

COLLEGE OF COMPUTER AND INFORMATION SCIENCE

Academic Year 2022 – 2023

I.T. Practicum

Submitted By:

Franc Daniel T. SAMONTE

Submitted To:

Jonalyn G. EBRON

Submitted to the Faculty of Mapúa Malayan Colleges Laguna

In Partial Fulfillment of the Requirements for the Degree of

Bachelor of Science in Computer Science

Overview of the Practicum Engagement

Company Background



Figure 1. Fasttrack Solutions Inc. Logo

Fasttrack Solutions is a consultancy services company that provides world-class computerized business solutions to Enterprise and SMB markets. Founded in the Philippines in 2005, Fasttrack Solutions is ONE of the largest business technologies providers in Asia Pacific and is now the go-to partner in ERP solutions, cloud migration, cloud services, etc., of SMEs and large enterprises.



Figure 2. Fasttrack Solutions Inc. Clients

Nature of Assignments or Tasks Given

During the internship, the student was under the BA department which is the Business Analytics Department. At the start of the internship, the student was assigned to the CODEX Program which was an online course wherein interns can learn multiple skills and deepen their understanding of the workflow in the company.

Following the CODEX program, the student began his work immersion. He was assigned to a supervisor and observed their work processes, providing suggestions for their Power BI reports when needed. The student was also given the task of aiding them in creating a PowerPoint presentation for a report on Del Monte Foods. Additionally, the student was taught how to use the bookmarking feature in Power BI to enhance the report and apply this knowledge to future tasks.

The most relevant and commonly used software during the internship was Power BI. The student extensively worked with Power BI to create and modify reports, dashboards, and presentations. The software was integral in visualizing data and making it comprehensible for business decisions. Additionally, the student utilized SQL syntaxes within Power BI, particularly for Data Analysis Expressions (DAX) commands, to manipulate and analyze data more effectively. The combination of Power BI and SQL provided the student with valuable hands-on experience in data analytics and business intelligence.

During the internship, the student was assigned two significant tasks: a Bank Point of Cash (POC) report and a Case Study. Both tasks involved analyzing data and creating comprehensive Power BI reports.

For the Bank POC, the student was given a dataset to identify invalid, empty, or

erroneous entries. This task required meticulous data validation and error detection. Additionally, the student created a Power BI report to display various metrics for the bank, including sales, customer counts, and total bank amounts. This report provided valuable insights into the bank's operations and helped identify data quality issues.

The Case Study involved creating multiple dashboards for a company named AdventureWorks Cycles. The student was tasked with developing individual reports for different aspects of the company, including Territory, Resellers, Customers, and Products. Each report required detailed analysis and visualization of the respective data. Furthermore, the student created a summary report that consolidated the key insights from each individual dashboard, providing a comprehensive overview of the company's performance.

Presentation of Output

Bank POC Activity

For the Bank POC activity, the student was provided with a dataset containing various entries related to the bank's operations. The primary objective was to assess the quality of the data and identify any invalid, empty, or erroneous entries. This involved a meticulous examination of the dataset to detect and document errors, such as typos, missing values, and invalid data points. In addition to data validation, the student created a comprehensive Power BI report that showcased several key metrics for the bank.

Data Wrangling

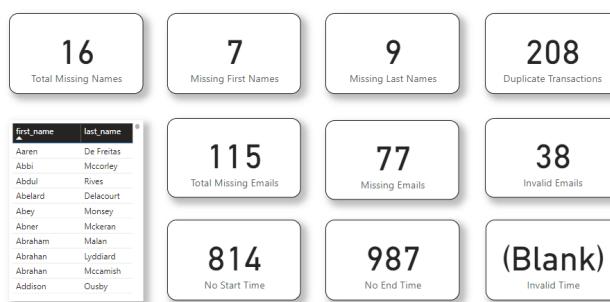


Figure 3. Bank POC Data Validation

The first module was Data Wrangling, where the student performed a meticulous examination of the dataset to identify invalid, empty, or erroneous entries. This involved checking for typos, missing values, and inconsistencies in the data. The data validation process ensured that the dataset was clean and reliable for further analysis.

