TAMIL NADU OPEN UNIVERSITY

Chennai – 15

SPOT ASSIGNMENT - 1

Programme Code No	**: 155**
Programme Name	**: B.Com C.A – First Year**
Course Code & Name	**: BBCA 11 – Business Organization**
Batch	**: CY 2019**
No.of Assignment	**: One Assignment for Each 2 Credits**
Maximum Marks	**: 100**
Weightage	**: 25%**

Part – A (4 x 10 = 40 Marks)

Answer the following in 200 words each. Each question carries 10 marks

1.   Define a Sole proprietary concern. What are its features?

2.   What are the features of partnership?

3.   How are directors appointed in a Joint Stock Company?

4.   Distinguish between shares and debentures.

Part – B (2 x 30 = 60 Marks)

Answer any two of the questions given below in 1000 words each.

5.   Explain different forms of business organization.

6.   What is memorandum of association? What are its contents?

7.   What is prospectus? Explain its contents and importance.

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Maximum Marks   **: 100**
Weightage   **: 25%**

Part – A (4 x 10 = 40 Marks)

Answer the following in 200 words each. Each question carries 10 marks

1.   What are the objectives of government business concern?

2.   Explain the various kinds of partners.
3.   Describe the various steps in the promotion of a company.
4.   Define a debenture. Explain the different types of debentures.

Part – B (2 x 30 = 60 Marks)

Answer any two of the questions given below in 1000 words each.

5.   Business should have social responsibility – discuss.

6.   Explain different types of meeting.

7.   Co-operative societies are a better form of organization than partnership — discuss.

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Part – A (4 x 10 = 40 Marks)

Answer the following in 200 words each. Each question carries 10 marks

1. Define co-operative society. Explain its special features.

2. Explain the different stages of formation of a company.

3. What is Articles of Association? State its contents.

4. Explain the different kinds of shares.

Part – B (2 x 30 = 60 Marks)

Answer any two of the questions given below in 1000 words each.

5. What is resolution? Explain its different kinds.

6. "Business is our economic – institution operating in a socio-political environment" – Discuss.

7. Define a debenture. Explain the different types of debentures.

Programme Code No	: 155
Programme Name	: B.Com C.A – First Year
Course Code & Name	: BBCA 12 – Financial Accounting
Batch	: CY 2019
No.of Assignment	: One Assignment for Each 2 Credits
Maximum Marks	: 100
Weightage	: 25%

Part – A (4 x 10 = 40 Marks)

Answer the following in 200 words each. Each question carries 10 marks

8. State the Objectives of accounting.

9. What are the merits and demerits of straight line method of depreciation?

10. What is branch accounting?

11. On 25th April 1998, a fire occurred in office premises of a company. From the various books saved from the fire, the following data are at ascertained.

	Rs.
Stock on 01-01-1998	93,750
Purchases from 01-01-1998 to the date of fire	3,75,000
Wages	75,000
Manufacturing expenses	37,500
Sales from 01-01-1998 to the date of fire	5,62,500

The gross profit ratio for the past five years had averages 15% on sales. The stock salvaged was estimated at Rs. 28,125. Ascertain the amount of claim to be lodged in case of the loss of stock insured.

Part – B (2 x 30 = 60 Marks)

Answer any two of the questions given below in 1000 words each.

12. From the figures given below, prepare an income and expenditure account for 31.12.2007.

Receipts	Rs.	Payments	Rs.
To opening balance in hand	200	By Salaries	4,800
		By rent	500

at bank	1,600	By stationeries	200
To subscription		By National Savings	
2006	500	Certificates (NSC)	3,000
2007	8,300	By help to poor students	2,000
2008	600	By balance	
To sale of investments	2,000	in hand	300
To sale of old furniture	300	at bank	2,700
(Bank value Rs. 400)			
	13,500		13,500

13. A Golf Club has kept its accounts on cash basis and the figures for 1997 are given below, you are required to prepare Receipts and Payments Account for the year.

	Rs.
Entrance fees received	2,500
Subscription received	19,800
Green fees received	600
Expenses paid	27,250
Surplus on Bar A/c	7,500
Secretary's Honorarium	1,500
Cash in Hand (01-01-1997)	2,350
Locker rent received	500
Cost of Investment bought during the year	1,100

14. What are the steps involved in calculating claim for loss of stock and loss of profit?

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Weightage   : 25%

Part – A (4 x 10 = 40 Marks)

Answer the following in 200 words each. Each question carries 10 marks

1. Differentiate balance sheet and trial balance.

2. Dr. Kabra commenced practice as a Dentist, investing Rs.50,000 in equipment, on 1st January 1998. The Receipts and payments account for the year was as follows:

Receipts and Payments Account for the year ended 31.12.1998

Receipts	Rs.	Payments	Rs.
To Fees	1,00,000	By Rent	6,000
To Miscellaneous Receipts	200	By Salaries to Assistants	15,000
To Equipment Sold	4,000	By Journals	2,000
		By Library Books	6,000
		By Equipments Purchases	8,000
		By Drawings	50
		By Balance	
		At Bank	43,000
		In Hand	200
	1,04,200		1,04,200

Rs.3,000 of the fees were still outstanding. Equipment sold and purchased was on 1st October, 1998, the cost of the equipment sold being Rs.6,000. Depreciation p.a. on equipment is 20% and on Library Book's 5%. Salaries to assistants still payable is

Rs.2,000. Prepare the Receipts and Expenditure account and the Balance Sheet relating to 1998.

