

**PCO - 01**

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

**ASSIGNMENTS  
2022-23**

**Elective Course in Commerce**

**PCO-01: PREPARATORY COURSE IN COMMERCE**

**For July 2021 and January 2022 Admission Cycle**



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



**Elective Course in Commerce**  
**PCO – 01: Preparatory Course in Commerce**  
**ASSIGNMENTS 2022-23**

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 2022 and January 2023**). The validity is given below:

1. Those who are enrolled in **July 2022**, it is valid up to **June 2023**.
2. Those who are enrolled in **January 2023**, it is valid up to **December 2023**.

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 **15<sup>th</sup> March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15<sup>th</sup> September**.

## TUTOR MARKED ASSIGNMENT

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Course Code	:	PCO – 01
Course Title	:	PREPARATORY COURSE IN COMMERCE
Assignment Code	:	PCO – 01/TMA/2022-23
Coverage	:	All Blocks

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**Maximum Marks: 100**

- Q1.** Discuss the forms of business organisation. **(10)**
- Q2.** Define Accounting. Discuss the need of accounting. **(10)**
- Q3.** Mr. Mukesh Rana carries on ready made garments business. A few transactions are given below. Identify the transactions to be recorded in the books of his business. **(10)**
- a) Purchased a typewriter for Rs. 6,000 for office use.
  - b) Sold old domestic furniture for Rs. 500.
  - c) Purchased cloth for garments for Rs. 10,000.
  - d) A shirt worth Rs. 250 is taken home for his son.
  - e) Appointed Satish as an assistant in the shop.
- Q4.** Differentiate between double entry system and single entry system **(10)**
- Q5.** Discuss the classification of accounts with example. **(10)**
- Q6.** Journalise the following transactions, post them into ledger and balance the accounts: **(15)**
- 1 st April 2022 Ashok commenced business with cash Rs. 1,20,000
- 3 rd April 2022 Purchased furniture for cash Rs. 24,000
- 4 th April 2022 Purchased goods from Vijay Rs. 36,000
- 5 th April 2022 Sold goods Rs. 4,800
- 7 th April 2022 Paid rent Rs. 3,000
- Q7.** What is a Bank Reconciliation Statement? Discuss the various causes of disagreement between the balances shown by the cash book and the pass book. **(15)**
- Q8.** (a) Distinguish between the following: **(10)**
- (i) capital receipts and revenue receipts,
  - (ii) capital profits and revenue profits, and
  - (iii) capital losses and revenue losses.
- (b) What is suspense account? When it is opened? **(10)**