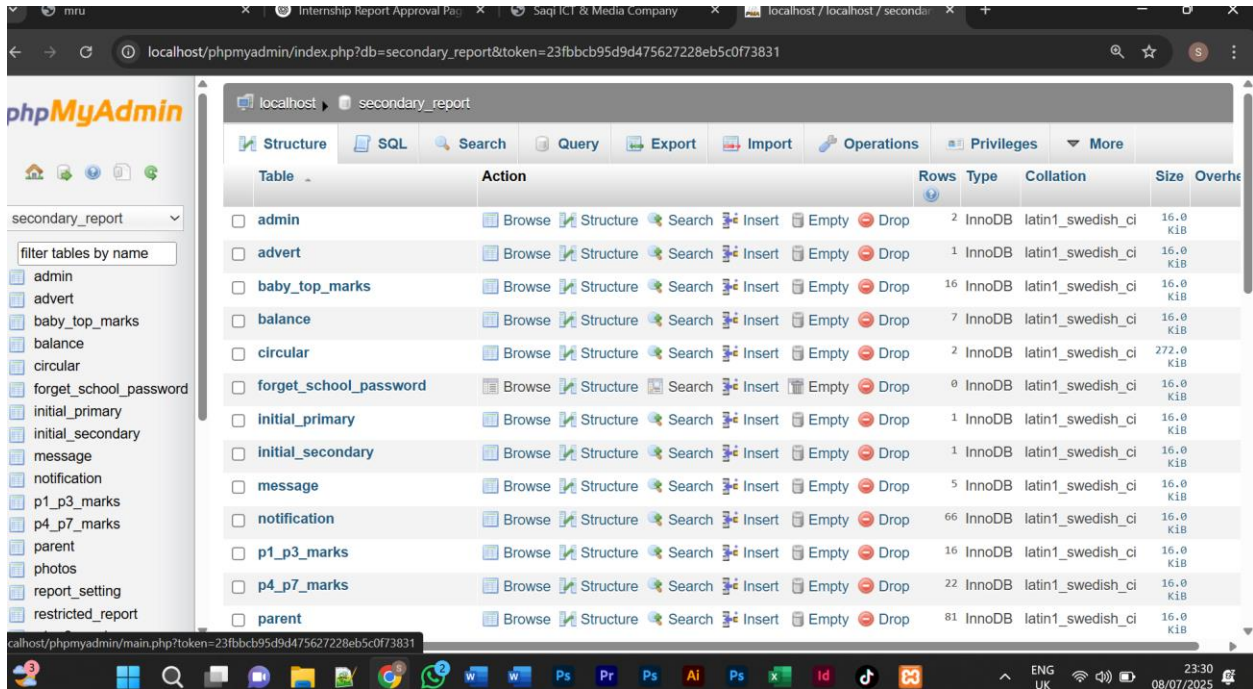


Figure E1: A PHP login interface connected to a database using XAMPP for local server hosting.

Appendix F: Excel Spreadsheet Task

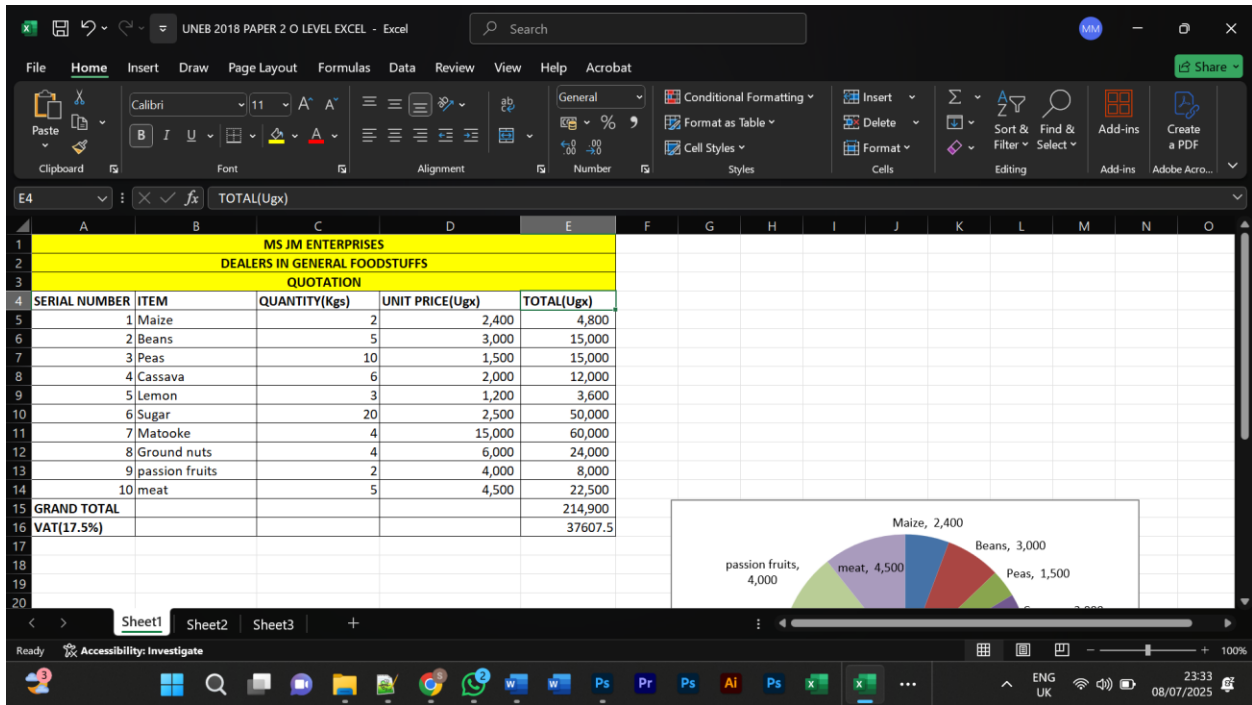


Figure F1: MS Excel spreadsheet used to organize and analyze inventory data with formulas and charts.

Internship certificate or letter

Saqi ICT
and Media Company



Saqi ICT

and Media Company

To

Kampala University
P.O BOX 25454, Kampala Uganda
ar@ku.ac.ug
www.ku.ac.ug

09.June.2025

RE: CONFIRMATION OF INTERNSHIP OFFER FOR NAMUWULUZI SYLVIA SI/042/2025

We are pleased to inform you that you have been accepted to undertake your internship program at Saqi Inc. This program will run for two months, from June 2nd, 2025 to August 1st, 2025.

We look forward to working with you and we are confident that your experience will be valuable for both your professional development and your academic journey.

Best regards,

Nassali Saluwah
Human Resource
Saqi Inc.



P.O Box 221118 Masaka City
Near Carlton Hotel



www.saqiug.com
info@saqiug.com



For enquiries
+256 759 999199

4.6 CONCLUSION

The internship at Saqi ICT and Media Company was a valuable experience that enhanced my technical, professional, and personal development. I gained hands-on skills in various ICT areas, overcame real-world challenges, and grew more confident in my career path. The lessons learned during this period will continue to shape my future in the ICT industry.

