

HR DATABASE ADMINISTRATION AND WEB MANAGEMENT

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This Report Presented in Partial Fulfillment of the Requirements for the
Degree of Bachelor of Science in Computer Science and Engineering

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APPROVAL

This Internship titled **HR Database Administration and Web Management**, submitted by Fahmida Haque Prisila, ID No: 151-15-4783 to the Department of Computer Science and Engineering, Daffodil International University has been accepted as satisfactory for the partial fulfillment of the requirements for the degree of B.Sc. in Computer Science and Engineering and approved as to its style and contents. The presentation has been held on Saturday 10 December 2018.

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DECLARATION

I hereby declare that, this project has been done by us under the supervision of **Ms. Afsara Tasneem Misha, Lecturer, Department of CSE** and co-supervised by **Md. Azizul Hakim Shuvo, Lecturer, Department of CSE** Daffodil International University. We also declare that neither this project nor any part of this project has been submitted elsewhere for award of any degree or diploma.

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I would like to thank my entire course mate in Daffodil International University, who took part in this discuss while completing the course work.

Finally, I must acknowledge with due respect the constant support and patients of my parents.

ABSTRACT

I carried out my Internship at RCIT (Right Click Information Technology) and this is a licensed organization. My internship was about 150 to 160 hours in total. The purpose of my Internship was to gather experiences to the world of engineering sector. This report is about the details of my work which I performed there in 35 days. So I was doing my internship on HR Database Administration and Website Management. Now-a-days I can see the increasing popularity in Database sector as most of our day to day life activities we do with the help of Internet and that is why I thought if I can do intern on this particular side than it can be helpful for my future career. Here I will try my best to enlighten my work and activity in RCIT briefly.

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CHAPTER 1

Introduction

1.1 Introduction

Databases are everywhere. They are used every day and in fact, we unknowingly came across it every day of our lives. Your age, price of your grocery, the contact numbers in your cellphone and even the telephone directory is an example of a database. In our life we encounter so much of data. The data could be used for customer analysis, services, understand business notions, geographical superiority in business, and, so forth. And for this most of the organizations are dependent on DBMS owing to huge data derived online. Database administrators are responsible for backing up systems in case of a power outage or other disaster. They also ensure the integrity of the database, guaranteeing that the data stored in it comes from reliable sources.

Web management is to manage a website online in c panel. After hosting a website online we have to use different tools to manage the security, accessibility, UI to make a website user friendly. In website management we have to think about the front end and back end. We have to manage the front end as well as back end. We need to keep that in mind that our customers are comfortable with this website or not. Mainly it refers to all of the activities that included in the process of posting and maintaining a website on the world wide web.

1.2 Motivation

I was inspired by database course which was taken in 7th semester and while practicing sqls and other terms I dreamt to be a database administrator. That is why I thought database administration and web management can be beneficial in my internship or career exploration. It is an opportunity to gather huge information about the skills necessary to succeed in the various types of job sectors, careers and industries of the people I meet. This can also assist me to clarify my goal, my career interest and next steps. We all know day by day the whole world is becoming depend on computer system. Database and website are the big part of faster communication now a days in

the worldwide market place because of online. I am currently completing my Bachelors in Computer Science Engineering at Daffodil International University. I can understand the importance of gaining practical knowledge which will enhance the textbook knowledge and help a student to gain a wider perspective of the subjects. In an internship I have acknowledge that I have learned many of sqls of database and also have knowledge of front end work. In my internship they just assist me how to utilize the knowledge in corporate sector.

1.3 Objectives

The objectives of my internship is to gain a lot knowledge about the official work of database and website management and also to meet the professionals and potential mentors who can assist me proper guidance, support and feedback. I have completed my intern in the well-known software firm which is Right Click Information Technology. There I get the opportunity to work on their ongoing project. I did some website design, connect database with the web site. There I observed and participated some business operations. I hope this experience of internship will going to help my professional life.

1.4 Introduction to the company



FIGURE 1. 1: RCIT LOGO

Right Click Information Technology Ltd. (RCIT) [4] called itself customer inspired company. It has been working in the field of software development & professional IT training since 2011. RCIT offers a range of ICT professional training programmers including web design courses, database courses, oracle courses, computer fundamental courses, computer hardware & networking courses. RCIT is one of the most important company for those who wants to intern.

TABLE 1. 1: OFFICE INFO

Office	
Name	Right Click Information Technology Ltd. (RCIT)
Address	262/5 Mohammadia Housing Society, Mohammadpur, Dhaka- 1207, Bangladesh.
Number Phone	+88 01681-678178 +88 01779-800-800
E-mail	info@rcitbd.com support@rcitbd.com
Website	www.rcitbd.com
Type of Organization	IT solutions
Employees	15

RCIT is now a leading developer of Enterprise Resources Planning (ERP) and Customer Relationship Management (CRM) software solutions along with comprehensive implementation and support services. Their ERP and on contact CRM are easy-to-use, quick to implement, customizable and cost-effective software. RCIT also offers various types of Software Development, Website Development and wide range of IT support and solution for small or large company.

1.4 Report Layout

In chapter 1 I have briefly discussed about the goal of my internship, internship Motivation, objectives and introduction of the company.

In chapter 2 I have described the about organization I worked with and I briefly described about RCIT and their market place and the situation their dealing with. Here I also speak about my Strengths, Weakness, Opportunities and Threats.

In chapter 3 I talked about the daily tasks and activities at my work place. I also wrote the challenges what I felt there.

In chapter 4 Here I briefly described about the competencies earned, smart plan and reflections.

