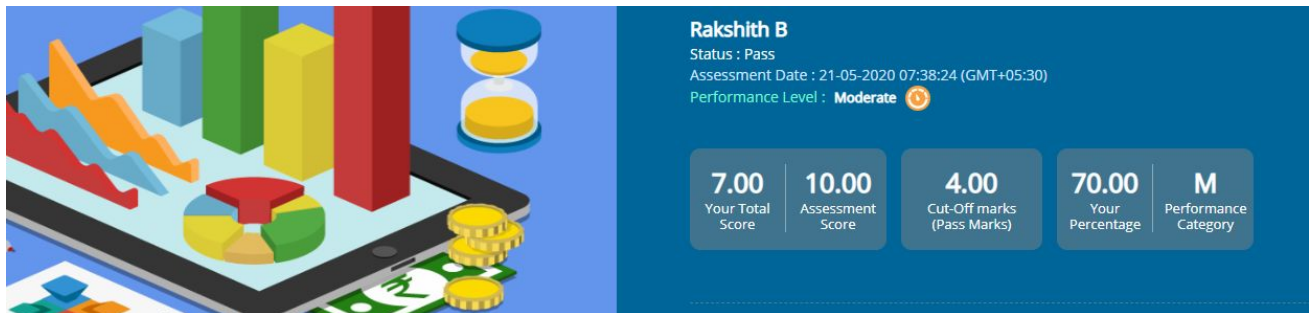


REPORT MAY 21

Date:	21 MAY 2020	Name:	Rakshith B
Course:	TCSION CARRIER EDGE	USN:	4AL16EC409
Topic:	Learn Corporate Telephone Etiquette, Understanding accounting, Gain Foundational Skill in IT	Semester & Section:	6th SEM B
Github Repository:	Rakshith-B		

FORENOON SESSION DETAILS

Image of session



Report –

Learn Telephone Etiquette :

- How to Create First Impression
 - ☐ Be Alert
 - ☐ Be Pleasant
 - ☐ Be Expressive
 - ☐ Be Natural
 - ☐ Be Distinctive

Do's

- Identify Yourself to the Caller at the Beginning at the Call
- Answer the Call within Two Rings with Smile
- Help the Caller by Providing the Correct Information or Transferring the Call to the Correct Person/Department
- Use Considerate Phrases
- Be as Helpful as You Can

- Ask the Purpose of the Call
- Give Due Importance to the Call
- Take the Permission Before Placing the Call on Hold
- Acknowledge the Caller's Queries
- Transfer the Call if Required
- Ask for the Callers Name and Number while Taking down the Notes

Don'ts

- Don't Bluff
- Don't Speak Negatively
- Don't be Impatient and Rude
- Don't Leave the Caller on Hold for Long
- Don't Speak to Someone While You Answer the Call
- Don't Put the Cal on Loudspeaker Mode
- Don't Argue With the Caller
- Don't use Slang
- Don't Forget to End Call Properly

Phrases for Making Phone Calls

- Introductory Phrases
- Leaving Message for Unavailable Person
- Dealing with Connection Error
- Closing the Call

Phrases for Receiving the Call

- Answering the Call
- Asking the Name of the Caller
- Asking the Caller to Hold the Line
- responding to the Caller
- Closing the Call

Taking the Message Sample

03/02/2016

4:36 PM

Mr.Ramesh Kumar

Dear sir,

Mrs.Reema Singh

Tarun Kumar

Understanding Accounting Fundamentals

Accounting Language of Business

- Double Entry System
- Journals & Ledgers

Journals :

- Process of Making Entries in the Book

- Give Snapshot of an Account with all the Separately with Double Entry System

Ledgers :

- It's a Principle Book Containing all the Accounts
- Gives Snapshot of an account with all the Transactions

Accounting Assumptions

- Accounting Entity Assumptions
- Money Measurement Assumptions
- Accounting Period Principle
- Going Concern Assumptions
- accounting Principles and Concepts
- Modifying Principles
- Final Accounts
- Income Statement
- Revenue and Expenses
- Balance Sheet
- Assets
- Liabilities
- Stockholder Equity
- Debit and Credit Rules
- Cash Flow Statements
- Adjusting Entries
- EOY Closure
- Accounting Standards

Gain Fundamental Skills in IT

What Do Recruiters Expect ?

