**DAY 4 ASSIGNMENT**

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| **Date:** | **21-05-2020** | **Name:** | **Ashish Shanbhag** |
| **Course:** | **TCS-ION** | **USN:** | **4AL16EC008** |
| **Topic:** | **1. Learn Corporate Telephone Etiquette**  **2. Understand Accounting Fundamentals**  **3. Gain Foundational Skills in IT** | **Semester & Section:** | **8th A** |
| **Github Repository:** | **Ashish Shanbhag** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Learn Corporate Telephone Etiquette**  For most types of businesses the telephone plays a major part in daily operations. This is because businesses need them in order to call out and contact vendors, business associates, and clients or customers. They are also valuable in that they open a door of communication with customers by allowing them to contact the business at any time during its hours of operation. As important as the phone is, it is just as important that businesses know the difference between what is good and what is bad phone etiquette.  **Do’s**   * Introduce yourself. Even in the age of caller ID, it can be jarring to pick up the phone and jump right into a conversation. Remind the person you’re calling who you are and why you’re reaching out. * Speak clearly. Enunciation is so important when you don’t have body language cues to pick up on. * Listen to requests. When you’re busy multitasking, it can be hard to focus on the requirements of the person on the phone. * Treat callers the way you like to be treated on the phone. That means making easy, friendly conversation that accomplishes goals for both parties. * Leave succinct voicemails. If you get someone’s voicemail, leave a message that’s short and sweet. Include your contact information and a quick indicator of why you’re calling.   **Don’ts**   * Don’t answer the phone too casually in a business setting. * Don’t leave people on hold for a long period of time. * Don’t talk with your mouth full. * Don’t use slang. Unless you know the person on the other end of the line socially, it’s best to keep language professional. * Don’t speak too loudly. Depending on the volume in the room you’re in, you could be speaking far too loudly when making calls.   **Gain Foundational Skills in IT**  FSIT program will increase the industry readiness of students who want to begin a career in IT/Engineering companies. The program has been developed to facilitate the acquisition of the foundation skills required in the IT industry today. The program aims to improve student’s understanding of the basic concepts involved in software development. This program provides the requisite awareness and knowledge to understand key concepts that can be applied to IT projects. In addition, the student will develop skills related to the business dynamics and project implementation that will enable one to work in high performance teams.  **Understand Accounting Fundamentals**  Accounting is setting up a system of recording and summarizing financial transactions in such a way that they can later be analyzed or used to communicate with others. The financial position of all companies both large and small is measured by the following equation:  For sole proprietorships: Assets = Liabilities + Owner’s Equity  For corporations: Assets = Liabilities + Stockholders’ Equity  Assets are what a company owns  Liabilities are what a company owes  Owner’s Equity or Stockholder’s Equity is the difference between assets and liabilities.  Anytime an accounting transaction is created, there will be at least two accounts impacted. There will always be a debit entry and credit entry recorded and the totals of all of the debits and credits must be equal. Without balance between debit and credits, financial statements would not be accurate. |

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| **Date:** | **21-05-2020** | **Name:** | **Ashish Shanbhag** |
| **Course:** | **PYTHON** | **USN:** | **4AL16EC008** |
| **Topic:** | **Python** | **Semester & Section:** | **8th A** |
| **Github Repository:** | **Ashish Shanbhag** |  |  |

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| **FORENOON SESSION DETAILS**      **Imported Modules**  Import in python is similar to #include header\_file in C/C++. Python modules can get access to code from another module by importing the file/function using import. The import statement is the most common way of invoking the import machinery, but it is not the only way. When import is used, it searches for the module initially in the local scope by calling \_\_import\_\_() function. The value returned by the function are then reflected in the output of the initial code.  **Example**  import math  print(math.pi)  **Output**: 3.141592653589793 |