In chapter 5 I ended up with conclusion and my scope for further career.

CHAPTER 2

Organization

2.1 Introduction

Right Click Information Technology Ltd. is an inspiring company to grow through information, it is an institution of excellence, striving for high standards and positions of leadership in area of IT. Right Click Information Technology Ltd. is a USA based web engineering solutions and hosting or domain provider in Bangladesh by offering domain, hosting of a website, website development, e-commerce solution, custom database development. Right Click Information Technology Ltd. unparalleled service levels and successes are demonstrative of its commitment to its clients' needs. Right Click Information Technology Ltd. reflects an extensive portfolio of national and regional clients utilizing web development service, site optimization modification and custom software integration to increase their business successes. This company worked with many projects specially RCIT is working with garments sector. They work as a team to achieve the best result. RCIT makes sure to achieve the business objective, surpass the quality and expectations of their customers.



FIGURE 2. 1: RCIT LOGO

2.2 Product and Market Situation

Right Click IT Ltd. is providing many kinds of courses like Oracle, Programming, Graphics Design, IT supports basics, Networking and Software testing. They also provide the course of SQL and Database, CodeIgniter Web Framework, JavaScript and so many. Here I am giving some screenshots below:

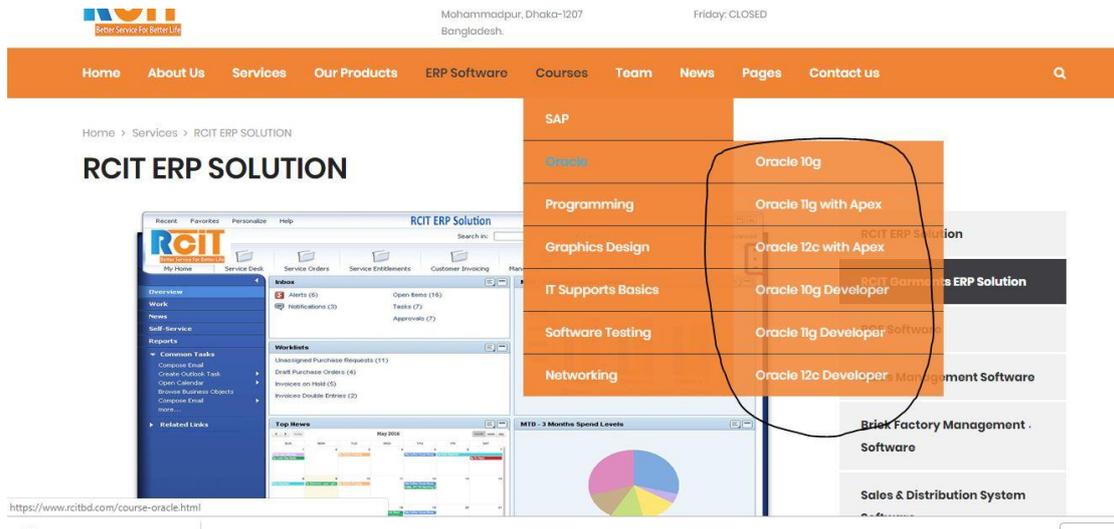


FIGURE 2. 2: COURSES RCIT PROVIDES



FIGURE 2. 3: GARMENTS ERP SOFTWARE

2.3 Target Group

As I said it before that RCIT mainly work with the textile industry but they also work with small and big business for online ERP solution, Web Design & Development, Custom Software Development, Enterprise Mobility Development etc. So they work with various kind of companies which are given below in the screenshot and this screenshot is taken from their website.

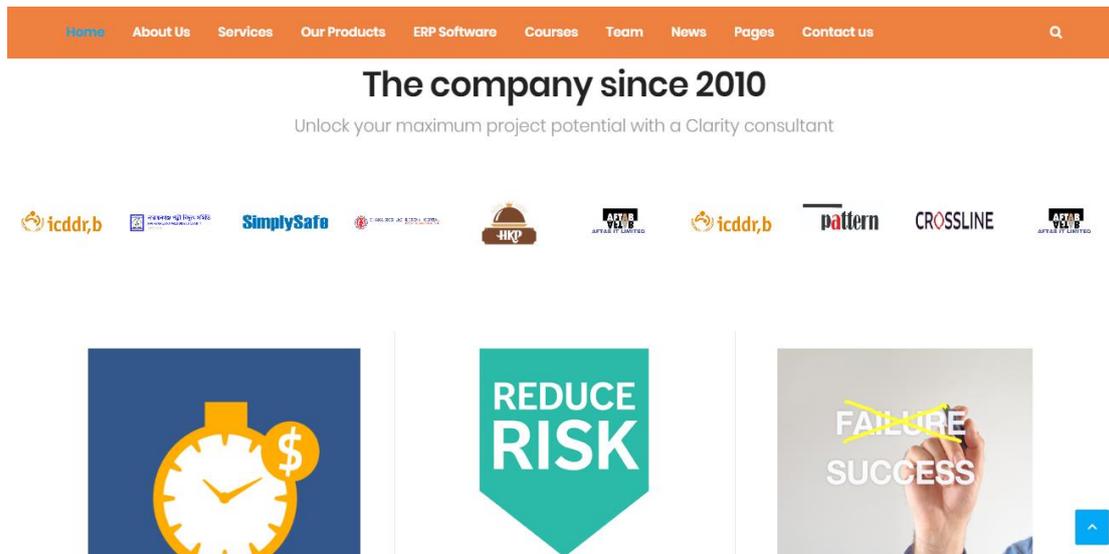


FIGURE 2. 4: COMPANIES WITH WHICH RCIT WORKED

2.4 SWOT Analysis

SWOT is a very useful process to understand the strengths, weakness and to identify both the opportunity and threats.

