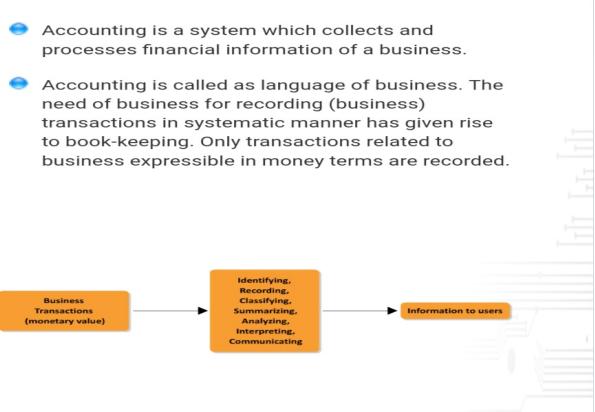
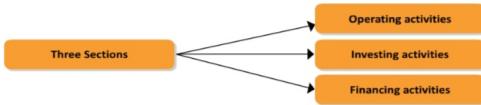


DAILY ASSESSMENT FORMAT

Date:	21-05-2020	Name:	Rajeshwari Gadagi
Course:	Tcs ion Career edge	USN:	4AL17EC076
Topic:	Learn corporate telephone etiquette, Understand accounting fundamentals, Gain foundation skills in IT	Semester & Section:	6th sem 'B' section
Github Repository:	Rajeshwari-gadagi		

FORENOON SESSION DETAILS												
<p>Image of session</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Introduction</p> <p style="text-align: right;">X</p> <ul style="list-style-type: none"> ● Accounting is a system which collects and processes financial information of a business. ● Accounting is called as language of business. The need of business for recording (business) transactions in systematic manner has given rise to book-keeping. Only transactions related to business expressible in money terms are recorded.  <pre> graph LR A[Business Transactions (monetary value)] --> B[Identifying, Recording, Classifying, Summarizing, Analyzing, Interpreting, Communicating] B --> C[Information to users] </pre> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Cash Flow Statement</p> <ul style="list-style-type: none"> ● Shows inflows and outflows of cash and cash equivalents of a company. <div style="display: flex; align-items: center;"> <div style="flex-grow: 1; margin-right: 10px;">  <pre> graph LR A[Three Sections] --> B[Operating activities] A --> C[Investing activities] A --> D[Financing activities] </pre> </div> <table border="1" style="border-collapse: collapse; text-align: center; width: fit-content;"> <thead> <tr> <th style="padding: 2px;">A change in this balance sheet category</th> <th style="padding: 2px;">...is reported in this section of the cash flow statement</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Current Assets*</td> <td style="padding: 2px;">Operating Activities</td> </tr> <tr> <td style="padding: 2px;">Current Liabilities</td> <td style="padding: 2px;">Operating Activities</td> </tr> <tr> <td style="padding: 2px;">Long-term Assets</td> <td style="padding: 2px;">Investing Activities</td> </tr> <tr> <td style="padding: 2px;">Long-term Liabilities</td> <td style="padding: 2px;">Financing Activities</td> </tr> <tr> <td style="padding: 2px;">Stockholders' Equity</td> <td style="padding: 2px;">Financing Activities</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 2px;">*This refers to current assets other than cash.</p> </div> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Learn corporate telephone etiquette:</p> </div>	A change in this balance sheet category	...is reported in this section of the cash flow statement	Current Assets*	Operating Activities	Current Liabilities	Operating Activities	Long-term Assets	Investing Activities	Long-term Liabilities	Financing Activities	Stockholders' Equity	Financing Activities
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Current Assets*	Operating Activities											
Current Liabilities	Operating Activities											
Long-term Assets	Investing Activities											
Long-term Liabilities	Financing Activities											
Stockholders' Equity	Financing Activities											

- Learning corporate telephone etiquette
- * flow to leave a good first impression: Remember
- APENDA
- Be Alert
 - Be pleasant
 - Be expressive
 - Be Natural
- * Do's of Telephone Etiquette.
- Identify yourself to the caller at the beginning of the call
 - Answer the call within seconds with a smile.
 - Use considerate phrases.
 - Be as helpful as you can
 - Ask the purpose of the call
 - Give due importance to the call.
 - Take permission before placing the call on hold
 - Transfer the call if required.
- * Don'ts of Telephone Etiquette
- Don't bluff
 - Don't speak negatively
 - Don't sound weary.
 - Don't leave the called on the hold for long.
 - Don't argue with the caller.

- Techniques and tips for better telephone calls
- Don't use slang.
 - Don't forget to end the call properly
- * Phases of Making phone calls.
1. Introductory phases
 2. Leaving messages for an unavailable person
 3. Errors
 4. Closing the call
 5. Answering the call
 6. Asking the name of the caller
 7. Asking the caller to hold the line
 8. Responding to the caller
 9. Closing the call.

What is Voicemail?

→ Voicemail are digital recordings of incoming and outgoing voice messages. The voicemail system allows the caller to convey a message even in the absence of the called person.

Understand accounting fundamentals:

Understand Accounting Fundamentals.

- * Accounting Assumptions.
- four accounting assumptions.
- Accounting Entity Assumption
 - Money Measurement Assumption
 - Accounting Period Assumption
 - Going concern Assumption
- Moderifying Principles
- Cost Benefit principle
 - Materiality principle
 - Consistency principle
 - Prudence principle

Gain foundation skills in IT:

Gain Foundation skills in IT

- Instead of knowing everything imperfectly, be perfect in one particular area.
- Basic knowledge about particular areas & enough choose project wisely.
- Communicate your technical strengths upfront
- Accept what you don't know
- Curve logical paths to get to the solution.
- Communicate effectively.

Date: 21-05-2020

Name: Rajeshwari
Gadagi

Course: Python programming

USN: 4AL17EC076

Topic: Project exercise with MySQL
and python, data analysis with
pandas

Semester &
Section: 6th sem
'B' section

AFTERNOON SESSION DETAILS

Section 14: Project exercise with Python and MySQL

```
import mysql.connector
con = mysql.connector.connect(
    user = "ardit700_student",
    password = "ardit700_student",
    host = "127.0.0.1",
    database = "ardit700_pynl_database"
)
cursor = con.cursor()
query = cursor.execute("SELECT * from dictionary")
results = cursor.fetchall()
print(results)
```

Section 15: Data Analysis with pandas

- Visualization library such as bokeh
- Use pandas to load data structures.
- Installing pandas -
pip install pandas or pip install pandas
ipython - pip install ipython or pip install ipython