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| **Date:** | **21/5/2020** | **Name:** | **Abhishek Vasudev Mahendrakar** | |
| **Course:** | **TCS ION** | **USN:** | **4AL17EC003** | |
| **Topic:** | 1. **Learn Corporate Telephone Etiquette** 2. **Understand Accounting Fundamentals** 3. **Gain Foundational Skills in IT** | **Semester & Section:** | **6th-‘A’** | |
| **GitHub Repository:** | **ECEAbhishekVMahendrakar** | **E-mail:** | **abhi2244mahendrakar@gmail.com** | |
| **FORENOON SESSION DETAILS** | | | | |
| **Image of session** | | | | |
| **Report – Report can be typed or hand written for up to two pages.**   1. **Learn Corporate Telephone Etiquette:**   Objectives:   * Attend and make calls in a professional manner. * Create a good first impression. * Observe good telephone etiquette. * Use appropriate phrases and expressions. * Speak with clarity over the phone. * Take messages for others, put calls on hold or arrange for a call backs. * Take or give voice mail messages. * Avoid negative expressions.   How to leave a good first impression:   * Be alert * Be pleasant * Be expressive * Be natural * Be distinctive.   Do’s of Telephonic Etiquette:   * Identify yourself to the caller at the beginning of the call. * Answer the call within 2 rings, with a smile. * Help the caller by providing correct information or transferring the call to correct person. * Be courteous and respectful to the caller. * Use considerate phrases. * Be as helpful as you can. * Ask the purpose of the call. * Give due importance to the call. * Take permission before placing the call on hold. * Acknowledge the callers queries. * Transfer the call if required.   Don’ts of Telephonic Etiquette:   * Don’t bluff * Don’t speak negatively * Don’t sound weary * Don’t be impatient and rude * Don’t leave the caller on hold for long. * Don’t speak to someone else when you answer the call. * Don’t speak with your mouth full * Don’t argue with the caller * Don’t use slang * Don’t forget to end the call properly.   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.   Features of Voicemail:   * Messages can be taken from multiple callers. * Message from the called person is conveyed to each person who calls. * Messages can be stored for long time. * Messages can be stored locally or network or cloud storage.   Do’s of Voicemail:   * Leave a polite and professional message. * Leave a clear and understandable message. * Leave your contact details twice. * Call back at the given address as soon as possible. * Check your mails twice in a day.   Don’ts of a Voicemail:   * Don’t make any sort of noise/background music. * Don’t talk to others while recording a message. * Don’t forget to leave your contact details for a call back.  1. **Understand Accounting Fundamentals:**   **C:\Users\HP\Pictures\Screenshots\Screenshot (95).png**  **C:\Users\HP\Pictures\Screenshots\Screenshot (96).png**  **C:\Users\HP\Pictures\Screenshots\Screenshot (98).png** | | | | |
| **Date:** | **21/5/2020** | **Name:** | | **Abhishek Vasudev Mahendrakar** |
| **Course:** | **UDEMY-The Python Mega Course: Build 10 real world applications** | **USN:** | | **4AL17EC003** |
| **Topic:** | 1. **Project Exercise with Python and MySQL: Interactive English Dictionary** 2. **Data Analysis with Pandas** | **Semester & Section:** | | **6th-‘A’** |
| **AFTERNOON SESSION DETAILS** | | | | |
| **Image of session** | | | | |
| **Report – Report can be typed or hand written for up to two pages.**   1. **Project Exercise with Python and MySQL: Interactive English Dictionary**   SQL statement in our Python code:   1. query = cursor.execute("SELECT \* FROM Dictionary WHERE Expression = 'rain'")   That statement retrieved all the rows of the *Dictionary* table where the value of the column *Expression* was *rain*. The string inside *cursor.execute()* is SQL code that Python sends to the database. That kind of language is understood by the database.  Here are some more examples of SQL queries that you can try out from within your Python script just like we did previously:   * Get all rows where the value of the column Expression starts with *r:*  1. "SELECT \* FROM Dictionary WHERE Expression  LIKE 'r%'"  * Get all rows where the value of the column Expression starts with *rain:*  1. "SELECT \* FROM Dictionary WHERE Expression  LIKE 'rain%'"  * All rows where the length of the value of the column Expression is less than four characters:  1. "SELECT \* FROM Dictionary WHERE length(Expression) < 4"  * All rows where the length of the value of the column Expression is four characters:  1. "SELECT \* FROM Dictionary WHERE length(Expression) = 4"  * All rows where the length of the value of the column Expression is greater than 1 but less than 4 characters:  1. "SELECT \* FROM Dictionary WHERE length(Expression) > 1 AND length(Expression) < 4"  * All rows of column *Definition* where the value of the column Expression starts with *r:*  1. "SELECT Definition FROM Dictionary WHERE Expression LIKE 'r%'" 2. **Data Analysis with Pandas**   **Installing Pandas:**  Make sure you have pandas installed. You can install it with pip:  pip install pandas  or  pip3 install pandas  Also, in the next lecture, we will use an enhanced Python interactive shell called IPython.  IPython is just like the normal shell you get when you run python, but IPython provides better printing for large text. This ability makes IPython suitable for data analysis because the program prints data in a well-structured format. You can install IPython with pip:  pip install ipython  or  pip3 install ipython   If you get an error such as ModuleNotFoundError: No module named 'xlrd', you can fix the error by installing xlrd:  pip install xlrd  or  pip3 install xlrd  We are going to use Nominatim() in the next video. Nominatim() currently has a bug. To fix this problem, whenever you see these lines in the next video:   1. from geopy.geocoders import Nominatim 2. nom = Nominatim()   change them to these   1. from geopy.geocoders import ArcGIS 2. nom = ArcGIS() | | | | |