- Quality v/s Quantity
- Basic IT Skills
- Delight factors
- Pointers

IT Competencies

- Basic of HTML/JS/CSS
- Artificial Intelligence
- Data Warehousing

Date: 21 MAY 2020
Course: PYTHON On Udemy
Topic: Project Exercise with Python and MySQL ,Data Analysis with Pandas

Name:RAKSHITH B
USN:4AL16EC409
Semester & Section:6 B

AFTERNOON SESSION DETAILS

Image of session

The screenshot displays a Google Colab environment. The top part shows the installation of the MySQL connector Python package. The bottom part shows a file upload and the use of pandas to read a CSV file.

```
[1] Collecting mysql-connector-python
      Downloading https://files.pythonhosted.org/packages/d1/53/4cf0ed2fe81b0cd55dc180951bcec44ea8085665f1b0b1412501dc362dd/mysql_connector_python-8.0.20-cp36-cp36m-manylinux1_x86_64.whl (14.8MB)
      14.8MB 122KB/s
Requirement already satisfied: protobuf>=3.0.0 in /usr/local/lib/python3.6/dist-packages (from mysql-connector-python) (3.10.0)
Requirement already satisfied: six>=1.9 in /usr/local/lib/python3.6/dist-packages (from mysql-connector-python) (1.12.0)
Requirement already satisfied: setuptools in /usr/local/lib/python3.6/dist-packages (from protobuf>=3.0.0->mysql-connector-python) (40.3.0)
Installing collected packages: mysql-connector-python
Successfully installed mysql-connector-python-8.0.20
```

```
1 import mysql.connector
2
3 con = mysql.connector.connect(
4     user = "ardit700_student",
5     password = "ardit700_student",
6     host = "108.167.148.122",
7     database = "ardit700_pmldatabase"
8 )
9
10 cursor = con.cursor()
11
12 word=input("Enter the word: ")
13
14 query = cursor.execute("SELECT Definition FROM Dictionary WHERE Expression = '%s'" % word)
15 results = cursor.fetchall()
16
17 if results:
18     for result in results:
19         print(result[0])
20 else:
21     print("No word found!")
22
```

Enter the word: rain
Precipitation in the form of liquid water drops with diameters greater than 0.5 millimetres.
To fall from the clouds in drops of water.

```
1 from google.colab import files
2 uploaded = files.upload()
```

Choose Files supermarkets - colons.txt
supermarkets-semi-colons.txt (text/plain) - 401 bytes, last modified: 6/17/2018 - 100% done
Saving supermarkets-semi-colons.txt to supermarkets-semi-colons.txt

```
1 df=pd.read_csv("supermarkets-semi-colons.txt",sep=";")
2 df
```

	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

```
1 pip install geopy
2
```

Requirement already satisfied: geopy in /usr/local/lib/python3.6/dist-packages (1.17.0)
Requirement already satisfied: geographiclib<2,>=1.49 in /usr/local/lib/python3.6/dist-packages (from geopy) (1.50)

```
[4] 1 import geopy
    2 from geopy.geocoders import Nominatim

[6] 1 nom=Nominatim()
```

Report –

Project Exercise with Python and MySQL

```
pip install mysql-connector-python
```

```
import mysql.connector

con = mysql.connector.connect(
    user = "ardit700_student",
    password = "ardit700_student",
    host = "108.167.140.122",
    database = "ardit700_pmldatabase"
)

cursor = con.cursor()

word=input("Enter the word: ")

query = cursor.execute("SELECT Definition FROM Dictionary WHERE Expression =
'%s'" % word)
results = cursor.fetchall()

if results:
    for result in results:
        print(result[0])
else:
    print("No word found!")
```

Data Analysis with Pandas

```
from google.colab import files
uploaded = files.upload()
import pandas
df1=pandas.read_csv("supermarkets.csv")
df1

from google.colab import files
uploaded = files.upload()
df2=pandas.read_json("supermarkets.json")
df2.set_index("ID")
```

```
from google.colab import files
uploaded = files.upload()
df3=pandas.read_excel("supermarkets.xlsx",sheet_name=0)
df3
```

```
from google.colab import files
uploaded = files.upload()
df4=pandas.read_csv("supermarkets-commas.txt")
df4
```

```
from google.colab import files
uploaded = files.upload()
df5=pandas.read_csv("supermarkets-semi-colons.txt",sep=";")
df5
```

Geocoding Address with Pandas and Geopy

```
pip install geopy
import geopy
from geopy.geocoders import Nominatim
nom=Nominatim()
nom.geocode("3995 23rd st,san Francisco,CA 94114")
```