Bachelor of Commerce

B.Com

CHOICE BASED CREDIT SYSTEM

BCOS – 183: COMPUTER APPLICATION IN BUSINESS

ASSIGNMENT

2020-2021

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: 2020-21

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 10 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 June 2020 Term End Examination they have to submit latest by in 15 March 2020.
2. Those students who are appearing in December 2020 exams. They should download the new assignment and submit the same latest by 15 October 2020.

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/2020-21**
COVERAGE	:	**ALL BLOCKS**

Maximum Marks: 100

Note: Attempt all the questions.

SECTION – A
(This section contains five questions of 10 marks each)

Q-1 Explain the utilities of computers in online Banking and Finance. **10**

Q-2 Explain the meaning of E-wallet. Discuss briefly the factors which have contributed towards the adoption of E-wallets in India. **10**

Q-3 Describe the important features of MS-Word. **10**

Q-4 How is YouTube useful for businesses? **10**

Q-5 Explain the components of a Payroll Statements. **10**

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

Q.6 What are benefits of computers in business? **6**

Q.7 What do you understand by cloud based system? **6**

Q.8 What are the various popular forms of animation? **6**

Q.9 What do you understand by Array Formulas? **6**

Q.10 What is the role of Pivot Tables? **6**

SECTION – C
(This section contains Two short questions of 10 marks each)

Q.11 Briefly comment on the following: **10**
a) E-wallets are the engines of E-commerce.
b) Computers of these days are being replaced by smart phones.
c) The evolution of computers has reduced the employment opportunities.
d) A research proposal is a document proposing a research project.

Q.12 Distinguish between the following: **10**
a) Analog Computer and Digital Computer
b) Bookmark and Cross Referencing
c) Net Profit and Gross Profit
d) Schema and Instance