

# **Bachelors in Business Administration (BBA) Semester 1**

## **Assignment II**

### **ASSIGNMENT BOOKLET**

Assignments for subjects HVPE 101, BBA 101, BBA 102,  
BBA 103, BBA 104, BBA 105  
(for Session January 2015)

Directorate of Distance Education  
Punjab Technical University, Jalandhar

## Dear Student

The assignment is the important component of our evaluation system and your internal assessment will be based on the assignments. The objective of such assignments is to enable you to comprehend the subject knowledge. The assignments are purposely designed on the lines of examination pattern so as to prepare you for the final examinations. In the entire semester, you will have to attempt **TWO** assignments. Assignment 1 will cover the topics from Unit 1 and Unit 2. Assignment 2 will cover topics from Unit 3 and Unit 4. All assignments are tutor marked assignments and carry 60 marks each. In internal assessment assignment 1 and assignment 2 shall carry the weightage of 20 marks respectively.

As the assignment is integral part of your internal assessment, it is compulsory to attempt the assignment. Therefore, plan well for the attempt of your assignments. Before attempting the assignment, please read **IMPORTANT INSTRUCTIONS** and all questions carefully and then arrange your answers in a rational sequence.

Dear student, please note following points regarding attempt of assignments:

- Assignments should be submitted in your own handwriting.
- Use A4 size plain papers for assignments.
- Carefully follow the instructions and ensure that you have attempted all questions.
- Answers should be correct and neatly written.
- Submit assignment of each subject in a separate file.
- Each assignment should consist of a title page containing the details of the student and subject (Template of title page is attached as **ANNEXURE**. Take print out of that annexure on A4 size page and fill it in your handwriting for each subject.)

**Instructions for students regarding Submission of Assignments:**

- Before submitting the assignment, please retain one copy of your assignment with you and take receipt of the assignment from your study centre.
- Last date of submitting 2<sup>nd</sup> Assignment of all subjects is 30<sup>th</sup> April, 2015.
- Please tag a self addressed A4 size envelope with assignments of all subjects separately.

**Work Hard and Perform Well!**

**BBA 101**  
**PRINCIPLES OF MANAGEMENT**

**IMPORTANT INSTRUCTIONS:**

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

**SECTION-A**

**Attempt all the questions. Each question carries 2 marks.**

1. Define the term “organization”?
2. How many types of organizational charts are there ? name them .
3. What is span of management ?
4. What do you mean by “delegation” & “decentralization” ?
5. Delegation is an art. Comment.
6. What is the meaning of “staffing”?
7. Write down the steps in the staffing process?
8. What do you mean by controlling ? how many types of control are there ?
9. What is business outsourcing ?
10. What is six sigma and TQM ?

## **SECTION-B**

### **Part A**

**Attempt any two questions. Each question carries 10 marks.**

Q1. Explain the meaning and steps involved in the process of control.

Q2. State the various advantages and disadvantages of decentralization .

Q3. What are the advantages and limitations of organizational charts ?

### **Part B**

**Attempt any two questions. Each question carries 10 marks.**

Q1. Define the term 'Organisation'? Explain the steps involved in organizing.

Q2. Distinguish between delegation and decentralization of authority.

Q3. Explain the meaning and importance of staffing function.

## **MICROECONOMICS**

### **BBA-102**

#### **IMPORTANT INSTRUCTIONS:**

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

#### **SECTION-A**

**Note: Attempt all questions. Each Question carries 2 Marks:**

1. (a.) Define Production Function  
(b.) Variable Cost  
(c.) Marginal Revenue  
(d.) Envelope Curve  
(e.) Internal Economies  
(f.) Perfect Competition  
(g.) Monopoly  
(h.) Excess Capacity  
( i.) Quasi Rent  
(j) Concept of Interest in Economics