Strengths

- They have very hard-working and potential team members
- They are very friendly with knowledge transfer to us
- The main strength of the company is Database management and website management.
- The Database Administrator of the company is very high skilled
- They are very up to date with their knowledge and work

Weakness

- They not that much creative with their UI work
- They have lacking of android application knowledge

Opportunity

- Gave me the opportunity to work in a professional environment
- Gave the opportunity to attend some knowledge transfer meetings
- Gave the opportunity to became a punctual and discipline person

- Helped me to set the foundation of my career

Threats

- I had lacking's of knowledge in some of software which were required there

2.5 Organizational Structure

Organizational structure of Right Click IT Ltd. is shown in table.2.1,

TABLE 2. 1: ORGANIZATIONAL STRUCTURE OF RCIT

Managing Director &CEO
Director CCO & CMO
Director & CTO
Director & Consultant
Director & Senior Programmer(OCP)
Independent Consultant (OCP)
Database Administrator (DBA)
Software Developer & Analyst
Web Developer
Accounts Manager
Oracle Programmer (OCP)
Network & Security System
Software Tester
Web Developer
Creative Designer

CHAPTER 3

Tasks, Projects and Activities

3.1 Daily Tasks and Activities

I have to be there at least 4 hours in any three days of week because they have this rule that interns have to attend at least three days for 4 hours and rest of the time intern can work from home. So I had to stay there from 10a.m. to 2p.m. There are two more interns from my varsity. Basically in the beginning they taught us to install some important software[1] which were using there for their professional work purpose and also which are helpful for us to work easily. So first I have learnt to install VMware Workstation, Adobe Illustration etc. which were easy. After that they give us brief knowledge on oracle queries. Then they give us some work to complete by staying there and they used to guide us. I have learnt design the UI of website by HTML, CSS with the help of BOOTSTRAP, PHP etc. They used to give us to solve some bugs of their different website, database. Sometimes they used to give us to make responsive website with database and they always split the task among us to complete from home. I have fixed a bug of cart option on their ongoing task with the help of HTML5 and CSS, To solve that bug firstly I needed the product ID and the quantity so I got the ID from their merchant portal and then the code of 'Add to Cart' added in product pages. The scudo code,

```
<div class="form-group">
  <form action="/cart/add" method="POST">
    <input name="quantity" type="hidden" value="1" />
    <input name="product_id" type="hidden" value="143" />
    <input name="product_name" type="hidden" value="Green Shirt" />
    <button class="add-button" type="submit">Add to Cart</button>
  </form>
</div>
```

Here value 143 is the ID. The screenshot of this is given below,

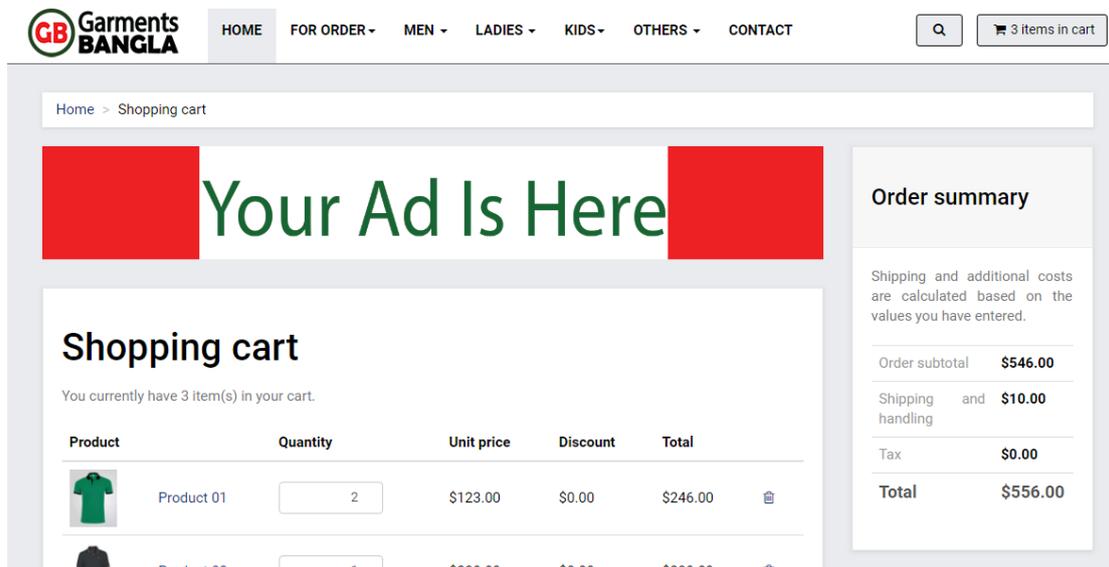


FIGURE 3. 1: BUG FIXING OF CART OPTION

3.2 Project Tasks and Activities

In my intern I was given various task and one of my important was making an online invoicing system [3] which was given by RCIT and I did that with my team. Here is some screenshots what I made and how it works. I am showing all the processes made by us and I'll briefly describe about which part I have done.

The first page is basically a login page where admin have to give username, email and password than after submitting, the main UI comes which is user friendly and responsive and this is for every consumers even those who are not relevent with computer system.

