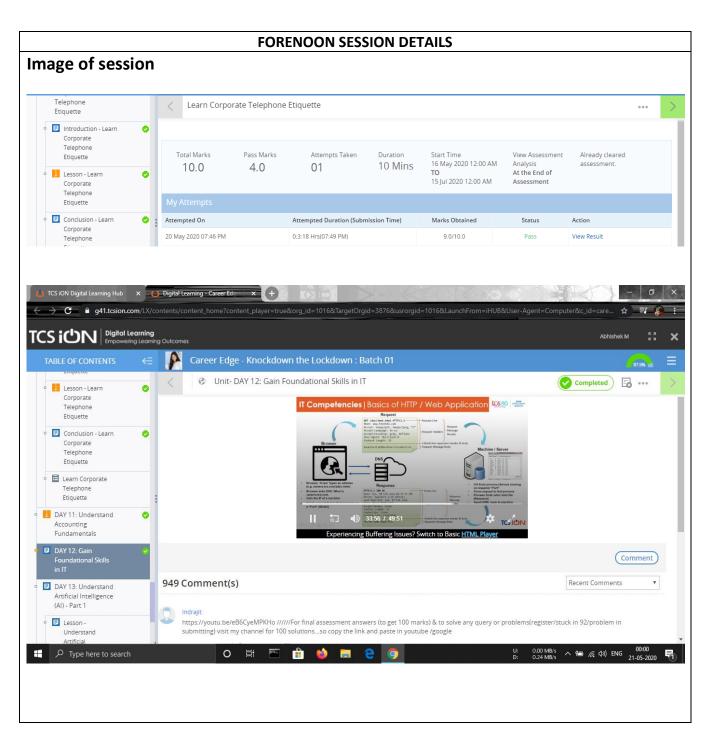
DAILY ASSESSMENT REPORT

Date:	21/05/2020	Name:	Abhishek M Shastry K
Course:	Career Edge - Knockdown the Lockdown	USN:	4AL17EC002
Topic:	1] Learn Corporate Telephone Etiquette 2] Understand Accounting Fundamentals	Semester &	6 th 'A'
	3] Gain Foundational Skills in IT	Section:	
Github	AbhishekShastry-Courses		
Repository:			



Report

Learn Corporate Telephone Etiquette

- Use APEND to leave a good first impression.
 - ✓ Be Alert.
 - ✓ Be Pleasant.
 - ✓ Be expressive.
 - ✓ Be natural.
 - ✓ Be Distinctive.
- Do's in telephone etiquette
 - ✓ Identify yourself to the caller at the beginning of the call.
 - ✓ Be courteous and respectful to the caller.
 - ✓ Take permission before placing the call on hold.
- Don'ts of telephone etiquette
 - ✓ Don't bluff.
 - ✓ Don't speak negatively.
 - ✓ Don't use slang.
 - ✓ Don't leave calls on hold for too long.
- Phrases for making phone calls.
 - ✓ Introductory phrases.
 - ✓ Leaving messages for an unavailable person.
 - ✓ Dealing with connection errors.
 - ✓ Closing the call.
- Phrases for receiving phone calls.
 - ✓ Answering the call.
 - ✓ Asking name of the caller.
 - ✓ Asking the caller to hold the line.
 - ✓ Responding to the caller.
 - ✓ Closing the call.
- Jot down important information on paper during telephonic call with date and time.
- Voice mail are digital recording of incoming and outgoing voice messages.

Understand Accounting Fundamentals

- Accounting is the system which collects and process financial information of the business.
- Process of accounting:

