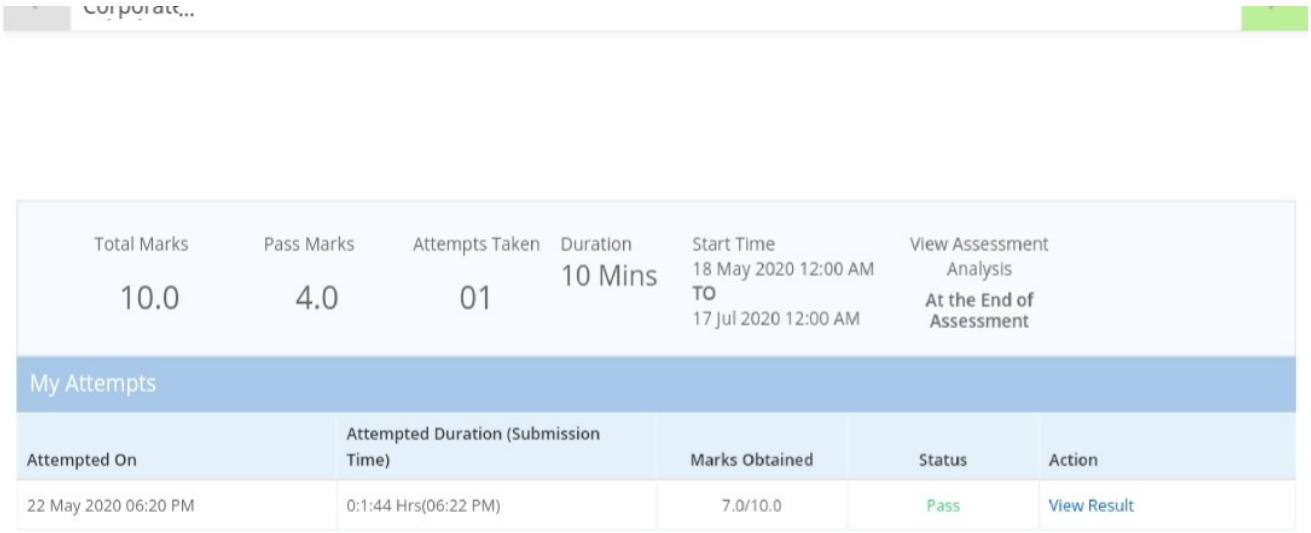
DAILY ASSESSMENT FORMAT

Date:	**21/05/2020**	**Name:**	**Jagadeesha Hegde**
Course:	**TCS-ION CARRIER EDGE**	**USN:**	**4AL17EC036**
Topic:	**1.Learn Corporative Etiquette 2.Understanding Accounting Fundamentals 3.Gain Foundational Skills**	**Semester & Section:**	**6th A-sec**
Github Repository:	**Jagadeesha-036**		

FORENOON SESSION DETAILS

Image of session



Report –

1. Learn Corporate Telephone Etiquette

Learn Corporate Telephone Etiquette section topics covered were on how to create a strong first impression over telephone. The discussion later moved on to phrases for making phone calls, this section was later divided into many subsections were in both formal and informal ways was discussed in subsections like introductory phrase, leaving messages for unavailable person, dealing

with connection issues. Phrases for receiving calls was the next discussion where in answering the calls, asking the name of the caller and asking the caller to hold the line. Best ways of responding to the caller and closing the call were the discussed. Next the discussion was based on how to take effective notes. The do and don'ts of placing the call on hold and voicemail etiquettes and its do and don'ts were discussed and at last telephone courtesies was mentioned.

2. Basics of Accounting

Basics of Accounting covered topics such as accounting cycle, double entry system of accounting, account classification, journals and ledgers, accounting assumptions, accounting principles and concepts, modifying principles, final accounts, revenue accounts, revenue and exposure, balance sheet, assets, liabilities, stockholders, debit and credit rules, cash flow statement, adjusting entries EOY closure and accounting standards.

