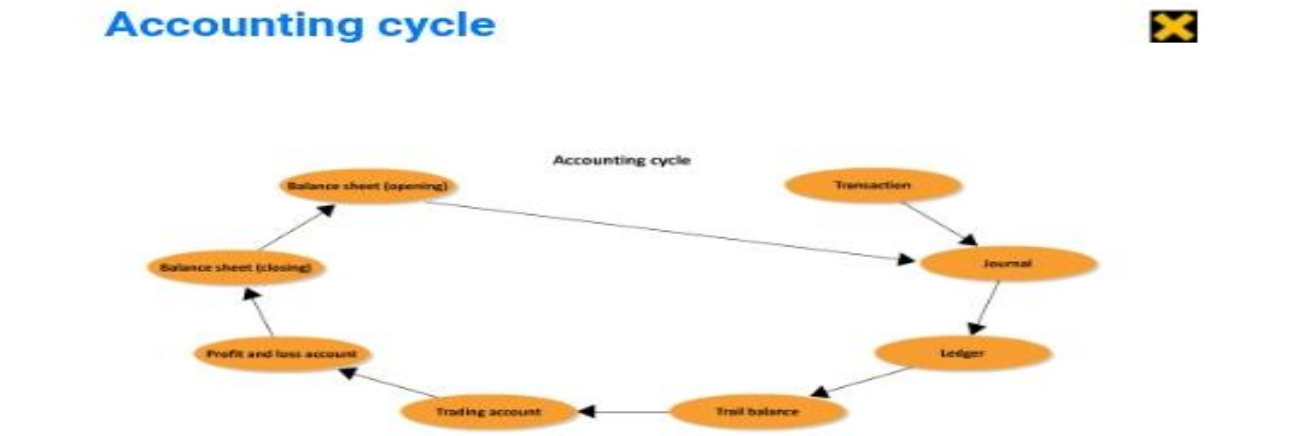
DAILY ASSESSMENT FORMAT

Date:	21h May 2020	**Name:**	Soundarya NA
Course:	TCS ION	**USN:**	4AL16EC077
Topic:	Learn Corporate Telephone Etiquette Understand Accounting Fundamentals Gain Foundational Skills in IT	**Semester & Section:**	8th - B
Github Repository:	Soundaryana-courses		

FORENOON SESSION DETAILS

Image of session



Report:

Learn Corporate Telephone Etiquette:

Introduction: It is a popular belief, that the first impression is a reflection of you and the work you do. It is an art which can be mastered to build stronger customer relationships.

Objectives:

- Attend and make calls in a professional manner
- Create a good first impression
- Observe good telephone etiquette
- Speak with clarity over the phone
- Take or give voice mail messages
- Avoid negative expressions

Telephone Etiquette: Identify yourself to the caller at the beginning of the call. Answer the call within 2 rings, with a smile. Help the caller by providing correct information or transferring the call to the correct person/department. Use considerate phrases. Be as helpful as you can. Ask the purpose of the call. Transfer the call if required. Ask the caller's name and number while taking down a message.

Taking messages is an art and it should be done accurately by taking notes on paper. Keep your stationary ready. Write neatly. Note the urgency messages etc.

Voicemail Etiquette: Voicemails are digital recordings of incoming and outgoing voice messages. The Voicemail System allows the caller to convey a message even in the absence of the called person. It is very important to create an appropriate voicemail greeting. The following points should be taken into consideration while creating a proper voicemail greeting.

Conclusion: Clarity over the phone is a must. Engage in positive conversation. Make the caller feel important. Be courteous and concise.

Understand Accounting Fundamentals:

Introduction: Accounting is a system which collects and processes financial information of a business. Accounting is called a language of business. The need of business for recording transactions in systematic manner has given rise to book-keeping. Only transactions related to business expressible in money terms are recorded.

