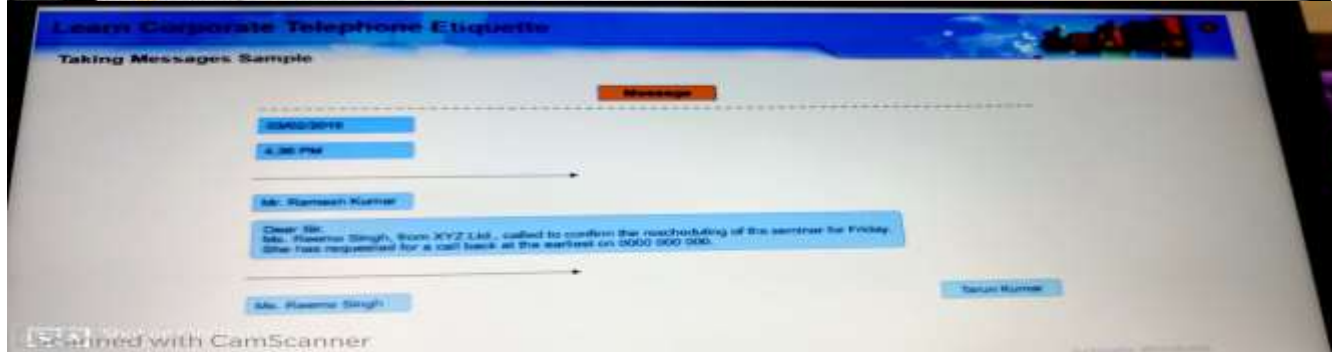
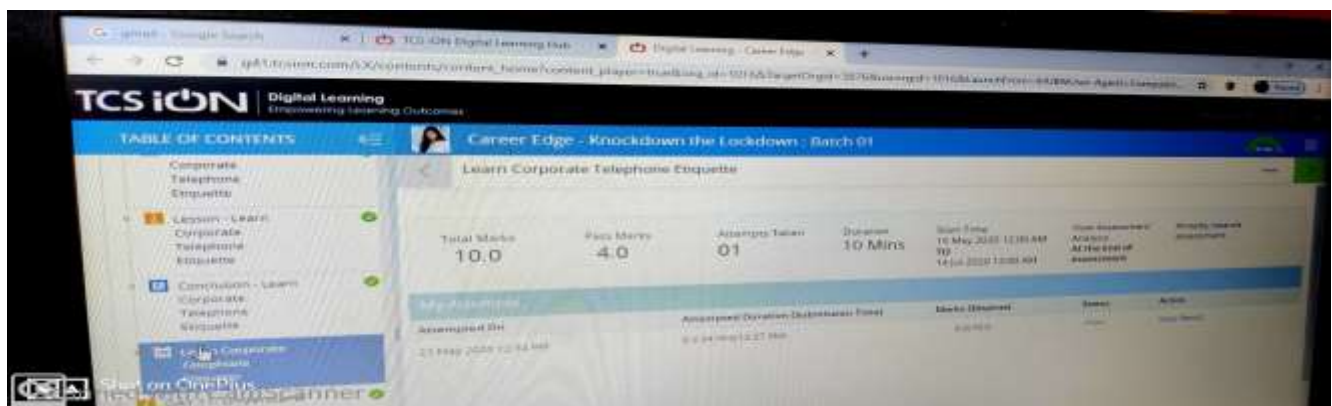
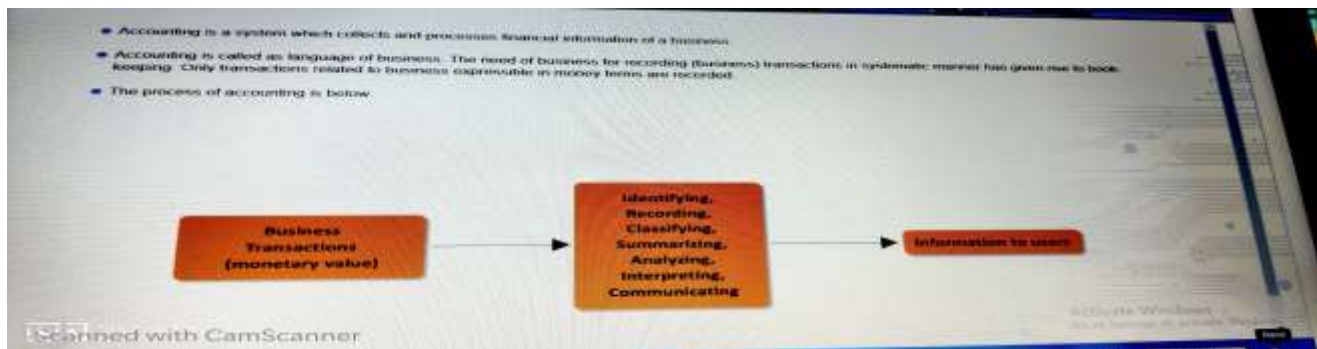


