Date:- 21 May 2020   Name :- Harshitha. T

Course:- TCS - ION   USN :- 4AL17ECI06

Topic :- Coporate Telephon Etiquettes   sem & :- 6th sem

      Double Entry system of Accounting.   Sec   B section.

* It is a poop popular belief that the first impression is a reflection of you and the work you do.

* Do's of Telephone Etiquette:-

→ Identify yourself to the caller at the beggining of the call

→ give due importance to the call

→ Be as helful as you can

* Don'ts:- → Dont impatient & rude.

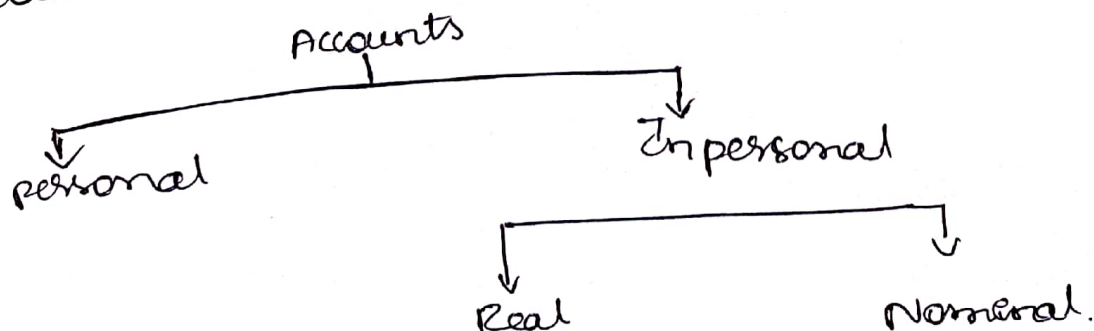→ Identify yourself to the caller at the beginning of call.

→ dont bluff

→ Dont speak negatively.

* phases for making phone calls and phases for receiving phone calls.

* Volemail, Guidelines for telephone Etiqutte.

* Basics of Accounting and Accounting cycle.

* Account classification

```
                    Accounts
            ┌──────────────┴──────────┐
            ▼                         ▼
        personal                 Inpersonal
                              ┌──────────┴──────┐
                              ▼                  ▼
                            Real             Norneral.
```

* Accounting cycle includes Balance sheet Transaction, Journal, Trail balance, Trading account, profit & loss account

* Basic IT skills
  → Delight factors
    • Algorithms
    • Design patterns
    • ✏ web Application flow
    • One digital skill.

  → Pointers

* ✏ Basics of HTTP/web application
    • Basics of CSS/HTML
    • Data warehousing.

Date:- 21 May 2020

Course:- python

Topic :- Project Exercise with python
and Data Analysis with pandas

Name:- Harshitha.T

USN :- UAL17EC106

sem & :- 6th sem

8cc   'B' section.

* Introduction to the app

* Making the App by using MySQL

Ex:- import mysql.connector.

con = mysql.connector.connect

```
user = "ardit 700_ student",
password = "ardit700_ statements",
host = "100.167.142.122",
database = "ardit 700_pn1 database"
)

cursor = con.cursor()

query = cursor.execute ("SELECT

result = cursor.fetchall()
print (result[0])

else
    print ("No word found")
```

* More SQL statements used programs were explained.

* Pandas is a software library written for the python programming language for data manipulation and analysis.

* Installing pandas
  → pip install pandas

* How to install and code the programs on jupyter

Notebook was thought by using step by step.

* Loading of csv files and JSON files was thought
* Creating header rows and column names using the codes

   df = pandas.read_csv("data.txt", header=None).

* Deleting and updating of columns and rows.

* Indexing and slicing.

   df = df.set_index("Address")

* Nomination can be used by using Nomination().