Customer Analysis

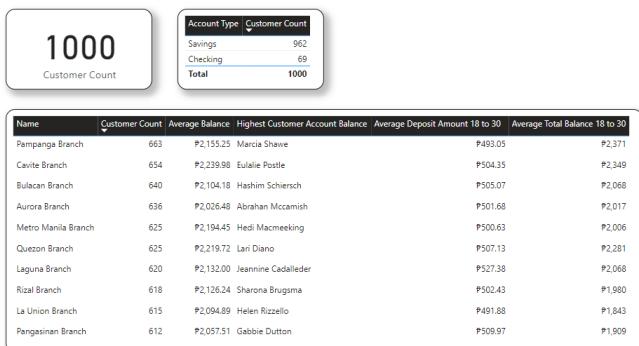


Figure 4. Bank POC Customer Analysis

In the Customer Analysis module, the student focused on analyzing the bank's customers.

The Power BI report visualized key metrics, including the names of the banks included in the dataset. It also identified the highest paying customers, providing insights into which customers had the highest balances. Additionally, the report calculated the average balance held by customers, offering a detailed view of customer finances.

Account Analysis

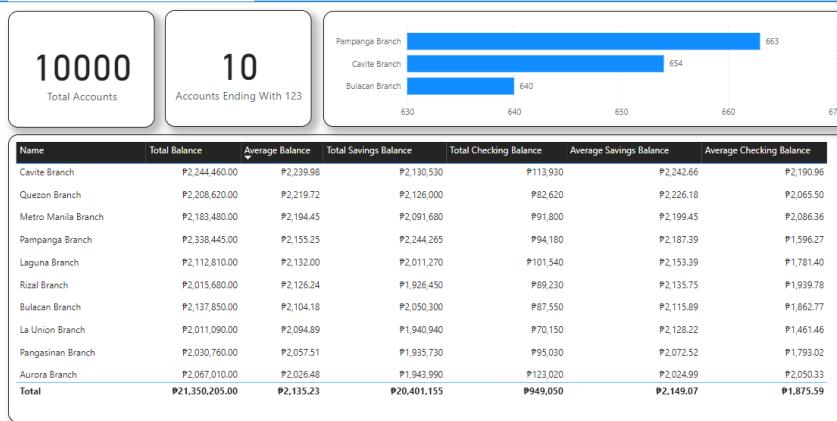


Figure 5. Bank POC Account Analysis

The Account Analysis module examined the bank accounts. The student created a Power BI report that visualized the total savings and checking account balances, giving a clear picture

of the bank's financial holdings. The report also included average balances for these accounts, providing insights into typical account sizes and customer behavior.

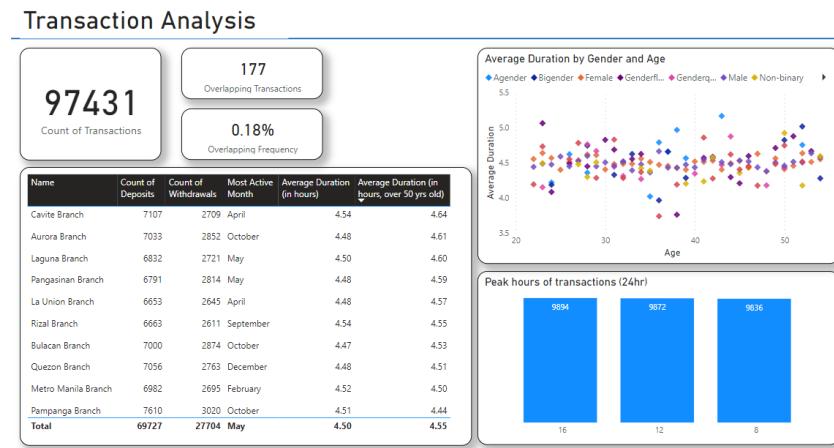


Figure 6. Bank POC Transaction Analysis

The final module was Transaction Analysis, which looked at the bank's transactions to identify patterns and trends. The Power BI report highlighted which months had the highest transaction activity, helping to understand the bank's busiest periods. It also counted the number of withdrawals and deposits, providing a comprehensive view of transaction frequency and volume.

Case Study

For the Case Study, the student was tasked with creating multiple dashboards for a company named AdventureWorks Cycles. The objective was to develop detailed reports for various aspects of the company's operations, followed by a summary report consolidating the key findings.



Figure 6. Case Study Summary

The student created a summary report that consolidated the key insights from each of the individual dashboards. This summary report provided a high-level overview of the company's performance across different areas, offering a comprehensive understanding of the business and facilitating strategic decision-making.

