WEEKLY REPORT

Work done in last week (Attach supporting Documents):

1. Attended HR Orientation and session on organizational goal of touch typing.
2. Attended session on HIPAA Act, Cyber security and US Healthcare.
3. Attended session on workplace ethics, company and department overview.
4. Learned about Gmail and GSuite shortcuts and attended session on ownership and values.
5. Learned about email etiquette and done floor work-around.

Reason for incomplete work:

N/A

Plans for next week:

1. Learn about OOPS concepts.
2. Learn HTML, CSS and JavaScript.

References:

1. https://www.cdc.gov/phlp/publications/topic/hipaa.html
2. https://workspacetips.io/tips/gmail/some-of-the-best-gmailkeyboard-shortcuts/

Signature of External Guide   **Signature of Internal Guide**

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