



TAMILNADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

ASSIGNMENT

Programme Code No : 162

Programme Name : BBA Computer Applications

Course Code & Name: BBAC – 31& PRODUCTION MANAGEMENT

Batch : AY 2019 - 2020

No.of Assignments : 3

Maximum CIA Marks : 25 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Discuss clearly the functions and responsibilities of production manager of a modern factory.
2. Discuss the factors determining the plant location.
3. Describe the procedure for conducting time study.

ASSIGNMENT – 2

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. State the elements of scheduling.
2. Explain the various kinds of inspection.
3. Briefly explain the techniques or tools used in inventory control system.

ASSIGNMENT – 3

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Discuss the Statistical Quality Control and utility of Control Charts.
2. Explain about various techniques of quality control system.
3. Write short notes on :
 - (a) ABC analysis
 - (b) TQM
 - (c) Inventory management



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ASSIGNMENT

Programme Code No : 162

Programme Name : BBA Computer Applications

Course Code & Name: BBAC- 32 & PERSONNEL MANAGEMENT/ HUMAN
RESOURCE MANAGEMENT

Batch : AY 2019 - 2020

No.of Assignments : 3

Maximum CIA Marks : 25 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Explain the scope and objectives of personnel management.
2. Discuss job description and job specification in detail.
3. Describe the sources of Recruitment with example.

ASSIGNMENT – 2

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. What are the needs for Performance Appraisal? Discuss.
2. Write short notes on promotion, transfer and demotion.
3. Rewards and incentives motivate employees positively- justify.

ASSIGNMENT – 3

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Discuss the causes and effects of poor industrial relations.
2. Explain Maslow's need hierarchy theory.
3. Discuss in detail the rules to start and the duties of Trade Union.



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ASSIGNMENT

Programme Code No : 162

Programme Name : BBA Computer Applications

Course Code & Name: BBAC – 33 & Financial Management

Batch : AY 2019 - 2020

No. of Assignments : 3

Maximum CIA Marks : 25 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. What is meant by financial management? What are the factors determining financial management?
2. Explain profit maximisation and wealth maximization.
3. What are the preference shares? Explain its kinds.

ASSIGNMENT – 2

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Define Capital Budgeting. And explain its advantages and limitations.
2. Calculate the leverages from the following data.
Sales Rs. 10,00,000
Variable cost Rs. 7,00,000
Fixed cost Rs. 2,00,000
10% Debentures Rs. 5,00,000
3. What is meant by dividend policy? Explain the types of dividend policies.

ASSIGNMENT – 3

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Explain the non discounted cash flow techniques with suitable examples?
2. Explain briefly the different sources of working capital.
3. Write short note on:
 - (a) Weighted average cost of capital
 - (b) Pay Back Period
 - (c) Optimal credit policy
 - (d) Receivables Management



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School of Management Studies

ASSIGNMENT

Programme Code No : 162

Programme Name : BBA Computer Applications

Course Code & Name: BBAC – 34 & BUSINESS INFORMATION SYSTEMS

Batch : AY 2019 - 2020

No. of Assignments : 3

Maximum CIA Marks : 25 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. What is Business Information System? Explain the framework of information system development.
2. State the business pressures faced by organisations.
3. Explain the IT support at different levels of organisations.

ASSIGNMENT – 2

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. What is DSS? Explain the components and structure of DSS.
2. Discuss in management decision making and the IT support for management decision making.
3. What is MIS? Explain the advantages of MIS.

ASSIGNMENT – 3

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Explain DBMS in detail with its types.
2. Explain the group decision support system in detail.
3. Explain the transaction processing information systems.



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School of Management Studies

ASSIGNMENT

Programme Code No : 162

Programme Name : BBA Computer Applications

Course Code & Name: BBAC – 35 & BUSINESS ACCOUNTING SOFTWARE

Batch : AY 2019 - 2020

No. of Assignments : 2

Maximum CIA Marks : 25 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. What do you mean by Tally? Explain its salient features.
2. State the reasons for the difference of balance in cash book and pass book.
3. What are the salient features of VAT?

ASSIGNMENT – 2

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Explain the configuration of Tally for Service Tax. How to activate service tax in Tally?
2. Explain the procedure for preparing the CST reports.
3. Prepare the format of trading, profit and loss account and balance sheet of a company.