**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21st may 2020** | **Name:** | **Akshay** |
| **Course:** | **TCSion** | **USN:** | **4AL16ec008** |
| **Topic:** | **Corporate telephone etiquette, accounting fundamentals ,fundamental skills** | **Semester & Section:** | **6th sem ‘A’ sec** |
| **Github Repository:** | **Akshay-Online\_Course** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **tcs41.JPG**  **Learn corporate telephone etiquette:**  **How to leave a good first impression**   * **Be alert** * **Be pleasant** * **Be expressive** * **Be natural** * **Be distinctive**   **Phrases for making phone calls:**   1. **Introductory phrases** 2. **Leaving messages for an unavailable person** 3. **Dealing with connection errors** 4. **Closing the call**   **Taking messages:**   * **Take notes on paper** * **Keep your stationary ready** * **Jot down important information** * **Write neatly** * **Verify the details of the contact person** * **Repeat the noted message for confirmation** * **Note the urgency of the message** * **Put your initials at the bottom of the message**   **Voicemail etiquette:**  **What is voicemail?**  **Voicemails are digital recording of incoming and outgoing voice messages.the voicemail system allows the caller to convey a message even in the absence of the called person.**    **Features:**   * **Message can be taken from multiple callers** * **Message can be stored for a long time** * **Messages can be stored externally : locally or network or cloud storage**   **Telephone courtesies:**  **Basic telephone courtesies:**   * **Speak with enthusiasm** * **Be soft and polite** * **Avoid chewing gum while talking** * **End the conversation with a positive note**   **Understand accounting fundamentals:**   * **Accounting is a system which collects and processes financial information of a business** * **Accounting is called as language of business** * **Only transactions related to business expressible in money terms are recorded**   **Double entry system of accounting:**   * **Each amount recorded in at least 2 accounts** * **For each transaction there are 2 aspects:**  1. **Receiving aspect** 2. **Giving aspect**   **Accounting assumptions:**   * **Accounting entity assumption** * **Money measurement assumption** * **Accounting period principle** * **Going concern assumption**   **Modifying principles:**   * **Cost benefit principle** * **Materiality principle** * **Consistency principle** * **Prudence principle**   **Final accounts:**   * **It shows the profitability and financial soundness of the business** * **Prepared at the end of the year** * **For external reporting and internal needs of the management like planning,decision making and control**   **Gain fundamental skills:**   * **Interviewees seem to knowledge on various technologies like active directrory,natural language processing, internet of things(IOT)** * **HTML/JS/CSS with validations** * **Programming language** * **OOP’s concepts – Relate to real word coding examples** * **Basic algorithms – searching(linear/binary),sorting(bubble,selection,insertion,merge)** * **Design patterns – factory ,singleton, adaptor, object pool** * **One digital skill – NLP,AI algorithms ,data warehousing ,big data** * **Web application flow – HTTP ,request ,response ,HTML**   **Basic IT competencies:**  **Basics of HTTP/web application:**   * **HTTP-hyper text transfer protocol** * **The way in which data is transferred from the browser to the actual application which gives the output such as shown in the browser**   C:\Users\user\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Screenshot (101).png |
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**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21st may 2020** | **Name:** | **Akshay** |
| **Course:** | **Python** | **USN** | **4al16ec008** |
| **Topic:** | **Data analysis with pandas** | **Semester & Section:** | **6th A** |
| **Github Repository:** | **Akshay\_Online-Course** |  |  |

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| **AFTERNOON SESSION DETAILS** |
| **Image of session**  C:\Users\user\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Screenshot (109).png  **Making the app:**    **import mysql.connector**  **con=mysql.connector.connect(**  **user=”ardit700\_student”,**  **password=”ardit700\_student”,**  **host=108.167.140.122”,**  **database=’ardit700\_pm1database”.**  **)**  **cursor=con.cursur()**  **query=cursor.execute(“SELECT\*FROM dictionary WHERE expression=’inlay’”)**  **result=cursor.fetchall()**  **print(results)**    **output:**  **>>python3 exercise.py**  **[(‘inlay’ ‘something filling up a gap or covering up a (small) distance’)]**  **Data analysis with pandas:**   * **Pandas is a important python library** * **Pandas is a library that providing data structure and data analysis tools within python**   **import pandas**  **df1=pandas.dataframe([[2,4,6],[10,20,30]])**  **df1**  **For deleting any column we need to use drop command**  **Ex:df7.drop(“city”)**  **This will delete the column named city in the data.**    C:\Users\user\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Screenshot (111).png  C:\Users\user\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Screenshot (112).png |
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