**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21ST MAY** | **Name:** | **PRINCIA MELITA DSOUZA** |
| **Course:** | **TCS ION** | **USN:** | **4AL17EC075** |
| **Topic:** | **Corporate Telephone etiquette,Gain Accounting Fundamentals,Gain Fundamental skills in IT** | **Semester & Section:** | **6TH B** |
| **Github Repository:** | **MELITA-1999** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\hp\Pictures\Screenshots\Screenshot (51).png** |
| **Report – Report can be typed or hand written for up to two pages.**  **Learn corporate telephone etiquette:**    **How to leave a good first impression • Be alert • Be pleasant • Be expressive • Be natural • Be distinctive**    **Phrases for making phone calls:**  **1. Introductory phrases 2. Leaving messages for an unavailable person 3. Dealing with connection errors 4. Closing the call**    **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 • Put your initials at the bottom of the message**    **Voicemail etiquette:**  **What is voicemail?**  **Voicemails are digital recording of incoming and outgoing voice messages.the voicemail system allows the caller to convey a message even in the absence of the called person.**    **Features: • Message can be taken from multiple callers • Message can be stored for a long time • Messages can be stored externally : locally or network or cloud storage**    **Telephone courtesies:**  **Basic telephone courtesies: • Speak with enthusiasm • Be soft and polite • Avoid chewing gum while talking • End the conversation with a positive note**    **Understand accounting fundamentals: • Accounting is a system which collects and processes financial information of a business • Accounting is called as language of business • Only transactions related to business expressible in money terms are recorded**    **Double entry system of accounting: • Each amount recorded in at least 2 accounts • For each transaction there are 2 aspects: 1. Receiving aspect 2. Giving aspect**    **Accounting assumptions: • Accounting entity assumption • Money measurement assumption • Accounting period principle • Going concern assumption**    **Modifying principles: • Cost benefit principle • Materiality principle • Consistency principle • Prudence principle**    **Final accounts: • It shows the profitability and financial soundness of the business • Prepared at the end of the year • For external reporting and internal needs of the management like planning,decision making and control**    **Gain fundamental skills: • Interviewees seem to knowledge on various technologies like active directrory,natural language processing, internet of things(IOT) • HTML/JS/CSS with validations • Programming language • OOP’s concepts – Relate to real word coding examples • Basic algorithms – searching(linear/binary),sorting(bubble,selection,insertion,merge)**  **• Design patterns – factory ,singleton, adaptor, object pool • One digital skill – NLP,AI algorithms ,data warehousing ,big data • Web application flow – HTTP ,request ,response** |

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| **Date:21ST MAY** |  | **Name:PRINCIA** |  | |
| **Course:PYTHON** |  | **USN:4AL17EC075** |  | |
| **Topic: Dictionary application Data analysis with pandas** |  | **Semester & Section:6TH B** |  | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of sessionC:\Users\hp\Pictures\Screenshots\Screenshot (55).png** | | | |
| **Dictionary in Python is an unordered collection of data values, used to store data values like a map, which unlike other Data Types that hold only single value as an element, Dictionary holds key:value pair. ⚫ Key value is provided in the dictionary to make it more optimized. ⚫ Each key-value pair in a Dictionary is separated by a colon :, whereas each key is separated by a ‘comma’. ⚫ A Dictionary in Python works similar to the Dictionary in a real world. ⚫ Keys of a Dictionary must be unique and of immutable data type such as Strings, Integers, and tuples, but the key-values can be repeated and be of any type.**    **Data analysis with pandas:**  **• Pandas is a important python library • Pandas is a library that providing data structure and data analysis tools within python**      **import pandas**  **df1=pandas.dataframe([[2,4,6],[10,20,30]])**  **df1**  **PANDAS- It is package use in python for managing data. Pandas are commonly used in Data analysis and data cleaning**  **It use is that it creates 2 new data type for storing data**  **● Series**  **● Data structured form** | | | |