

DAILY ASSESSMENT FORMAT

Date:	21-05-2020	Name:	Kishan shetty
Course:	TCS ION	USN:	4AL17EC041
Topic:	Corporate Telephone etiquette,Gain Accounting Fundamentals,Gain Fundamental skills in IT	Semester & Section:	6th,A
Github Repository:	Kishanshetty-041		

FORENOON SESSION DETAILS

Image of session

The screenshot displays the Career Edge assessment interface. At the top, it shows 'Career Edge - Knockdown the Lockdown : Batch 01' with a progress bar at 83.93%. Below this, the title 'Learn Corporate Telephone Etiquette' is visible. The assessment details table shows:

Total Marks	Pass Marks	Attempts Taken	Duration	Start Time	View Assessment Analysis At the End of Assessment
10.0	4.0	01	10 Mins	17 May 2020 12:00 AM TO 16 Jul 2020 12:00 AM	Already cleared assessment.

Below the table, the 'My Attempts' section shows a table of attempts:

Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
21 May 2020 11:05 AM	0:4:22 Hrs(11:09 AM)	9.0/10.0	Pass	View Result

Report – Report can be typed or hand written for up to two pages.

Learn corporate telephone etiquette:

How to leave a good first impression

- Be alert
- Be pleasant
- Be expressive
- Be natural
- Be distinctive

Phrases for making phone calls:

1. Introductory phrases
2. Leaving messages for an unavailable person
3. Dealing with connection errors
4. Closing the call

Taking messages:

- Take notes on paper
- Keep your stationary ready
- Jot down important information
- Write neatly
- Verify the details of the contact person
- Repeat the noted message for confirmation
- Note the urgency of the message
- Put your initials at the bottom of the message

Voicemail etiquette:

What is voicemail?

Voicemails are digital recording of incoming and outgoing voice messages. the voicemail system allows the caller to convey a message even in the absence of the called person.

Features:

- Message can be taken from multiple callers
- Message can be stored for a long time
- Messages can be stored externally : locally or network or cloud storage

Telephone courtesies:

Basic telephone courtesies:

- Speak with enthusiasm
- Be soft and polite
- Avoid chewing gum while talking
- End the conversation with a positive note

Understand accounting fundamentals:

- Accounting is a system which collects and processes financial information of a business
- Accounting is called as language of business
- Only transactions related to business expressible in money terms are recorded

Double entry system of accounting:

- Each amount recorded in at least 2 accounts
- For each transaction there are 2 aspects:
 1. Receiving aspect
 2. Giving aspect

Accounting assumptions:

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

Modifying principles:

- Cost benefit principle
- Materiality principle
- Consistency principle
- Prudence principle

Final accounts:

- It shows the profitability and financial soundness of the business
- Prepared at the end of the year
- For external reporting and internal needs of the management like planning, decision making and control

Gain fundamental skills:

- Interviewees seem to knowledge on various technologies like active directory, natural language processing, internet of things(IOT)
- HTML/JS/CSS with validations
- Programming language
- OOP's concepts – Relate to real word coding examples
- Basic algorithms – searching(linear/binary), sorting(bubble, selection, insertion, merge)

- Design patterns – factory ,singleton, adaptor, object pool
- One digital skill – NLP,AI algorithms ,data warehousing ,big data
- Web application flow – HTTP ,request ,response ,HTML

Date:	21-05-2020	Name:	Kishan shetty
Course:	Python	USN:	4AL17EC041
Topic:	Dictionary application	Semester &	6th,A
	Data analysis with pandas	Section:	

AFTERNOON SESSION DETAILS
Image of session

Report – Report can be typed or hand written for up to two pages.

- Dictionary in Python is an unordered collection of data values, used to store data values like a map, which unlike other Data Types that hold only single value as an element, Dictionary holds key:value pair.
- Key value is provided in the dictionary to make it more optimized.
- Each key-value pair in a Dictionary is separated by a colon :, whereas each key is separated by a 'comma'.
- A Dictionary in Python works similar to the Dictionary in a real world.
- Keys of a Dictionary must be unique and of immutable data type such as Strings, Integers, and tuples, but the key-values can be repeated and be of any type.

Data analysis with pandas:

- Pandas is a important python library
- Pandas is a library that providing data structure and data analysis tools within python

```
import pandas
```

```
df1=pandas.dataframe([[2,4,6],[10,20,30]])
```

```
df1
```

PANDAS- It is package use in python for managing data. Pandas are commonly used in Data analysis and data cleaning

It use is that it creates 2 new data type for storing data

- Series
- Data structured form

