

Date:	21-05-2020	Name:	POOJA K S
Course:	TCS iON CAREER EDGE	USN:	4AL17EC070
Topic:	Learn corporate telephone etiquette, Understand accounting fundamentals and Gain foundational skills in IT	Semester and section	6 th sem B-sec
Github repository:	pooja-shivanna		

The screenshot shows a computer monitor displaying the TCS iON Digital Learning Hub. The browser window has two tabs: 'TCS iON Digital Learning Hub' and 'Digital Learning - Career Edge'. The main content area is titled 'Career Edge - Knockdown the Lockdown : Batch 01'. On the left, there's a 'TABLE OF CONTENTS' sidebar with a tree view of modules like 'Learn Corporate Etiquette', 'DAY 9: Write Effective Emails', and 'DAY 10: Learn Corporate Telephone Etiquette'. Most items in this sidebar have green checkmarks next to them. The main content area is titled 'Learn Corporate Telephone Etiquette' and includes a 'Summary' section with a bulleted list of learning objectives: '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.', and 'Be courteous and concise.' There's also a small icon of a notebook and pen. At the bottom of the screen, the Windows taskbar is visible with icons for search, file explorer, edge browser, and others.

TCS iON Digital Learning Hub | Digital Learning - Career Edge

g41.tcsion.com/LX/contents/content_home?content_player=true&org_id=1016&TargetOrgid=3876&usrorgid=1016&LaunchFrom=iHUB&User-Agent=Computer&c_id=c...

TCS iON | Digital Learning Empowering Learning Outcomes

Career Edge - Knockdown the Lockdown : Batch 01

TABLE OF CONTENTS

- Etiquette
 - Introduction - Learn Corporate Telephone Etiquette
 - Lesson - Learn Corporate Telephone Etiquette
 - Conclusion - Learn Corporate Telephone Etiquette
 - Learn Corporate Telephone Etiquette**
- DAY 11: Understand Accounting Fundamentals
- DAY 12: Gain Foundational Skills in IT

Learn Corporate Telephone Etiquette

Total Marks: 10.0 | Pass Marks: 4.0 | Attempts Taken: 01 | Duration: 10 Mins | Start Time: 15 May 2020 12:00 AM TO 14 Jul 2020 12:00 AM | View Assessment Analysis At the End of Assessment | Already cleared assessment.

My Attempts
Attempted On: 21 May 2020 08:42 AM Attempted Duration (Submission Time): 0:42:33 hrs(08:47 AM) Marks Obtained: 8.0/10.0 Status: Pass Action: View Result

Activate Windows
Go to Settings to activate Windows.

Search the web and Windows

8:47 AM 5/21/2020

TCS iON Digital Learning Hub | Digital Learning - Career Edg

g41.tcsion.com/LX/contents/content_home?content_player=true&org_id=1016&TargetOrgid=3876&usrorgid=1016&LaunchFrom=iHUB&User-Agent=Comput...

TCS iON | Digital Learning Empowering Learning Outcomes

Career Edge - Knockdown the Lockdown : Batch 01

TABLE OF CONTENTS

- DAY 11: Understand Accounting Fundamentals
 - 11 Accounting...
 - DAY 12: Gain Foundational Skills in IT
 - DAY 13: Understand Artificial Intelligence (AI) - Part 1**
 - Lesson - Understand Artificial Intelligence (AI) - Part 1
 - DAY 14: Understand Artificial Intelligence (AI) - Part 2
 - DAY 15: Assessment
 - Final Assessment

Unit- DAY 11: Understand Accounting Fundamentals

EOY Closure

The accounts are not closed at the end of the accounting year, their balances are automatically carried forward to the next accounting year.
In case of revenue and expense accounts, the balances are cleared to income/expense summary account. The net amount is then moved to retained earnings, which is the part of total capital contributed of a company.

