



# TAMIL NADU OPEN UNIVERSITY

Chennai - 15

## School of Management Studies

### ASSIGNMENT

Programme Code No : 155  
Programme Name : B.COM Computer Application  
Course Code & Name: BBKA -11 Business Organisation  
Batch : AY 2019-20  
No.of Assignment : 3  
Maximum Marks : 100  
Weightage : 25%

#### **ASSIGNMENT – 1**

Max: 25 marks

**Answer any one of the question not exceeding 1000 words**

1. What are the different types of business combination?
2. Distinguish between the equity shares and preference shares.
3. State the different kinds of companies

#### **ASSIGNMENT - 2**

Max: 25 marks

**Answer any one of the question not exceeding 1000 words**

1. State the interrelationship between industry, commerce and trade.
2. Define a debentures. What is called secured and unsecured debentures?
3. Explain the different types of joint stock companies

#### **ASSIGNMENT – 3**

Max: 25 marks

**Answer any one of the question not exceeding 1000 words**

1. What are duties and responsibilities and powers of directors?
2. Distinguish between partnership and Joint Hindu Family Firm.
3. Explain the structure of company management.



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### ASSIGNMENT

Programme Code No : 155  
 Programme Name : B.COM Computer Application  
 Course Code & Name: BBKA -12 Financial Accounting  
 Batch : AY 2019-20  
 No.of Assignment : 3  
 Maximum Marks : 100  
 Weightage : 25%

### ASSIGNMENT – 1

Max: 25 marks

**Answer any one of the question not exceeding 1000 words**

1. What is Journal and what is mean by Ledger?
2. On 1<sup>st</sup> January 1993 a Machinery was purchased for Rs.40, 000. Depreciation is to be calculated annually according to Straight -line method. The life of the Machinery to for 8 years and its scrap value of Rs.8, 000. You are required to find the rate of depreciation.
3. From the following Income and Expenditure account and the Balance Sheet of a club, prepare its Receipts and payments account for the year ended 31.3.1998. Income and Expenditure account for the year 1997 – 98

	Rs.		Rs.
To upkeep of ground	10,000	By Subscriptions	17,320
To Printing	1,000	By Sale of newspapers (old)	260
To Salaries	11,000	By Lectures	1,500
To Depreciation On furniture	1,000	By Entrance fee	1,300
To Rent	600	By Misc. income	400
		By Deficit	2,820
	23,600		23,600

Balance Sheet as on March 31, 1998

	Rs.		Rs.
Subscription in Advance (1983-84)	100	Furniture	9,000
Prize fund :		Grounds and Buildings	47,000
Op.Bal	25,000	Prize fund	
Add: interest	1,000	Investment	20,000
	26,000	Cash in hand	2,300

Less: Prizes	2,000	24,000	Subscriptions (1997-98)	700
General fund:				
Op.Bal.	56,420			
Less: Deficit	2,820			
	<u>53,600</u>			
Add: Entrance fee	1,300	54,900		
				<u>79,000</u>
	79,000			

The following adjustments have been made in the above accounts:

- upkeep of ground Rs.600 and printing Rs.240 relating to 1996-97 were paid in 1997- 98
- one – half of entrance fee has been capitalized by transfer to General fund
- subscriptions outstanding in 1996 – 97 were Rs.800 for 1997 – 98 Rs. 700
- subscriptions received in advance in 1996 –97 were Rs.200 in 1997 – 98 for 1998 – 99 Rs.100

### ASSIGNMENT - 2

**Max: 25 marks**

**Answer any one of the question not exceeding 1000 words**

- From the following information relating to Sports club, prepare Income and Expenditure a/c for the year ending 31st, December 2003 and a Balance Sheet as on that date. An abstract of cash book for the year is as follows

	Rs.		Rs.
To Subscription	10,000	By upkeep of field	4,000
To Admission fee		By Expenses on	
(Revenue income)	600	tournament	1,400
To Sale of ball	100	By Insurance	400
To Hire for ground	600	By Telephone	100
To Subscription for		By Stationery	200
Tournament	2,000	By general charges	100
To Donation 20,000 by Secretary		Honorarium	400
To Bank withdrawal	8,000	By Bat and balls	1,400
		By Bank	33,300
	<u>41,300</u>		<u>41,300</u>

Assets with the club on 1.1.2003

	Rs.
Cash at bank	6,000
Stock of balls	3,000
Printing and Stationery	400
Subscription due	1,000
Liabilities	nil

Donation and surplus on account of tournament should be kept in Reserve for permanent pavilion. Subscription due on 31, December 2003, Rs.1,500 write off 50% of bats and balls and 25% of Printing and Stationery a/c.

2. Write short notes on: Stock and Debtor's system.
3. The Bharath Stores Ltd., Chennai has a branch at Madurai. Goods are invoiced to the Branch at selling prices being cost plus 25%. The Branch keeps its own sales ledger and deposits. All cash received daily the credit of the Head office account opened at the ban of Madura Ltd., Madurai. All expenses are paid by cheque from Chennai.  
From the following details, prepare a Branch account in the head office books and make the necessary adjustments therein to arrive at the actual profit and loss during the year ended 31<sup>st</sup> march 1997:

	Rs.
Stock, 1 <sup>st</sup> April, 1996	75,000
Stock, 31 <sup>st</sup> March, 1997	90,000
Sundry Debtors, 1 <sup>st</sup> April, 1996	42,000
Sundry Debtors, 31 <sup>st</sup> March, 1997	54,000
Goods invoiced from head office	5,46,000
Rent, Rates and Taxes	24,000
Sundry expenses	4,800
Cash sales for the year	3,24,000
Credit sales	2,10,000
Cash received from ledger accounts	1,98,000
Wages paid	20,400
Wages still owing	2,000

### ASSIGNMENT – 3

Max: 25 marks

**Answer any one of the question not exceeding 1000 words**

1. What is Journal and what is mean by Ledger?
2. Write a short note on:
  - (a) Income and expenditure account
  - (b) Capital and revenue expenditure account
  - (c) Sole trader
  - (d) Joint venture
3. The following purchases were made by a firm having three departments.

Department A – 1000 units  
 Department B – 2000 units at a total cost Rs.1,00,000  
 Department C – 2400 units  
 Opening stock and sales respectively were :

	Sales
Department A – 120 units	1020 units at Rs.20 each
Department B – 80 units	1920 units at Rs.22.50 each
Department C – 152 units	2496 units at Rs.25 each

The rate of Gross Profit is the same in each case. Prepare Departmental Trading Account.



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Course Code & Name: BBKA -13 Financial Accounting  
Batch : AY 2019-20  
No.of Assignment : 3  
Maximum Marks : 100  
Weightage : 25%

#### ASSIGNMENT – 1

Max: 25 marks

**Answer any one of the question not exceeding 1000 words**

1. Explain the Central Processing Unit.
2. Explain about DOS and its Commands.
3. How will you start word in your PC?

#### ASSIGNMENT – 2

Max : 25 marks

**Answer any one of the question not exceeding 1000 words**

1. How can you view all slides in a presentation? and how can you add text effects to that?.
2. How to align format and spell check a text?
3. Explain running a slide show on screen.