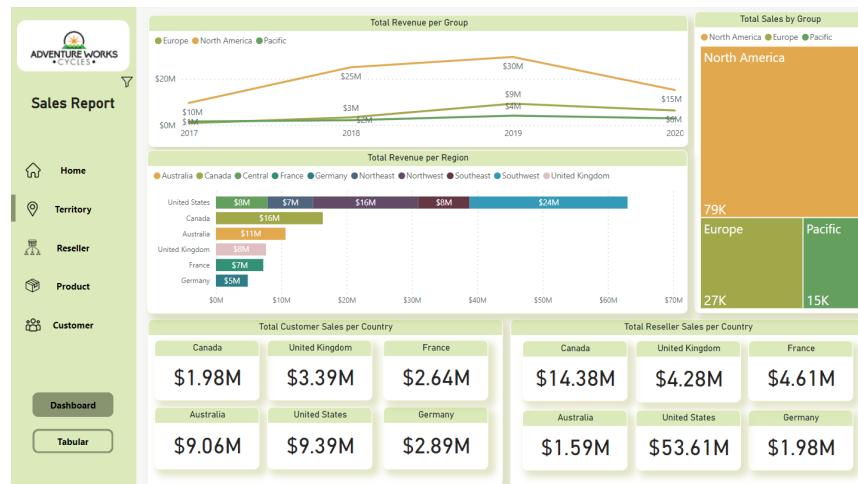


Figure 7. Case Study Territory Report

The student created a Territory Report, which provided insights into the sales and performance across different geographical territories. It included metrics such as sales volume, growth rates, and regional comparisons, offering a clear picture of how different areas were performing.



Figure 8. Case Study Reseller Report

The Resellers Report focused on the performance of the company's resellers. It analyzed reseller sales, profitability, and other key performance indicators (KPIs) to evaluate their contribution to the company's success. This report provided a detailed view of the reseller network and its impact on the business.



Figure 9. Case Study Product Report

The Customers Report offered a comprehensive view of the customer base, including customer demographics, purchasing behavior, and customer segmentation. This report helped in understanding customer preferences and identifying high-value customers, which could be crucial for targeted marketing and sales strategies.

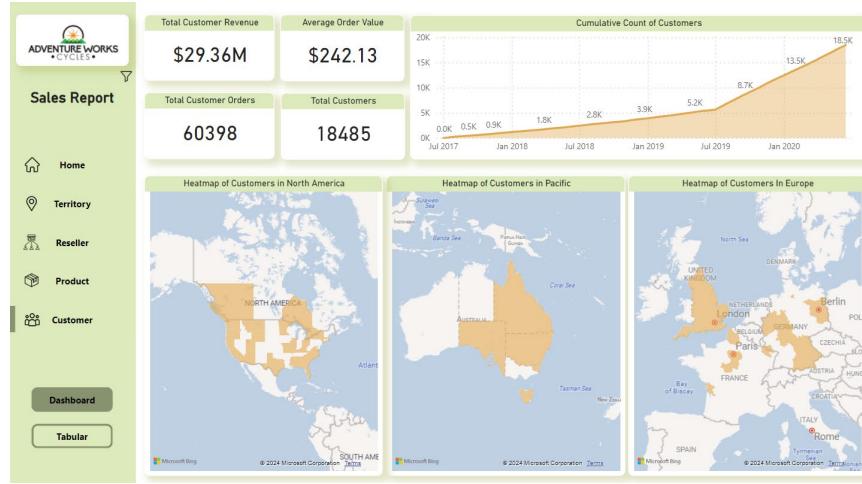


Figure 10. Case Study Customer Report

The Products Report analyzed the performance of the company's products. It included metrics such as sales by product, inventory levels, and product profitability, providing insights into product trends and inventory management. This report was essential for understanding which products were performing well and which needed attention.

Synthesis of the Practicum Engagement

Throughout my practicum, I learned a lot about real-world work in the field of computer science. Watching my supervisors solve problems and manage projects gave me valuable insights into how things are done in a professional setting. The small tasks I completed helped me build my coding and debugging skills, while the two big projects I worked on showed me how to handle more complex tasks and plan projects effectively.

One major realization from this experience is how important teamwork and communication are in the workplace. Working with others taught me that clear and effective communication is key to successful projects. I also realized how important it is to be adaptable and keep learning new things, as technology is always changing. Facing real-world challenges made me understand the need to stay up-to-date with the latest tools and methods.

In summary, my practicum was a great learning experience that helped me apply what I've learned in school to real-world situations. The mix of observing, doing small tasks, and working on big projects gave me a well-rounded understanding of the field. This experience has boosted my confidence and prepared me for future challenges in my career.



