

**Bachelor's Preparatory Programme
(BPP)**

**ASSIGNMENT
2015-16**

PCO – 01: PREPARATORY COURSE IN COMMERCE

For July 2015 and January 2016 Admission Cycle



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

Bachelor's Preparatory Programme
PCO – 01: Preparatory Course in Commerce

ASSIGNMENT- 2015-16

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 2015 and January 2016.**) The validity is given below:

1. Those who are enrolled in **July 2015**, it is valid upto **June 2016**.
2. Those who are enrolled in **January 2016**, it is valid upto **December 2016**.

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**.

Note: This TMA is valid up to December 2015 only.
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TUTOR MARKED ASSIGNMENT

Course Code	:	PCO - 01
Course Title	:	Preparatory Course in Commerce
Assignment Code	:	PCO - 01/TMA/2015-16
Coverage	:	All Blocks

Maximum Marks: 100

Attempt all the questions.

1. What do you mean by business? Explain various forms of business organisation. (20)

2. (a) What do you understand by 'Accounting Equation'? Give suitable illustrations
(b) What is meant by 'Books of Original Entry'? Discuss the rules of journalizing the business transactions with the help of examples. (10+10)

3. Prepare a Bank Reconciliation Statement from the following particulars on 31st March 2014:

	Rs.
(a) Debit Balance as per bank column of the Cash Book	3,72,000
(b) Cheque issued to creditors, but not yet presented to the bank for payment	72,000
(c) Dividend received by the bank, but not entered in the Cash Book	5,000
(d) Interest allowed by the Bank	1,250
(e) Cheque deposited into bank for collection, but not collected by bank up to this date	15,400
(f) Bank Charges	200
(g) A Cheque deposited into bank was dishonored, but no intimation received	320
(h) Bank paid House tax on our behalf, but no information received from bank in this connection.	350

(20)

4. What are the rectifying entries? How are two sided and one sided errors rectified? Explain with examples. (20)

5. (a) Distinguish between Capital Expenditure and Revenue Expenditure.
(b) Write short notes on the following:
 - (i) Provision for Doubtful Debts
 - (ii) Accrued Income(10+10)