Bangladesh Open University

BBA Program

Semester: 171 (1st Level)

Course: Introduction to Business   **Due on: March 02, 2018**

Instructions

➢ Answer the all questions in your <u>own handwriting</u> on <u>A4 size white paper</u>.
➢ Fill-in the <u>cover page of your assignment</u> with care.
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Questions

1. (a) Explain the terms business, industry, commerce and trade.
   (b) Discuss the role of business in the socio-economic development of Bangladesh.

2. (a) State the positive features to form sole proprietorship business in Bangladesh.
   (b) How can a partnership firm be registered? Why should a partnership firm be registered? Discuss.

3. (a) What do you mean by company form of business organization? Distinguish between memorandum of association and articles of association.
   (b) Discuss the management pattern of company form of business organization.

Bangladesh Open University
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Semester: 171 (1st Level)

Course: Introduction to Business   **Due on: April 13, 2018**

1. (a) Explain the principles and characteristics of co-operative form of business organization.
   (b) Discuss the necessity for cooperative form of business organizations in Bangladesh.

2. (a) What do you mean by public enterprise? State in brief different types of public enterprises.
   (b) Discuss the problems faced by public enterprises in Bangladesh.

3. (a) What is business combination? State the main causes of forming business combination.
   (b) Discuss the principal types of business combination. Write about combination in Bangladesh.

স্কুল অব বিজনেস

Bangladesh Open University

BBA Program

Semester: 171 (1st Level)

Course: Financial Accounting 1   **Due on: March 02, 2018**

Instructions

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Questions

1. Michael McNamee is the proprietor of a property management company, Apartment Exchange, near the campus of Pensacola State College. The business has cash of $8,000 and furniture that cost $9,000 and has a market value of $13,000. The business debts include accounts payable of $6,000. Michael's personal home is valued at $400,000, and his personal bank account has a balance of $1,200. Consider the accounting principles and assumptions discussed in the chapter, and identify the principle or assumption that best matches the situation:

   a. Michael's personal assets are not recorded on the Apartment Exchange's balance sheet.

   b. The Apartment Exchange records furniture at its cost of $9,000, not its market value of $13,000.

   c. The Apartment Exchange reports its financial statements in U.S. dollars.

   d. Michael expects the Apartment Exchange to remain in operation for the foreseeable future.

2. Murphy Delivery Service completed the following transactions during December 2017:

   Dec. 1   Murphy Delivery Service began operations by receiving $13,000 cash and a truck with a fair value of $9,000 from Russ Murphy. The business issued Murphy capital in exchange for this contribution.

   1   Paid $600 cash for a six-month insurance policy. The policy begins December 1

   4   Paid $750 cash for office supplies.

   12   Performed delivery services for a customer and received $2,200 cash.

   15   Completed a large delivery job, billed the customer, $3,300, and received a promise to collect the $3,300 within one week.

   18   Paid employee salary, $800.

   20   Received $7,000 cash for performing delivery services.

22 Collected $2,200 in advance for delivery service to be performed later.

25 Collected $3,300 cash from customer on account.

27 Purchased fuel for the truck, paying $150 on account. (Credit Accounts Payable)

28 Performed delivery services on account, $1,400.

29 Paid office rent, $1,400, for the month of December.

30 Paid $150 on account.

31 Murphy withdrew cash of $2,500.

Requirements:

1. Record each transaction in the journal using the following chart of accounts.

Cash	Murphy, Withdrawals
Accounts Receivable	Income Summary
Office Supplies	Service Revenue
Prepaid Insurance	Salaries Expense
Truck	Depreciation Expense—Truck
Accumulated Depreciation—Truck	Insurance Expense
Accounts Payable	Fuel Expense
Salaries Payable	Rent Expense
Unearned Revenue	Supplies Expense
Murphy, Capital	

2. Post the transactions in the ledger accounts.

3. Prepare an unadjusted trial balance as of December 31, 2017.

4. Prepare a worksheet as of December 31, 2017.

5. Journalize the adjusting entries using the following adjustment data and also by reviewing the journal entries prepared in Requirement 1. Post adjusting entries to the ledger accounts.

