Bachelor of Commerce (General)

B.Com G

CHOICE BASED CREDIT SYSTEM

BCOS – 183: COMPUTER APPLICATION IN BUSINESS

ASSIGNMENT

2025-26

Valid from 1st July 2025 to 30th June 2026

Third Semester

School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi -110068

BACHELOR OF COMMERCE (GENERAL)
CHOICE BASED CREDIT SYSTEM
BCOS – 183: COMPUTER APPLICATION IN BUSINESS

ASSIGNMENT: 2025-26

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. Attempt all the three sections.

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 2025 Term End Examination they have to submit latest by in 15 October 2025.
2. Those students who are appearing in June 2026 Term End Examination they have to submit latest by in 15 March 2026.

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/2025-26**
COVERAGE	:	**ALL BLOCKS**

Maximum Marks: 100

Note: Attempt all the questions.

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

Q.1 Explain the evolution of computers over the years. **(10)**

Q.2 Explain principles of IT security with example. **(10)**

Q.3 Define Functions is MS Excel. **(10)**

Q.4 What do you understand by a business presentation? Explain various types of business presentation. Explain the various steps involved in project presentation. **(10)**

Q.5 What is the difference between SLN and DB Method of Depreciation? How are they implemented in MS Excel? **(10)**

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

Q.6 What do you understand by Mail Merge? **(6)**

Q.7 How is YouTube useful for businesses? **(6)**

Q.8 Explain the meaning of different components of URLs. **(6)**

Q.9 What is Google office suite? What are the different apps that come with Google office suite? **(6)**

Q.10 Explain the process of creating cover page of business report using MS word. **(6)**

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

Q.11 Explain the different types of alignment available in MS-Word. **(5)**

Q.12 Explain the process of creating a chart in PowerPoint with the help of an example. **(5)**

Q.13 What do you mean by Wide Area Network? How does it differ from a Local Area Network? **(5)**

Q.14 Differentiate between the following: **(5)**

    a) Open and Closed Wallets
    b) NEFT and RTGS