00:21 / 00:21 | 95% | Next | 21 of 22 | Activate Windows | Go to Settings to activate Windows | Comment

2202 Comment(s)

Search the web and Windows

9:23 AM 5/21/2020

FilePlus - [C:\Users\33317\Desktop\Sample.html]

File Edit View Search Document Project Tools Window Help

Directory Options

D:\

Laptop_Backup SoftwareAndGames Udipus old files

template.java

```
1 <html>
2   <head>
3     <style>
4       .rowpattern {
5         background-color:#ADD8E6;
6       }
7     </style>
8
9     <script>
10    function checkvalues(){
11      var lAge = document.getElementById("f2").value;
12      var lGender = document.getElementById("f3").value;
13      var lUnderage=0;
14
15      if(lGender==1 && lAge<18)
16        (alert("Underage..!!")); lUnderage+=1;
17
18      if(lGender==2 && lAge<18)
19        (alert("Underage..!!")); lUnderage+=1;
20
21      if (lUnderage==0)
22        alert("Age is fine");
23    }
24  </script>
25 </head>
26
27 <body class="rowpattern">
28 <div style="text-align:center; width:500">
29
30   <table border="1" align="center">
31     <tr>
32       <td>Row 1 Col 1</td>
33       <td>Row 1 Col 2</td>
34     </tr>
35   </table>
36   <table border="1" align="center">
37     <tr>
38       <td>Row 2 Col 1</td>
39       <td>Row 2 Col 2</td>
40     </tr>
41   </table>
42
43 </div>
44 </body>
45 </html>
```

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In 25 col \$ 68

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Day 10-unit

Learn Corporate Telephone Etiquette

* Create first impression.

- Be Alert
- Be Pleasant
- Be Expressive
- Be Distinctive.

* Do's of Telephone Etiquette

- Identify yourself to the caller at the beginning of the call
- Answer the call within 2 rings, with a smile
- Use considerate phrases
- Be a helpful as you can

* Don'ts of Telephone Etiquette

- Don't blurt
- Don't speak negatively
- Don't sound way
- Don't be impatient and rude
- Don't leave the caller onhold for long.

* Phrases for making phone calls

- 1) Introductory phrases
- 2) Leaving messages for an unavailable person

- 3) Dealing with connection errors
- 4) Closing the call

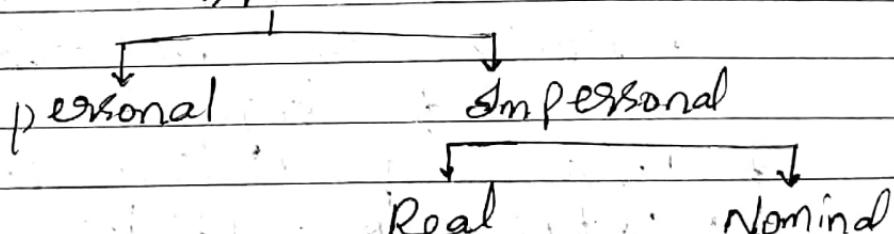
* Phrases for Receiving phone calls

- 1) answering the call
- 2) asking the name of the caller
- 3) Asking the caller to hold the line
- 4) Responding to the caller
- 5) closing the call

- * Taking messages
- * placing the call on Hold
- * Voice mail Etiquette
- * Guidelines for telephone Etiquette
- * Telephone courtesies

Day 11 - unit understand Accounting fundamentals

- * Basic of accounting
- * Accounting Cycle
- * Double Entry System of Accounting
- * Account classification



- * Journals and Ledgers
- * Accounting Assumptions
- * Accounting principles and concepts
- * Modifying principles
- * Final Accounts
- * Income Statement
- * Revenues and Expenses

Ways to
Data
Integration

- * Balance Sheet
- * Assets
- * Liabilities
- * Stockholder's Equity (owner's equity)
 - Revenue
 - Equity
- * Debit and Credit Rules
- * Cash flow Statement
- * Adjusting Entries
- * EOY Closure
- * Accounting Standards

unit - Day 12

Gaining Foundational Skills in IT

- * Basic IT Skills
- * Design factors
 - Algorithms
 - Design patterns
 - web Application flow
 - One Digital Skill
- * Pointers
- * Basics of HTTP / web application
- * IT Competencies
 - Basics of HTML / JS / CSS
 - Demystify Digital competencies / AI
 - Data warehousing

