

2015

Mary Jane D Bungque



Senior Assignment Portfolio

Computer Management Information System

Anticipated Graduation Date: December, 2015

Table of Contents

Reflective Essay	2
Internship Description	3
Knowledge and Skills Matrix.....	5
Project 1: Computer Process Imaged (Dell & HP)	6
Project 2: CMIS 450 – Recycled Words and Pictures	8
Project 3: O’Fallon Childcare Website.....	10
Personal Attributes	12
Persistent	12
Creative	12
Resourceful.....	12
Responsible	13

Reflective Essay

Transferring to SIUE was not particularly my first choice after graduating from Robert Morris University (RMU). I was applying to transfer to different Universities such as SIU, SLU, WUSTL and UIS and other nearby university that is not too far away from home. Accepted to five universities, I went to visit all of them where I admired each campus. I was getting pressured from my mother to where will my next destination be, and I did not know what to tell her at that time. I came across to my aunt who has a son that attended SIUE, they brought me to the campus and gave me a little tour of what is what. As soon as I went home, I opened my laptop and started to gather more information about SIUE, I called the admission office to schedule an appointment only, but the program I was wanting into being too good to pass so I signed up to be admitted and start class as soon as I can which was Summer 2012.

I graduated from RMU with a degree of Associate of Applied Science in Medical Assisting and I was able to pass the state test so I had a certification. Attending SIUE, I wanted to pursue my nursing degree, for the whole year I was on a nursing program. I stumble upon on some of my grades and it was hard for me to focus at all, I was on the point of dropping out and not continuing my education. My academic advisor talked me into what are my interests, which lead me to switching degrees. I started telling him that I'm into a lot of computers, how I love technology and I just want to keep learning. He then decided to switch my program from the School of Nursing to School of Business in Computer Management and Information System. I took all the general classes' and was able to apply to School of Business.

Looking back throughout my college experience there were times where I neglected and couldn't care less about what my grades will be, I just wanted to expand my knowledge on computers. I started concentrating more when I was told that I might not be able to graduate and a chance to get kicked out of School of Business. I then began to study and have more time focusing on my other classes other than my computer class. I learned about economics, accounting, finance, production and managements. Those classes are my least favorite since they require more calculations. My SIUE experience has taught me a lot of things such as taking one step at a time, focusing only on one thing before jumping into another, taking it easy, and just enjoy all the things that I'm being taught and be thankful for every single moment of it because

there are others out there that will trade my place anytime. However, don't get me wrong about enjoying all of it because there are also times where I just cry out my frustration because of all the homework and exams being due at the same date, but the majority was a fun learning experience.

Choosing SIUE among other universities was the right choice. I met new people I now call my friends that I can rely on whenever I need help. I was admitted to School of Business and just experiencing everything that I did not know anything about is so much fun and stressful at the same time. Switching majors from nursing to computer is not entirely easy and there is not any connection between them at all. I just wish that I had more time to prefer myself to this path, not neglecting and ignoring my grades then.

If I were to talk to my freshmen self, I'd advise her to choose what she loves to do. Her dream is to become a nurse, to help out people and take care of them, but if she is looking back from her past experiences working in the hospitals would she still want to pursue nursing on her 1st year of college? Knowing that it is not the path she wants anymore? That the only reason she wants to pursue is because of her family? And the thought of learning more about computers is what she's really interested in? I would tell her to follow her interest, what she really loves and tell her that it is alright to make few mistakes here and there since it will be a life learning experience. Let her know that everything is one step at a time, no rushing into anything and just enjoy, keep learning and that she will reach her goals in life.

Internship Description

As my undergraduate college career is about to end, I have received an opportunity to intern at the Nidec Motor Corporation at Florissant, MO. I became part of Nidec's IT team last August 31st as one of their Desktop Support. Considering that I just started, I am still in the process of learning and getting used to becoming part of their team. My responsibilities are to process computer image, built, encrypt, installs and update data and software through the company's employees and new employee's computers. I am also responsible with handling cell

phones and air card updates, upgrade and the inventory that is provided to the company. My supervisor Jane Elliot taught me how to work on the cell phone area, while Jason Mullens and Charlie David are the one in-charged with teaching me with building and processing new and old computers.