3. What are the steps involved in calculating claim for loss of stock and loss of profit?
4. Explain goods in transit and cash in transit.

Part – B (2 x 30 = 60 Marks)

Answer any two of the questions given below in 1000 words each.

16. What are the advantages of double entry system?

17. Explain the method of preparing self balancing ledger and its significance.

18. A firm has department Viz stores department and Food Production Department. The food items are made by the firm itself out of the groceries supplied by the stores department at its usual selling prices. From the following figure, prepare department trading, profit, and loss A/c for the year 2000.

	Stores Rs.	Food production Rs.
Opening stock	30,000	6,000
Purchases	2,25,000	3,000
Sales	2,50,000	75,000
Less : Transfer to food		
Production dept	50,000	-
Production expenses	-	8,500
Selling expenses	5,000	500
Closing stock	37,500	7,500

General expenses of the business as a whole came to Rs. 22,500 The stock in the food production department may be Considered as Consisting of 80% groceries and rest as expenses. The stores department made a gross profit of 25% in 1999.

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Maximum Marks	**: 100**
Weightage	**: 25%**

Part – B (2 x 30 = 60 Marks)

Answer any two of the questions given below in 1000 words each.

19.   Explain the meaning of double entry system

20.   Explain balance sheet.

21.   Explain the term 'compensating errors'.

22.   From the following information, prepare balance sheet.

	Rs.
Capital	5,00,000
Debentures	2,00,000
Assets	7,75,000
Other liabilities	1,00,000
Sundry creditors	50,000
Sundry debtors	1,00,000
Cash at bank	25,000
Profit	50,000

Part – A (4 x 10 = 40 Marks)

Answer the following in 200 words each. Each question carries 10 marks

23.   Journalise the following transactions.

(a)   Purchased goods on credit from Anbu Rs. 5,000

(b)   Goods returned by Babu Rs. 500

(c)   Sale of typewriter for Rs. 1,000

(d) Withdrew for domestic use Rs. 250

(e) Goods returned to Sujatha Rs. 1,000.

24. From the following balances, prepare trading, profit and loss account and balance sheet.

	Rs.		Rs.
Salaries	5,500	Creditors	9,500
Rent	1,300	Sales	32,000
Cash	1,000	Capital	30,000
Debtors	40,000	Loan	10,000
Trade expenses	600		
Purchases	25,000		
Advances	2,500		
Bank balance	5,600		
	81,500		81,500

Adjustments :

(a) The closing stock amounted to Rs. 9,000

(b) One month's salary is outstanding

(c) One month's rent has been paid in advance

(d) Provide 5% for doubtful debts.

25. What are the differences between single entry system and double entry system?

SPOT ASSIGNMENT - 1

Programme Code No	: 155
Programme Name	: B.Com C.A – First Year
Course Code & Name	: BBCA 13 – Fundamentals of Computers
Batch	: CY 2019
No.of Assignment	: One Assignment for Each 2 Credits
Maximum Marks	: 100
Weightage	: 25%

Part – A (4 x 10 = 40 Marks)

Answer the following in 200 words each. Each question carries 10 marks

1) Explain the features of Card Reader and Punched cards ?

2) Write the different types of application software?

3) Write a short note on (a) Analog computers (b) Hybrid computers?

4) How can you add text effects to a presentation and move each slide automatically during presentation?

Part – B (2 x 30 = 60 Marks)

Answer any two of the questions given below in 1000 words each.

5. State the features of the fifth generation computers.
6. Bring out the advantages of storing the data in the memory as bits.
7. Differentiate between multiprogramming and multiprocessing systems.

SPOT ASSIGNMENT - 2

Programme Code No	**: 155**
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Course Code & Name	**: BBCA 13 – Fundamentals of Computers**
Batch	**: CY 2019**
No.of Assignment	**: One Assignment for Each 2 Credits**
Maximum Marks	**: 100**
Weightage	**: 25%**

Part – A (4 x 10 = 40 Marks)

Answer the following in 200 words each. Each question carries 10 marks

1. What is Digital computers?

2. What is desk top and its components?

3. Explain 'Menus" and 'Toolbars'.

4. How does excel convert values in formulae?

Part – B (2 x 30 = 60 Marks)

Answer any two of the questions given below in 1000 words each.

5. Define the file menu. Write down the steps to create a new document and open an existing document?

6. List out the elements of an excel chart.

7. Explain in detail the various features of windows 98.