Setup Data

Database Information

MySQL server (host)	<input type="text" value="localhost"/>	?
Database name	<input type="text" value="Database name"/>	?
MySQL Username	<input type="text" value="MySQL Username"/>	?
MySQL password	<input type="password" value="MySQL password"/>	?

Admin Information

Username	<input type="text" value="Username"/>	?
Email Address	<input type="text" value="Email Address"/>	?
Password	<input type="password" value="Password"/>	?
Confirm Password	<input type="password" value="Confirm Password"/>	

FIGURE 3. 2: ADMIN LOGIN PAGE

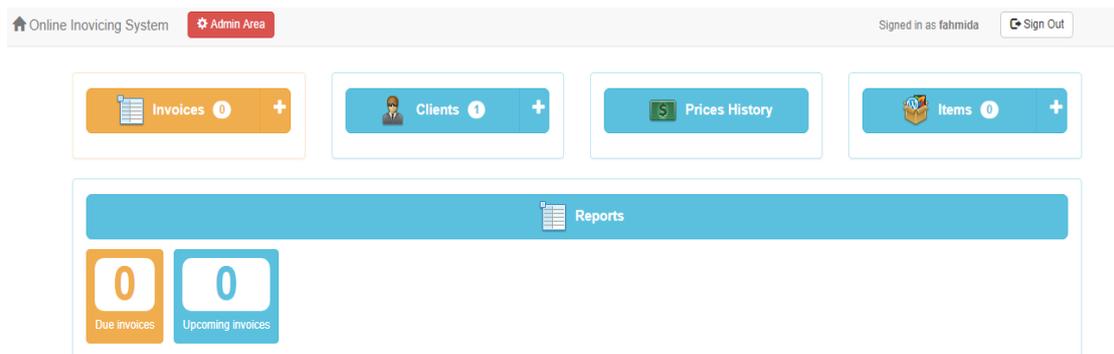


FIGURE 3. 3: THE FRONT PAGE

Here in this page I have completed “Invoices”, “Clients” and “Due Invoices” part. This is one of the main part of invoice system. In this part I had to make the invoice for particular company or shop. Here which were been input before can be entered in the invoice system. Invoices page has 5 navigation bar, the first one I have made is Add New where consumer can add data for making an invoice and for this consumer have add new Code, Status of payment , Date.

ID

Code

Status* Unpaid
 Paid
 Cancelled

Date due

Client

FIGURE 3. 4: INVOICE DATA

Then for client information I have connected client database with this so that consumer don't have to wright same things again. As I gave the link of client page in the plus bar, consumer can also add new client information from this page by clicking on plus (+) sign. To call from client database consumer needs to click client bar then it will show all the clients name which was inserted in the client database.

Client phone

Client email

Client website

Client comments

Subtotal

Discount %

Tax %

Total

Comments

Invoice template

Created by

Last updated by

FIGURE 3. 5: INVOICE DATA SET 2

The customer information have to filled up here. The other things like item information and price of item are automatically added here and it will subtotal that then also if there is any discount for clients that need to be add there, there can be many kind of discount running in that company also add the tax if they take tax then all of these will be calculated there.

And then lastly for the payment purpose I have connected invoices database [2] with item database so that subtotal amount can be automatically calculated from Items database. Consumer than fill up the discount, tax and rest of the form, after that he or she need to save that to print or for more further procedure and this is the scudo code for calculating tax and discount in same transaction and this has been tested in dream weaver software,

Here's the test case.

Tax is 10%

Discount is 10%

Item cost is \$100

Right now if I were to purchase this item, the sale would be \$100.

However, it should work like such.

Item cost \$100

Item cost after discount: $\$100 - \$10 = \$90$

Item cost INCLUDING tax = $\$90 + (\$90 * 10\%) = \$99$

The screenshot displays a form for invoice calculation. It includes the following elements:

- Subtotal:** An empty input field.
- Discount %:** An input field containing the value '0'.
- Tax %:** An input field containing the value '0'.
- Total:** A pre-filled input field containing the value '0.00'.
- Comments:** A rich text editor with a toolbar containing options like Bold (B), Italic (I), Underline (U), and various alignment and font settings.
- Invoice template:** A dropdown menu currently showing 'Corporate Clients'. The dropdown is open, revealing two options: 'Corporate Clients' (highlighted in blue) and 'Individuals And Small Companies'.
- Buttons:** An orange 'Cancel' button and a green 'Save New' button.

FIGURE 3. 6: CALCULATION PART

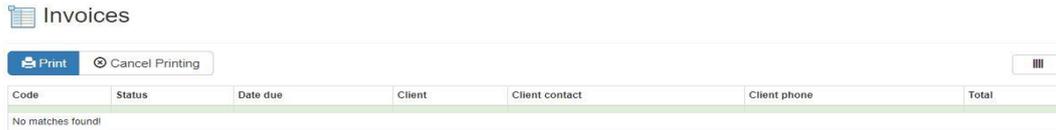


FIGURE 3. 7: INVOICES PAGE

If any of the invoices were there it will show the information of the website. Here, it will show the code of the item, status, date time, client name, contact information, total amount.

