**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21-may-2020** | **Name:** | **Sindhu S** |
| **Course:** | **TCS ion – Softskills** | **USN:** | **4AL18EC049** |
| **Topic:** | 1.learn corporate telephone etiquette  2.understand accounting fundamentals | **Semester & Section:** | **4th sem. & ‘A’ sec.** |
| **Github Repository:** | **Sindhu-course** |  |  |

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| **FOR NOON SESSION DETAILS** |
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| .  **Unit1: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.**  **Unit2: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.** |

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| **Date:** | **21-May-2020** | **Name:** | **Sindhu s** | |
| **Course:** | **Python from Udemy** | **USN:** | **4AL18EC049** | |
| **Topic:** | **1.Project exercise with python and MySQL :interactive English dictionary**  **2.data analysis with pandas** | **Semester & Section:** | **4th sem. & ‘A’ sec.** | |
| **AFTERNOON SESSION DETAILS** | | | |
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| **Report :**  **Unit1: Project exercise with python and MySQL :interactive English dictionary**  **\* Introduction and making app.**  **\* example used in the SQL statement in python code.**  **Unit2:Data analysis with pandas**  **\* Installing pandas, Ipython and Xlrd with pip and pip3.**  **\*Enhanced python interactive she'll.**  **\* Loading csv files, JSON files, Excel files and TXT files.**  **\* Set header row, column name and index column.**  **\* geocoding Address.** | | | |