Being part of Nidec's IT team I was ecstatic and excited despite that I do not have the experience for the position. I was taught in some of the things that I have not experienced yet; I am able to gain skills and will keep on learning. One of the obstacles that I will need to overcome this semester is to manage my time by balancing school work and internship, this experience will help me improve and prepare for the trial's I will be facing in the future.

Throughout the weeks that I have been interning, I was able to expand my skill set on technology and it enabled me to communicate with others effectively. Interning at the company that has multiple departments will improve my ability to communicate and network properly in the business world. Recalling from the interview, Jane Elliot, who is my supervisor once told me that it is not all about the experience of one person has on the job requirement, but it is about that person's desire to learn and expand his/her ability and skills on the job, to communicate and to have fun on the field. Her statement made an impression of why I'm here interning for them, I want to learn, I want to expand my skills and be able to work in an outstanding environment that I will enjoy and love.

Knowledge and Skills Matrix

	Project 1: Computer Process Imaged (Dell & HP)	Project 2: CMIS 450 – Recycled Words and Pictures	Project 3: O’Fallon Childcare Website
Analysis/Design knowledge & skills	X	X	X
Development/Implementation knowledge & skills	X	X	X
Technical area	X	X	X
Applying IS to frame or solve a business problem	X	X	X
Understanding a non-IS business concept or issue		X	X
Element of general education to IS in organization	X		
Project team skills		X	X

Project 1: Computer Process Imaged (Dell & HP)

Learning Objectives:

Analysis & Design – Before I go through the process of designing/imaging new or used laptop and PC, I have to first analyze what software and hardware it has or needs. I also need to collect the user's information for the new or used one.

Development & Implementation – Process imaging a used or new laptop and PC are not as difficult as it is. In order to develop the process, I have to implement it by executing specific commands that will be distinct from a regular laptop since it will be used only for the company.

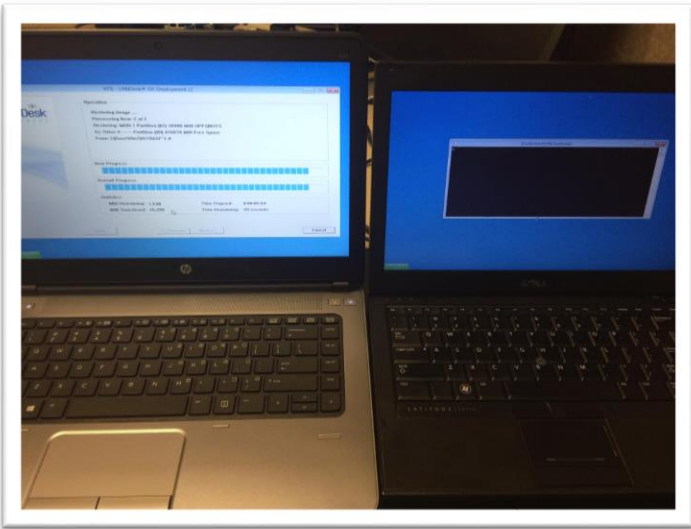
Technical area – I used the company's hardware and software with the use of my administrative account. NIC, WINPE, STL PTC BOOT, LANDESK, PC/Laptop and Desktops.

Solve a business problem – This project happens at least once or twice a week. It allows old users to re-use their old laptop by scraping everything and process image it with specific software and hardware. As for the new users, they either use an unused laptop or PC, or if they have the authority to request a new one and we will then image it for them and install everything that the user will need.

General education to IS in organization – All the laptop and PC that we computer image are from different departments. Therefore, we only set up specific programs on their device. If they have any questions or problem after getting their newly process imaged PC or laptop, they will need to call us or request a ticket on the company's portal.

