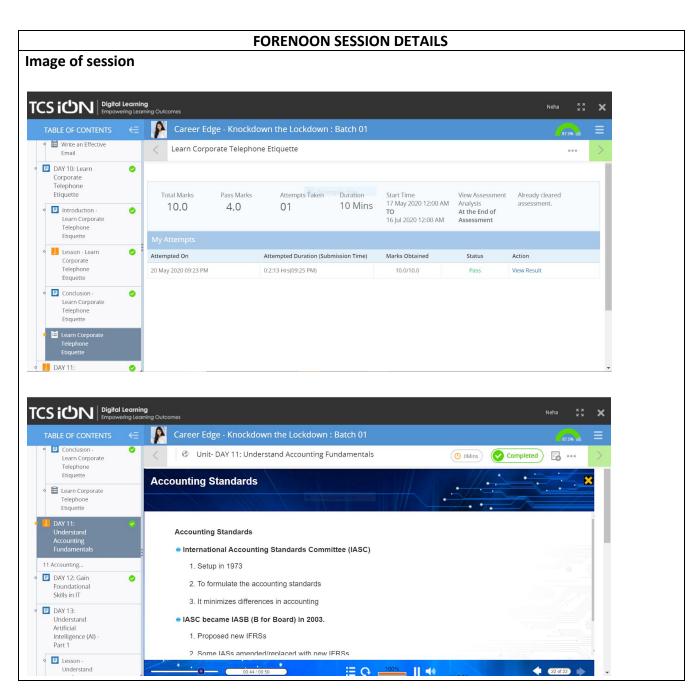
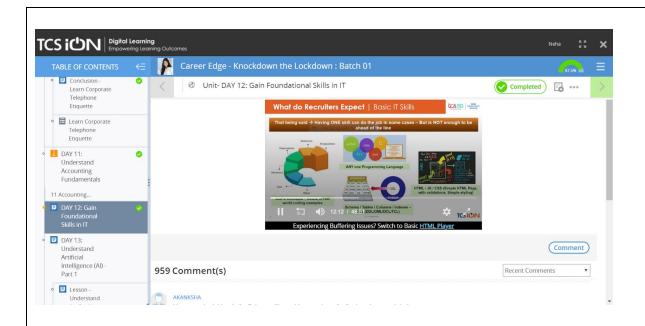
DAILY ASSESSMENT FORMAT

Date:	21-05-2020	Name:	Neha T
Course:	TCSiON	USN:	4AL18EC035
Topic:	1.Learn corporate telephone etiquette 2.Understand accounting fundamentals 3.Gain foundation skills in IT	Semester & Section:	4th sem A sec
Github Repository:	Neha-T		





Report – Report can be typed or handwritten for up to two pages.

- ➤ Learn corporate telephone Etiquette
 - This session was fully focused on the power of telephone Etiquette, phrases for making phone calls, receiving phone calls, taking messages, Voicemail etiquette.
 - Do not sound rude on phone calls. To leave a good impression we must be alert, pleasant, expressive, natural, distinctive.
 - Introduction should be made by us before we start the conversation and make sure that we are aware of the person's name from the other side.
 - Do's and Don'ts were also discussed under this session so that we would improve our talking skills on phone calls.
 - Guidelines for telephone Etiquette and some courtesies to be followed were discussed under this session.
- ➤ Understand accounting fundamentals
 - Under this session the basics of accounting, application of accounting, Journals and Ledgers, Accounting assumptions, principles and concepts were discussed.
 - Also Final accounts under which
 - ★ Income Statement
 - ***** Balance statement

Were discussed.

- Assets and Liabilities of accounting
- Stockholders equity which is the difference between Assets and Liabilities
- Basic rules to be followed on Debit and Credit and some accounting standards were also discussed under this session.
- Overall Accounting is called the Language of business.

- ➤ Gain foundational skills in IT
 - Lecture on Recruiter's expectation.
 - To impress an interviewee we need to focus on some extra unique talents like
 - ★ Knowledge of Basic Algorithm
 - **★** Design patterns
 - ★ One digital skill
 - **★** Web application flow
 - Also remembers us to spend time on our final year project and to choose our project wisely.

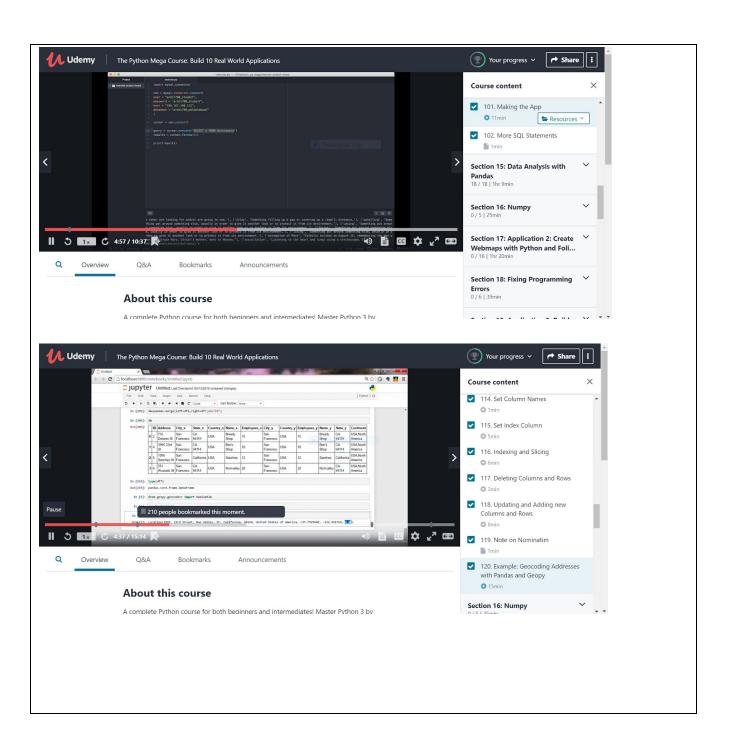
Date:21-05-2020Name:Neha TCourse:PythonUSN:4AL18EC035Topic:1.Project exercise with Python andSemester4th sem A sec

MySQL & Section:

2.Data analysis with Pandas

AFTERNOON SESSION DETAILS

Image of session



Report – Report can be typed or handwritten for up to two pages.

> Project exercise with Python and MySQL

• Introduction to the App and the making of the App were discussed under this

> Data analysis with Pandas

session

- Pandas were added relatively recently to python and have been instrumental in boosting
- pandas is one of the most useful data analysis libraries in python. They have been instrumental in increasing the use of data in the python science community.
- Pandas is used to read a set from data analytics, competition performs exploratory analysis and builds our first basic categorization algorithm for problem solving.
- Python has gathered a lot of interest recently as a choice of language for data analysis. It is the interrupted language rather than compiled language-hence might take up more CPU time
- However due to ease of learning, the savings given in the in programmer timer
- Also pandas for structured data operation and manipulations were said under this session. It is extensively used for data munging and preparation