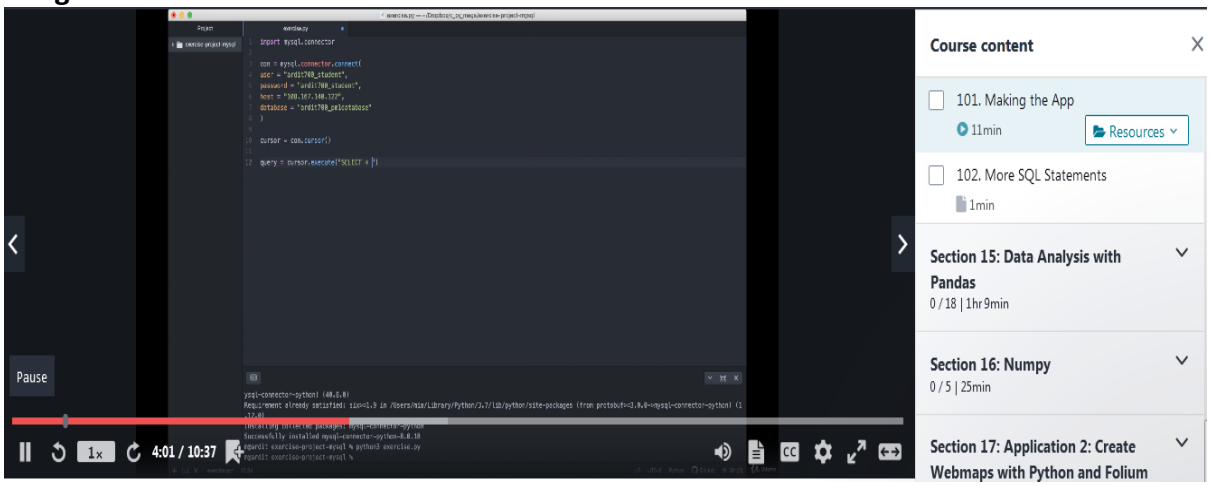
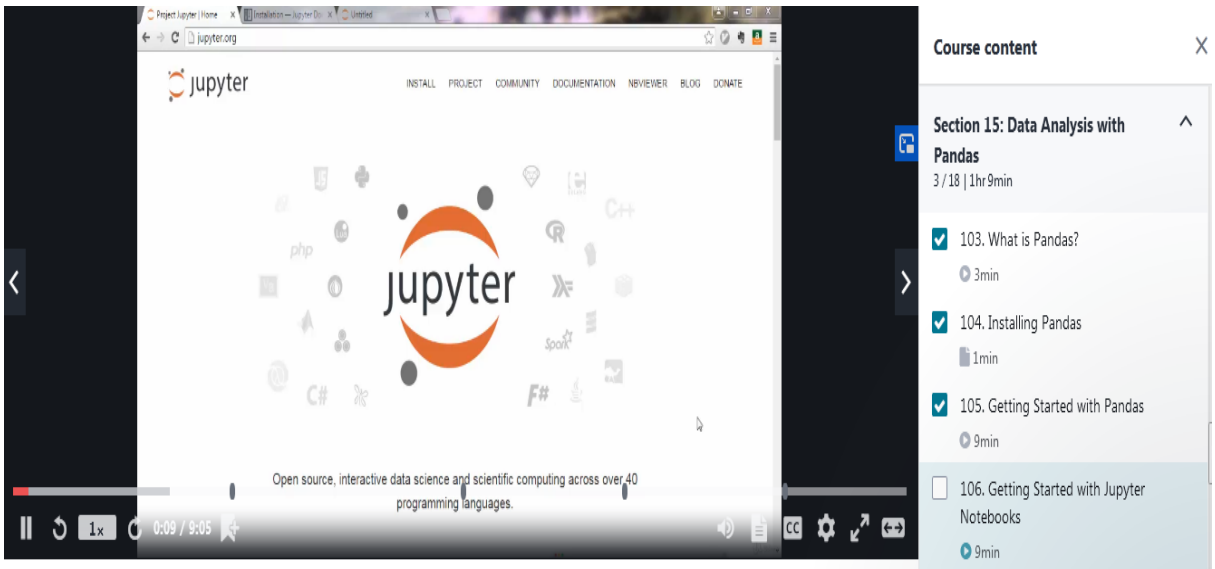
DAILY ASSESSMENT FORMAT

Date:	**21/05/20**	**Name:**	**Yashaswini R**
Course:	**Python**	**USN:**	**4AL17EC098**
Topic:	**Project Exercise Python and MySQL: Interactive English Dictionary.**	**Semester & Section:**	**6TH ,B**
Github Repository:	**Yashaswini**		

FORENOON SESSION DETAILS

Image of the session:





Report

Project exercise with python and MySQL : Interactive English dictionary

- Making the app.
- SQL Statements:
  Query= cursor.executive
  “select =from dictionary WHERE expression LIKE ‘r%’”
  “select= from dictionary WHERE expression LIKE ‘rain%’”
  “select =from dictionary WHERE length(expression)=4”

