**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21/05/2020** | **Name:** | **PREETHAM S RAI** |
| **Course:** | **TCSION CAREER COURSE** | **USN:** | **4AL18EC040** |
| **Topic:** | **DAY 7:learn corporate telephone**  **etiquette.**  **DAY 8:understand accounting**  **fundamentals.**  **DAY 9:gain foundational skills** | **Semester & Section:** | **4 th sem Asection** |
| **Github Repository:** | **Psraipreetham** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report – Report can be typed or hand written for up to two pages.**  **Topic1**  **Learn corporate telephone etiquette**  **essential guidelines about telephone etiquette .**  **the difference between the formal and informal communication.**  **learn to take a calls And messages.**  **learn to place calls on hold.**  **Use appropriate phrases and expressions.**  **Topic 2**  **Understand accounting fundamentals**  **accounting cycle,aspects and 4 assumption.**  **Accounting principles and concepts.**  **modifying principles,final accounts, income statements, balance sheet, assets,**  **liabilities,revenue and expenses.**  **stockholders equity, debit and credit rules, cash flow statement, adjusting**  **Entries,EOY closure and accounting standards.**  **Topic 3**    **Gain foundational skills in IT Lecture on Recruiter's expectation.**  **To impress an interviewee we need to focus on some extra unique talents like Knowledge of Basic Algorithm Design patterns One digital skill**  **Web application flow Also remembers us to spend time on our final year project and to choose our**  **project wisely.** |

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| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.** | | | |