

# **VIDYA VIHAR COLLEGE**

**MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY, PATNA**

**COURSE : BBA**

**YEAR : II**

## **INTERNAL ASSIGNMENT**

**Session : 2020 - 23**

**PAPER : V      MANAGEMENT INFORMATION SYSTEM**

**[MAX MARKS : 20]**

The question paper consists of **05** descriptive type questions. Each question is of **04 marks** (word limit 500 words). Attempt all questions. Use graphs, charts and diagrams to explain your answer if necessary.

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**Long answer type questions (300-500 Word Limit). Attempt all questions.**

**[05 x 4 = 20]**

1. What is an information System?
2. How should the information system support the planning organization?
3. What is a supply chain? What is the purpose of supply chain management system?
4. How are information system transforming business and what is their relationship to globalization?
5. While implementing MIS in any organization change can occur in the number of ways.

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**PAPER : VI      COST & MANAGEMENT ACCOUNTING**

**[MAX MARKS : 20]**

The question paper consists of **05** descriptive type questions. Each question is of **04 marks** (word limit 300 words). Attempt all questions. Use graphs, charts and diagrams to explain your answer if necessary.

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**Long answer type questions (300-500 Word Limit). Attempt all questions.**

**[05x4 = 20]**

1. Draw a simple flow chart of the production process showing the activities involved and the flow of costs.
2. Briefly explain the following terms:
  - a. Costing
  - b. Cost accounting
  - c. Cost accountancy
  - d. Cost unit
  - e. Cost centre
  - f. Cost Control
3. Calculate the cost of good units completed and transferred out?
4. What is cost and management accounting?
5. Why is cost and management accounting important?

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**PAPER: VII**

**BUSINESS LAWS**

**[MAX MARKS:20]**

The question paper consists of **05** descriptive type questions. Each question is of **04 marks** (word limit 500 words). Attempt all questions. Use graphs, charts and diagrams to explain your answer if necessary.

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**Long answer type questions (300-500 Word Limit). Attempt all questions.**

**[05x4 = 20]**

1. Discuss duties and powers of directors.
2. What is Goodwill of a firm?
3. What are the various types of companies?
4. Write the difference between Partnership and Limited Liability Partnership.
5. Write difference between private and public company.

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## INTERNAL ASSIGNMENT

**Session : 2020 – 23**

**PAPER : VIII**

**INTERNATION BUSINESS ENVIRONMENT**

**[MAX MARKS: 20]**

The question paper consists of **05** descriptive type questions. Each question is of **04 marks** (word limit 500 words). Attempt all questions. Use graphs, charts and diagrams to explain your answer if necessary.

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**Long answer type questions (300-500 Word Limit). Attempt all questions.**

**[04x5 = 20]**

1. What are the different facts of international business environment?
2. Write short notes on the following:
  - a Code of Ethics for International Marketing
  - b Current Account and Capital Account of Balance of Payments
  - c Essential Elements of a Valid Contract
  - d Strategic Alliances and Technology Transfer
3. Discuss briefly the important foreign market entry strategies.
4. Comment on the following:

Geographic environment does not affect demand pattern of the people living in the country.
5. Explain the Indian scenario of globalization.

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**YEAR : II**

## INTERNAL ASSIGNMENT

**Session : 2020 - 23**

**PAPER [SUB] : I BUSINESS COMMUNICATION – II**

**[MAX MARKS : 20]**

The question paper consists of **05** descriptive type questions. Each question is of **04 marks** (word limit 500 words). Attempt all questions. Use graphs, charts and diagrams to explain your answer if necessary.

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**Long answer type questions (300-500 Word Limit). Attempt all questions.**

**[05x4 = 20]**

1. Explain in detail the various functions of business communication.
2. How a message is prepared? Why proofreading is necessary for a good written message?
3. Differentiate between oral and written communication.
4. What is business communication? Discuss the models and process of communication.
5. What are the guide lines to effective listening? How can good listening habits be developed?

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**COURSE : BBA**

**YEAR : II**

## INTERNAL ASSIGNMENT

**Session : 2020 - 23**

**PAPER [SUB] : II**

**COMPUTR APPLICATION**

**[MAX MARKS: 20]**

The question paper consists of **05** descriptive type questions. Each question is of **04 marks** (word limit 300 words). Attempt all questions. Use graphs, charts and diagrams to explain your answer if necessary.

### **Short answer type questions (300 Word Limit). Attempt all questions.**

**[05x4 = 20]**

1. Tariq Fashions maintain their employee salary details in Excel as shown below. A sample data of 7 employees is shown below. Write steps for the operations (i) to (v) and answer the questions (vi) to (viii) based on the spreadsheet given below along with the relevant cell address:

NAME	BASIC	HRA	DA	PF	NET SALARY
Abhijit	50000	20000		600	
surender	56000	20000		600	
Aashishi	35000	15000		400	
Jyoti	45000	15000		500	
Kanika	60000	25000		700	
Harjit	75000	30000		700	
Amita	25000	10000		300	
Maximum					
No. of Emp					

- To calculate the DA as 25 % of BASIC+HRA for each employee and display in column D.
  - To calculate the NETSALARY as BASIC+HRA+DA-PF for each employee and display in column F.
  - To find the maximum NETSALARY and display in cell F9.
  - The manager inserts a column for S.No. in the above spreadsheet. Which feature will help him automate the typing of sequential numbers in this column?
  - The manager wants to graphically represent a comparative analysis of the salaries of employees. Suggest the most suitable chart type for achieving the same.
  - If the Basic salary of an employee changes, will the manager have to redo all the calculations for that particular employee? Explain.
2. Explain what is the size limitation for an Access database?
3. What is the E-mails?
4. Explain mixed cell referencing with an example.
5. Define the following charts in Excel.

(a) Line Chart

(b) Pie Chart

(c) Scatter Chart

(d) Bar Chart