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Fasttrack Solutions, Inc.
www.fasttrackph.com

10/F The Valero Tower, 122 Valero St.
Salcedo Village, Makati City

20 June 2024

CERTIFICATE OF COMPLETION

This is to certify that **MR. FRANC DANIEL T. SAMONTE** has successfully completed **324 hours** as an **Intern** from **April 22, 2024** up to **June 19, 2024**.

This certification is being issued upon the request of **MR. FRANC DANIEL T. SAMONTE** for school reference purposes only.

For confirmation details, you can reach the Human Resources Department at: (840- 5338 loc. 201 or 831-4845).

Issued this 20th day of June 2024 in Makati City.

Very truly yours,

MA. AINA SAMALIO, CHRP
Human Resources Manager
Phone: 0917 849 1278
Email Address: humanresources@fasttrackph.com



This certification is not valid without a company seal

TRAINING PLAN

NAME	Franc Daniel T. Samonte	COURSE CODE	CS199F
PROGRAM & STUDENT NO.	BSCS / 2020167714	COURSE TITLE	CS PRACTICUM

STUDENT OUTCOMES

1. Apply the theories learned in school to actual practical solutions.
2. Undergo training with host company to learn about general IT skill, soft skills, ERP Fundamentals, Microsoft applications and Effective communication.
3. Demonstrate the ability to work cooperatively with individuals from multiple disciplines to meet goals/objectives of the host company.

AREAS / PHASES OF TRAINING AND TIME ALLOTMENT

Phase 1: 20 - 30 hours

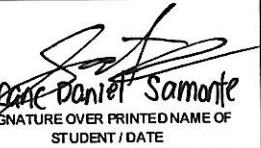
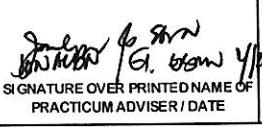
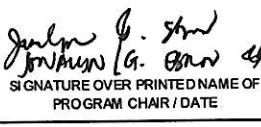
Phase 2: 40 - 100 hours

Case Study Presentation: 40 hours

Work Immersion: TBD (depending on the number of hours needed to complete OJT hours.)

EVALUATION GUIDELINES & COURSE OUTCOMES

DEMONSTRATION OF SOFT SKILLS (40%)	DEMONSTRATION OF TECHNICAL SKILLS (60%)
<p>KEY AREAS</p> <p>COMMUNICATION SKILLS (20%)</p> <p>Relate to co-trainees/supervisors terminologies and rules Recite procedures and instructions needed for the tasks Identify and describe safety signs and symbols Ask critical questions related to the tasks Produce well-written regular and incident reports Prepares and presents reports using Information and Communication Technology (ICT)</p> <p>PROFESSIONAL DEPARTMENT (20%)</p> <p>Observes proper grooming and attire Reports to work regularly on time and as necessary, even beyond prescribed working hour Acts according to the job description given by the company Willing to accept new tasks apart from the usual routine and responsibilities Delivers quality output on time Demonstrates respect for different individuals</p> <p>INITIATIVE (+5%)</p> <p>Volunteers to perform tasks beyond routine tasks</p>	<p>KEY AREAS</p> <p>20% SKILLS (X%) Complete all the self-paced courses required in the CODEX Program Pass all the assessments included in the CODEX Program</p> <p>20% SKILLS (Y%) Complete the case study, present and perform live demo of the system.</p> <p>20% SKILLS (Z%) Perform the tasks given during work immersion.</p> <p>INITIATIVE (+5%) Volunteers to perform tasks beyond routine tasks</p>

CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY
 Franc Daniel T. Samonte SIGNATURE OVER PRINTED NAME OF STUDENT / DATE	SIGNATURE OVER PRINTED NAME OF PARENT OR GUARDIAN / DATE	 Marlyn A. Troca SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE	 Jonathan G. Samonte SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE	 Jonathan G. Samonte SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE

STUDENT TRAINING AGREEMENT AND LIABILITY WAIVER**IMPORTANT INFORMATION**

- THIS FORM IS TO BE ACCOMPLISHED AND SUBMITTED BY STUDENT TRAINEE TO THE PRACTICUM ADVISER BEFORE STARTING THE PRACTICUM.
- READ AND UNDERSTAND THE PROVISIONS OF THIS AGREEMENT AND WAIVER.
- ENSURE THAT ALL SIGNATORIES SIGN THE FORM.

