



TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

ASSIGNMENT

Programme Code No : 1155
Programme Name : BCOM Computer Applications
Pattern : Non-Semester
Course Code & Name: BBCAN - 11 & BUSINESS MANAGEMENT
Batch : AY 2022 - 2021
No.of Assignments : 3
Maximum CIA Marks : 15 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 15 marks

Answer any one of the question not exceeding 1000 words

1. 'Management is a Science or Art' – Comment.
2. Explain the various steps involved in the process of planning.
3. Discuss the benefits and difficulties of MBO.

ASSIGNMENT – 2

Max : 15 marks

Answer any one of the question not exceeding 1000 words

1. Explain types of an organisation structure.
2. Explain the merits and demerits of line and staff organisation.
3. Discuss the process of manpower panning.

ASSIGNMENT – 3

Max : 15 marks

Answer any one of the question not exceeding 1000 words

1. What do you mean by motivation? Explain the motivation process with the help of a diagram.
2. State the relationship between controlling and coordination.
3. Discuss the various types of budgets in detail.



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ASSIGNMENT

Programme Code No :1155
Programme Name : BCOM Computer Applications
Pattern : Non-Semester
Course Code & Name: BBCAN - 12 & FINANCIAL ACCOUNTING
Batch : AY 2022 - 2021
No.of Assignments : 3
Maximum CIA Marks : 15 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 15 marks

Answer any one of the question not exceeding 1000 words

1. Explain the objectives and principles of accounting.
2. From the following details prepare general ledger adjustment account as on 31.12.1993

	Rs.		Rs.
Debtors (1.1.93) Dr.	1,74,250	Bills accepted for creditors	74,000
Debtors (1.1.93) Cr.	3,200	Discount allowed to debtors	2,150
Creditors (1.1.93) Cr.	2,74,080	Discount allowed to debtors but later disallowed	1,000
Creditors (1.1.93) Dr.	2,040	Cash received from debtors	87,000
Purchases	2,52,000	Discount allowed by creditors	10,200
Sales	2,82,000	Cash paid to debtors	250
Sales returns	2,080	Transfer to creditors ledger from debtors ledger	12,420
Purchase returns	7,140	Cash purchases	43,200
Cash paid to creditors	1,27,000	Cash sales	74,000
Bills received from Drs.	93,000	Bad debts written off	2,150
Bills discounted	2,000		

3. From the following Trial balance prepare trading, profit and loss account for the year ended 31.12.1995 and a balance sheet as on that date.

Trail Balance			
	Rs.	Credit Balance	Rs.
Plant & Machinery	710	Capital and drawings	4,250
Stock on 1.1.95	950	Sales	11,906
Purchases	10,362	Purchase returns	291
Sales returns	210	Apprentice premium	80
General expenses	440	Bank overdraft	240
Rent	120	Creditors	2,000
Rates	200	Bad debts reserve	105
Bad debts	172		
Debtors	4,200		
Cash in hand	48		
	18,872		18,872

Adjustments :

- (a) Depreciate plant and machinery by 10%.
- (b) Increase bad debts reserve to 5% on debtors.
- (c) Rent accrued Rs.40.
- (d) Rates prepaid Rs.80.
- (e) Stock on hand on 31.12.1995 Rs.1,700.
- (f) Apprentice premium received is advance Rs.20.

ASSIGNMENT – 2

Max : 15 marks

Answer any one of the question not exceeding 1000 words

1. Petty Cashier received Rs. 600 on April 1, 2017 from the head cashier. Prepare a petty cash book on the imprest system for the month of April 2017 from the following items:

		Rs.
3	Stamps	50
5	Taxi fare	100
6	Pencils & Pads	75
7	Registry	25
10	Speed Post	45
12	Telegram	35

15	Refreshment	55
16	Auto fare	20
19	Typing Paper	60
20	Bus fare	15
22	Trunk calls	43
25	Office cleaning	18
30	Courier Services	17

Show the analysis of payments as Postage & Stamps, Telephone and Telegrams, Conveyance, Stationery and Sundry expenses. Assume imprest amount of Rs. 600.

2. From the following particulars prepare income and expenditure account of the central sports society for the period ending 31st March 2014.

	Received or paid Rs.	Outstanding on 31.3.2014 Rs.
Subscription from members	4,600	--
Subscription from societies	1,400	200
Life membership fees	2,000	--
Gifts received	3,000	--
Interest received	160	--
Committee expenditure:		
Executive	1,500	200
Planning	1,440	640
Tournament	420	120
Printing, Postage & Stationery	1,140	160
Office Furniture	2,000	--
Investments purchased	3,000	--

3. Explain the different types of errors which may occur in course of recording transaction.

ASSIGNMENT –3

Max : 15 marks

Answer any one of the question not exceeding 1000 words

1. Causes for differences in Bank Balances – as per cash book and pass book.

X draws a bill for Rs. 1,500 and Y accepts the same for the mutual accommodation of both of them to the extent of X $\frac{2}{3}$ Y, $\frac{1}{3}$. X discounts the same for Rs. 1,410 and remits $\frac{1}{3}$ rd of the proceeds to Y. Before the due date, Y draws another bill for Rs. 2,100 on X

in order to provide funds to meet the first bill. The second bill is discounted for Rs. 2,040 with the help of which first bill is met and Rs. 360 are remitted to X. Before the due date of the second bill, X becomes bankrupt and Y receives a dividend of 50 paise in the rupee in full satisfaction. Pass necessary entries in the books of X and Y respectively.

2. Write short note on
 - a) Bills Of Exchange
 - b) Promissory Note and
 - c) Hundies

3. George Co. Ltd. purchased a machinery on 1st January 2015 for Rs. 50,000. On 1st July 2015 further machinery was purchased for Rs. 25,000. On 1st July 2016, the machinery purchased on 1st January 2015 having become obsolete was sold off for Rs. 20,000. Depreciation has to be charged at 20% on the original cost assuming that the accounts are closed every year on 31st December. You are required to prepare:
 - (a) Machinery A/c
 - (b) Provision for Depreciation A/c



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Pattern : Non-Semester

Course Code & Name: BBCAN - 13 & COMPUTER APPLICATIONS IN BUSINESS

Batch : AY 2022 - 2021

No.of Assignments : 3

Maximum CIA Marks : 15 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 15 marks

Answer any one of the question not exceeding 1000 words

1. What is an operating system? Enumerate and explain its functions.
2. Explain the Central Processing Unit.
3. Discuss the Project Management process.

ASSIGNMENT – 2

Max : 15 marks

Answer any one of the question not exceeding 1000 words

1. Write short notes on (in MS-Word)
 - (a) Adjusting margins.
 - (b) Change of character size
 - (c) Adding tables
2. What is mail merge? How can you perform mail merge using MS-Word?
3. What is template? What is the purpose of using templates?

ASSIGNMENT – 3

Max : 15 marks

Answer any one of the question not exceeding 1000 words

1. What is an Excel chart? List and explain the purpose of charts in business applications.
2. What is spread sheet? Write notes on workings with worksheets.
3. Describe advantages and disadvantages about different types of protocol.