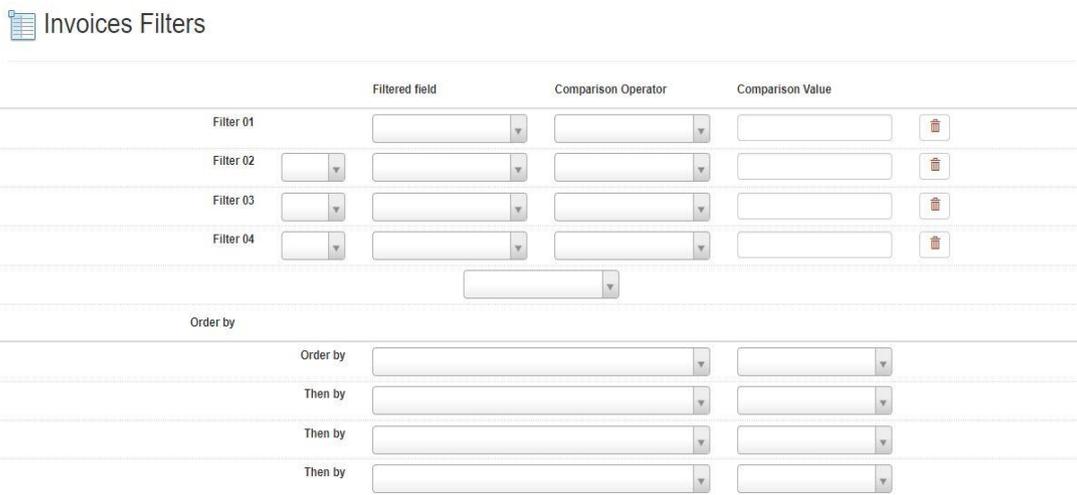


FIGURE 3. 8: FILTERING INVOICE 1

Here is the invoice filter where the admin can search according to name, date, phone number etc. They can use multiple filter option. I have designed 3 filtering option to enhance the ability of sorting.

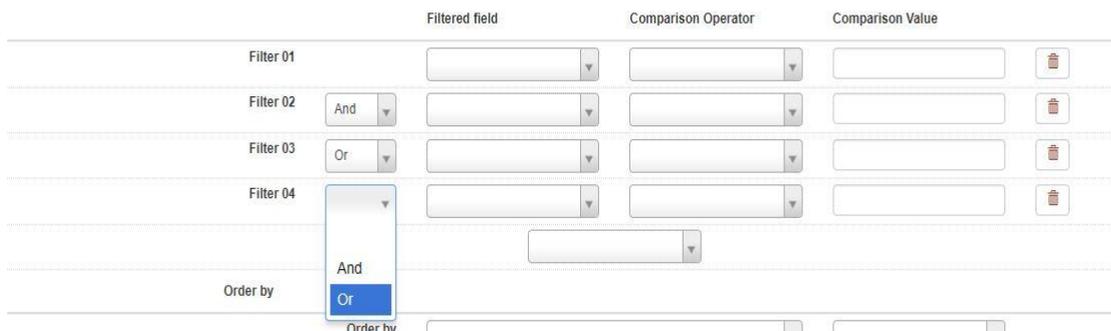


FIGURE 3. 9: AND/OR OPTION IN FILTERING

Filtered field	Comparison Operator	Comparison Value
Filter 01		
Filter 02	And	
Filter 03	Or	
Filter 04		
Order by		
Order by		

FIGURE 3. 10: ADDING FILTER BY DATE OR OTHERS

User can use more filter option in order to filter a result. Here there is an option where we can filter the result by anything.

Order by	Order by	
	Then by	
	Then by	
	Then by	
Records to display		
<input type="radio"/> Only your own records		
<input type="radio"/> All records owned by your group		
<input checked="" type="radio"/> All records		

FIGURE 3. 11: MULTIPLE ORDER BY SYSTEM

Here the items can be ordered by total amount or codes or any other information even to the invoice.

Records to display
<input type="radio"/> Only your own records
<input type="radio"/> All records owned by your group
<input checked="" type="radio"/> All records
<input type="button" value="✓ Apply filters"/>
<input type="button" value="☰ Save and apply filters"/>
<input type="button" value="✗ Cancel"/>

FIGURE 3. 12: RECORD DISPLAYING MENU

A user can see the transaction history by clicking one of these options. Here one can see all records or he can also choose only his records which he made.

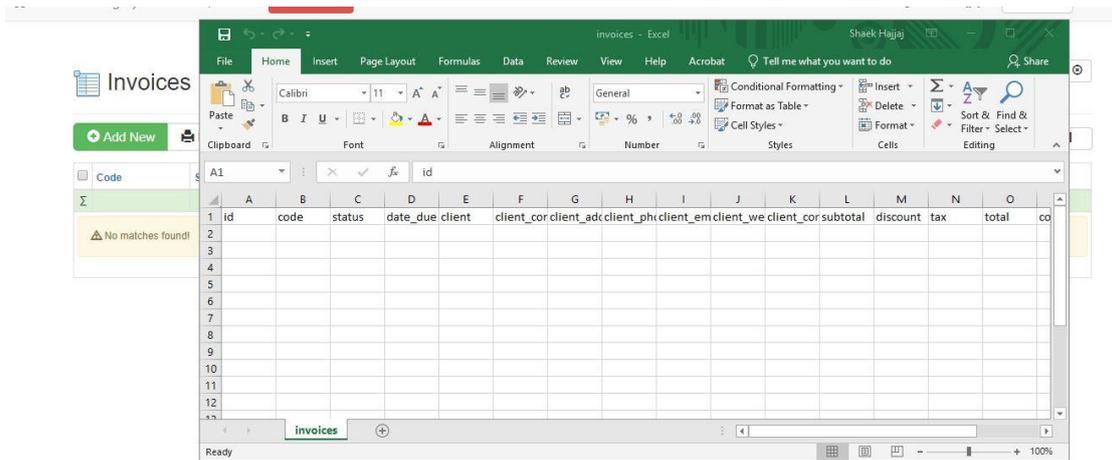


FIGURE 3. 13: SAVED INVOICE IN EXCEL

If we save a file it will be shown having this table. The client has told make an excel file. Here the following columns like id, code, status, due, overdue, client name. Address, taxes will be shown. This page is designed for offline purpose.

