



TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

ASSIGNMENT

Programme Code No :162
Programme Name : BBAC
Course Code & Name: BBAEG – BUSINESS ENGLISH
Batch : AY 2019-20
No.of Assignments : 3
Maximum CIA Marks : 25 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Explain the Communication process with a model.
2. What is a grape line communication and explain its importance.
3. Enumerate the components of a business letter.

ASSIGNMENT – 2

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Describe the stages of writing collection letters.
2. Draft a letter to bank requesting the banker to open an account.
3. Discuss about fire insurance.

ASSIGNMENT – 3

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Describe the computer based forms of communication.
2. Explain the types of Company Meetings.
3. Define Business Report. Explain steps involved in Business Report writing.



TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

ASSIGNMENT

Programme Code No : 162

Programme Name : BBAC

Course Code & Name: BBAC – 11& PRINCIPLES OF MANAGEMENT

Batch : AY 2019-20

No.of Assignments : 2

Maximum CIA Marks : 25 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Explain decision making along with its process in detail.
2. Elaborate in detail about levels of Management.
3. Briefly explain the scientific approach and functional approach to management.

ASSIGNMENT – 2

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Explain Selection process in detail.
2. Discuss various types of training.
3. Explain the nature and importance of communication.



TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

ASSIGNMENT

Programme Code No :162

Programme Name : BBAC

Course Code & Name: BBAC – 12 & BUSINESS MATHS & STATISTICS

Batch : AY 2019-20

No.of Assignments : 3

Maximum CIA Marks : 25 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Explain the types of Data and their merits and demerits.
2. Explain De-morgan's law with diagram.

3.
$$A = \begin{vmatrix} 1 & -1 & 1 \\ -3 & 2 & -1 \\ -2 & 1 & 0 \end{vmatrix} \quad B = \begin{vmatrix} 1 & 2 & 3 \\ 2 & 4 & 6 \\ 1 & 2 & 3 \end{vmatrix}$$

Computer AB and BA

ASSIGNMENT – 2

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Explain mode and explain. How to calculate mode with example.
2. If the total cost function $TC = \frac{X^3}{3} - 3x^2 + 9x$ find at what level will it be?
3. Calculate the median of the following data compiled from the traders in your area.

Sales (1000 Rs.) : 0-10 10-20 20-30 30-40 40-50 50& Above

No. of Traders : 5 7 12 18 8 5

ASSIGNMENT – 3

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. A sample of 100 students mark in a particular subject drawn from TNOU is given below. Compute the Mean Deviation.

Marks obtained	No. of Students
30-34	5
35-39	8
40-44	12
45-49	20
50-54	27
55-59	20
60-64	8

2. The following table presents a sample data relating to number of study hours spent by students and their scores in examination find the least square regression line.

Sampled Student	Hours of Study	Exam Grade
1	20	64
2	16	61
3	34	84
4	23	70
5	27	88
6	32	92
7	18	72
8	22	77

3. Following table shows the prices of Wheat and Rice over a period of time. Construct a simple aggregate price index number.

Year	Commodity Price	
	Wheat	Rice
1961	554	427
1962	559	430
1963	673	622
1964	692	576



TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

ASSIGNMENT

Programme Code No :162

Programme Name : BBAC

Course Code & Name: BBAC – 13 & FUNDAMENTALS OF COMPUTERS

Batch : AY 2019-20

No.of Assignments : 2

Maximum CIA Marks : 25 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. Explain the Central Processing Unit.
2. Explain about DOS and its Commands.
3. How will you start word in your PC?

ASSIGNMENT – 2

Max : 25 marks

Answer any one of the question not exceeding 1000 words

1. How can you view all slides in a presentation? and how can you add text effects to that?.
2. How to align format and spell check a text?
3. Explain running a slide show on screen.