

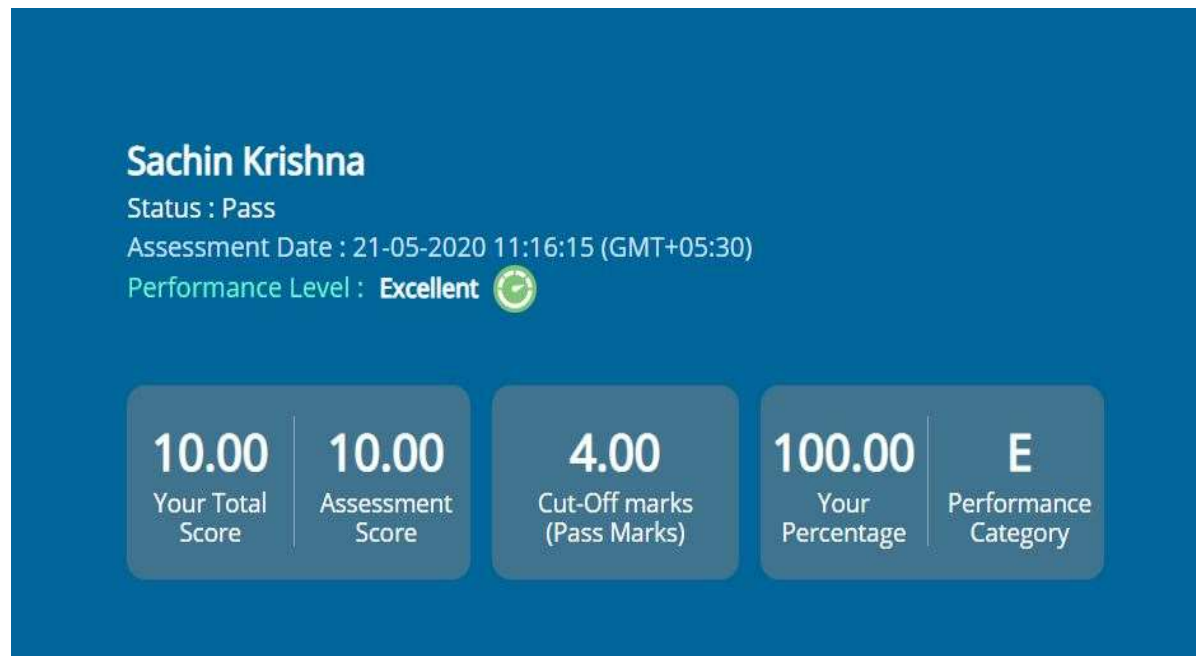
DAILY ASSESSMENT FORMAT

Date:	21/05/2020	Name:	Sachin Krishna Moger
Course:	TCS ION Career Edge - Knockdown the Lockdown	USN:	4AL17EC103
Topic:	1. Learn Corporate Telephone Etiquette 2. Understand Accounting Fundamentals 3. Gain Foundational Skills in IT	Semester & Section:	6-B
Github Repository:	Sachin-Courses		

FORENOON SESSION DETAILS

Image of session

- *Learn Corporate Telephone Etiquette*



Course Content:

- First impression
- Guidelines for telephone etiquette
- Do's and Don'ts of telephone etiquette
- Phrases for making and receiving phone calls
- Taking messages and placing a call on hold
- Voice mail etiquette

Key points to effective Corporate Telephone Etiquette

- Clarity over the phone is a must.
- Engage in positive conversation.
- Make the caller feel important.
- Always keep a smile in your tone/voice
- Listen to the caller patiently
- Be courteous and concise.
- Answer the phone within 2-3rings
- Ask for permission before putting the call on hold
- Accounting is
- a system which collects
- and processes financial information of a business

2. Understand Accounting Fundamentals

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.



Steps in the accounting cycle

1. **Transactions** : Financial transactions start the process. If there were no financial transactions, there would be nothing to keep track of. Transactions may include a debt payoff, any purchases or acquisition of assets, sales revenue, or any expenses incurred.
2. **Journal Entries** : With the transactions set in place, the next step is to record these entries in the company's journal in chronological order. In debiting one or more accounts and crediting one or more accounts, the debits and credits must always balance.
3. **Posting to the General Ledger (GL)** : The journal entries are then posted to the general ledger where a summary of all transactions to individual accounts can be seen.
4. **Trial Balance** : At the end of the accounting period (which may be quarterly, monthly, or yearly, depending on the company), a total balance is calculated for the accounts.
5. **Worksheet** : When the debits and credits on the trial balance don't match, the bookkeeper must look for errors and make corrective adjustments that are tracked on a worksheet.
6. **Adjusting Entries** : At the end of the company's accounting period, adjusting entries must be posted to accounts for accruals and deferrals.
7. **Financial Statements** : The balance sheet, income statement, and cash flow statement can be prepared using the correct balances.