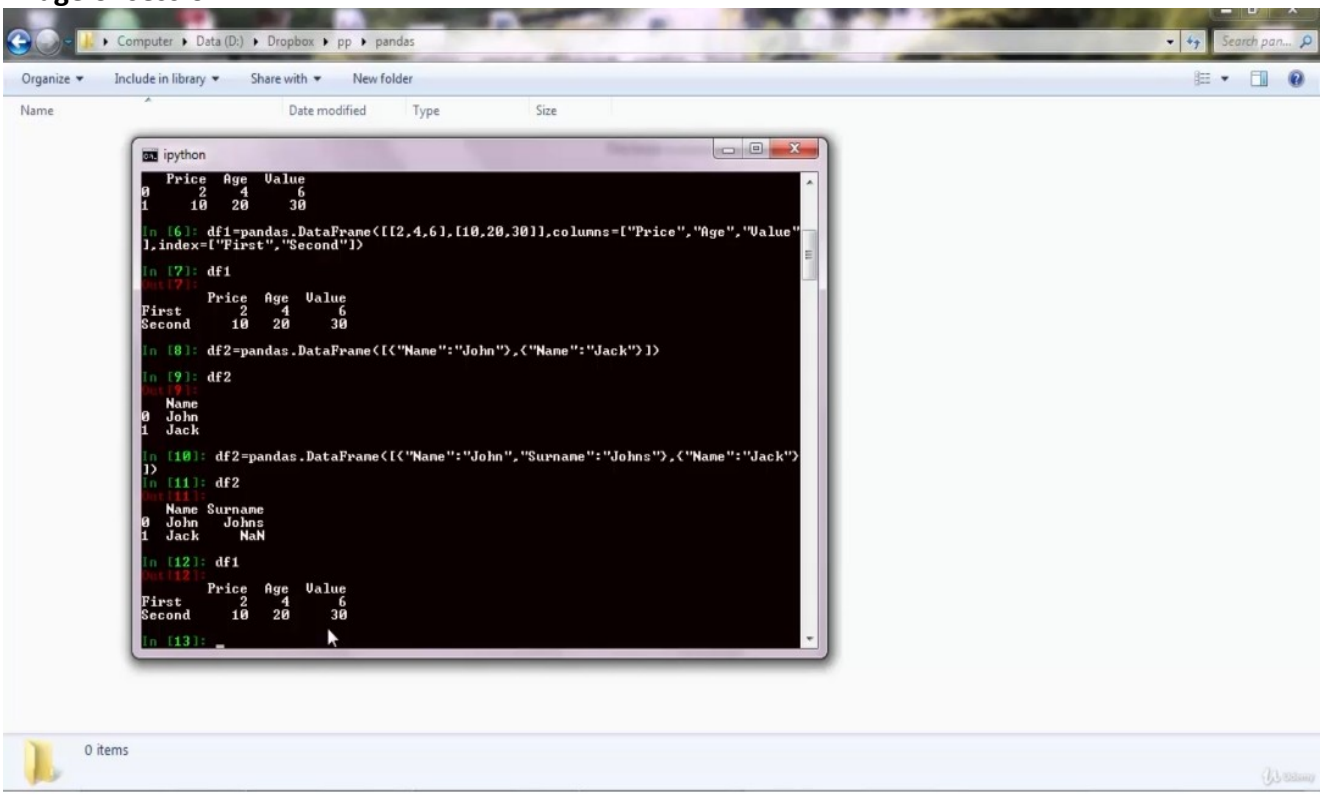
3. Gain Foundational Skills in IT

Gain Foundational Skills in IT section the importance of foundational skills and portable skills that are essential in conveying and receiving information at the work place were the topics on which the section focused. The video stressed on the corporate working structure.

Date:	**21/05/2020**	**Name:**	**Jagadeesha Hegde**
Course:	**The Python mega course**	**USN:**	**4AL17EC036**
Topic:	**Project Exercise with Python and MySQL: Interactive English Dictionary** **Data Analysis with Pandas**	**Semester & Section:**	**6th A-sec**

AFTERNOON SESSION DETAILS

Image of session



Report –

1. Project Exercise with Python and MySQL: Interactive English Dictionary

Today,an introduction to app on python and Mysql based dictionary was taught. The section based on how to use MySQL files in python. The next section was on data analysis using Pandas were in a brief

2. Data Analysis with Pandas

Introduction to pandas was given, installation procedure, a head start to pandas was also given. Jupyter notebooks were introduced in this section, handling JSON, csv, excel files was topics which were also covered. Setting row header, column names, index columns, indexing and slicing, deleting rows and columns and even updating them was discussed and an example of geocoding addresses with pandas and geopy helped in understanding the real application of pandas.