MCL
Malayan Colleges Laguna
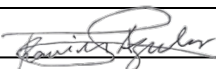A MAPÚA SCHOOL

DAILY JOURNAL

IMPORTANT INFORMATION
- INCLUDE TASK ASSIGNMENTS OR MOVEMENTS, REFLECTION ON THE DAY'S NEW LEARNING, ACCOMPLISHMENT, CHALLENGES FACED AND HOW YOU RESPONDED, OBSERVATIONS AND RECOMMENDATIONS ON THE IMPROVEMENT OF SYSTEMS / OPERATION / MANAGEMENT, ETC.
- SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.
- HARD COPIES OF THIS FORM SHOULD BE COMPILED AS PART OF THE STUDENT'S PORTFOLIO.

DATE	May 9 - May 13 2022	AREA ASSIGNMENT	ATA
TASK	Workplace Management & Becoming a Raspi Developer	SHIFT/TIME	8:00 AM - 5:00 PM

May 9 - May 10 In this module I learned various lessons and practices about workplace management. First is email and phone etiquette, this part clearly explained how to properly construct an email subject that will get the attention of the receiver, how to greet and how to write email body. I also learned that we should avoid blaming and harsh languages over email, sometimes if the one sending us an email does not clearly state what they need and keeps on sending us an email we tend to be annoyed and send a harsh response, in this case we can ask them to be more specific in a polite way or reach them out through different channel. I also learned what to avoid when taking a phone call like avoid public places, avoid talking with others while on call and we should go to a place with minimal noise. I also learned how to properly manage our time when working from home, like avoiding distractions by designating a space only for work, removing temptations by avoiding working from bed, being on phone, and making a clear boundary with individual from your home during work hours. I also learned about the productivity principles like setting a schedule and activity that will clear our mind and choosing a right time for each task. Also saying no to others when you are working and saying no to yourself by clearly following the time allotted for each activities that we identified. I really liked the part where dealing with challenging situations were discussed. For instance when someone is badmouthing our colleagues who we don't have a problem working with. If there are no other person in the room, we can immediately say that we disagree but we need to acknowledge their opinion and then we need to ask what is their reason is. If there are many people in the room, we need to wait or schedule a time to confront them. I also learned that when we are caught off guard what we can do is to buy time, acknowledge the situation then calm down and think of what I know and don't know about the situation and think about how we are going to find out.

May 11 - May 13 In this module, the first few part were quite easy since I am already familiar with basic electronic and circuitry. The most challenging part for me was the semiconductor part since this topic was not clearly discussed during my electronics class in MCL. After that I learned how to physically assemble a raspberry pi and their basic components. I was able to learn how to setup the raspberry pi by creating a bootable SD and installing a Linux-based OS. I then started to navigate and get familiar with the environment, I also started setting up the VNC server which will allow me to control and use the raspberry pi using my computer via remote connection. I can also use a CMD to access it via SSH. I also downloaded python, since I will be using this to program and control the GPIO pins of the raspberry pi

TRAINEE'S SIGNATURE