DAILY ASSESSMENT FORMAT

| Date:	21/05/2020	Name:	Prajwal Kamagethi Chakravarti P L
Course:	TCSion	USN:	4AL17EC073
Topic:	1. Learn Corporate Telephone Etiquette 2. Understand Accounting Fundamentals 3. Gain Foundational Skills in IT	Semester & Section:	6 B
Github Repository:	https://github.com/alvas-education-foundation/Prajwal-Kamagethi.git		

FORENOON SESSION DETAILS

Image of session
    1. **Learn Corporate Telephone Etiquette**
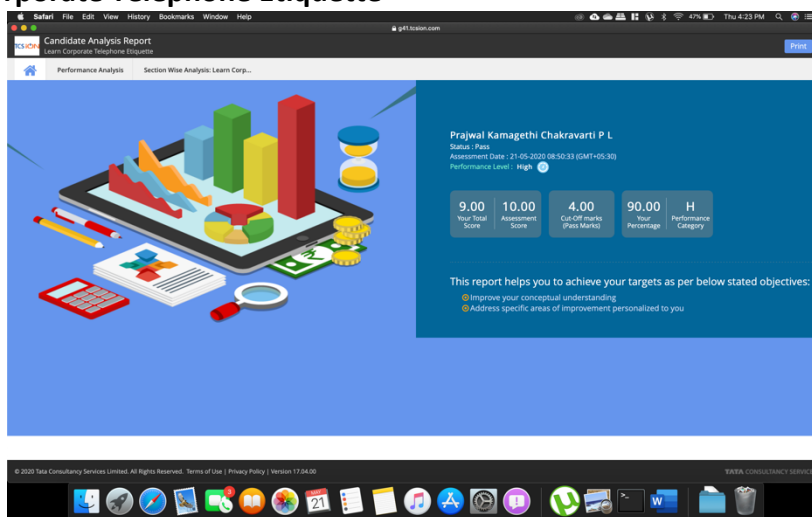 	
    2. **Understand Accounting Fundamentals**
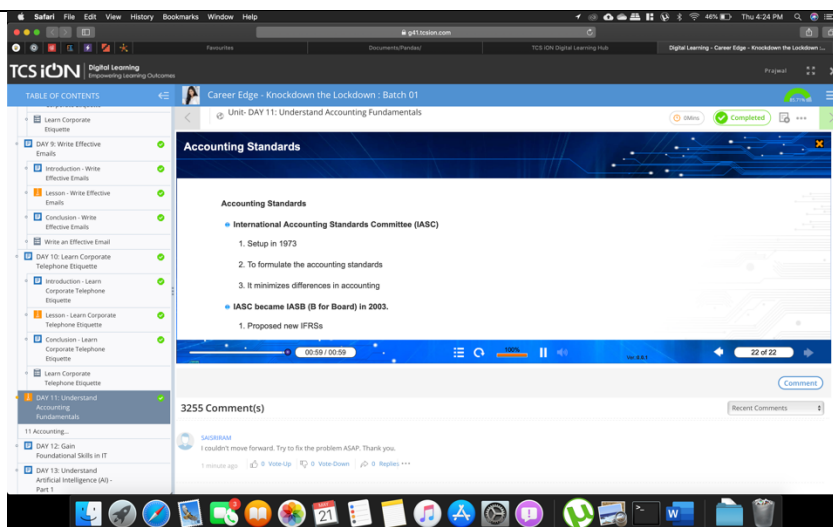
3. **Gain Foundational Skills in IT**

Report:

1. **Learn Corporate Telephone Etiquette**
   In this section topics covered were on how to create a strong first impression over telephone, here the technique of "APEND" was suggested to be used. Do's and Don'ts of telephone etiquette were discussed. 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. And structure of the notes was also discussed. Later 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**

Topics covered in this section were 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**
   In this section the importance of foundational skills and portable skills that are essential in conveying and receiving information at the work place were discussed. The video emphasized on the database management systems and the corporate working structure.

Date:	18/05/2020	Name:	Prajwal Kamagethi Chakravarti P L
Course:	TCSion	USN:	4AL17EC073
Topic:	1. **Project Exercise with Python and MySQL: Interactive English Dictionary** 2. **Data Analysis with Pandas**	Semester & Section:	6 B
Github Repository:	https://github.com/alvas-education-foundation/Prajwal-Kamagethi.git		

AFTERNOON SESSION DETAILS

Image of session

localhost

jupyter **Pandas** Last Checkpoint: 22 minutes ago (autosaved)

Logout

File Edit View Insert Cell Kernel Widgets Help

Trusted   Python 3

Code

```
In [3]: import pandas as pd
        df1 = pd.read_json("supermarkets.json")
        df1
```

Out[3]:

	ID	Address	City	State	Country	Name	Employees
0	1	3666 21st St	San Francisco	CA 94114	USA	Madeira	8
1	2	735 Dolores St	San Francisco	CA 94119	USA	Bready Shop	15
2	3	332 Hill St	San Francisco	California 94114	USA	Super River	25
3	4	3995 23rd St	San Francisco	CA 94114	USA	Ben's Shop	10
4	5	1056 Sanchez St	San Francisco	California	USA	Sanchez	12
5	6	551 Alvarado St	San Francisco	CA 94114	USA	Richvalley	20

```
In [4]: import os
```

```
In [5]: os.listdir()
```

```
Out[5]: ['Importing_json.ipynb',
         'supermarkets.json',
         'supermarkets.csv',
         'supermarkets-semi-colons.txt',
         'supermarkets.xlsx',
         '.ipynb_checkpoints',
         'supermarkets-commas.txt']
```

```
In [7]: df3 = pd.read_excel("supermarkets.xlsx",sheet_name=0)
        df3
```

Out[7]:

	ID	Address	City	State	Country	Supermarket Name	Number of Employees
0	1	3666 21st St	San Francisco	CA 94114	USA	Madeira	8

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Course content

110. Note on Loading Excel Files
1min

111. Loading Excel Files
1min   Resources

112. Loading TXT Files
3min   Resources

113. Set Header Row
3min

114. Set Column Names
1min

115. Set Index Column
5min

116. Indexing and Slicing
6min

117. Deleting Columns and Rows
3min

118. Updating and Adding new Columns and Rows
8min

119. Note on Nominatim
1min

120. Example: Geocoding Addresses with Pandas and Geopy
15min

Section 16: Numpy
0 / 5 | 25min

Overview   Q&A   Bookmarks   Announcements

About this course

A complete Python course for both beginners and intermediates! Master Python 3 by making 10 amazing Python apps.

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

In today's session 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 concluded the section