

Bachelor of Commerce

B.Com

CHOICE BASED CREDIT SYSTEM

**BCOS – 183: COMPUTER APPLICATION IN
BUSINESS**

ASSIGNMENT

2022-23

Valid from 1st July 2022 to 30th June 2023

Third Semester



School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi -110068

**BACHELOR OF COMMERCE
CHOICE BASED CREDIT SYSTEM
BCOS – 183: COMPUTER APPLICATION IN BUSINESS**

ASSIGNMENT: 2022-23

Valid from 1st July 2022 to 30th June 2023

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 2022 exams. They should download the new assignment and submit the same latest by 15 October 2022.
2. Those students who are appearing in June 2023 Term End Examination they have to submit latest by in 15 March 2023.

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/2022-23
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** Explain the meaning of E-wallet. Discuss briefly the factors which have contributed to the adoption of E-wallets in India. **(10)**
- Q.3** What is multimedia? What are the advantages of learning multimedia? How it can be used in a PowerPoint presentation to make it more effective? **(10)**
- Q.4** What is Software? Differentiate between system software and application software. **(10)**
- Q.5** Explain the various components of the Excel screen. **(10)**

Section – B

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

- Q.6** How are computers helpful to human beings? State the examples of real-world where computers are prominently being used these days. **(6)**
- Q.7** Discuss the benefits and limitations of centralized and decentralized information in business organizations. **(6)**
- Q.8** What is a cover page of the business report? How you can create one using MS word? **(6)**
- Q.9** What do you understand by a business presentation? Explain various types of business presentations. **(6)**
- Q.10** Explain the various statistical functions available in MS Excel? **(6)**

Section-C

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

- Q.11** What is file storage and synchronization? Distinguish between one-way and two-way synchronization. (5)
- Q.12** Explain the use of the Hash function in cryptography. (5)
- Q.13** Explain the different types of alignment available in MS Word. (5)
- Q.14** How is YouTube useful for businesses? (5)