Date:	21-05-2020	Name:	POOJA K S
Course:	Python programming	USN:	4AL17EC070
Topic:	Python exercise with python and MySQL: Interactive English Dictionary and Data Analysis with Pandas	Semester and section:	6 th sem and B sec

```

<html>
    <head>
        <style>
            .somepattern {
                background-color:#ADD8E6;
            }
        </style>
        <script>
            function checkvalues(){
                var lAge = document.getElementById("lAge").value;
                var lGender = document.getElementById("lGender").value;
                var lUnderage=0;

                if(lGender==1 && lAge<21)
                    (alert("Underage..!!")) lUnderage+=1;

                if(lGender==2 && lAge<18)
                    (alert("Underage..!!")) lUnderage+=1;

                if (lUnderage==0)
                    alert("Age is fine");
            }
        </script>
    </head>
    <body class="somepattern">
        <div style="text-align:center; width:504">
            <table border="1" align="center">
                <tr>
                    <td>Row 1 Col 1</td>
                    <td>Row 1 Col 2</td>
                </tr>
                <tr>
                    <td>Row 2 Col 1</td>
                    <td>Row 2 Col 2</td>
                </tr>
            </table>
        </div>
    </body>
</html>

```

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```

101. Making the App
> exercise-project-mysql
exercise.py
import mysql.connector

con = mysql.connector.connect(
    user = "ardit700_student",
    password = "ardit700_student",
    host = "108.167.140.122",
    database = "ardit700_pmdatabase"
)

cursor = con.cursor()
word = input("Enter a word: ")

query = cursor.execute("SELECT * FROM Dictionary WHERE Expression = '%s'" % word)
results = cursor.fetchall()

if results:
    for result in results:
        print(result[1])
else:
    print("No word found!")

No word found!
mardit exercise-project-mysql % python3 exercise.py
[]
No word found!
mardit exercise-project-mysql % python3 exercise.py
Enter a word: rain
Precipitation in the form of liquid water drops with diameters greater than 0.5 millimetres.
To fall from the clouds in drops of water.
mardit exercise-project-mysql % python3 exercise.py
Enter a word: rainn

```

Activate Windows
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107. Loading CSV Files

```
In [1]: import os
os.listdir()

Out[1]: ['.ipynb_checkpoints',
'supermarkets.csv',
'supermarkets.json',
'supermarkets.xlsx',
'supermarkets_commas.txt',
'supermarkets_semi-colons.txt',
'Untitled.ipynb']

In [2]: import pandas

In [4]: df1=pandas.read_csv("supermarkets.csv")
df1
```

	ID	Address	City	State	Country	Name	Employees
0	1	3666 21st St	San Francisco	CA 94114	USA	Madeira	8
1	2	735 Dolores St	San Francisco	CA 94119	USA	Brady Shop	15
2	3	332 Hill St	San Francisco	California 94114	USA	Super River	25
3	4	3995 23rd St	San Francisco	CA 94114	USA	Ben's Shop	10
4	5	1056 Sanchez St	San Francisco	California	USA	Sanchez	12
5	6	551 Alvarado St	San Francisco	CA 94114	USA	Richvalley	20

The Python Mega Course: Build 10 Real World Applications

Course content

- 118. Updating and Adding new Columns and Rows
- 119. Note on Nominatim
- 120. Example: Geocoding Addresses with Pandas and Geopy

Section 16: NumPy

Section 17: Application 2: Create Webmaps with Python and Folium

Section 18: Fixing Programming Errors

Section 19: Application 3: Build a Website Blocker

About this course

A complete Python course for both beginners and intermediates! Master Python 3 by making 10 amazing Python apps.

21/05/2020

Section 14: ~~10~~

Day - 04:

Section 14: Project Exercise with
Python and MySQL: Interactive
English dictionary

1) making the app

SQL statements

1) query = ~~cursor~~.execute

"Select * From Dictionary
WHERE Expression"

• "Select = From Dictionary WHERE
Expression LIKE '%air%'"

• "Select = From Dictionary WHERE
Expression LIKE '%ain%'"

• "SELECT = FROM Dictionary WHERE
length(Expression) = 4"

Section 15:

~~Introduction to Pandas~~

2) Data Analysis with Pandas

• Pandas

• Installing pandas

• Getting started with pandas

* Define mean

• Getting started with jupyter
Notebooks

• Loading CSV files

• Loading JSON files

{ *MyData* }

1) import pandas
2) df = pd.read_csv("super
market.csv")

- * Loading TXT Files
- * Set Header Row
- * Set Column names
- * Set Shallow column
- V Indexing and Slicing
- * De