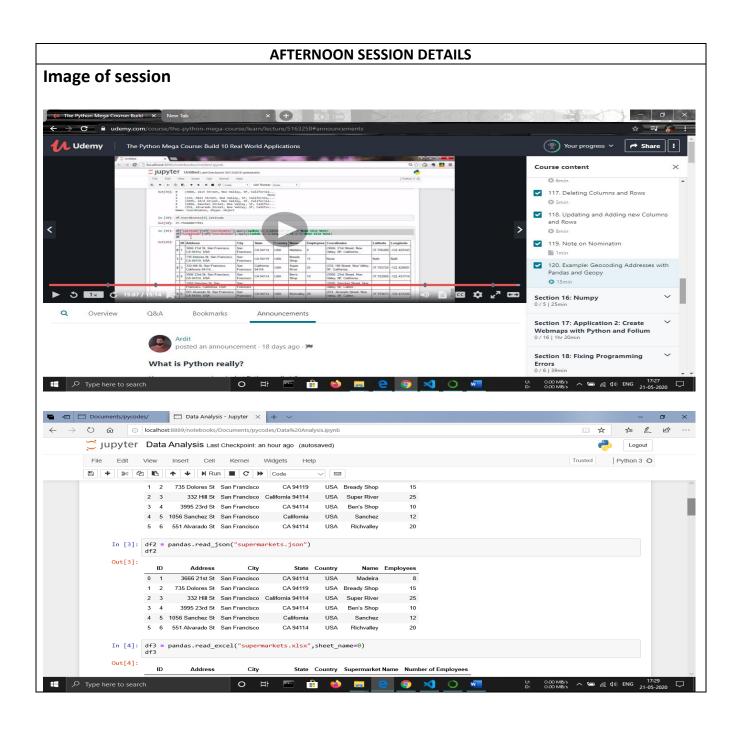
Business transactions		Identifying, Recording,		Information to users
(monetary value)	\rightarrow	Classifying, Summarizing,	\rightarrow	
		Analyzing, Interpreting,		
		Communicating		

- Double entry system of approaching
 - ✓ Each amount recorded in at least two accounts.
 - ✓ Debit/Credit aspect.
- Dual aspect principle is basis for double entry accounting.
- The difference between revenue and expenses is often referred as bottom line and labelled as Net income or Net loss.
- Assets are resources that company owns.
- Liabilities are obligations of the company to others.
- Stock holder's equity is the difference between the asset and liability.
- Accounting standards International Accounting Standards Committee (IASC) established in the year 1973.
- IASC became IASB (B for Board) in 2003.

Gain Foundational Skills in IT

- Recruiters expect you to have a good knowledge on one or two things rather than having little knowledge about everything.
- Recruiters expect you to know any one programming language with a related project on it.
- Basic algorithms Searching (linear/binary), Sorting (bubble, selection, insertion, merge),
 Tree traversal, Dijkstra, Linked lists, Hashing, etc.
- Basics of HTTP/Web application.

Date:	21/05/2020	Name:	Abhishek M Shastry K
Course:	The Python Mega Course: Build 10 Real	USN:	4AL17EC002
	World Applications		
Topic:	1] Application 1: Build an Interactive English	Semester	6 th 'A'
	Dictionary	&	
	2] Project Exercise with Python and MySQL:	Section:	
	Interactive English Dictionary		
	3] Data Analysis with Pandas		
Github	AbhishekShastry-Courses		
Repository:			



Report

Application 1: Build an Interactive English Dictionary

- Python code to create an interactive English dictionary.
- **Json** module is used, which is a dictionary of English expression and definition.
- To load json data file to python code using load () method.
- To modify output of python code, if entered word is not present in **ison** data file.
- Since most of the words in json data file are in lower case, convert entered word to lower case using lower () method of strings.
- If the entered word does not match with the **json** file, the **get_close_matches ()** function in **difflib** module is used which recommends best matches.

Project Exercise with Python and MySQL: Interactive English Dictionary

- If the **ison** file is of large size, then it will cost more time while executing the python code.
- To overcome this difficulty MySQL database is used where data are stored in the database.
- In the database dictionary table is used which contains two columns, expression and definition.
- For python to interact with mysql database, mysql.connector library is used.

Data Analysis with Pandas

- Pandas library is used to analyze data present in different file formats.
- Jupyter note book is used for running python scripts, since it is a better IDE for data analysis
 using python.
- Loading file of different file formats using pandas.
 - ✓ File.csv using pandas.read_csv () function.
 - ✓ File.txt using pandas.read_csv () function.
 - ✓ File.excel using pandas.read_excel () function.
 - ✓ File.Json using pandas.read_json () function.
- Using **pandas** to set header row, set column names, set index column, indexing and slicing, deleting columns and rows, updating and adding new columns and rows, etc. are done.