Project Focus: This project is focused on process imaging old and new laptop and PC so it can be re-used by the existing and incoming users of the company.

Contribution/Role: In-charged of completing the process image of the users devices.



Technology & Skills: NIC, WINPE, STL PTC BOOT, LANDESK, PC\Laptop and Desktops, Symantec, PointSec, Microsoft Office and specific software that the user needs or request.

Description: Before I learned how to process imaged devices, I was a little apprehensive about it. But when I started doing it myself with the help of my colleagues, I realized that there is nothing to worry about. Process imaging computer and laptop is one of the main responsibilities of the team desktop support. We are to help existing and new users on their devices such as; pointsec which is also known for disk encryption, running Landesk security and scan, Symantec, installing drivers and specific kinds software for the user. We are responsible for the majority of the technical issues that each department has since we have the right access (Administrative account) created for us. As the above picture, those are two different devices one is HP and the other is a Dell. Since they have different drives, installing drivers for each is not similar but the functionality of the device will be the same.

Challenges: One of the biggest challenges that I encountered while doing the imaged process is forgetting that there are three kinds of HP device, which are EliteBook, ProBook and ZBook. They all have the same function but different drivers. I will sometimes forget to change specific wireless on one of the three devices. Another challenge is keeping track of what software to install for each user. I would also always ask Jason or Charlie when I'm not familiar with the software that needs to be installed. I always have anxiety and doubt that I will screw up the process, but in the end everything turns out well.

Reflections: Computer Imaging has and is still testing my technical skills. Doing it is not difficult, but learning what inside the process is. I learned that there is much more on a device specifically if it is a company device is astonishing. The set up from every user may be the same, but the software and access they have are different. I acquired skills that I'm not familiar and able to do it on hands experience. There are challenges that I will always face and problems that I will need to resolved, but by following instructions and reviewing everything that needs to be done before hand will help me improve, and I know that I have my colleagues to help me whenever I run into problems I couldn't tackle myself.

Project 2: CMIS 450 – Recycled Words and Pictures

Learning objectives:

Analysis & design: In order to design the database that was assigned to our group we first analyze what was the client wants, which was Mrs. Busch. Mrs. Bush wanted us to create a database where it combines data, streamline inventory process and improve quality of

information.

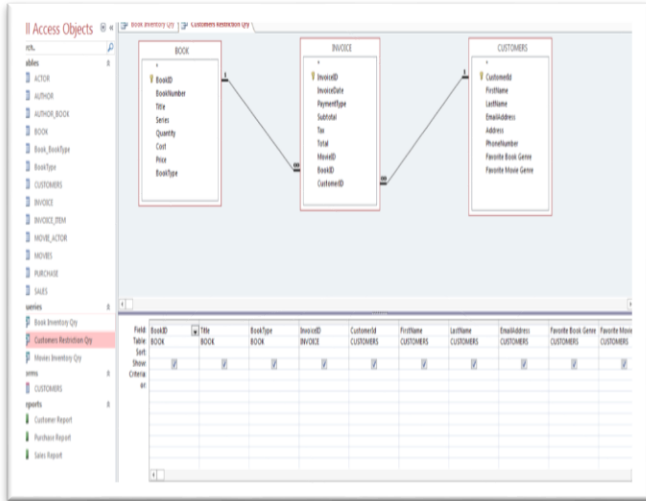
Development and implementation skills: My group came up with a prototype where we will create a database using Microsoft Access. These allows Mrs. Busch to get her information be in one file, it will allow her to track sales and purchases and it is a friendly user environment which will be easy to update easily.

Technical area: ERD, Microsoft Access, Excel, and Word

Applying IS to frame and solve a business problem: This project that my group had dealt with was determined if it's good enough for the client to use. We had times where we question each other if the database was functioning right, such as the calculation of the right fields, or if it is finding the primary key that we had set up. We were always worried each time we had to test the fields, and with the approaching due date we were able to finish the project functioning properly.