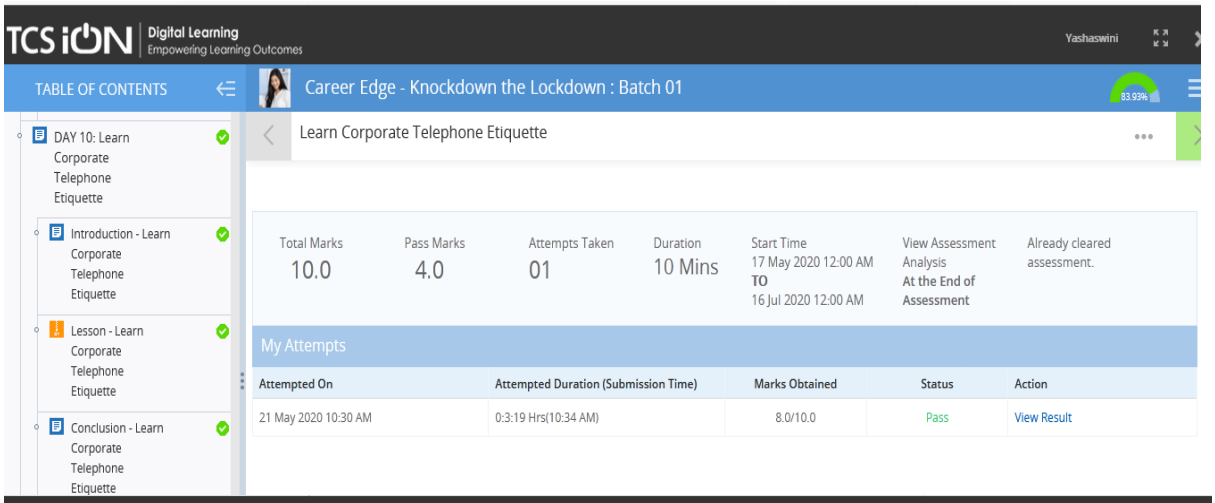
Data Analysis of Pandas:

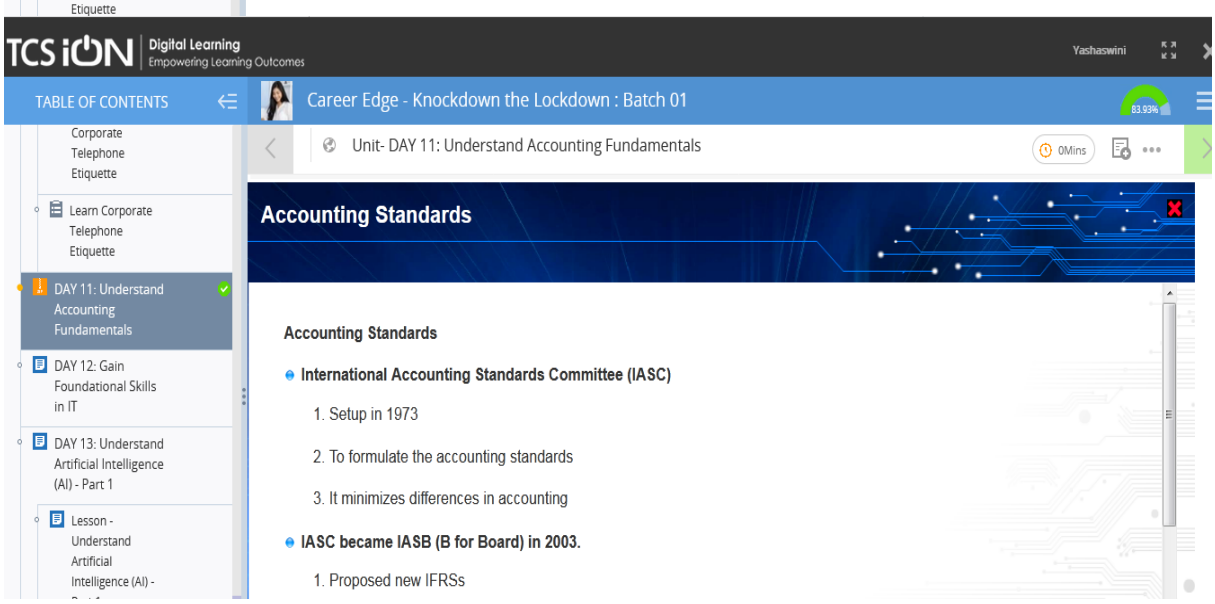
- Installing pandas
- Getting started with pandas
- Getting started with jupyter.
- Getting started with jupyter notebooks.
- Loading CSV files.
- Loading ISON files.

Date:	**20/05/20**	**Name:**	**Yashaswini R**
Course:	**TCSiON**	**USN:**	**4AL17EC098**
Topic:	**Learn Corporate Telephone Etiquette, Understanding Accounting Fundamentals, Gain Fundamental Skills in IT.**	**Semester & Section:**	**6TH ,B**

AFTERNOON SESSION DETAILS

Image of the session:





Report

1. **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 of the call.
- Answer the call within two rings, with a smile.
- Help the caller by providing correct information or transferring the call to the correct person or department.
- Be courteous and respectful to the caller.
- Use considerate phrases.
- Be helpful as you can.

Don'ts:

- Don't bluff.
- Don't speak negatively.
- Don't sound weary.
- Don't be impatient and rude.
- Don't leave caller on hold for a long time.
- Don't forget to end the call properly.

Voice etiquette:

- Message can be taken from multiple callers.
- Messages from the called person are conveyed to each person who calls.
- Messages can be stored for a long time.
- Messages can be stored externally: locally or network or cloud storage.

2. Basics of Accounting

Accounting is a system which collects and processes financial information of a business.

Double Entry System of Accounting:

- Each amount recorded in at least two accounts.
- For each transaction, there is two aspects:
    1. Debit aspect.
    2. Credit aspect.

Account classification:

- Personal account.
- Real account.
- Nominal account.

Journals and Ledgers:

- Journal is the process of making entries in the books.
- Ledger is principle book containing all the accounts.

Accounting assumption:

- Accounting entity assumption.
- Money measurement assumption.
- Accounting period principle.
- Going concern assumption.