# **DAILY ASSESSMENT FORMAT**

Date:	21/05/2020	Name:	V K MOKSHA
Course:	TCS ion	USN:	4AL16EC086
Topic:	<b>Learn Corporate Telephone</b>	Semester	8 B
	Etiquette	& Section:	
	Understand accounting		
	fundamentals		
	Gain foundational skill in		
	IT		
Github	Moksha-V-K		
Repository:			

FORENOON SESSION DETAILS									
Image of so	ession								
Total Marks 10.0	Pass Marks 4.0	Attempts Taken <b>01</b>	Duration 10 Mins	Start Time 19 May 2020 12:00 AM <b>TO</b> 18 Jul 2020 12:00 AM	View Assessment Analysis At the End of Assessment	Already cleared assessment.			
My Attempts									
Attempted On		Attempted Duration (Submission Time)		Marks Obtained	Status	Action			
21 May 2020 08:10 AM		0:28:58 Hrs(08:39 AM)		7.0/10.0	Pass	View Result			

# **Report:**

#### Session 1

# Learn Corporate Telephone Etiquette

#### **Business Phone Etiquette Do's:**

- Introduce yourself. Even in the age of caller ID, it can be jarring to pick up the phone and jump right into a conversation. Remind the person you're calling who you are and why you're reaching out. They will appreciate the courtesy even if they recognized your name and number when they picked up.
- Speak clearly. Enunciation is so important when you don't have body language cues to pick up on. Be sure to speak carefully and slowly so that the person on the other end of the line can understand you.
- Listen to requests. When you're busy multitasking, it can be hard to focus on the requirements of the person on the phone. Set other tasks aside as you actively listen to requests from the caller. Ask follow-up questions for clarification and to show that you're engaged in the conversation.

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#### **Session 2**

## **Understand Accounting Fundamentals**

Reading & Understanding the Balance Sheet

Reading & Understanding the Income Statement and Cash Flow

- Understand the different ways to present an income statement and cash flow statement.
- Read and interpret the various items in a published income statement.
- Identify the operating, financing, and investing activities of a company.
- Determine what is contained in an annual report and where to find it.
- Navigate successfully through the notes to the financial statements.
- Read and interpret the various items in a published balance sheet.
- Understand complex balance sheet concepts (e.g. deferred taxes, goodwill, investments, etc.)

#### Session 3

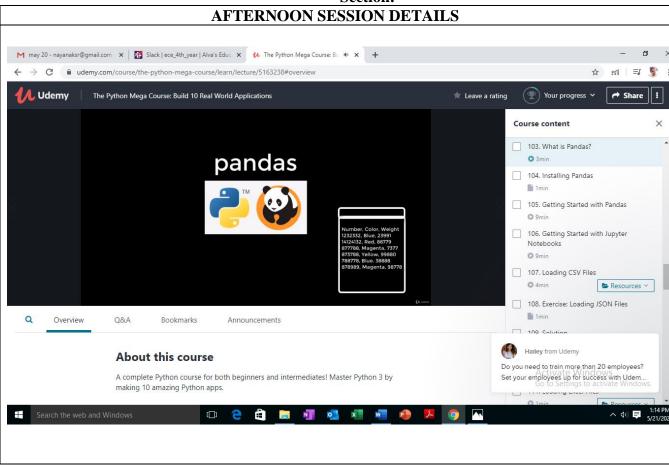
#### **Gain Foundational Skills in IT**

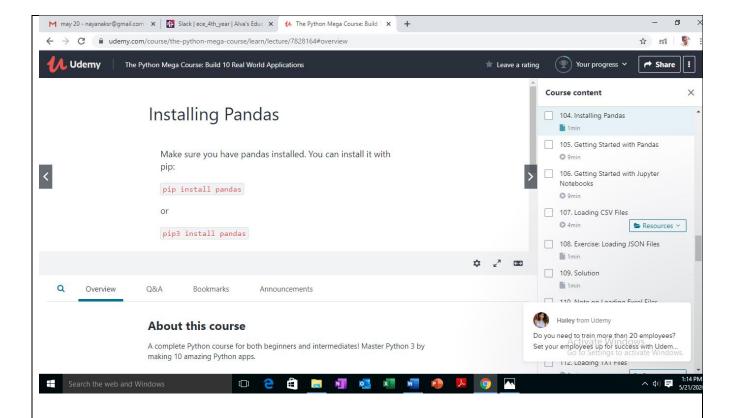
- Understand the functionalities of the Operating systems such as Memory Management, Process Management, File System Management, Device Management.
- Enhance problem solving skills
- Understand Algorithm Design Techniques
- Understand Code Optimization Technique
- E-R Modeling and Normalization
- Work with advanced SQL such as Joins, Sub queries, etc.
- Understand implementation Models of SDLC
- Understand OSI Model and Network Topologies
- Improve Office Etiquette, E-mail and Telephone Etiquette
- Mange time at work using Time Management
- Work in Teams with assertiveness and resolving conflicts
- Understand Project Management Processes
- Create the Work breakdown structure
- Develop Project Schedule and Cost Estimate
- Monitor and Control risks in projects

Date: 21/5/2020 Name: V K MOKSHA
Course: Python USN: 4al16ec086

Topic: Data analysis with Pandas Semester & 8 b

**Section:** 





#### **REPORT:**

Pandas is a Python library that provides extensive means for data analysis. Data scientists often work with data stored in table formats like .csv, .tsv, or .xlsx.

Pandas makes it very convenient to load, process, and analyze such tabular data using SQL-like queries. In conjunction with Matplotlib and Seaborn, Pandas provides a wide range of opportunities for visual analysis of tabular data.

The main data structures in Pandas are implemented with Series and DataFrame classes. The former is a one-dimensional indexed array of some fixed data type.

The latter is a two-dimensional data structure - a table - where each column contains data of the same type. You can see it as a dictionary of Series instances.

DataFrames are great for representing real data: rows correspond to instances (examples, observations, etc.), and columns correspond to features of these instances.

```
import numpy as np
import pandas as pd
pd.set_option("display.precision", 2)
```

## **Sorting**

A DataFrame can be sorted by the value of one of the variables (i.e columns). For example, we can sort by *Total day charge* (use ascending=False to sort in descending order):

In [11]:

df.sort\_values(by='Total day charge', ascending=False).head()

Indexing and retrieving data

A DataFrame can be indexed in a few different ways.

To get a single column, you can use a DataFrame['Name'] construction.

In [13]:

df['Churn'].mean()

