**DAILY ASSESSMENT FORMAT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | 21st May 2020 | **Name:** | Varshini MN |
| **Course:** | TCSion | **USN:** | 4al16ec089 |
| **Topic:** | 1.Learn Corporate Telephone etiquette  2.Understanding Accounting Fundamentals  3.Gain Foundation Skills in it IT | **Semester & Section:** | 8th B |
| **Github Repository:** | varshinimn-test |  |  |

|  |
| --- |
| **FORENOON SESSION DETAILS** |
| **Image of session**  **res.PNG**  **f1.PNG** |
| **Report**  **Learn Corporate Telephone etiquette**  **Objectives:**   * Attend and make calls in a professional manner * Create a good first impression * Observe good telephone etiquette * Use appropriate phrases and expressions * Speak with clarity over the phone * Take messages for others, put calls on hold or arrange for call backs   **Do’s of 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 * Be courteous and respectful to the caller * Use considerate phrases * Be as helpful as you can   **Don’ts of Telephone Etiquette:**   * Don’t bluff * Don’t speak negatively * Don’t sound weary * Don’t be impatient * Don’t leave the caller on hold for long   **Taking messages:**  **Taking message is an art and it should be done accurately.**   * Take notes on paper * Keep your stationary ready * Jot down important information * Write neatly * Verify details of the contact person * Repeat the noted message for confirmation * Note the urgency of the message   **Voicemail Etiquette:**   * Leave a polite and professional message * Leave a clear and understandable message * Leave your contact details twice: at the beginning and at the end of your message * Call back at the given address as soon as possible * Limit your message to 85-90words   **Summary:**   * Clarity over the phone is a must * Engage in positive conversation * Make the caller feel important * Always keep a smile in your tone/voice * Listen to the caller patiently * Be courteous and concise   **Understanding Accounting Fundamentals**  **Accounting:**  Accounting is a system which collects and processes financial information of a business.  It is called language of business.  **Journals:**  It is a process of making entries in the books. These are base for ledgers.  **Ledgers:**  It is principal booking containing all the accounts.  **There are four accounting assumptions:**   * Accounting entity assumption * Money measurement assumption * Accounting period principle * Going concern assumption   **Final accounts:**   * It shows the profitability and financial soundness of the business * Prepared at the end of the year   **Assets**  **Assets are the resources that company owns**   * Cash in bank * Securities * Motor vehicles * Accounts receivable * Prepaid expenses   **Gain Foundation Skills in it IT**  **What do recruiters expect?**  **Basic IT Skills**   * Any one programming language * OOPs concepts-Relate to real world coding examples * SQL * HTML * JS * CSS * Basic algorithms one digital skill(big data,AI,IOT) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:21stMay** | **Name:Varshini MN** |  |  |
| **Course:Udemy** | **USN:4al16ec089** |  |  |
| **Topic:Python** | **Sem and Section: 8th B** |  |  |
| **AFTERNOON SESSION DETAILS** | | | |
| **Image of session**  **p1.PNGp2.PNG** | | | |
| **Report**  **Loop over colors code**  from numpy import \*  from pylab import show,plot  from scipy.special import erfinv  n = 366 #number of days  ntrials = 5000  u = random.rand(ntrials)  v = sqrt(2.)\*erfinv(2.\*u-1.)  mu = 0  sigma = .05  investment = 1000.  data = empty((ntrials,n))  data[:,0] = investment  for t in range(n-1):  u = random.rand(ntrials)  v = sqrt(2.)\*erfinv(2.\*u-1.)  epsilon = v  data[:,t+1] = (1. + mu +sigma\*epsilon)\*data[:,t]  data2 = data.sum(axis=0)  woo = data2[-1]/ntrials  data3 = data2[-1]  x = linspace(0,n,n)  for t in range(n):  plot(x,data[t,:])  show()  **Loops:**  Very often we will want to scan through a string one character at a time. A for loop like the onebelow can be used to do that. It loops through a string called s, printing the string, character bycharacter, each on a separate line:  for i in range(len(s)):  print (s[i])  In the range statement we have len(s) that returns how long s is. So, if s were 5 characters long, this would be like having range(5) and the loop variable i would run from 0 to 4. This means that s[i] will run through the characters of s. This way of looping is useful if we need to keep track of our location in the string during the loop. | | | |