**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21-05-2020** | **Name:** | **Sudha R Channappagoudar** |
| **Course:** | **TCS Ion** | **USN:** | **4AL18EC053** |
| **Topic:** | **Telephone Etiquette**  **Basics of Accounting** | **Semester & Section:** | **4th sem A section** |
| **Github Repository:** | **Sudha-53** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.**  **Telephone Etiquette**  **1) First create good impression**  **It is an art which can be mastered to build stronger customer relationship**  **Follow APEND**  **Be Alert**  **Be Pleasant**  **Be Expressive**  **Be Natural**  **Be Distinctive**  **2) Identifying caller at the beginning of the cell**  **3) Answer the call within 2 rings**  **4) Help caller by providing correct information**  **5) Use considerate phrases**  **6) Be as helpful as you can**  **Don'ts**  **1) Don't bluff**  **2) Don't speak negatively**  **3) Don't sound weary**  **4) Don't be impatient and rude**  **Basics of Accounting**  **Accounting is a system which collects and processes financial information of a business**  **Accounting is called as language of business**  **Double entry system of accounting**  **1) Debit aspect**  **2) Credit aspect**  **Accounting equation approach**  **\* Assets= Liabilities+stockholder(owners)equity**  **\* Expense is a loss of the company and reduces capital**  **\* Income is a profit to the company and hence increases capital**  **Journals**  **Process of making entries in block**  **Ledgers**  **It is principal book containing all the accounts**  **Accounting Principals and concepts**  **\*Dual aspect principle**  **\*Revenue Realisation Concept**  **\*Historical cost concept**  **\*Matching concept**  **\*Full disclosure concept**  **\*Verifiable and objective evidence concept**  **Modifying principles**  **Lost benefit principles**  **Materiality principles**  **Consistency principles**  **Prudence principles**  **Revenue and equity sheet**  **Adjusting entries**  **EOY closure** |

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| **Date:** | **21-05-2020** | **Name:** | **Sudha R Channappagoudar** | |
| **Course:** | **Python** | **USN:** | **4AL18EC053** | |
| **Topic:** | **Project exercise with python and MysQL: Interactive English dictionary**  **Data analysis with pandas** | **Semester & Section:** | **4th sem A section** | |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **1) Introduction of the app**  **2) Making the app**  **Program**  **1. import mysql.connector**  **2.**  **3. con = mysql.convertor.connect(**  **4. user = "ardit700\_student",**  **5. password = "ardit700\_student",**  **6. host = "108.167.140.122",**  **7. database = "ardit700\_pm1database"**  **8. )**  **9.**  **10. cursor = con.cursor( )**  **11.**  **12. query = cursor.execute ("SELECT \* FROM dictionary WHERE expression='lining'")**  **13. results = cursor.fetchall( )**  **14.**  **15. print(results)**  **In the example SQL statement in our Python code:**  **query = cursor.execute("SEL**  **That statement retrieved all the rows of the dictionary table where the value of the column expression was rain.The string inside cursor.execute ( ) is SQ1 code that python sends to the database. That kind of language is understood by the database**  **Data analysis with pandas**  **1) getting started with pandas**  **2) getting started with Jupyter Notebooks**  **Jupyter = Open source, Interactive data science and scientific computing across over 40 programming languages.**  **3) loading CSV files**  **4) loading JSON files**  **5) loading excel files**  **6) loading TXT files**  **7) Set header row**  **8) set column names**  **9) Indexing and slicing**  **10) Updating and adding new columns and rows**  **11) Geocoding addresses with pandas and geopy** | | | |