I, Franc Daniel T. Samonte, and a student of MALAYAN COLLEGES LAGUNA (hereinafter referred to as "MCL", do hereby voluntarily undergo on-the-job training at Fasttrack Solutions Inc., hereinafter referred to as the "Host Company", located at 10/F The Valero Tower, 122 Valero Street, Salcedo Village Makati City, under the following terms and conditions:

- a. That the practicum training will commence on April 22, 2024 and ends on July, 2024 and will have to complete a minimum of 324 hours required for the on-the-job training;
- b. That I shall observe proper decorum and act professionally at all times and abide by the Company's rules and regulations and comply with those imposed for the training program, otherwise, I shall be excluded from further participation;
- c. That in the course of my training program, I may have access to information which may be of confidential in nature and proprietary to the Company, for which I may be required to execute a confidentiality and non-disclosure agreement as a prerequisite to my participation in the training program;
- d. That the time I will spend on the training program in the completion of my on-the-job training requirements will not and should not be interpreted or construed as working hours and should be regarded as non-compensable. Provided that, the Company may, as a unilateral act of liberality or generosity on their part, provide me with meal, travel, transportation allowances, accommodations, etc.;
- e. That I fully understand that notwithstanding the allowances enumerated in the preceding section which I may receive, there exists no labor-management and/or employer/employee relationship between me and the Company where I will undergo my training;
- f. That I shall exercise due care and diligence in the tasks assigned to me and personally be made answerable for any and all liabilities for damage to property or injury to third person, which may be occasioned by my intentional or negligent acts during the course of my on-the-job training;
- g. That I shall likewise hold the Host Company and MCL free and harmless from any and all liability and responsibility for any sickness or injury to myself and third parties and damage to property which I may sustain and/or may occur at any time during the training program, including time spent in traveling to and from any and all premises and locations where I may be required to go to as part of my training program;
- h. That the Company reserves the right to discontinue my training on reasonable grounds upon written notice to MCL and myself. Additionally, in the event my training program is discontinued for reasons attributable only to myself, I may be made to reimburse the Host Company for any/all the allowances, stipends, etc., which I may have received from them during and prior to the termination of my training program;
- i. That in addition to my liability under section g and for the pre-termination of my training program provided for under section h hereof, I may be subjected further to disciplinary action in accordance with the school's student manual and/or be a ground for disqualification from graduation;

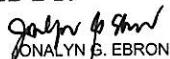
Signed on this _____ day of _____.


FRANC DANIEL T. SAMONTE

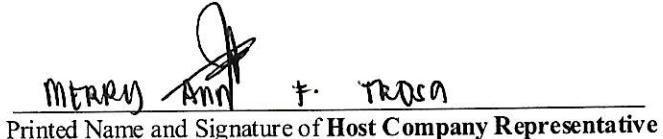
Signature over printed name of Student Trainee

WITH OUR CONSENT:

Signature over printed name of Parent/Guardian
(for minors only)

NOTED BY:
JONALYN G. EBROON
4/24/24

Printed Name and Signature of Practicum Adviser/ Coordinator


MERRY ANN F. THERESA
Printed Name and Signature of Host Company Representative



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REVISION DATE: May 10, 2016

PRACTICUM CONFIRMATION AND ACCEPTANCE FORM

IMPORTANT INFORMATION

- STUDENTS ACCEPTED FOR PRACTICUM IN A HOST COMPANY WILL HAVE TO ACCOMPLISH THIS FORM.
- ASK THE PRACTICUM SUPERVISOR/ COMPANY REPRESENTATIVE TO FILL IN THE DETAILS OF THE TRAINING.
- SUBMIT TO THE PRACTICUM ADVISER/COORDINATOR PRIOR TO THE START OF TRAINING.

NAME OF STUDENT	Franc Daniel T. Samonte	STUDENT NUMBER	2020167714
COURSE CODE	CS199F	SY/TERM ENROLLED	2023-2024/3T

This is to certify that Franc Daniel T. Samonte (name of student-trainee) has been accepted for practicum at Fastrack Solutions Inc. (name and address of establishment) and will be attached to the BUSINESS ANALYTICS department/s for a minimum of, but not limited to 324 hours. Training will commence on April 22, 2024 and is expected to end on July, 2024. Attached is the list of requirements.

COMPANY REPRESENTATIVE

<u>MERRY F. TRACA</u> Signature over Printed Name	<u>CAREER DEVELOPMENT</u> Department	<u>COMPX PROGRAM COORDINATOR</u> Official Designation
		<u>careerdev@fastrackph.com</u> Email and Contact Number/s

NOTED BY

<u>Jocelyn B. Samonte</u> Signature over printed name of Practicum Coordinator	<u>4/24/2024</u> Date
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COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR

FORM OVPA 030B

THIS FORM IS AVAILABLE AT THE OVPA.



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- SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.
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Trainee's Signature



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