Understanding a non-IS business or concept: Databases are not just for IT departments. Other departments and business outside IT industry also integrate this system. Training or a little knowledge about this system may require on companies that uses database.

Project team skills: Working with the team has made this project a lot easier than it is to work alone. We all shared the same ideas and contribute other skills, we were able to break down what needs to be done and communicate with each other accordingly.



Project focus: Our focus on this project is to implement and design database for Mrs. Busch to give her a better system on tracking her inventory and sales.

Contribution/role: Group of four students. I was responsible on the queries, reports and conclusion, and also presenting our database on how it works and functions.

Technology & skills: Microsoft Access, ERD, Excel, and Word

Description: Our professor for CMIS 450, Dr. Barber provided this project. We were to select our own group and to work together until the end of the semester. Dr. Barber gave us few tools to start off such as the excel sheet and the business documentation that the client Mrs. Busch want us to create. As the spring semester goes by, we were able to meet and build this database that was given to us. We were able to structure the database we created as simple as possible, and breaking down task that each of us needed to do helped a lot since it was hard for us to set up a meeting date.

Challenges: As a group, we have encountered several challenges that were hard for us to overcome. 1st was analyzing the documentation provided, creating it into Excel and transferring the data into access. We came up with lots of ideas on how doing this process until one worked well. Another challenge we faced was our meeting times. Since all four of us had classes, each schedule were not compatible, the only good time for us to meet was after class and Sunday. With all the challenges that we faced, we were still able to developed a good database design for our client base on our teamwork

Reflection: Recycled Words and Pictures had challenged my technical skills over database and my implementation design. In order to make this project successful I needed to communicate with my group and with my professors effectively. It has been difficult at first implementing the database since all we had was a word document and Excel worksheets, but as soon as we decided on what needs to be finished first, everything went a little smoother. There were times that my group did not get along with the ideas, but it worked out well since we are communicating with each other. Implementing a database for any business can have a huge impact in the

organizations, therefore building and designing database should be properly structured and test before using it in the field.



Project 3: O'Fallon Childcare Website

Learning objectives:

Analysis & design: Harmony and I had to analyze O'Fallon Child care mission and what our client wanted to have on her website. Our

client wanted to show the schedule and registration form for parents to look at on the website we built.

Development & implementation skills: Developing this project requires breakdown status that Harmony and I had to share in order to implement the website. We needed to write a paper about how we will set up the structure and build the website.

Technical area: We use Notepad++, Word, JavaScript language to complete this project.

Solve a business problem: As we finished the website and give the client our reports and the website link, Harmony and I believed that it is a simple structure that our client's customers will appreciate when they go to this website we build. Also, having a fun child's environment with a professionalism of the website can have a positive outlook on their business.

Understanding a non-IS business concept or issue: Having a website does not only affect childcare businesses, it is also available for other businesses to have. Most of the businesses today has their own website and is able to advertise online, it is one of the most effective way to attract consumers to the business.

Project team skills: Since it was only a group of, Harmony and I was able to separate tasks that needed to be done, sometimes we were able to work on them together having each other opinion and approval of what is what. We were able to work well together and finished the project on the right due date.

Project focus: On this project, Harmony and I were focused on completing a website for a client who does not have a website for her business. All she had was her Facebook account, which is not updated. We focused on breaking down things that she will need for her business.

Contribution/Role: As a group of two people, I was responsible in implementing the design of the website. Harmony was responsible for the information we have gathered from our client.

Technology & skills: Notepad++, Word, JavaScript language

Description: My thoughts on this project was a mixture of “I don’t know how to construct a professional website for a professional business” and “this will be fun”. I choose to work on this project because it involves children’s. Dr. Hester had at least ten potential clients who would like to have their website constructed, and I was thrilled when I saw that there is one that involves children. Dr. Hester provided us the information we needed from the client, and we were able to do it. It was hard to construct this website since the client does not have specific logo or pictures to provide us with. I was able to find some artistic art picture of children that can be seen in the provided picture above. Another graphic picture was color painted hands of little kids. It was enough to make the page lively and seen as a welcoming environment for children’s.