Account Assumptions:

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

Accounting Principles and Concepts:

- Dual aspect principle
- Revenue realization concept

- Historical cost concept
- Matching concept
- Full disclosure concept
- Verifiable and Objective evidence concept
- Cost-benefit principle
- Materiality principle
- Consistency principle
- Prudence principle

Accounting Standards:

- International Accounting Standards Committee (IASC)
    1. Setup in 1973
    2. To formulate the accounting standards
    3. It minimizes differences in accounting
- IASC became IASB (B for Board) in 2003
    1. Proposed new IFRSs
    2. Some IASs amended/replaced with new IFRSs

In India, the institute of Chartered Accountants of India (ICAI) constitute Accounting Standard Board (ASB) to formulate and issue accounting standards.

Gain Foundational Skills in IT:

Introduction: Interviewees seem to knowledge on various technologies like active directory, natural language processing, internet of things (IOT). Most of this knowledge is superficial and not really working knowledge.

Pointers: Spend time on final year project. Communicate your technical strengths upfront. Accept what you don't know. Give logical paths to get to the solution. Communicate efficiency.

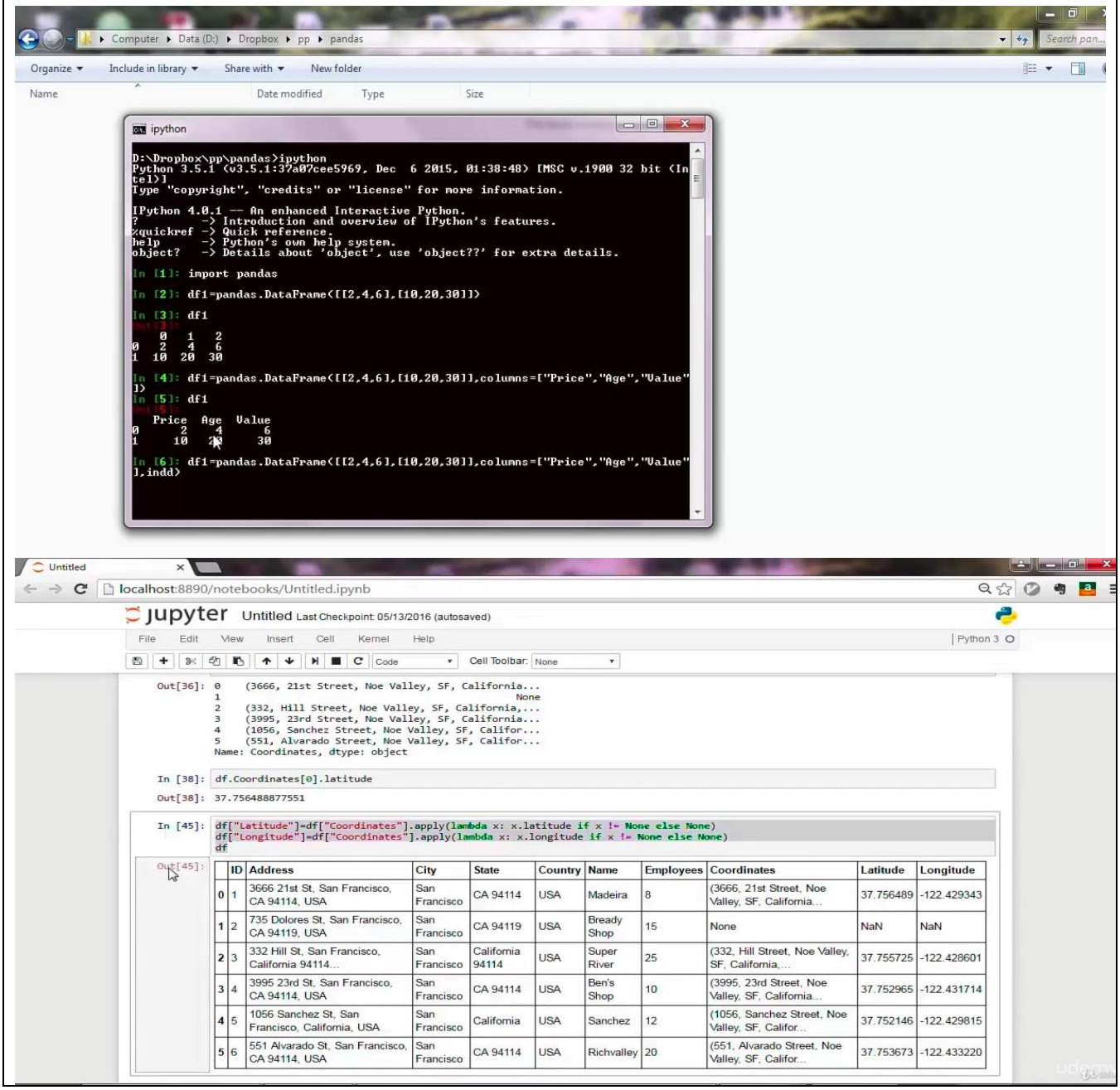
Delight Factor:

- Basic algorithms
- One digital skill
- Design patterns
- Web application flow

Date:	21th May 2020	**Name:**	Soundarya NA
Course:	UDEMY	**USN:**	4AL16EC077
Topic:	PYTHON: Project Exercise with Python and MySQL: Interactive English Dictionary Data Analysis with Pandas	**Semester & Section:**	8th - B

AFTERNOON SESSION DETAILS

Image of session



Report:

Project Exercise with Python and MySQL: Interactive English Dictionary:

Code:

```
import mysql.connector
con=mysql.connector.connect(
user = “ardit700_student”,
password = “ardit700_student”,
host = “108.167.140.122”,
database = “ardit700_pmldatabase”
)
cursor = con.cursor()
word = input(“Enter a word:”)
query = cursor.execute(“SELECT * FROM Dictionary WHERE Expression = ‘%s’ “ %word)
eesults = cursor.fetchall()
if results:
    for result in results:
        print(results[1])
else:
    print(“No word found!”)
```

In the Python code given the SQL statement is:

```
query = cursor.execute(“SELECT * FROM Dictionary WHERE Expression = ‘%s’ “ %word)
```

The statement retrieved all the rows of the dictionary table where the value of the column expressions was rain. The string inside cursor.execute() is SQL code that Python sends to the database. That kind of language is understtod by the database.

Some examples of SQL queries that you can try out from within Python script just like we had previously:

- Get all rows where the value of the column expression starts with rain
- Get all rows where the value of the column expression starts with r
- All rows where the length of the value of the column expression is less than four characters
- All rows where the length of the value of the column expression is four characters
- All rows of column definition where the value of the column expression starts with r

Data Analysis with Pandas:

What is pandas?

Pandas is a Python library to deal with sequential and tabular data. It includes many tools to manage, analyze and manipulate data in a convenient and efficient manner. We can think of its data structures as akin to database tables or spreadsheets.

Installing Python Pandas: To check the installation, Pandas comes with a test suite to test almost all of the codebase and verify that everything is working.

E.g.:

```
import pandas as pd
    pd.test()
```

What problem does Python Pandas solve?

Python Pandas works with homogeneous data series (1-Dimension) and heterogeneous tabular data series (2-Dimensions). It includes a multitude of tools to work with these data types, such as:

- Indexes and labels.
- Searching of elements.
- Insertion, deletion and modification of elements.
- Apply set techniques, such as grouping, joining, selecting, etc.
- Data processing and cleaning.
- Work with time series.
- Make statistical calculations
- Draw graphics
- Connectors for multiple data file formats, such as, csv, xlsx, hdf5, etc.

Code1:

```
import pandas as pd
s = pd.Series()
print(s)
```

Out[]:

```
Series([], dtype: float64)
```

Code2:

```
import pandas as pd
s = pd.Series([1, 2, 3, 4, 5, 6, 7])
print(s)
```

Out[]:

```
0   1
1   2
2   3
3   4
4   5
5   6
6   7
dtype: int64
```