**DAILY ASSESSMENT FORMAT**

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| **Date:** | **21 MAY 2020** | **Name:** | **VAISHNAVI M** |
| **Course:** | **TCS-ION CAREER EDGE** | **USN:** | **4AL18EC055** |
| **Topic:** | **1.LEARN CORPORATE TELEPHONE ETIQUETTE**  **2.UNDERSTAND ACCOUNTING FUNDAMENTALS**  **3. GAIN FOUNDATIONAL SKILLS IN IT** | **Semester & Section:** | **IV SEM & A SECTION** |
| **GitHub Repository:** | **vaishnavi-manjunath** |  |  |

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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 CORPORATE TELEPHONE ETIQUETTE:**  **In this module we learnt how to:**   * Attend & make calls in a professional manner. * Create a good first impression. * Speak with clarity over the phone. * Use appropriate phrases and expressions. * Avoid negative expressions. * Take or give voice mail messages.   **2.UNDERSTAND ACCOUNTING FUNDAMENTALS:**   * Introduction to accounting. * Accounting cycle:  1. Transaction 2. Journal 3. Ledger 4. Trail balance 5. Trending account 6. Profit and loss account 7. Balance sheet  * Double entry system of accounting. * Account classification:  1. Personal 2. Impersonal  * Modifying principles. * Accounting assumptions.   **3.GAIN FOUNDATIONAL SKILLS IN IT:**  **In this module we learnt:**   * What do recruiters expect * Demystify digital competencies * Student management system * Data warehousing | | | |
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| **Date:21 MAY 2020** |  | **Name: VAISHNAVI M** |  | |
| **Course: PYHTHON** |  | **USN: 4AL18EC055** |  | |
| **Topic: 1. PROJECT EXERCISE WITH PYTHON AND MYSQL.**  **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 MYSQL**   * Introduction to the app * Making the app * More SQL statements   **2.DATA ANALYSIS WITH PANDAS**   * What is pandas? * Installing pandas * Getting started with pandas * Getting started with Jupyter notebooks * Loading CSV files * Loading excel files * Loading TXT files * Set header row * Indexing and slicing * Updating and adding new columns and rows * Example: Geocoding addresses with pandas and geopy | | | |