DAILY ASSESSMENT FORMAT

Date:	21 may 2020	Name:	Yamunashree N
Course:	Tcs ion Career Edge	USN:	4AL17EC097
Topic:	LEARN CORPORATE TELEPHONE ETIQUETTE, UNDERSTAND ACCOUNTING FOUNDATION, GAIN FOUNDATIONAL SKILLS IN IT	Semester & Section:	6 th sem B sec
Github Repository:	yamunashree-courses		

FORENOON SESSION DETAILS

Image of session



Learn Corporate Telephone Etiquette :-

Day 4

How to create first impression :-

Remember A P E N D

Be alert

Be Pleasant

Be Expressive

Be Natural

Be Distinctive

Do's

- Identify yourself to the caller at the beginning of the call
- Answer the call within 2 rings, with a smile
- Be courteous and respectful to the caller
- Use considerate phrases
- Be as helpful as you can
- Ask the purpose of the call
- Acknowledge the caller's queries
- Transfer the call if required

Don't's

- Don't bluff
- Don't speak negatively
- Don't sound weary
- Don't be impatient and rude

Phrases for Making Phone Calls :-

1) Introductory Phrases

2) Leaving Message for an unavailable person

3) Dealing with Connection Errors

- 4) Closing the call
- 5) Signaling the call
- 6) Asking the name of the caller
- 7) Asking the caller to hold the line
- 8) Responding to the caller

Taking Messages:

Take notes on paper

Keep your stationery ready

Get down imp information

Write neatly

Verify the details of the contact person

Note the urgency of the message

What is voicemail?

Voicemail 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.

Do's

- Leave a polite and professional message
- Leave a clear and understandable message
- Call back at the given address as soon as possible
- Limit your message to 85-90 words
- Check your mails twice in a day.

Don't's

- Don't make/create any sort of noise/background music
- Don't talk to others while recording/leaving a msg
- Don't mention deadline for a call back.

Essential Guidelines for telephone Etiquette

- Answer the phone promptly
- Identify your organization and then yourself
- Show your genuine interest in the caller
- Listen patiently

Summary

- Clarity over the phone is must
- Engage in positive conversation
- Make the caller feel important
- Listen to the caller patiently
- Be courteous and concise
- Never sound harsh and uninterested
- Avoid shouting

Understand Accounting Fundamentals

Accounting is called as language of Business. The need of business for recording transactions in systematic manner has given rise to book-keeping.

Double entry system of Accounting:-

- Each amount recorded in at least two account
- > Debit aspect
- > Credit aspect

$$\text{Assets} = \text{Liabilities} + \text{Shareholder's Equity}$$

Accounting Assumption :-

- > Accounting Entity Assumption

Money Measurement Assumption

Accounting Period Principle

Going Concern Assumption

Principles and Concepts :-

Dual Aspect principle

Periodic Realisation Concept

Historical Cost concept

Matching concept

Full Disclosure Concept

Verifiable and Objective Evidence Concept

Date:	21 may 2020	Name:	Yamunashree N
Course:	Python Programming	USN:	4AL17EC097
Topic:	Project excersice with python and MySQL: interactive English dictionary Data analysis with Pandas	Semester & Section:	6 th sem B sec

