UG–CN–1044   BBCAN–11

U.G. DEGREE EXAMINATION —
DECEMBER 2023

Computer Application

First Year

BUSINESS MANAGEMENT

Time : 3 hours   Maximum marks : 70

PART A — (3 × 3 = 9 marks)

Answer any THREE questions.

1.   What is managerial skills?

2.   Define Decision making.

3.   Write about organizational charts.

4.   What is communication?

5.   Write any two uses of controlling.

PART B — (3 × 7 = 21 marks)

Answer any THREE questions.

6. Discuss about Henry mintzbergs managerial roles.

7. Explain the types of planning premises.

8. Describe about the various components of directing.

9. Write about the various leadership styles.

10. Describe about the various stages in control process.

PART C — (4 × 10 = 40 marks)

Answer any FOUR questions.

11. What are the various functions of management?

12. Discuss in detail about F.W. Taylor contribution to management.

13. Explain about the steps and techniques of decision making.

14. Explain about the methods for constructing organization charts.

15. Describe in detail about various leadership theories.

16. What is MIS? Explain about the challenges created by information technology.

17. Discuss in detail about the various emerging issues in management.

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U.G. DEGREE EXAMINATION —
DECEMBER 2023

Computer Application

First Year

FINANCIAL ACCOUNTING

Time : 3 hours   Maximum marks : 70

SECTION A — (3 × 3 = 9 marks)

Answer any THREE questions.

1.   What is petty cash book?

2.   Define Accounting.

3.   What is capital receipts?

4.   What is Promissory Note?

5.   Write the meaning of Depreciation.

SECTION B — (3 × 7 = 21 marks)

Answer any THREE questions.

6. Explain about the various methods of computing branch accounts.

7. Write the meaning of subsidiary books and explain the types of subsidiary books.

8. Rectify the following errors.

    (a) Purchases from Kokila for Rs.500 has been omitted to be posted to the personal account.

    (b) Sales to Kumari for Rs.890 has been posted to her account as Rs.980.

    (c) Purchases from Amudha for Rs.750 has been posted to the debit side of her Account.

    (d) Sales to Sundari for Rs.760 has been posted to her credit as Rs.670.

9. On 1.1.2005, Mr. Ram bought some trucks under hire-purchase system for Rs.51,000 payable by three equal instalments combining principal and interest, the latter being a normal rate of 5% per annum. Calculate the cash price (The present value of an annuity of one rupee for three years at 5% is Rs.2.72325)

10. A manufacture bought machinery worth Rs.1,00,000 including a boiler with Rs.10,000. Depreciation was provided under the reducing balance method for the past 3 years at the rate of 10%. During the beginning of the fourth year, the boiler was damaged and it was sold for Rs.3,000. Show the machinery account for 4 years.

SECTION C — (4 × 10 = 40 marks)

Answer any FOUR questions.

11. Explain the distinction between hire purchase and instalment system.

12. Describe about accounting process and system of book-keeping.

13. From the following figures prepare trading and profit and loss account of Lakshmi & Co., for the year ended December 31, 2017.

	Rs.
Stock on January 1, 2017	40,000
Purchases	98,000
Commission received	650
Rent, Rates and Taxes	8,600
Salaries and wages	12,000
Sales	1,62,100
Returns inwards	2,400

	Rs.
Return outwards	3,000
Sundry expenses	2,500
Bank charges	50
Discount received	750
Carriage on purchases	2,000
Discount allowed	530
Carriage on sales	1,700
Lighting and Heating	2,200
Postage	300
Income from investments	500
Commission paid	1,000
Interest paid on a bank loans	50

14. Following is the Receipts and Payments Account for an entertainment club for the year ending 31st December 2019.

Receipts	Rs.	Payments	Rs.
To Balance b/d	3,000	By Expenses	200
To Subscriptions		By Salaries	1,200
2018	100	By Music concert expenses	1,000
2019	4,000	By Newspapers	240
2020	160	By Municipal Taxes	120

Receipts	Rs.	Payments	Rs.
To Sale of music concert tickets	2,100	By Investments	4,000
To Donations	1,100	By Charity	800
To Sale of old Newspaper	100	By Electricity	400
To Entrance fees	600	By Purchase of Furniture	2,000
		By Balance c/d	1,200
	11,160		11,160

Additional Information

(a) Municipal Taxes amounting to Rs.120 per annum paid upto 31st March 2020.

(b) There are 400 members each paying Rs.10 as annual subscriptions.

(c) Subscriptions still outstanding for 2018 Rs.120.

(d) Interest on investment has accrued for five months @6%.

(e) The book value of building on 1.1.2019 Rs.10,000. You are required to prepare income and expenditure account for the year ended 31st December 2019 and the balance sheet as on that date.

15. Mr. Vinoth, bought a machine under hire purchase agreement, the cash price of the machine being Rs.18,000. As per the terms, the buyer has to pay Rs.4,000 on signing the agreement and the balance in four instalments of Rs.4,000 each, payable at the end of each year.

16. What is depreciation? Explain the characteristics of depreciation.

17. Explain the advantages and disadvantages of subsidiary books.

18. Explain the different types of subsidiary books.

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UG-CN-1046   BBCAN-13

U.G. DEGREE EXAMINATION – DECEMBER, 2023.

Computer Application

First Year

COMPUTER APPLICATIONS IN BUSINESS

Time : 3 hours   Maximum marks : 70

PART A — (3 × 3 = 9 marks)

Answer any THREE questions out of five questions in 100 words

All questions carry equal marks

1.   Define Computer.

2.   What is use of tab in MS-WORD?

3.   What is the use of slide sorter view in PowerPoint?

4.   Differentiate between workbook and worksheet.

5.   Define E-mail

PART B — (3 × 7 = 21 marks)

Answer any THREE questions out of Five questions in
200 words

All questions carry equal marks

6.   With a neat block diagram, describe the
     components of a computer.

7.   Write about Table handling commands in Word.

8.   Write steps to insert slide number, current data
     and time.

9.   List the different types of charts supported by
     Excel.

10. Distinguish between search engine and web
     browser

PART C — (4 × 10 = 40 marks)

Answer any FOUR questions out of Seven questions in
500 words.

All questions carry equal marks.

11. Discuss the various applications of computer.

12. How will you format text and paragraph in word?
     Explain.

13. Discuss the various design templates in Power point.

14. How will you edit cells using commands and functions in Excel? Explain.

15. Discuss the merits and demerits of Internet.

16. Explain the various generations of computer.

17. Describe the steps in creating a power point presentation.

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