Career Edge - Knockdown the Lockdown : Batch 01

(Self Paced - 60 Days) | 📅 May 17th 2020 - Jul 16th 2020

Completion Criteria

Completed

89.29%

LAUNCH

- ✓ + DAY 8: Learn Corporate Etiquette

- ✓ + DAY 9: Write Effective Emails

- ✓ + DAY 10: Learn Corporate Telephone Etiquette

- DAY 11: Understand Accounting Fundamentals

- ✓ DAY 12: Gain Foundational Skills in IT

- ✓ + DAY 13: Understand Artificial Intelligence (AI) - ...

- + DAY 14: Understand Artificial Intelligence (AI) - ...

- + DAY 15: Assessment

- Feedback

ICS   21 May 2020

Learn corporate Telephone Etiquette

How to leave a good first impression | Don'ts of Telephone Etiqutte
Remember APEND   • Don't bluff
  • Be Alert   • Don't speak negatively
  • Be pleasant   • Don't sound weary
  • Be expressive   • Don't be impatient and rude
  • Be natural   • Don't leave the caller on
  • Be distinctive   to hold for long.

what is voicemail

Voice mails are digital recordings of incoming and outgoing voice messages. The voicemail system allows the caller the to convey a message even in the absence of the called person.
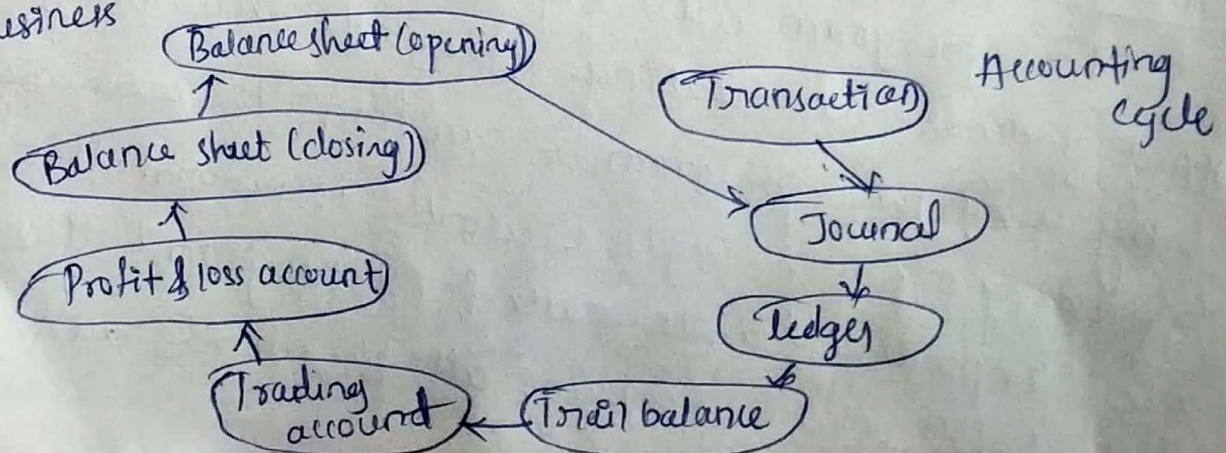
Do's of voicemail

• leave a polite and professional message
• Leave a clear and understandable message
• Leave your contact details twice at the beginning & at the end of your message
• call back at the given address as soon as possible
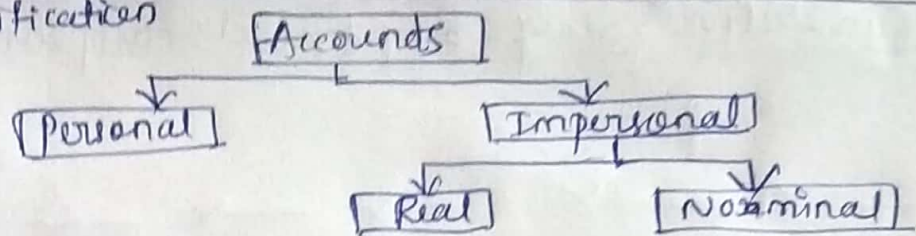• check your mails twice in a day.

Don't of voicemail

• Don't make / create any sort of noise / background music
• Don't talk to others while recording/leaving a message
• Don't mention deadlines for a call back

Basic of Accounding

Accounding is a system which collects and process financial information of a business

Balance sheet (opening)
↑
Balance sheet (closing)
↑
Profit & loss account
↑
Trading account ← Trial balance

Transaction   Accounting cycle
↓
Journal
↓
Ledger
↑
Trial balance

Account classification

```
                    [Accounts]
                         |
         ┌───────────────┴───────────────┐
         ↓                               ↓
   [Personal]                     [Impersonal]
                                         |
                              ┌──────────┴──────────┐
                              ↓                     ↓
                           [Real]              [Nominal]
```

This module is curtesy NPTEL (national programme on Technology Enhanced learning) & a free version of the videos is also available at nptel.ac.in

* Gain foundation skills in IT
- Instead of knowing everything imperfectly, be perfect in one particular area.
• Basic algorithm Design Patterns - one digital skill
• Basic knowledge about puticular area is enough.
• choose projet using.

Afternoon Session   Python 20 21/may/2020

Projet exeutive with Python & mysql

```
import mysql, connector
con = mysql.connector.lonect(
user = "ardit 700_student".
password = "ardit 700 -student".
host = "108,167,140.122",
database = "ardit 700 - PML database"
)
cursor = con.cursor()
qury = cursor.exeute("SELECT & form dictinary")
results = cursor.fetchall()
print (results)
```

Data Analysis with Pandas

Pandas :- It is python library providing data structures
& data analysis tools in python.

df1 = Pandas. dataframe < [[2,4,6]. [10,20,30]]>

o/p   0 1 2   → indexes
    0 2 4 6
    1 10 20 30

df1 = Pandas . Dataframe <[2, 4, 6], [10,20,30]], columns=
        ["price, "Age", "value"] >

o/p   Price Age value
    0   2   4   6
    1   10   20   30

loading json files or csv file

    import pandas
    df1 = pandas. read -csv ("super markets. csv")
& for json
    df1 = pandas. read_json ["supermarkets.json")

# To load excel file
    df1= pandas. read - Excel ("supermarket.xlsx", sheetname)

* Loading TXT files
    df1 = pandas. read - csv ("supermarket. txt")

• Set column name
    df1.columns = ["ID", "Adress", "city", "country"]