AFTERNOON SESSION DETAILS

Image of session

3	4	3995 23rd St, San Francisco, CA 94114, USA	San Francisco	CA 94114	USA	Ben's Shop	10
4	5	1056 Sanchez St, San Francisco, California, USA	San Francisco	California	USA	Sanchez	12
5	6	551 Alvarado St, San Francisco, CA 94114, USA	San Francisco	CA 94114	USA	Richvalley	20

```
In [31]: df["Coordinates"] = df["Address"].apply(nom.geocode)
df
c:\users\marius.grete-pc\appdata\local\programas\python\python35-32\lib\site-packages\geopy\geocoders\tomtom.py in _call_geocode
r(self, url, timeout, raw, requester, deserializer, **kwargs)
142     try:
--> 143         page = requester(req, timeout=(timeout or self.timeout), **kwargs)
144     except Exception as error: # pylint: disable=40793
145         raise error

c:\users\marius.grete-pc\appdata\local\programas\python\python35-32\lib\urllib\request.py in urlopen(url, data, timeout, cafil
e, capath, cadefault, context)
161     opener = _opener
--> 162     return opener.open(url, data, timeout)
163
c:\users\marius.grete-pc\appdata\local\programas\python\python35-32\lib\urllib\request.py in open(self, fullurl, data, timou
t)
464
--> 465     response = self._open(req, data)
466
c:\users\marius.grete-pc\appdata\local\programas\python\python35-32\lib\urllib\request.py in _open(self, req, data)
482     result = self._call_chain(self.handle_open, protocol, protocol +
```

```
In [1]: import os
os.listdir()
```

```
Out[1]: ['.ipynb_checkpoints',
'supermarkets.csv',
'supermarkets.json',
'supermarkets.xlsx',
'supermarkets_comeas.txt',
'supermarkets_semi-colons.txt',
'untitled.ipynb']
```

```
In [2]: import pandas
```

```
In [4]: df1=pandas.read_csv("supermarkets.csv")
df1
```

```
Out[4]:
```

	ID	Address	City	State	Country	Name	Employees
0	1	3666 21st St	San Francisco	CA 94114	USA	Madera	8
1	2	735 Dolores St	San Francisco	CA 94119	USA	Bready Shop	15
2	3	332 Hill St	San Francisco	California 94114	USA	Super River	25
3	4	3995 23rd St	San Francisco	CA 94114	USA	Ben's Shop	10
4	5	1056 Sanchez St	San Francisco	California	USA	Sanchez	12
5	6	551 Alvarado St	San Francisco	CA 94114	USA	Richvalley	20

```
In [2]: import pandas
```

```
In [3]: df=pandas.read_csv("C:\\out\\Concatenated.csv")
df
```

```
Out[3]:
```

	Year	Month	Day	Hour	Temp	DewTemp	Pressure	WindDir	WindSpeed	Sky	Precip1	Precip6	ID
0	1990	1	1	0	-9999	-9999	NaN	NaN	NaN	NaN	NaN	NaN	NaN
1	1990	1	1	3	-5	-6	NaN	NaN	NaN	NaN	NaN	NaN	NaN
2	1990	1	1	6	-3	-4	NaN	NaN	NaN	NaN	NaN	NaN	NaN
3	1990	1	1	9	-3	-4	NaN	NaN	NaN	NaN	NaN	NaN	NaN
4	1990	1	1	12	4	3	NaN	NaN	NaN	NaN	NaN	NaN	NaN
5	1990	1	1	15	2	1	NaN	NaN	NaN	NaN	NaN	NaN	NaN
6	1990	1	1	18	6	5	NaN	NaN	NaN	NaN	NaN	NaN	NaN
7	1990	1	1	21	4	3	NaN	NaN	NaN	NaN	NaN	NaN	NaN
8	1990	1	2	0	11	10	NaN	NaN	NaN	NaN	NaN	NaN	NaN
9	1990	1	2	3	4	3	NaN	NaN	NaN	NaN	NaN	NaN	NaN

Project exercise with Python and MySQL: Interactive English Dictionary

Day 4

```
import mysql.connector
con = mysql.connector.connect(
    user = "credit700-student",
    password = "credit700-student",
    host = "108.167.140.122",
    database = "credit700-pm1database"
)
cursor = con.cursor()
query = cursor.execute("SELECT * FROM DICTIONARY")
result = cursor.fetchall()
print(result)
```

What is Pandas:-

Pip install pandas or pip3 install pandas

Pip install ipython or pip3 install ipython

Project exercise Loading JSON files

```
import pandas
df1 = pandas.read_csv("supermarkets.csv")
```

Get:- supermarkets.json

Loading Excel files

ModuleNotFoundError: No module named 'xlrd'

pip install xlrd

or
pip3 install xlrd

Note on Nominations

nominations() currently has a bug.

from geopy.geocoders import Nominatim

nom = Nominatim()

from geopy.geocoders import ArcGIS

nom = ArcGIS()

What is Numpy:-

```
import numpy
```

```
n = numpy.arange(27)
```

```
n
```

```
array of [0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26])
```

installing open cv

pip install opencv-python

```
import cv2
```