Adjustment data:

a. Accrued Salaries Expense, $800.

b. Depreciation was recorded on the truck using the straight-line method. Assume a useful life of five years and a salvage value of $3,000.

c. Prepaid Insurance for the month has expired.

d. Office Supplies on hand, $450.

e. Unearned Revenue earned during the month, $700.

f. Accrued Service Revenue, $450.

6. Prepare an adjusted trial balance as of December 31, 2017.

7. Prepare Murphy Delivery Service's income statement and statement of owner's equity for the month ended December 31, 2017, and the classified balance sheet on that date.

8. Journalize the closing entries, and post to the ledger accounts.

9. Prepare a post-closing trial balance as of December 31, 2017.

3. (a) What is a purchase return? How does a purchase allowance differ from a purchase return?
    (b) Describe FOB shipping point and FOB destination. When does the buyer take ownership of the goods, and who typically pays the freight?
    (c) Steve's Hardware Store uses the perpetual inventory system. The business incurred the following transactions:
    (i)   On November 1, 10 snow blowers were purchased on account at $1,000 each. Credit terms were 2/10, net 30.
    (ii) On November 2, the business returned two snow blowers due to damage incurred in shipping.
    (iii) On November 3, the supplier granted Steve's Hardware an allowance of $80 because one of the snow blowers was missing an attachment.
    (iv) On November 10, the business sold three of the snow blowers on account at $1,500 each. The credit terms were 2/10, net 30. No sales returns are expected.
    (v)   On November 12, the business paid for the snow blowers.
    (vi) On November 30, business paid wages of $2,000.

Requirement:

Journalize the above transactions for Steve's Hardware Store.

Bangladesh Open University

BBA Program

Semester: 171 (1st Level)

Course: Financial Accounting 1   **Due on: April 13, 2018**

(TMA script is to be presented in student's own handwriting in A4 size white paper)

1. Under a perpetual inventory system, what are the four inventory costing methods and how does each method determine ending merchandise inventory and cost of goods sold?

2. Exercise World began January with merchandise inventory of 90 crates of vitamins that cost a total of $5,850. During the month, Exercise World purchased and sold merchandise on account as follows:

Jan. 2	Purchase	130 crates @ $ 76 each
5	Sale	140 crates @ $ 100 each
16	Purchase	170 crates @ $ 86 each
27	Sale	180 crates @ $ 104 each

    Requirements:

    1. Prepare a perpetual inventory record, using the FIFO inventory costing method, and determine the company's cost of goods sold, ending merchandise inventory, and gross profit.

    2. Prepare a perpetual inventory record, using the LIFO inventory costing method, and determine the company's cost of goods sold, ending merchandise inventory, and gross profit.

    3. Prepare a perpetual inventory record, using the weighted-average inventory costing method, and determine the company's cost of goods sold, ending merchandise inventory, and gross profit. (Round weighted-average cost per unit to the nearest cent and all other amounts to the nearest dollar.)

    4. If the business wanted to pay the least amount of income taxes possible, which method would it choose?

3. The records of Grade A Beef Company list the following selected accounts for the quarter ended September 30, 2017:

Interest Revenue	$ 900	Accounts Payable	$ 17,000
Merchandise Inventory	46,300	Accounts Receivable	33,500
Notes Payable, long-term	47,000	Accumulated Depreciation—Equipment	36,500
Salaries Payable	2,600	Bay, Capital	41,610
Net Sales Revenue	294,000	Bay, Withdrawals	15,000
Rent Expense (Selling)	16,700	Cash	7,300
Salaries Expense (Administrative)	2,500	Cost of Goods Sold	161,700
Office Supplies	5,800	Equipment	131,000
Unearned Revenue	13,800	Interest Payable	900
Interest Expense	2,300	Rent Expense (Administrative)	7,400
Depreciation Expense—Equipment (Administrative)	1,310	Salaries Expense (Selling)	5,000
Utilities Expense (Administrative)	4,500	Utilities Expense (Selling)	10,900
Delivery Expense (Selling)	3,100		

Requirements:

1. Prepare a single-step income statement.
2. Prepare a multi-step income statement.
3. J. Bay, owner of the company, strives to earn a gross profit percentage of at least 50%. Did Grade A Beef achieve this goal? Show your calculations.

