

## DAILY ASSESSMENT FORMAT

Date:	20/05/2020	Name:	Akshatha M Deshpande
Course:	TCS-ION CAREER EDGE	USN:	4AL17EC006
Topic:	Learn corporate telephone etiquette, Understanding the basics of accounting, Gain fundamental skills on IT	Semester & Section:	6th Sem A sec
Github Repository:	AkshathaDeshpande		

### FORENOON SESSION DETAILS

Image of session

**Akshatha Deshpande**

Status : Pass

Assessment Date : 21-05-2020 12:14:21 (GMT+05:30)

Performance Level : **Moderate** 🕒

**8.00**

Your Total  
Score

**10.00**

Assessment  
Score

**4.00**

Cut-Off marks  
(Pass Marks)

**80.00**

Your  
Percentage

**M**

Performance  
Category



Report – Report can be typed or hand written for up to two pages.

### Learn Corporate Telephone Etiquette :

We were taught that one should remember APEND in order to leave a good first impression and i.e Alert, Pleasant, Expressive, Natural, Distinctive. The Do's of Telephone Etiquette is to answer the call within 2 rings, with a smile, use considerate phrases, give due importance to the call. The Don'ts is not to bluff, not speak negatively, not to sound weary, not to use slang, not to forget to end call properly.

The phrases for making phone calls taught that is formal & informal phrases, leaving message for unavailable person, dealing with connection errors, closing a call, asking name of the caller, asking the caller to hold the line.

A telephone message should be taken in a paper, the stationery should be kept read, write neatly, verify the details of the contact person.

Features of voicemail are message can be taken from multiple callers, message can be stored for a long time, messages can be stored externally

### Understanding the basis of Accounting :

Accounting is a system which collects & processes financial information of a business, it's also called as language of Business. The need of business for recording transactions in systematic manner has given rise to book-keeping. The processing of this is slow.

The double entry system of accounting in which each amount recorded in at least two accounts.

- \* Accounting each approach
- \*  $\text{Assets} = \text{Liabilities} + \text{stock holders equity}$
- \* Expense is a loss to the company & reduces capital.

There are four accounting assumptions like accounting entity assumption, Money measurement assumption, accounting period principle, going concern assumption.

Assets are the resources that a company owns as cash in bank, securities, motor vehicles/real Estate, accounts receivable, prepaid expenses.

International accounting standards committee was set up in 1973, to formulate the accounting standards, it minimizes differences in accounting.

Gain Fundamental skills on IT:-

x Quality & Quantity

x Basic IT skills

→ OOPS concept

→ Any one programming language

→ Schema/Tables/columns/Indexes

→ HTML/JS/CSS (Simple HTML page, with validations, simple styling).

\* Basics of HTTP/web application.

→ Hypertext transfer protocol.

→ Working on Browser

x Student management system

→ Library data

→ student data

→ Payroll data

→ store data.

x Data Warehouse

→ OLAP Analysis

→ Reporting

→ Data mining.