Then for client information I have connected client database[2] with this so that consumer don't have to write same things again. As I gave the link of client page in the plus bar, consumer can also add new client information from this page by clicking on plus (+) sign. To call from client database consumer needs to click client bar then it will show all the clients name which was inserted in the client database.

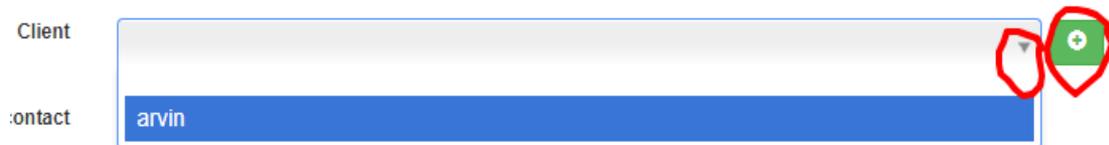


FIGURE 3. 14: CLIENT NAME'S BAR

After that consumer can select the required name from the dropdown bar. When the name is clicked, the rest of the client information will be automatically filled. There is the image of the process,

Client  

Client contact o123

Client address Rezia palace, 385/3, Free school street road

Client phone 016-291-1936

Client email

Client website

Client comments

FIGURE 3. 15: AUTOMATICALLY FILLED CLIENT INFO.

I have also done the Clients option. Here it will show the added clients from database and the consumer can also add new client from this page also can add from previous page's clients' navigation bar. And to add new consumer need to add clients detail information like Name, Address, Contact, Country etc. and then need to click "save new" option which is connected to the database. These are the pages,

Invoicing System Jump to ... ▾  Admin Area Signed in as fahmida  Sign Out

 **Clients**  

 Add New  Print Preview  Save CSV  Filter  Show All 

<input type="checkbox"/>	Name	Contact	Title	Address	City	Country	Phone	Email	Website
<input type="checkbox"/>	arvin	o123	regular	Rezia palace, 385/3, Free school street road	Dhaka	Bangladesh	016-291-1936		

Records 1 to 1 of 1

← Previous Next →

FIGURE 3. 16: CLIENTS PAGE

The screenshot shows a web form for adding a new client. The form consists of several input fields: ID, Name, Contact, Title, Address, City, Country (a dropdown menu), Phone, Email (with a pencil icon), and Website (with a pencil icon). To the right of the form are two buttons: a white 'Back' button with a left-pointing arrow and a green 'Save New' button with a plus icon. Below the form is a rich text editor for comments, featuring a toolbar with various text formatting options like bold, italic, underline, and font settings.

FIGURE 3. 17: INFORMATION TO ADD NEW CLIENT

There are some other options in this system which were done by my other mate and I am just going to give a brief about the work like how this functions work so that someone can get a clear idea about this system. So there are Prices History, Items and Reports etc.

Prices History

The screenshot shows a form titled 'Item price details'. It contains the following fields: ID, Item (a dropdown menu with a search icon and a plus icon), Price (a text input field containing '0.00'), and Date (three dropdown menus for day, month, and year, with values '22', 'November', and '2018' respectively). To the right of the form are two buttons: a white 'Back' button with a left-pointing arrow and a green 'Save New' button with a plus icon.

FIGURE 3. 18: PRICES HISTORY

In this sector basically the work is admin needs to add the price and date of particular item so that it can be saved on the database and when that price will be needed then the system will automatically calculate that price. There also need to add the exact date of item's price. And after all of this it will add to the database by saving the information.

Then comes Items sector which is very important sector for this system. This navigation bar is kind of same as Invoices navigation bar. New items can be added in two ways one way is clicking on the plus icon on Items navigation bar and other option is manual. There is also a search option from which an admin can easily see the any required item.

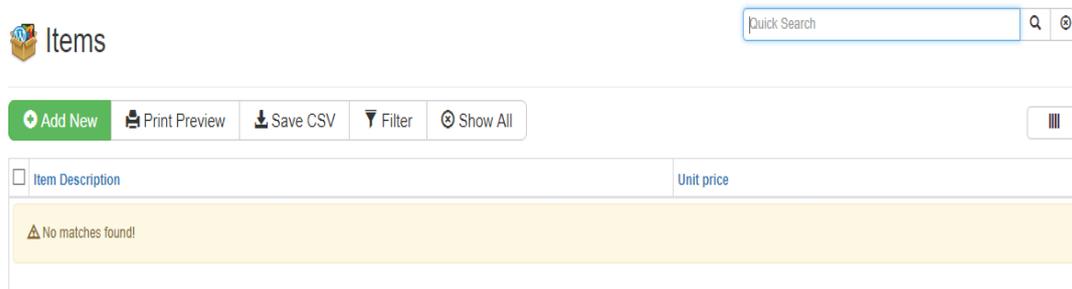


FIGURE 3. 19: ITEMS SECTOR

The description of items and ID needs to be added in this sector. There is also delete, print option in this page.

