

### Daily Accomplishment Report

Title: ICTE DAY 3

Date: 18-08-2022

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight hours

Please classify activity/ies as Programming, Basic Computer Hardware Servicing, Hardware/Software Installation and Maintenance, Systems Administration and Maintenance, Professional Ethics, Data Communication and Networking, Database Management System, Web Development, Technical Documentation & Presentation, IT Social and Professional Issues and other IT-related Activities.

In the morning the hierarchy handbook was given to me to create the data of courses in the hierarchy booklet in MS Excel. We created a comprehensive template for the booklet to create if they want to find some information about the courses. And in the afternoon I assisted in getting the permit signed by the officer in-charge of the hierarchy. And we as the hierarchy staff/workers helped by me to type what are done in Microsoft word.

### Daily Accomplishment Report

Title: ICTE DAY 4

Date: 09/09/2022

Time In: 7:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Programming, Basic Computer Hardware Servicing, Hardware/Software Installation and Maintenance, Systems Administration and Maintenance, Professional Ethics, Data Communication and Networking, Database Management System, Web Development, Technical Documentation & Presentation, IT Social and Professional Issues and other IT-related Activities.

In the fourth day of our on the job training, we and my colleagues are assigned to be a clerk. We spent the whole day assisted people get their permits in the hierarchy. And when I have free time, I organized the files on the computer that I use at the workplace so that the computer files and folders are clean and not cluttered out to make it easier when searching for a file.