**(2x10=20 Marks)**

## SECTION-B

**Note: Attempt any two questions. Each Question Carries 10 Marks:**

1. Explain short Run and Long Run production function with suitable diagrams.
2. Show graphically the derivation of LAC and LMC. Why does LAC intersect LMC at its Minimum?
3. Explain the concept of Total Revenue, Marginal Revenue and Average Revenue. Explain the relationship Average Revenue, Marginal Revenue and Total Revenue with the help of a Table and Diagram.
4. Differentiate Between
  - Sunk Cost and Future Cost (3)
  - Direct Cost and Indirect Cost (3)
  - Explicit Cost and Implicit Cost (4)

**(2x10=20)**

**Note: Attempt any two questions. Each Question Carries 10 Marks:**

5. What do you mean by Monopoly? Explain short run equilibrium of a monopolistic Firm.
6. Explain the concept of Non Price Competition and Group Equilibrium.
7. Explain Marginal Productivity theory and modern theory of distribution.
8. Critically evaluate loanable funds theory of Interest.

**(2x10=20)**

## **FINANCIAL ACCOUNTING**

### **BBA-103**

#### **IMPORTANT INSTRUCTIONS:**

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

#### **SECTION: A**

**Attempt all the questions. Each question carries 2 marks.**

- 1 What is manufacturing account ?
- 2 Write a short note on marshalling of assets and liabilities.
- 3 What are the various causes of depreciation.
- 4 Write a short note on Adjusting Entries(in case of Final Accounts).
- 5 What is the need of maintaining Provision/Reserve for Bad Debts
- 6 Explain in brief the Receipt and Payment Account.
- 7 Subscription received in cash during the year amounted to Rs. 4,000; the amount received in advance for the next year is Rs. 300; the amount outstanding for the current year is Rs. 200 and the amount received last year for the current year was Rs. 400. Find out the amount to be credited to the Income and Expenditure Account.
- 8 Describe in brief the Sum of the Years Digit Method of charging Depreciation.
- 9 On 1.1.2014, a plant was purchased for Rs.1,00,000 and installation expenses were Rs.10,000. After its life, its scrap value will be Rs.10,000. Estimated life of the plant is 10 years. Find out the amount of depreciation under straight line method.
- 10 If Opening Stock is Rs.15,000, Purchases Rs.81,000, Direct Expenses Rs.2,000, Closing Stock Rs.19,600, Sales Rs.1,18,000. Calculate Gross Profit.

#### **SECTION-B**

##### **Part A**

**Attempt any two questions. Each question carries 10 marks.**

- Q1. Why we prepare Final Accounts? What is the difference between Balance Sheet and Profit and Loss Account.

Q2. What is Depreciation. Discuss the various methods of charging depreciation.

Q3. Ranbir submits to you the following trial balance. Prepare Final accounts for the year ending December 31, 2014 and a balance sheet as on that date after giving effect to the under mentioned adjustments;

Dr

Cr.

Drawings	3,250	Capital	15,000
Stock(1.1.2014)	17,445	Return outwards	840
Return Inwards	554	Interest on loan	25
Carriage inwards	1,240	Rent outstanding	130
Deposit with D.Dass	1,375	Creditors	3,000
Carriage Outward	725	Provision for bad debts	1,200
Loan to B	1,000	Sales	
@5% on 1.1.2014			27,914
Rent	820		
Purchases	12,970		
Debtors	4,000		
Goodwill	1,730		
Advertisement	954		
Bad debts	400		
Patents	500		
Cash	62		
Discount allowed	330		
Wages	754		
	48,109		48,109

- (i) Manager is entitled to a commission of 10% of net profits after charging such commission.
- (ii) Increase bad debts by Rs.600.Provision for bad debts are to be 10% and provision for discount on debtors at 5%.

- (iii) Stock valued at Rs.1500 destroyed by fire. Insurance Co. admitted claim for Rs.950 only. Payment is yet to be received.
- (iv) Carry forward Rs.200 of advertisement to next year.
- (v) Amount was loaned to B on January 1,2014.

## Part B

**Attempt any two questions. Each question carries 10 marks.**

Q1. Describe the concept of accounting for non profit organization. Also give the difference between not for profit and commercial organization.

Q2. Discuss in detail the difference between Receipt and Payment Account and Income and Expenditure Account. Also describe the procedure to prepare Income and Expenditure Account and Balance Sheet from Receipts and Payment Account.

