

Bachelor of Commerce

B.Com

CHOICE BASED CREDIT SYSTEM

BCOS – 183: COMPUTER APPLICATION IN BUSINESS

ASSIGNMENT

2021-2022

Third Semester



School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi -110068



**BACHELOR OF COMMERCE
CHOICE BASED CREDIT SYSTEM
BCOS – 183: COMPUTER APPLICATION IN BUSINESS**

ASSIGNMENT: 2021-2022

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. Section A Consists of long answer questions for 10 marks each, Section B consists of medium answer questions for 6 marks each and Section C consists of short answer questions for 5 marks each.

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 2021 Term End Examination they have to submit latest by in October 2021.
2. Those students who are appearing in June 2022 exams. They should download the new assignment and submit the same latest by 15 March 2022.

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/2021-22
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section-A

(This section contains five questions of 10 marks each)

- Q.1** How are the computers helpful to human beings? State the examples of real world where computers are prominently being used these days. **(5, 5)**
- Q.2** What are active and passive attacks? Explain with suitable examples. **(6, 4)**
- Q.3** What is the generic structure of business report? **(10)**
- Q.4** What is a business presentation? State its importance and various factors determining the effectiveness of business presentations. **(2,2,6)**
- Q.5** Explain the utilities of computers in online Banking and Finance. **(5,5)**

Section-B

(This section contains five short questions of 6 marks each)

- Q.6** “Multimedia components are very important tools for better communication”. Comment. **(6)**
- Q.7** Distinguish between Public key and Private Key. **(6)**
- Q.8** How to make Google forms? **(6)**
- Q.9** “All the business organisations need to protect their IT security from unauthorized users”. Comment. **(6)**
- Q.10** Distinguish between NEFT and RTGS. **(6)**

Section-C

(This section contains four short questions of 5 marks each)

- Q.11** “For organizations the role of computer is to support the key aspects of running them”. Comment. **(5)**
- Q.12** Write a short note on Uniform Resource Locator (URL). **(5)**
- Q.13** How is E-payment system better than traditional payment system? **(5)**
- Q.14** What is use of slide sorter view? **(5)**