**DAILY ASSESSMENT FORMAT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **21-05-2020** | **Name:** | **Pragati M Kundalkar** |
| **Course:** | **TCS ION CAREER EDGE** | **USN:** | **4AL17EC072** |
| **Topic:** | **Learn corporate telephone etiquette**  **Understand accounting fundamentals**  **Gain foundation skills in IT** | **Semester & Section:** | **6th sem**  **B - sec** |
| **Github Repository:** | **Pragati-m-k** |  |  |

|  |
| --- |
| **FORENOON SESSION DETAILS** |
| **C:\Users\User\Documents\TCS ASSESMEMT\DAY_4\Screenshot_2020-05-21-12-44-50-311_com.android.chrome.jpg** |
| **LEARN CORPORATE TELEPHONE ETIQUETTE**   * For good first impression remember **APEND** i.e., Be **A**lert, **P**leasant, **E**xpression, **N**atural and **D**istinctive. * Attend and make calls in a professional manner. * Create a good first impression. * Observe good telephone etiquette. * Use appropriate phrases and expressions. * Speak with clarity over the phone. * Take messages for others, put calls on hold or arrange for call backs. * Take or give voice mail messages. * Avoid negative expressions.   **UNDERSTANDING ACCOUNTING FUNDAMENTALS**   * Accounting is a system which collects and processes financial information of a business. * Business transaction includes – identifying, recording, classifying, summarizing, analyzing, interpreting and communicating. * Double entry system is that each amount is recorded at least in two accounts. * A journal is the process of making entries in the book. * A ledger is a principal book containing all the accounts. * Liabilities are loan payable, interest payable, accounts payable, deferred income and outstanding expenses. * Accounts can be classified as assets, liabilities, capital, incomes and expenses.   **GAIN FOUNDATION SKILLS IN IT**   * Understanding the functionalities if the operating systems such as memory management, process management, file system management, device management. * Enhance problem solving skills. * Improve office etiquette, email and telephone etiquette. * Manage time at work using time management. * Work in teams with assertiveness and resolving conflicts. * Create the work breakdown structure. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **21-05-2020** | **Name:** | **Pragati M Kundalkar** |
| **Course:** | **Python programming** | **USN:** | **4AL17EC072** |
| **Topic:** | **Project exercise with python and mysql: Interactive English dictionary**  **Data analysis with pandas** | **Semester & Section:** | **6th sem**  **B - sec** |
| **AFTERNOON SESSION DETAILS** | | | |
| C:\Users\User\AppData\Local\Microsoft\Windows\INetCache\Content.Word\python_4_1.jpg  C:\Users\User\AppData\Local\Microsoft\Windows\INetCache\Content.Word\python_4_2.jpg | | | |