Q3.

From the following particulars of London Sports Club, prepare the Income and Expenditure account for the year ending 31 March 2015

Subscriptions collected (including Rs. 2,000 for 2014 and Rs. 1,5000 for 2016) 30,000

Subscriptions due but not received in 2015----- 3,000

Salary paid (including Rs. 300 for 2014----- 4,500

Salary outstanding for 2015----- 400

Donations received----- 1,000

Entrance fees (of which 40 percent is to be treated as capital receipt) 2,000

Entertainment expense 600

Tournament expense 1,500

Rent 1,800

Printing, postage and stationary 1,200

Purchase of sports equipment 5,000

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## **BBA 104**

### **BUSINESS COMMUNICATION-1**

#### **IMPORTANT INSTRUCTIONS:**

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

#### **SECTION-A**

**Attempt all the questions. Each question carries 2 marks.**

1. Distinguish between verbal and non verbal communication.
2. Write a short note on semantic barriers to communication.
3. Explain the process of communication in as simple a manner as you can.  
Give suitable examples.
4. Define an adjustment letter.
5. List 7 C's of effective communication.
6. Discuss briefly some of generally accepted email etiquettes.
7. Distinguish between a newsletter and a press release.
8. Body language compliments the verbal communication. Comment with examples.
9. State the limitations of non-verbal communication.
10. What kind of preparation is required before conduct of an effective business meeting?

#### **SECTION-B**

##### **Part A**

**Attempt any two questions. Each question carries 10 marks.**

Q1. Your company will hold its annual Dinner and Dance (D&D) party soon. Your boss has asked you to write a memo to all staff and inform them of the upcoming D&D function. Write a memo to your company staff ensuring that your message is clear, concise, courteous and complete. Coin all necessary details regarding date, venue, duration of event and some information on the activities that they can expect.

Q2. What are the limitations of e-mails? Suggest methods to overcome them.

Q3. Suppose you are the Head of Management Department of your college. One of your brilliant students wishes to go abroad for further studies and is in the need of a letter of recommendation. Draft a recommendation letter highlighting his/her strengths. Develop all necessary details.

## **Part B**

**Attempt any two questions. Each question carries 10 marks.**

Q1. Discuss in detail various barriers to the smooth process of communication. Also suggest the ways to overcome them.

Q2. Explain with appropriate illustrations the 7 C's of effective communication.

Q3. What are the functions of communication in a business organization? Explain with examples.

## **BBA 105**

### **INTRODUCTION TO COMPUTERS-1**

#### **IMPORTANT INSTRUCTIONS:**

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

#### **SECTION-A**

**Attempt all the questions. Each question carries 2 marks.**

1. What is MS-Word?
2. What is header and footer?
3. What is slide show?
4. What are unordered bulletings?
5. What is spreadsheet in Excel?
6. What is the use of Powerpoint?
7. What is the use of find and replace text.
8. What is cell referencing in MS-Excel?
9. How can we specify range in spreadsheet?
10. What is the use of MS-Excel?

## **SECTION-B**

### **Part A**

**Attempt any two questions. Each question carries 10 marks.**

1. Write the steps for mail merge.
2. List various features of MS-Word.
3. List various features of MS-Powerpoint.

### **Part B**

**Attempt any two questions. Each question carries 10 marks.**

1. Define animation. Write steps to add animation to slides in powerpoint.
2. List various features of MS-Excel.
3. How can we add table in MS-Word. List and explain various formattings that we can apply on tables in MS-Word.

**ANNEXURE**

**Title Page of Assignment**

<b>1</b>	<b>Name of the Student</b>	
<b>2</b>	<b>Registration Number</b>	
<b>3</b>	<b>Assignment Number (1/2)</b>	
<b>4</b>	<b>Subject Name</b>	
<b>5</b>	<b>Subject Code</b>	
<b>6</b>	<b>Date of Submission</b>	

**Signature of Student**

**Signature of Coordinator**

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**FOR OFFICE USE**

Total Marks obtained: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

(Signature of evaluator)

