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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **ASSIGNMENT** |

Programme Code No :162

Programme Name :BBAC

Course Code & Name : BBAEG – BUSINESS ENGLISH

Batch : CY 2019

No.of Assignment : 1

Maximum Marks : 100

Weightage : 25%

**Part – A (4 x 10= 40 Marks)**

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

1. Explain points to be remembered while drafting letter of offer and quotation.
2. Write the components of Business Letters.
3. Explain the Communication Process.
4. Explain points to be remembered while drafting letter of offer and quotation.

**Part – B (2 x 30 = 60 Marks)**

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

1. Explain the barriers to effective Communication.
2. What is enquiry letter? Explain the contents of an enquiry letter?
3. Explain the contents of an Order Letter and Draft Importer’s order for the supply of Foreign Nylon sarees.

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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **ASSIGNMENT** |

Programme Code No :162

Programme Name :BBAC

Course Code & Name : BBAEG – BUSINESS ENGLISH

Batch : CY 2019

No.of Assignment : 2

Maximum Marks : 100

Weightage : 25%

**Part – A (4 x 10= 40 Marks)**

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

1. What do you mean by circular letters?
2. Write a letter regarding opening a Savings Account in a Bank.
3. Draft a letter from requesting Insurance of Cargo.
4. Explain the stages in writing collection letters.

**Part – B (2 x 30 = 60 Marks)**

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

1. Discuss the important terms and documents in Export-Import Business.
2. Explain the objectives, functions and parts of a sales letter.
3. Explain Marine Losses and draft a letter requesting Insurance of Cargo.

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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **ASSIGNMENT** |

Programme Code No :162

Programme Name :BBAC

Course Code & Name : BBAEG – BUSINESS ENGLISH

Batch : CY 2019

No.of Assignment : 3

Maximum Marks : 100

Weightage : 25%

**Part – A (4 x 10= 40 Marks)**

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

1. Explain the duties of the Secretary in the Board Meeting.
2. List out the modern forms of communication.
3. Write a report submitted by a sales manager for opening a retail cloth store chennai.
4. Draft a letter requesting a Director to attend a Board Meeting.

**Part – B (2 x 30 = 60 Marks)**

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

1. Explain the layout of a resume and write a specimen of your resume.
2. Explain the types of Company Meetings.
3. Define report. What are the steps involved in Business Report writing?

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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **ASSIGNMENT** |

Programme Code No :162

Programme Name :BBAC

Course Code & Name : BBAC – 11 & PRINCIPLES OF MANAGEMENT

Batch : CY 2019

No.of Assignment : 1

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 do you mean by Managerial Skills?
2. Explain POSDCORB.
3. Explain the importance of Planning.
4. What are the differences between Formal and Informal Organization?

**Part – B (2 x 30 = 60 Marks)**

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

1. Discuss the evolution of Management Theories.
2. Explain the Decision Making Process. Also discuss how decision making under different conditions are made.
3. Explain the different types of Organization Structure with their merits and demerits.

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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **ASSIGNMENT** |

Programme Code No :161

Programme Name :BBAC

Course Code & Name : BBAC – 11 & PRINCIPLES OF MANAGEMENT

Batch : CY 2019

No.of Assignment : 2

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. State the functions of Staffing.
2. What are elements of Delegation of Authority?
3. Explain the objectives of Co-ordination.
4. List out the steps invalid in Control Process.

**Part – B (2 x 30 = 60 Marks)**

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

1. Explain the factors that determine Span of Control.
2. Explain the steps in Manpower Planning and Selection Process.
3. Identify and explain the modern techniques of Managerial Control.

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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **ASSIGNMENT** |

Programme Code No :162

Programme Name :BBAC

Course Code & Name : BBAC – 12 & BUSINESS MATHS & STATISTICS

Batch : CY 2019

No.of Assignment : 1

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 types of Data and their merits and demerits.
2. What do you mean by pictograms?
3. Compute BA

A = 4 B = 3 5

3 2 6

1. Verify (A-B) X C = (A X C) – (BXC) to the following

A = {1,2,3 } B = { 3,4,5 } C = { 5,6,7 }

**Part – B (2 x 30 = 60 Marks)**

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

1. Explain the various type of frequency distribution.
2. A = {1,2,3 ,4,5 } B = { 3,4,6,7 } C = { 3,5,6,7 } Verify the Distribution law.
3. Show that the matrix

2 -1 1

A = -1 2 -1 satisfy the equation

1 -1 2

A³- 6A² + 9A -41 = 0 hence find Aˉ ¹

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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **ASSIGNMENT** |

Programme Code No :162

Programme Name :BBAC

Course Code & Name : BBAC – 12 & BUSINESS MATHS & STATISTICS

Batch : CY 2019

No.of Assignment : 2

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. Find the derivative of log X

X²

1. What is the effective rate of interest corresponding to a nominal rate 5% per annum if interest is compounded quarterly?
2. The mark data of a class of 100 students is presented below find out the average.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Marks | 0-10 | 10-20 | 20-30 | 30-40 | 40-50 |
| No.of students | 10 | 15 | 25 | 30 | 20 |

1. Find the mode for the following continuous series indicating the wages of a particular organization having eighty workers.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Wages  (in Rs.1000’s) | 1.5-2.0 | 2.0-2.5 | 2.5-3.0 | 3.0-3.5 | 3.5-4.0 |
| No. of Workers | 6 | 20 | 32 | 19 | 5 |

**Part – B (2 x 30 = 60 Marks)**

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

1. Show that the curve y= x e ¯ ͋ has one maximum point and one point of inflexion.
2. Calculate the median of the following data compiled from the traders in your area.