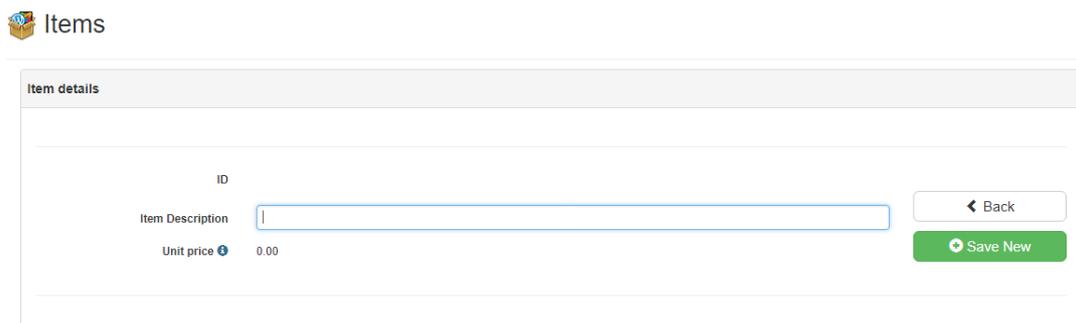


FIGURE 3. 20: ADDITION OF NEW ITEM

There is another option which is report. Mainly this sector is created for friendly using and this is a simple option.

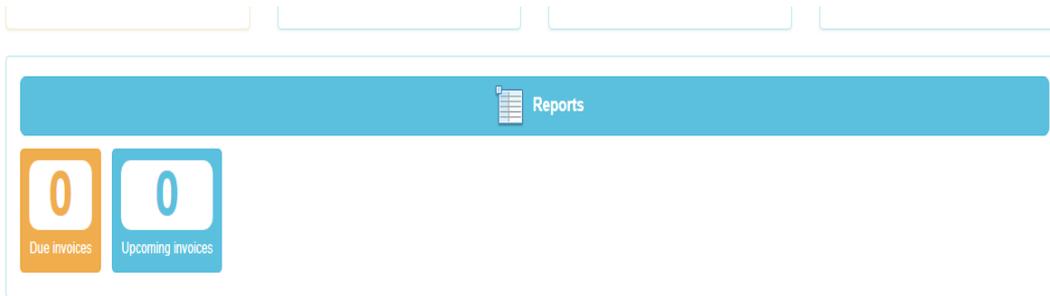


FIGURE 3. 21: REPORT SECTION

When the report button is pressed at that time it will show the following things. When this OIS system will be a collection of huge data then it will be difficult to maintain that and access that database. For this this function is important.

Invoicing Reports



FIGURE 3. 22: INVOICING REPORT

From these bars admin can choose any of them to search his own choice. For example if the admin click the “search by value” than a pop up page will come out and then after filling that admin will get the desire value.

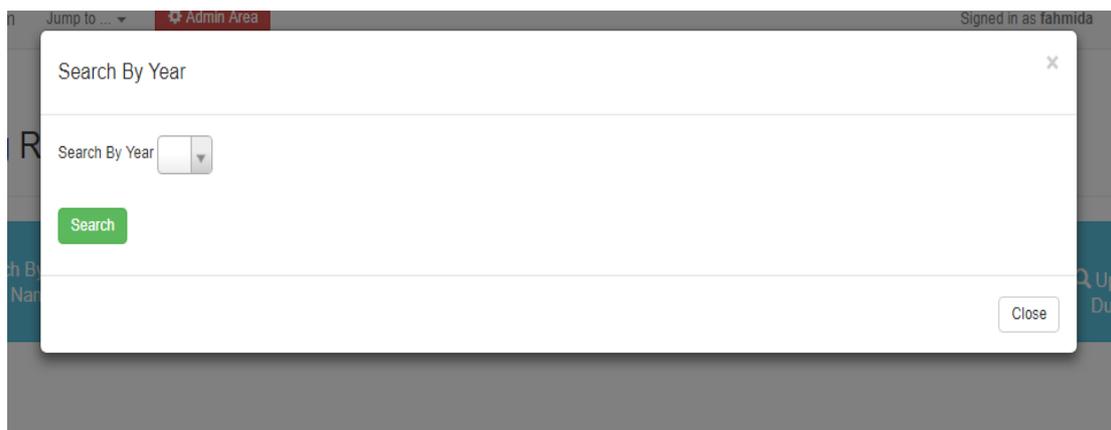


FIGURE 3. 23: SEARCHING FROM OIS

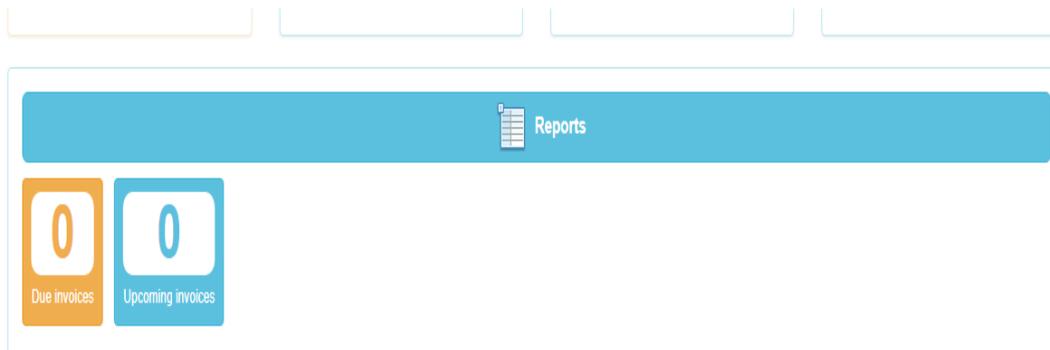


FIGURE 3. 24: DUE AND UPCOMING INVOICES

In report section there are two more option which is Due Invoices and Upcoming Invoices. The main purpose of these are, Due Invoices will show all new invoices [7] for particular month and Upcoming Invoices will show all upcoming invoices of future particular month.

