**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21/05/2020** | **Name:** | **PRIYA P RAO** |
| **Course:** | **TCS ION** | **USN:** | **4AL18EC041** |
| **Topic:** | * **Learn Corporate Telephone Etiquette** * **Understand Accounting Fundamentals** * **Gain foundational skills in IT** | **Semester & Section:** | **4TH sem ‘A’ section.** |
| **Github Repository:** | **Priya-Rao** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\Pawan\Desktop\tcs2.PNG** |
| **Chapter 1: Learn Corporate Telephone Etiquette.**  **In this chapter I have learnt,**   * **Clarity over the phone is must.** * **Engage in positive conversation.** * **Make the caller feel important.** * **Always keep a smile in your tone .** * **Listen to the caller patiently.** * **Be courteous and concise.** * **Answer the phone within 2-3 rings.** * **Ask for permission before putting the call on hold.** * **Never sound harsh or uninterested.** * **Avoid shouting.** * **Avoid talking to others while being on the call.** * **Never chew gum while talking.** * **Don’t forget to take complete messages for others.** * **Don’t forget to leave our contact details in voice messages.** * **Don’t place the caller on hold unnecessarily or for long.** * **Avoid disconnecting the caller first.**   **Chapter 2: Understand Accounting Fundamentals.**  **This chapter covered the topics like,**   * **Accounting cycle.** * **Double entry system of accounting.** * **Journals and ledgers.** * **Income statements, Revenue and Expenses.** * **Balance sheet and Assest.** * **Rules of Debit and Credit.**   **Chapter 3: Gain foundational skills in IT.**  **In this chapter I have learnt to,**   * **Basics of http.** * **Basics of HTML/JS/CSS.** * **Data warehousing.** * **Expectation of recruiters.** |

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| **Date:** | **21/05/2020** | **Name:** | **PRIYA P RAO** |
| **Course:** | **Python** | **USN:** | **4AL18EC041** |
| **Topic:** | * **Project Exercise with Python and MySQL: Interactive English Dictionary** * **Data Analysis with Pandas** | **Semester & Section:** | **4TH sem ‘A’ section** |
| **Github Repository:** | **Priya-Rao** |  |  |

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| **AFTERNOON SESSION DETAILS** |
| **Image of session**  **C:\Users\Pawan\Desktop\tcs4.PNG**  **C:\Users\Pawan\Desktop\tcs5.PNG** |
| **Chapter 1: Project Exercise with Python and MySQL: Interactive English Dictionary**  **In this chapter I have learnt,**   * **Intro to the App.** * **Making the App.** * **SQL statements.**   **Chapter 2: Data Analysis with Pandas**  **In this chapter I have learnt,**   * **What are Pandas?** * **Installing, getting started with Pandas.** * **Getting started with Jupyter Notebooks.** * **Loading CSV Files.** * **Loading Excel files and TXT files.** * **Set Header Row, Column names and Index Column.** * **Indexing and Slicing** * **Deleting Columns and Rows.** * **Updating and Adding new Columns and Rows.** * **Note on nomination.** |