Sales (1000 Rs.) :0-10 10-20 20-30 30-40 40-50 50& Above

No. of Traders : 5 7 12 18 8 5

1. Find the present value at a rate of interest of 3 % per annum of an annuity consisting of 10 payments of Rs.450 each payable once in three years, the first payment being made just now.

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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **ASSIGNMENT** |

Programme Code No :162

Programme Name :BBAC

Course Code & Name : BBAC – 12 & BUSINESS MATHS & STATISTICS

Batch : CY 2019

No.of Assignment : 3

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. Two top executives GM – Sales and GM – Human Resources have conducted an interview and twelve candidates attended the same. The individual scores secured by each candidate from the two interviewers are given. Find the rank correlation co –efficient.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| GM-Sales’ Mark | 14 | 17 | 30 | 9 | 25 | 28 | 20 | 27 | 19 | 29 | 4 | 12 |
| GM-HR’s Mark | 11 | 14 | 25 | 4 | 24 | 26 | 12 | 27 | 13 | 28 | 2 | 10 |

1. Find the average quantity relative index for the following data.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Commodity** | **Unit** | **Aver. Price (Rs.)** | | **Per Capital Consumption Per Month** | |
|  |  | **2000** | **2004** | **2000** | **2004** |
| Milk | Lit | 8 | 10 | 15 | 19 |
| Bread | 250gm loaf | 10 | 12 | 5 | 7 |
| Egg | Dozen | 12 | 15 | 15 | 2 |

1. Compute the first and third quartiles for the following data. And also the quartile Deviation and its co-efficient.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Marks | 30 | 40 | 50 | 60 | 70 | 80 |
| No. of students | 4 | 7 | 15 | 8 | 7 | 2 |

1. A study reveals the following data. find the regression equation y on x.

|  |  |  |
| --- | --- | --- |
|  | X | Y |
| Mean | 65 | 67 |
| SD | 2.5 | 3.5 |
| Co-efficient of Correlation | 0.8 | |

**Part – B (2 x 30 = 60 Marks)**

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

1. Find the SD of the following series

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Age | 20-25 | 25-30 | 30-35 | 35-40 | 40-45 | 45-50 |
| No.of Persons | 170 | 110 | 80 | 45 | 40 | 35 |

1. Following table gives the price and quantity details of two commodities viz. Rice and Wheat for three specific period 2000, 2002, and 2004.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Commodity** | **Price (Rs.) Per Tonne** | | | **Quantity (In Million Tonnes)** | | |
| 2000 | 2002 | 2004 | 2000 | 2002 | 2004 |
| Wheat | 875 | 967 | 1210 | 10.23 | 12.41 | 14.56 |
| Rice | 743 | 893 | 1026 | 41.95 | 44.67 | 59.12 |

Compute Laspeyre’s quantity and price index numbers.

1. Twelve workers in an electronic wiring section of a factory had been studied. Following data pertains to it.

|  |  |  |
| --- | --- | --- |
| **Sampled Worker** | **Weeks of Experience** | **No.of Rejections** |
| 1 | 7 | 26 |
| 2 | 9 | 20 |
| 3 | 6 | 28 |
| 4 | 14 | 16 |
| 5 | 8 | 23 |
| 6 | 12 | 18 |
| 7 | 10 | 24 |
| 8 | 4 | 26 |
| 9 | 2 | 38 |
| 10 | 11 | 22 |
| 11 | 1 | 32 |
| 12 | 8 | 25 |

Determine the value of the correlation co-efficient. Give interpretation

|  |
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Programme Code No :162

Programme Name :BBAC

Course Code & Name : BBAC – 13 & FUNDAMENTALS OF COMPUTER

Batch : CY 2019

No.of Assignment : 1

Maximum Marks : 100

Weightage : 25%

**Part – A (4 x 10= 40 Marks)**

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

1. What are features of computers?
2. What is the use of BACKUP command?
3. What is meant by Software? Explain it's types.
4. Explain the functions of an Operating System.

**Part – B (2 x 30 = 60 Marks)**

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

1. Explain the Central Processing Unit.
2. How will you start word in your PC?
3. Explain the Word Processing Terminology.

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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **ASSIGNMENT** |

Programme Code No :162

Programme Name :BBAC

Course Code & Name : BBAC – 13 & FUNDAMENTALS OF COMPUTER

Batch : CY 2019

No.of Assignment : 2

Maximum Marks : 100

Weightage : 25%

**Part – A (4 x 10= 40 Marks)**

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

1. What is Workbook and Worksheet?
2. How to create a Mail Merge?
3. What are the Tabs available in Format Cells dialog Box?
4. What is use of notes?

**Part – B (2 x 30 = 60 Marks)**

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

1. How can you view all slides in a presentation? and how can you add text effects to that?.
2. Explain Keying in Data.
3. Explain Templates and Wizards. How to creating own Template?