

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 3] Gain Foundational Skills in IT	Semester & Section:	6th 'A'
Github Repository:	AbhishekShastry-Courses		

FORENOON SESSION DETAILS

Image of session

The screenshot shows the 'Learn Corporate Telephone Etiquette' session details. On the left is a sidebar with a table of contents. The main content area displays the following information:

Item	Status
Introduction - Learn Corporate Telephone Etiquette	✓
Lesson - Learn Corporate Telephone Etiquette	✓
Conclusion - Learn Corporate Telephone Etiquette	✓

Summary Statistics:

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis	Already cleared assessment.
10.0	4.0	01	10 Mins	16 May 2020 12:00 AM TO 15 Jul 2020 12:00 AM	At the End of Assessment	

My Attempts

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
20 May 2020 07:46 PM	0:3:18 Hrs(07:49 PM)	9.0/10.0	Pass	View Result

The screenshot shows the 'Unit: DAY 12: Gain Foundational Skills in IT' session details. The interface includes a sidebar with a table of contents, a main content area with a video player, and a comments section.

Table of Contents:

- Lesson - Learn Corporate Telephone Etiquette
- Conclusion - Learn Corporate Telephone Etiquette
- Learn Corporate Telephone Etiquette
- DAY 11: Understand Accounting Fundamentals
- DAY 12: Gain Foundational Skills in IT**
- DAY 13: Understand Artificial Intelligence (AI) - Part 1
- Lesson - Understand Artificial

Unit: DAY 12: Gain Foundational Skills in IT (Completed)

IT Competencies | Basics of HTTP / Web Application

The video player shows a diagram illustrating the HTTP request-response cycle between a Browser and a Machine / Server. The diagram includes details about the Request (GET /index.html HTTP/1.1) and the Response (HTTP/1.1 200 OK).

Comments:

949 Comment(s)

Recent Comments

Indrajit
<https://youtu.be/eB6CyeMPKHo> // For final assessment answers (to get 100 marks) & to solve any query or problems(register/stuck in 92/problem in submitting) visit my channel for 100 solutions...so copy the link and paste in youtube /google

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 (monetary value) →	Identifying, Recording, Classifying, Summarizing, → Analyzing, Interpreting, Communicating	Information to users
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- 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.

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 **json** 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 **json** 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.