**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21 MAY 2020** | **Name:** | **ASHWINI R G** |
| **Course:** | **TCS-ION CAREER EDGE** | **USN:** | **4AL18EC008** |
| **Topic:** | **1. LEARN CORPORATE TELEPHONE ETIQUETE**  **2.UNDERSTANDING ACCOUNTING FUNDAMENTALS**  **3.GAIN FOUNDATIONAL SKILLS IN IT** | **Semester & Section:** | **IV SEM A** |
| **GitHub Repository:** | **ASHWINI-7** |  |  |

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| **FORENOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **1.LEARN CORPARATE TELEPHONETELEPHONE ETIQUETTE :**   * Do's and Don'ts of Telephone Etiquette. * Dealing with connection -Formal /Informal. * Closing the call -Formal/Informal. * Answering the call -Formal/Informal. * Do's and Don'ts of voice mail.   **2.UNDERSTAND ACCOUNTING FUNDAMENTALS :**   * Accounting cycle. * Double entry system of accounting. * Journals and Ledgers. * Balance sheet and Accets .      * Debit and Credit Rules.   **3.GAIN FOUNDATIONS SKILLS IN IT:**   * What do recruiters expect? * Basics of HTTP. * Basics of HTML/JS/CSS. * Demystify digital competencies/AI. * Data Warehousing. | | | |
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| **Date:21 MAY 2020** |  | **Name: ASHWINI R G** |  |
| **Course: PYHTHON** |  | **USN: 4AL18EC008** |  |
| **Topic:1.PROJECT EXERCISE WITH PYTHON AND MSSQL:INTERACTIVE ENGLISH DICTIONARY .**  **2.DATA ANALYSIS WITH PANDAS** |  | **Semester & Section: IV SEM A** |  |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **TOPICS LEARNT:**  **1.PROJECT EXERCISE WITH PYTHON AND**  **MSSQL: INTERACTIVE ENGLISH DICTIONARY;**   * Intro to the App. * Making the App.   **2.DATA ANALYSIS WITH PANDAS:**   * How to get started with Pandas. * Getting started with Jupiter notebook. * Loading CSV files. * Indexing and Slicing. * Deleting Columns and Rows. * Updating and Adding new columns and rows. * Geo-coding addresses with Pandas and Ge-opy. | | | |