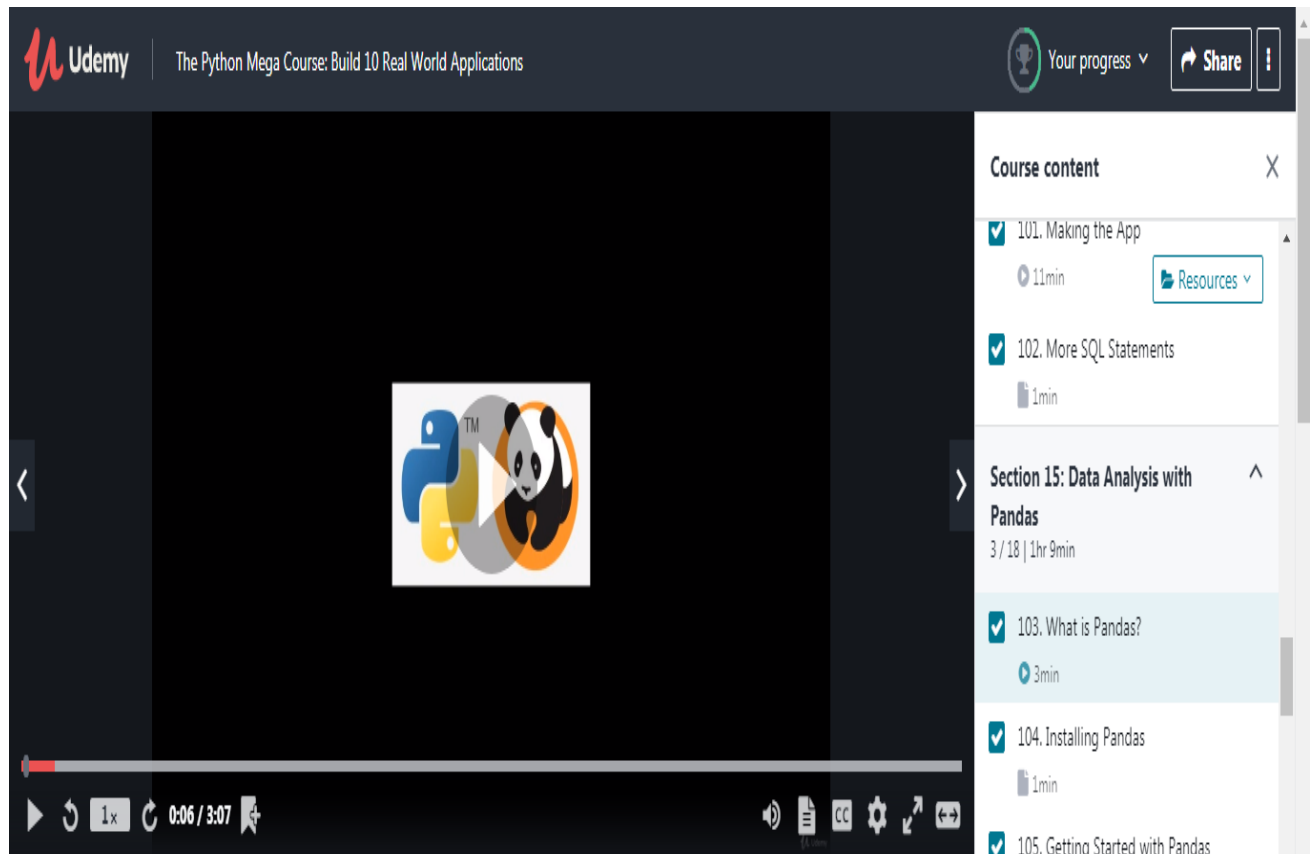
Date: 20/05/2020  
Course: Python  
Topic: Project exercise with  
python and my sql,  
Data analysis with  
PANDAS

Name:  
USN:  
Semester &  
Section:

Akshatha M Deshpande  
4AL17EC006  
6th Sem A sec

## AFTERNOON SESSION DETAILS

Image of session





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### Project Exercise with python and My SQL :-

Previously we have build an application that gives meaning to the word we enter manually but it also has a drawback as we were using json file over there. The json file is too big and requires to be loaded before writing body of the program, this causes some difficulty in the App.

This time the data will be stored in the database. In that the data has two columns in which every word has a definition. This requires a library which can be installed with `pip3.mysql`. Then the connection is established.

More SQL statements include

- \* Get all rows where the value of the column expression starts with r:
- \* Get all rows where the value of the column expression starts with rain.
- \* All rows where the length of the value of the column expression is less than four characters.
- \* All rows where the length of the value of the column expression is four characters.

### Data Analysis with Pandas :-

It's a very important library in python, which gives data analysis tools using python. It allows different sources to load into python code.

Installation of the pandas can be done using pip that is `pip3 install pandas`.

Here jupyter notebook which works through terminal and includes the python notebooks. It is very much useful when we are working with data which is easy to explore the data.

The pip install jupyter will install jupyter through command prompt. We will get an empty notebook where we can code.

The other operation we also taught like

- \* loading text files (i.e., .txt)
- \* loading csv files
- \* loading excel files.

Then the usage of rows & columns, set header row, set column names, set index column, indexing & slicing, Deleting columns & rows, updating & Adding new columns & rows.