4. (a) Katie's Garden Company purchased a machine on July 1, 2016. The machine cost $200,000 and has an estimated residual value of $20,000. The expected useful life is 8 years. The machine is to be used for 100,000 machine hours.

Requirements:

1. Calculate the depreciation expense for 2016 and 2017 using the straight-line method.
2. Calculate the depreciation expense for 2016 and 2017 using the units-of-production method. The machine was used for 8,000 machine hours in 2016 and 23,000 machine hours in 2017.
3. Calculate the depreciation expense for 2016 and 2017 using the double-declining-balance method.

(b) Sullivan Sales purchased a machine on January 1, 2015 which cost $450,000. The machine had a residual value of $50,000 and a useful life of 10 years. Sullivan Sales can replace this machine with one that is more efficient and decides to sell the old machine for $100,000 on July 1, 2017.

Requirement:

Prepare the appropriate journal entry to record the sale of this machine, assuming the company uses the double-declining-balance method of depreciation. The fiscal year ends on December 31.

Bangladesh Open University
BBA Program
Semester: 171 (1ˢᵗ Level)

Course Title: Business English   **Due on: March 02, 2018**

Instructions

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Questions

1. (a) What are Adjectives?
   (b) Can Adjectives be used as Nouns? Write with examples.

2. (a) What are Articles? How are they formed?
   (b) Rewrite the following sentences by filling in *a* or *an* or *the* as may be suitable:
      i.   I badly need ___ internet connection at my home.
      ii. Hena is sewing ___ quilt to stay warm during ____ winter.
      iii. Our house is situated beside ____ river.
      iv. School of Business is going to start ____ new PGDM Program with different majors.
      v.   Most children are now attracted to playing games on ___ computers.
      vi. Akbar was ____ great king.
      vii. There has been many ____ day when Ma forgets to have her medicine.
      viii. Grass is always greener on ____ other side of ____ river.

3. (a) What are Gerunds? How are they formed?
   (b) When is it necessary to use a gerund?
   (c) Rewrite the following sentences given below by using the correct form of gerunds for the verb(s) in brackets:
      i.   Kabir was (talk) too loudly.
      ii. The mad man was (ring) the bell continuously.
      iii. You must stop (hate) the wrong person for the wrong reason.
      iv. Why are you (run)? The bus won't leave for another 15 minutes.
      v.   Rahman was (snore) last night.
      vi. Everyone was (pray) for peace and happiness in the Akheri Munazat.
      vii. I can't stop (read) a book once I have started it.

4.   Change the following complex sentences into simple sentences.
   (i)   After he had learned his lessons, he went out to play.
   (ii) While I was walking along the street, I saw a dead cobra.
   (iii) Although he was wealthy and educated, he never made a name.
   (iv) If you follow my advice, you will win your object.
   (v)   As he was driven out of his country, he sought asylum in a foreign land.
   (vi) A gypsy who was wandering across the fields found the baby.

Bangladesh Open University
BBA Program
Semester: 171 (1ˢᵗ Level)

Course Title: Business English   **Due on: April 13, 2018**

1. (a) Dialog writing:
    You are a student of BBA program of School of Business, Bangladesh Open University.
    Assume you and your friend are discussing the necessity of visiting new places within Bangladesh for expanding your knowledge about the different cultures and heritages that the people follow.
    Now write down the possible dialogues between you and your friend.
    (Hint: at least 16 dialogues)

2   Read the following situations and write appropriate business letters for each case.
    (a) Patwary Trading Company is thinking of establishing its office at a new location. The company is communicating with an agent for a suitable accommodation.
    Now write two letters one from Patwary Trading Company requesting information for suitable flat or position, and the other on behalf of the agent providing proper reply.

