



# TAMIL NADU OPEN UNIVERSITY

Chennai - 15

SCHOOL OF MANAGEMENT STUDIES

HOME/SPOT ASSIGNMENT

Programme Code No :155  
Programme Name : B.COM (CA)  
Course Code & Name : BBKA-11 BUSINESS ORGANISATION  
Batch : CY 2020  
No.of Assignment : 3  
Maximum Marks : 15 (Average of Total No. of Assignments)

## ASSIGNMENT - 1

Answer any one of the questions not exceeding 1000 words Max:15 Marks

1. Discuss the consequence of misstatement in a Prospectus.
2. Discuss the nature and scope of Business.
3. What do you mean by a Company Meeting? Describe the requisites of a valid meeting.

## ASSIGNMENT - 2

Answer any one of the questions not exceeding 1000 words Max:15 Marks

1. Short notes on:
  - a. Stock Exchanges
  - b. Co-operative Societies
  - c. Public Utilities.
2. What do you mean by Commerce? Explain in detail branches of Commerce.
3. Briefly explain the Sole Proprietor Features, Merits and Demerits.

### **ASSIGNMENT – 3**

Answer any one of the questions not exceeding 1000 words      Max:15 Marks

1. What are Duties, Responsibilities and Powers of Directors?
2. Explain the different types of Joint Stock Companies.
3. Discuss the merits and demerits of industrial combinations.



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## SCHOOL OF MANAGEMENT STUDIES

### HOME/SPOT ASSIGNMENT

Programme Code No : 155  
Programme Name : B.COM (CA)  
Course Code & Name : BBKA-12 FINANCIAL ACCOUNTING  
Batch : CY 2020  
No.of Assignment : 3  
Maximum Marks : 15 (Average of Total No. of Assignments)

### ASSIGNMENT - 1

Answer any one of the questions not exceeding 1000 words Max: 15 Marks

1. Calculate the amount of depreciation on the machinery. The machinery was purchased on 1<sup>st</sup> January 2019 for Rs. 1,00,000. Rs. 5,000 was spent on its erection and Rs. 10,000 on its freight charges. Depreciation is charged at 10 percent per annum on straight line method. The books are closed on 31<sup>st</sup> March each year.
2. Write a short note on:
  - (a) Income and Expenditure Account.
  - (b) Capital and Revenue Expenditure Account.
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 31.3.2019.

Income and Expenditure account for the year 2019

	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
	<b>23,600</b>		<b>23,600</b>

## ASSIGNMENT - 2

Answer any one of the questions not exceeding 1000 words Max:15 Marks

1. From the following, calculate the amount to be credited to income and expenditure account towards subscription for 2019.

On 1.1.19 subscription outstanding 2,000

On 1.1.19 subscription received in advance 3,000

(Amount of subscription received during the year 35,000) (Subscription received includes Rs. 1,500 related to 2018)

Subscription outstanding for the year 2019 is Rs. 1,300.

2. Explain the Accounting Concepts and Conventions.

3. Write short notes on:

(a) Depreciation

(b) Sole Trader

(c) Joint Venture.

## ASSIGNMENT – 3

Answer any one of the questions not exceeding 1000 words Max:15 Marks

1. X Ltd. of Madras has a branch at Trichy and in order to maintain strict control on stocks, invoices goods to Branch at selling price which is cost plus 33 1/3%. From the following particulars make out the branch stock A/c. Branch Debtors A/c and other necessary accounts to show the gross profit and net profit made there

	Rs.
Stock on 1.1.04 (invoice price)	15,000
Debtors on 1.1.04	11,400
Goods invoiced to branch (invoice price)	67,000
Bad debts written off	250
Discount allowed to customers	300
Expenses at the branch	6,700
Cash sales	31,000
Credit Sales	37,400
Stock on 31.12.04 (invoice price)	13,400
Cash received from debtors	40,000

2. The following purchases were made by a business house having three departments:

Department A – 1000 units	}	at the total cost of Rs. 1,00,000
Department B – 2000 units		
Department C – 2400 units		

Stock on 1st January were:

Department A – 120 units  
Department B – 80 units  
Department C – 152 units

The sales were:

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

The rate of gross profit is same in each case. Prepare departmental trading accounts.

3. Distinguish between Book-keeping and Accounting. What is Journal and what is mean by Ledger?



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SCHOOL OF MANAGEMENT STUDIES

HOME/SPOT ASSIGNMENT

Programme Code No :155  
Programme Name : B.COM (CA)  
Course Code & Name : BBKA-13 - FUNDAMENTALS OF COMPUTER  
Batch : CY 2020  
No.of Assignment : 2  
Maximum Marks : 15 (Average of Total No. of Assignments)

## ASSIGNMENT - 1

Answer any one of the questions not exceeding 1000 words Max: 15 Marks

1. Distinguish between Micro and Minicomputer.
2. Explain the functions of Application Software.
3. Explain the Internal commands of MS DOS with examples.

## ASSIGNMENT - 2

Answer any one of the questions not exceeding 1000 words Max: 15 Marks

1. Draw a neat Block Diagram of a Digital Computer and explain.
2. Analyze the uses of statistical and financial functions of MS-Excel.
3. Discuss the work and area of the Power Point.