

<b>Date:</b>	21-05-2020	<b>Name:</b>	Roshni A B
<b>Course:</b>	TCS-ION career edge	<b>USN:</b>	4AL17EC080
<b>Topics:</b>	Learn corporate telephone etiquette, understand accounting fundamentals, gain foundation skills in IT.	<b>Semester and sec:</b>	6 <sup>th</sup> sem and B sec
<b>Repositor name:</b>	Roshni-online		

The screenshot shows a learning management system interface. At the top, it displays "Career Edge - Knockdown the Lockdown : Batch 01" and the course title "Learn Corporate Telephone Etiquette". Below this, there's a summary table with the following data:

Total Marks 10.0	Pass Marks 4.0	Attempts Taken 01	Duration 10 Mins	Start Time 15 May 2020 12:00 AM TO 14 Jul 2020 12:00 AM	View Assessment Analysis At the End of Assessment
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Below the summary is a section titled "My Attempts" which lists one attempt:

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
21 May 2020 11:15 AM	0:357 Hrs(11:19 AM)	7.0/10.0	Pass	<a href="#">View Result</a>

### Learning corporate telephone etiquette:

Telephone
★ Learn Corporate Etiquette
• Remember APEND.
Alert, Pleasant, Expressive, Natural, Distinctive.
Introductory Phrases - Hello, good morning,
This is _____, Is this _____,
Could I speak to Mr/Ms _____
• The leaving message for an unavailable person -
may I leave a message for Mr/Ms _____
Could you please ask Mr/Ms to call me back?
Could you convey to him/her that I phoned?
• Take notes on paper.
• Keep your stationery ready, get down important information, write neatly, Verify the details of the contact person, Repeat the noted message for confirmation
• Voicemail are digital recording of incoming and outgoing voice messages
• Speak with enthusiasm, Be soft and polite.
• clarity over the phone is must.
• Engage in positive conversation
• Listen to caller patiently
• Never sound harsh
• Avoid shouting.



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## Understand accounting fundamentals:

★ Understand Accounting Fundamentals
• Accounting is a system which collects and processes financial information of a business
• Assets = Liabilities + Stockholders (owners) Equity
• Expense is a loss to the company and reduces capital
• Accounting Principles and Concepts:
• Dual aspect principle
• Revenue Realisation Concept
• Historical cost concept
• Matching Concept
• Full disclosure concept
• Assets are the resources that a company owns
• Assets valuation - Cost principle, Conservation



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## Gain foundation skills in IT:

- \* Gain foundation skills in IT
  - Instead of knowing everything ~~imperfectly~~, be perfect in one particular area
  - Basic algorithms, Design Patterns, One digital skill.
  - Basic knowledge about particular areas is enough.
  - Choose project wisely:-
    - Communicate your technical strengths upfront.
    - Accept what you don't know
    - Give logical paths to get to the solution.
    - Communicate effectively

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Date:	21-05-2020	Name:	Roshni A B
Course:	Python programming	USN:	4AL17EC080
Topics:	Project exercise with mysql and python, data analysis with pandas.	Semester and section	6 <sup>th</sup> sem and B sec

## Section 14 : Project Exercise with Python and MySQL

- import mysql.connector  
con = mysql.connector.connect(  
    user = "audit700\_student",  
    password = "audit700\_student",  
    host = "108.167.140.122",  
    database = "audit700\_pml\_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 pip3 install pandas  
    ipython - pip install ipython or pip3 install ipython
- Jupyter Notebook :-  
    loading CSV files  
    import pandas  
        df1 = pandas.read\_csv('supermarket.csv')
- Loading Excel File :-  
    pip install xlrd or pip3 install xlrd



- Loading text files:  
`df1 = pandas.read_csv("supermarket.txt", sep)`
- Set header None  
`df1 = pandas.read_csv("data.txt", header=None)`
- Set column names -  
`df8.columns = ["ID", "Address", "city"]`
- Set index column:  
`df8.set_index("ID")`
- Indexing and Slicing  
`df7.iloc[3:1:4]`
- Deleting Columns and Rows  
`df7.drop("city")`
- Updating and Adding new Columns and Rows  
`df7_t = df7[["Address", "city"]]  
df7 = df7 + df7_t`