3. (a) *Summarize the following passages of about one-third of the original length providing it with an appropriate title.*
    It is evident that those in the prime of life will be between the young and the old in character, subtracting the excess of either, and neither exceedingly confident nor too fearful but having the right amount of both, neither trusting nor distrusting everybody but rather making realistic judgments and not directing their lives only to what is fine or what is advantageous but to both and neither to frugality nor to extravagance but to what is fitting. Similarly in regard to impulse and desire. And they combine prudence with courage and courage with prudence, while among the young and the old these things are separated; for the young are brave and lack self-restraint, the older prudent and cowardly. To speak in general terms, whatever advantages youth and old age have separately, [those in their prime] combine, and whatever the former have to excess or in deficiency, the latter have in due measure and in a fitting way. The body is in its prime from the age of thirty to thirty-five, the mind about age forty-nine. Let this much be said about the kinds of character of youth and old age and the prime of life.

Bangladesh Open University
BBA Program
Semester: 171 (1st Level)

Course: Business Mathematics   **Due on: March 02, 2018**

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Questions

1. Identify the type of the following functions:
   i) $Y = 10X + 2$
   ii) $Y = 10^{(X+3)}$
   iii) $Y = e^{\ln X}$
   iv) $Y = \ln x^2$

2. What is intercept? Find the X-intercept and Y-intercept of the following functions:
   i) $Y = 5X + 6$
   ii) $Y = 5X^2 + 15X + 4$
   iii) $Y = 12e^X + 3$ [Y-intercept only]

3. Draw the graphs of the following functions:
   i) $Y = 10X + 4$
   ii) $Y = 3X^2 - 7X + 4$
   iii) $Y = 2e^{5X} + 3$

4. Prove that $\ln 25 \times \log_5^{10} - \ln 100 + \log 30 - \log 3 = 1$ [do not use calculator].

5. Give examples of void set, singleton, power set and universal set. Identify which of the following sets is/are finite or infinite -
   (i) The set of even integers;
   (ii) The set of all integers, whose squares are less than 40;
   (iii) The set of students in your class who are taller than 6 feet.
   (iv) The set of the number of cells on an Excel Sheet.

6. If A = {1, 2, 3, 4}, B = {2, 4, 6, 8} and C = {3, 4, 5, 6}, Find –
   (i) $A \cup B$, (ii) $B \cup B$, (iii) $(A \cup B) \cup C$, (iv) $A \cup (B \cup C)$.

7. By using Venn Diagram, prove the following –
   $A \cap (B \cap C) = (A \cap B) \cap C$ (ii) $(A \cup B)^C = A^C \cap B^C$

স্কুল অব বিজনেস

Bangladesh Open University
BBA Program
Semester: 171 (1st Level)

Course: Business Mathematics   **Due on: April 13, 2018**

1. [Combination] A committee of 7 is to be formed from 14 students. How many different ways this can be done so as always to (i) include 1 particular student; and (ii) exclude 2 particular students?

2. What is the difference between differentiation and derivative? Differentiate the following functions with respect to X:
    i)   Y= 6X+3
    ii) Y= 7X^2+6X+5
    iii) Y= 5e^{X+3}+5

3. Find which of the following are increasing or decreasing functions at X=10:
    i)   Y= 4X+3
    ii) Y= 5X^2+6X+5
    iii) Y= 5e^{X+2}+3
    iv) Y=Log$_a$X^2

4. Define square matrix, diagonal matrix and scalar matrix. "All scalar matrices are diagonal matrices, but all diagonal matrices are not scalar matrices" – do you agree with the statement? Give examples.

5. Find AB following matrices. Is AB a symmetric matrix?

    i.   A=$\begin{bmatrix} 5 & 2 & 1 \\ 1 & 5 & 2 \\ 0 & 1 & 7 \end{bmatrix}$ ii. B=$\begin{bmatrix} 2 & 3 & 4 \\ 1 & 3 & 1 \\ 3 & 2 & 5 \end{bmatrix}$

6. Solve the following equation system for X, Y and Z by using matrix inversion:
    X+3Z -10 = 0
    2X + 2Y + Z = 15
    2X + Y + 3Z = 10