Challenges: Some of the challenges we faced was as finding the right picture or logo for the website and how to make it environmentally friendly for the customers that wants to enroll their children. Another challenge was designing the web site, I was getting a lot of expansion on my borders and colors, and also my alignment wouldn’t go to where I want it to go. It was stressful doing this since my partner Harmony does not really know how to design the page, she only knows how to format the information’s but I was doing the one coding. I had to put more time on focusing on the codes on which part I did wrong and what needs to be changed.

Reflection: Doing this project made me realize how professional web designer go through daily that they have to design and code, and how they need to spend so much time to make one website professional for the organization. It was hard for me to do this since it will be used as a business tool and I had to think about customer reviews and the client’s expectation. It is a fun and stressful experience building a website for a business organization. It was an excellent experience and I would not mind being one of the professional web designers.

Personal Attributes

Persistent

Being once a nursing major and knowing little about computers is challenging. Understanding medical terminologies is what I easily acknowledged. I was in a School of Nursing for a year until I decided to switch my major and applied for the School of Business majoring in Computer Management Info & Sys. With the sudden switch of my majors I needed to learn computer language, terms and technological area. As I am determined to expand my knowledge I had friends that also majored in CMIS so I was able to ask them questions I'm not familiar off. Majoring in CMIS is one of the best choices I made, with the help of the professors and friends I was able to acknowledge the concepts of computers. Switching my major and making my self determine on learning is one of the best choice I made, I am able to understand medical terminology and computer terms.

Creative

During the time I was on my CMIS 300 class, Dr. Hester had a project for us to do and that was building and creating website. I was thrilled with excitement when I found out that I would be learning more about web design since it has been my passion since I was in high school. I did my own website and all I can think about is doing it and designing it on my own way. I was able to layout my page the way I want it to look like and also add backgrounds, pictures, logos and borders, etc. I felt so much excitement doing the project, but there were times that I did not know what else to do with it or what else I needed to add. As I go on my own design to finish it, I saw how satisfied I am looking at it. I had my home page where it defines what I am now and the accomplishments I had, also a link to my experiences, resume, linkedin and contact information. Choosing to take CMIS 300 as one of my CMIS electives was a right decision. I was able to build myself a website and learned that there is so much more in web designing.

Resourceful

Having to always be assigned to a group project, I am always the first one to introduce myself and to just get into what needs to be done. I do like to “goof” around, and just as my group says majority of the times, I make it more fun. I like to have all the data collected for the completion

of the project, I have my planner with the dates due and I always carry my laptop around. I sometimes get called that I'm an overachiever since I start the research even with the due date being far away. I like having information and just being prepared for what is to come. Been called that I'm an overachiever does not really bother me. I choose to do this for myself and for the sake of getting good grades when it comes to group work. I have been doing this ever since and the outcome that I always get is positive. I get a good peer evaluation grade from my team and we are all able to finish the project with a good grade.

Responsible

I put this attribute on the very end because of the saying "save the best for last". I choose this as one of my attributes due to always have been carrying this attribute daily inside and outside SIUE. Every time that the semester starts I like to gather what things I will be needing to finish the semester smoothly. I write down weekly discussion on my planners and due dates of homework and project also in my school planner. Being responsible means that every action I make is what I'll be accountable for. Knowing that I won't look at my planner daily, I also write down the important due dates on my board that is hang on my room, and I have it typed out also on my laptop stickers. When I forget to turn in one assignment, I get frustrated over myself and cry even thinking it was not worth that much points. In order to remember important things, I write them down and make a reminder. Being able to distinguish what needs to be done before the due date makes it easier, this is why I chose what I choose to do. Having this attribute contributes my well being in doing better in school and daily routines.