

Bachelor of Commerce

B.Com (FYUP)

BCOS – 183: COMPUTER APPLICATION IN BUSINESS

ASSIGNMENT

2024-25

Valid from 1st July 2024 to 30th June 2025

Second Semester



School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi -110068

BACHELOR OF COMMERCE
BCOS – 183: COMPUTER APPLICATION IN BUSINESS

ASSIGNMENT: 2024-25

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course. The assignment has been divided into three sections. Section A Consists of long answer questions for 10 marks each, Section B consists of medium answer questions for 6 marks each and Section C consists of short answer questions for 5 marks each.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

1. Those students who are appearing in December 2024 exams. They should download the new assignment and submit the same latest by 15 October 2024.
2. Those students who are appearing in June 2025 Term End Examination they have to submit latest by in 15 March 2025.

You have to submit the assignment of all the courses to the Coordinator of your Study Centre.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOS-183
COURSE TITLE	:	COMPUTER APPLICATION IN BUSINESS
ASSIGNMENT CODE	:	BCOS-183/TMA/2024-25
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

(This section contains five questions of 10 marks each)

- Q.1** What are the Computer Networks? Explain their importance and various types. **(10)**
- Q.2** What are active and passive attacks? Explain with suitable example. **(10)**
- Q.3** Explain the meaning of E-wallet. Discuss briefly the factors which have contributed towards the adoption of E-wallet in India. **(10)**
- Q.4** What do you understand by Mail Merge? Differentiate between Merge and Query option of 'Mail Merge Helper' window. **(10)**
- Q.5** What do you understand by a business presentation? Explain various types of business presentation. **(10)**

Section – B

(This section contains five short questions of 6 marks each)

- Q.6** Explain operating system and their type. **(6)**
- Q.7** Discuss the benefits and limitations of centralized and decentralized information in business organizations. **(6)**
- Q.8** Describe the various options available in the main menu bar of MS-Word. **(6)**
- Q.9** Explain the process of creating a chart in PowerPoint with the help of an example. **(6)**
- Q.10** How do Pivot charts help in understanding the outcome of cross tabulation of data set? **(6)**

Section-C

(This section contains four short questions of 5 marks each)

- Q.11** What do you understand by Google sheets? Explain their usability. **(5)**
- Q.12** Explain the options we have to protect our document while sharing with others. **(5)**
- Q.13** What is the difference between SLN and DB method of Depreciation? How are they implemented in MS Excel? **(5)**
- Q.14** Explain LOOKUP, VLOOKUP and HLOOKUP with examples. **(5)**