

PCO - 01

**Certificate in Business Skills (CBS)
Bachelor's Preparatory Programme
(BDP)**

**ASSIGNMENTS
2024-25**

Elective Course in Commerce

PCO-01: PREPARATORY COURSE IN COMMERCE

For July 2024 and January 2025 Admission Cycle



**School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110 068**



Certificate in Business Skills (CBS)
Elective Course in Commerce
PCO – 01: Preparatory Course in Commerce
ASSIGNMENTS 2024-25

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course. 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.

This assignment is valid for two admission cycles (**July 2024 and January 2025**). The validity is given below:

1. Those who are enrolled in **July 2024**, it is valid up to **June 2025**.
2. Those who are enrolled in **January 2025**, it is valid up to **December 2025**.

You have to submit the assignment of all the courses to The Coordinator of your Study Centre. For appearing in June Term-End Examination, you must submit assignment to the Coordinator of your study centre latest by **15th March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15th September**.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	PCO-01
COURSE TITLE	:	PREPARATORY COURSE IN COMMERCE
ASSIGNMENT CODE	:	PCO-01/TMA/2024-2025
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Attempt all the questions:

1. What do you mean by business? Briefly explain the various types of business activities. (20)
2. What is Trial Balance? List the errors that are disclosed by the trial balance. (20)
3. State various causes of disagreement between the balances shown by the cash book and the pass book.
4. On December 31, 1987, the following balances appeared in the books of A.M. Raja: (20)

Stocks on January 1, 1987	Rs.
Raw Materials	6,500
Work-in-progress	14,500
Finished Goods	30,000
Manufacturing Wages	30,000
Purchases of Raw Materials	89,500
Factory Rent	15,000
Carriage of Raw Materials	8,500
Sundry Factory Expenses	6,000
Free Samples distributed	4,000
Office Rent	6,000
Salaries	12,000
Postage and Telegrams	1,000
Printing and Stationery	800
Advertising	1,500
Sundry Office Expenses	700
Depreciation on Plant and Machinery	5,000
Depreciation on Office Furniture	1,000
Sales of Finished Goods	2,10,000

Stocks on December 31, 1987 were as follows:

Raw Materials Rs. 14,500
Work-in-progress Rs. 14,500
Finished Goods Rs. 35,000

Prepare Manufacturing Account, and Trading and Profit and Loss Accounts for the year ended December 31, 1987.

5. What are two-sided errors? Give five examples and show how two-sided errors are corrected? (20)