**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21 MAY 2020** | **Name:** | **shradha** |
| **Course:** | **TCS-ION CAREER EDGE** | **USN:** | **4AL17EC088** |
| **Topic:** | **1. LEARN CORPORATE TELEPHONE ETIQUETE**  **2.UNDERSTANDING ACCOUNTING FUNDAMENTALS**  **3.GAIN FOUNDATIONAL SKILLS IN IT** | **Semester & Section:** | **IV SEM & A SECTION** |
| **GitHub Repository:** | **Shradha-courses** |  |  |

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| **FORENOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  There are three topics focused today. They are;  **1.LEARN CORPARATE TELEPHONETELEPHONE ETIQUETTE :**   * Do's and Don'ts of Telephone Etiquette. * Dealing with connection -Formal /Informal. * Closing the call -Formal/Informal. * Answering the call -Formal/Informal. * Do's and Don'ts of voice mail.   **2.UNDERSTAND ACCOUNTING FUNDAMENTALS :**   * Accounting cycle. * Double entry system of accounting. * Journals and Ledgers. * Income statements , Revenue and Expenses. * Balance sheet and Assest. * Debit and Credit Rules.   **3.GAIN FOUNDATIONS SKILLS IN IT:**   * What do recruiters expect? * Basics of HTTP. * Basics of HTML/JS/CSS. * Demystify digital competencies/AI. * Data Warehousing. | | | |
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| **Date:21 MAY 2020** |  | **Name:shradha** |  |
| **Course: PYHTHON** |  | **USN: 4AL17EC088** |  |
| **Topic:1.PROJECT EXERCISE WITH PYTHON AND MSSQL:INTERACTIVE ENGLISH DICTIONARY .**  **2.DATA ANALYSIS WITH PANDAS** |  | **Semester & Section: IV SEM & A SECTION** |  |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session** | | | |
| **Report – Report can be typed or hand written for up to two pages.**  **TOPICS LEARNT:**  **1.PROJECT EXERCISE WITH PYTHON AND**  **MSSQL : INTERACTIVE ENGLISH DICTIONARY ;**   * Intro to the App. * Making the App.   **2.DATA ANALYSIS WITH PANDAS:**   * Getting started with Pandas. * Getting started with Jupyter notebook. * Loading CSV files. * Indexing and Slicing. * Deleting Columns and Rows. * Updating and Adding new columns and rows. * Geocoding addresses with Pandas and Geopy. | | | |