DAILY ASSESSMENT FORMAT

Date:	21/05/2020	Name:	K B KUSHI
Course:	TCSion	USN:	4AL17EC107
Topic:	 Learn Corporate Telephone Etiquette Understand Accounting Fundamentals Gain Foundational Skills in IT 	Semester & Section:	6 B
Github Repository:	https://github.com/alvas- education-foundation/KUSHI- COURSES.git		

FORENOON SESSION DETAILS Image of session 1. Learn Corporate Telephone Etiquette Total Marks Pass Marks Attempts Taken Duration Start Time View Assessment Analysis Already cleared assessment. 17 May 2020 12:00 AM At the End of Assessment 10 Mins 10.0 4.0 01 16 Jul 2020 12:00 AM Attempted On Attempted Duration (Submission Time) Marks Obtained Status Action 21 May 2020 08:50 AM 0:2:7 Hrs(08:52 AM) 9.0/10.0 2. Understand Accounting Fundamentals 3. Gain Foundational Skills in IT



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

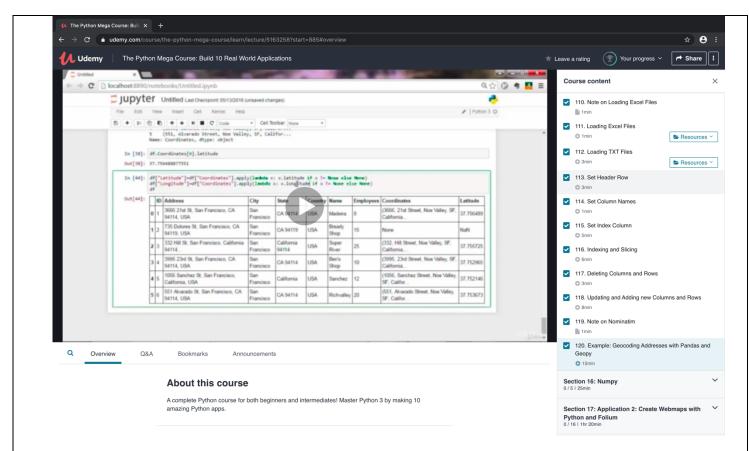
Basics of Accounting covered topics such as accounting cycle, double entry system of accounting, account classification, journals and ledgers, accounting assumptions, accounting principles and concepts, modifying principles, final accounts, revenue accounts, revenue and exposure, balance sheet, assets, 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:	к в кushi
Course:	TCSion	USN:	4AL17EC107
Topic:	 Project Exercise with Python and MySQL: Interactive English Dictionary Data Analysis with Pandas 	Semester & Section:	6 B
Github Repository:	https://github.com/alvas- education- foundation/KUSHI- COURSES.git		

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
- 2. Data Analysis with Pandas

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 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.