

**Bachelor of Business Administration
(BBA)**

**ASSIGNMENTS
2024-25**

[Valid from 1st July, 2024 to 30th June, 2025]

First Semester



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



Bachelor of Business Administration

(BBA)

ASSIGNMENTS – 2024-25

Dear Students,

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

We are sending the assignments for **BEVAE-181, BEGLA-136 or BHDLA-136, BCOC-132 and BCOS-183** together.

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 assignments 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 Term end exams, they should submit the assignments latest by 15th October 2024.
2. Those students who are appearing in June 2025 Term End Exam, they have to submit the assignments latest by 15th March 2025.

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

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BEGLA-136
COURSE TITLE	:	English at the Workplace
ASSIGNMENT CODE	:	BEGLA-136/TMA/2024-25
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

SECTION A

Q.1 Write short notes on the following: (5x4=20)

- a) Types of customers at the workplace
- b) Characteristics of Work Ethics.
- c) Common Trends in E Communication
- d) Behavior Code at the Workplace.

SECTION B

Q.1 Briefly write about your dream job and how you plan to make it a reality? (10x4=40)

Q.2 Discuss the importance of body language during interviews.

Q.3 Make a presentation for your organization on why you think it is essential to have a portfolio while apply for a position in an organization.

Q.4 You are interested in applying for the position of a web designer in a company. Write a covering letter for this position, showing how you are suitable for the job.

SECTION C

Q.1 Prepare a CV (Curriculum Vitae) for a job you wish to apply for, mentioning your qualifications, work experience achievement etc. relevant to the job. (20x2=40)

Q.2 You are planning to appear for an interview for the position of a English Language Trainer in a reputed institution. Write out ten questions you expect to be asked and your answers to these questions.

सत्रीय कार्य

पाठ्यक्रम कोड : बी.एच.डी.एल.ए-136 / बीएजी
सत्रीय कार्य कोड : बी.एच.डी.एल.ए-136 / 2024-2025
कुल अंक 100

नोट : सभी प्रश्नों के उत्तर दीजिए।

खंड-क

निम्नलिखित प्रश्नों के उत्तर लगभग 800 शब्दों में दीजिए:

20×2 = 40

1. शब्द रचना प्रक्रिया पर प्रकाश डालिए।
अथवा
सरकारी पत्राचार की प्रक्रिया की विवेचना कीजिए।
2. समाचार लेखन और संपादन के संबंध पर प्रकाश डालिए।
अथवा
प्रभावी लेखन की अवधारणा पर विस्तृत प्रकाश डालिए।

खंड-ख

निम्नलिखित प्रश्नों के उत्तर लगभग 400 शब्दों में दीजिए।

10×4 = 40

3. रचना की समानार्थकता के सिद्धांत का वर्णन कीजिए।
4. सार लेखन का सोदाहरण वर्णन कीजिए।
5. प्रत्यक्ष वार्तालाप शैली की विशेषताओं का वर्णन कीजिए।
6. तार्किक लेखन प्रक्रिया पर प्रकाश डालिए।

खंड-ग

निम्नलिखित विशयों पर (प्रत्येक) लगभग 200 शब्दों में टिप्पणी लिखिए :

5×4 = 20

7. भाषा की प्रकृति की समझ पर प्रकाश डालिए।
8. संक्षेपण किसे कहते हैं।
9. व्याकरणिक शुद्धता से क्या अभिप्राय है।
10. विषय की रूपरेखा कैसे तैयार की जानी चाहिए।

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOC-132
COURSE TITLE	:	Business Organisation and Management
ASSIGNMENT CODE	:	BCOC-132/TMA/2024-25
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section-A

(Attempt all the questions. Each question carries 10 marks.)

- Q.1** How technology has impacted the business in today's time, and what are its benefits? (10)
- Q.2** What are the forms of organisation in public enterprises? Explain the features of each form. (10)
- Q.3** What do you understand by centralisation and decentralisation? Also, explain the advantages and disadvantages of decentralisation? (10)
- Q.4** Explain the nature and significance of vertical, horizontal and diagonal communication channels. (10)
- Q.5** Describe the concept of product life cycle. Explain various stages of product life cycle. (10)

Section-B

(Attempt all the questions. Each question carries 6 marks.)

- Q.6** What is the main distinction between the economic activity and non-economic activity? (6)
- Q.7** What are the objectives of a cooperative form of organisation? Explain its merits and limitations. (6)
- Q.8** What do you mean by span of control? Discuss factors affecting span of control. (6)
- Q.9** Explain Herzberg's two-factor theory and differentiate it from Maslow's theory of Need Hierarchy. (6)
- Q.10** Elucidate the difference between Primary Market and Secondary Market? (6)

Section-C

(Attempt all the questions. Each question carries 5 marks.)

- Q.11** What are the features of Technological Innovation? **(5)**
- Q.12** Why is forecasting so important for planning? **(5)**
- Q.13** What do you mean by team effectiveness? **(5)**
- Q.14** What do you mean by dynamics of employer-employee relations ? **(5)**

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

(Attempt all the questions. Each question carries 10 marks.)

- 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 presentations. **(10)**

Section – B

(Attempt all the questions. Each question carries 6 marks.)

- Q.6** Explain operating system and their types. **(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

(Attempt all the questions. Each question carries 5 marks.)

- 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)**