This Invoice System task was given by RCIT's managing director to us and this was their freelancing task so they wanted to get the professional work and for this I must say in this project they helped us a lot, they were supervised us by shearing some of their readymade templates and tools for example print preview, filter, comment section etc.

3.3 Events and Activities

Throughout the intern of mine I had participated some training programs based on web design, database efficiency checking and also attendant a program which was about Oracle 10g. There I got an idea about what is 10g in oracle and also learnt some oracle operations. In our intern RCIT gave us opportunity to visit clients with them. RCIT also gave me some freelancing work to do. They also introduced us with adobe xd, BOOTSTRAP, temple integration, php to oracle database connection, php to mysql database connection.

3.4 Challenges

This intern was very challenging to me in various ways as I had to fix bugs of web site, software or any system and these bugs were very difficult to detect or anticipated. Sometimes I needed to find out the problem of why database is not connecting with the page. Sometimes some software installation was becoming challenging for me. It took time to get used to with their team work. As it was my first job kind of experience I had some time management issues but I quickly learnt to deal with it. Again my one of the most challenging part of internship was communication but gradually I understood that the work environment was excessively grave and professional so if I do not communicate properly with team then I would not be able to did my work properly.

CHAPTER 4

Competences And Smart Plan

4.1 Competencies Earned

During this Internship I have gained knowledge about live work. For example I learned to modify different kind of website, can change the UI of a website, can create front page and can connect database with web page also gained experience to work with various websites. This opportunity helped me to develop and prepare myself for the real world work life.

4.2 Smart Plan

Working as an intern in RCIT opened a various scope for me to boost up my carrier they had given me the opportunity to acknowledge the work side. From this experience of internship now my plan is to work in back end side in future because I find this site more interesting. I have learnt how work in professional side. I observed them working and how they work in team. I learnt that in this profession team work is very much important so this skill is needed in IT.

4.3 Reflections

Reflection of intern is the real and main learning which comes after the work term when I had an opportunity to think about what I saw and experienced in my experimental learning and internship. Reflecting back about the experience is a key to learning and it is definitely not a new idea. From this internship a new kind of experience or a reinterpretation of existing experience was encountered. That was very reflective observation of the new experience of any particular importance which were inconsistencies between understanding and experience. Next comes abstract conceptualization of which reflection can help me to take new idea and also can help me to modify any existing abstract concept of anything. From their activeness towards work I got active experiment by which I can apply new ideas to the world around to see

what will be the results. Also throughout this internship my mentor and supervisor ma'am guided me so well that gives me a great experience.

CHAPTER 5

Conclusion And Future Career

5.1 Discussion and Conclusion

As I say it before that my internship on Database administration and Website management with RCIT was amazing to gain or gather industrial knowledge. There I was equipped to do some analytical work by gaining competence in some tools like Adobe, VMware etc. RCIT also gave me many helpful stories which I can share or utilize in my upcoming interviews or working life. There I did face some fun challenges which made me excited to find out or analyze data and this internship also helped me to figure out some of other important and necessary aspects of working life other than the work itself. It allowed me to see what the IT sector was like and as a result of this experience I got to know that this is that industry which I am passionate about. I really enjoyed there learning new things, gathering new experience, experiencing new challenges. My experience of internship was basically about 12 to 13 weeks. My internship allowed me to look for myself that how outside or I can say how international work could be happen by steady, hardworking bunch of people. There I split my time in practicing at home for work as well as study for varsity. As an intern I got an inside scoop on this industry which cannot be learned in any of my classroom or any kind if article. I gained such skills and knowledge just by staying there physically and paying attention to my surroundings. As a student I have been grated for my exams but I did not receive any feedback from someone who is actually working in the field. My seniors there treated me as their sister and help me throughout my intern. Whenever I had an issue with my work and asked help to any one they helped me with their knowledge, experience and sometimes also with their some of tools and templates. With their guidance I have worked their some ongoing project, freelancing invoice system and also did some bug fix and during this I got pointers on my performance throughout and that can be helpful to develop my skills. At my internship I learnt what is the roles and responsibilities of any kind of career are from people who are working in that field.

5.2 Scope for Further Career

My main motive of this Internship on Database and Website was to utilize my gathered knowledge in my real-life work field and for this whatever I gained there I need to implement that in work. That hand-on work experience which I got in my intern is valuable and that thing cannot be obtained in a classroom setting. I get the opportunity to apply my acquired knowledge to my further career. One of the most beneficial thing is now a days every company or organizations want experience one for their work and as I have done intern I hope that thing will help me out to get better future. Throughout my intern I was making a good connection with my seniors of that company so that in future I can get help or recommended in job sector so I am hoping that there is a great scope for my future career.

APPENDEX

APPENDEX A: Internship Reflection

The main goal of my internship in a professional environment, the real solution to the real-world problem is to apply knowledge in real life. Learn new ways of acquiring knowledge, improve skills, correct plans and develop and manage them. I searched for a proper company for my internship and they told me about their activities. They give me an organizational perspective, how to discuss projects with clients, how to use office equipment, how to communicate with colleagues, how to share power, how to be formed, how to decide, how to make professional organizations Culture can be responsible for responsibilities and responses to the organization? At the end of my internship and internship experience, I learned to take a professional opinion through a different measure and manage everything right, which will be very helpful in my future workplace.

APPENDEX B: Company Details



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