**Pragnya Education Trust’s**

**Pragnya college of management & computer studies,**

**Handewadi, Pune-411060,**

**Assignment(2017-18)**

**Class: B.B.A (CA) Semester I**

**Sub: Modern Operating Environment And MS Office**

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1. Explain functional Block diagram of computer. CPU, ALU, Memory Unit? Write about bus structure of Digital Computer - Address, data and control bus?
2. Explain what is Primary memory? Write about Memory Concept, Memory cell, memory organization, Semiconductor memory- RAM, ROM, PROM, EPROM?
3. Explain Operating system, Evolution of operating system, Function of operating system, Types of operating systems?
4. Explain mail merge feature in Ms-office? Explain how to prepare slide show with animation?

**Sub: Financial Accounting**

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1. Explain Program development cycle?
2. Write about Time complexity: Big-Oh notation? Write about Performance Analysis for space requirement and speed using Big-Oh notation?
3. Draw flowchart and write algorithm for addition of 2, 3 dimensional array?
4. Draw flow chart and write algorithm for Bucket Sort? Write about Sequential and Binary Search?

**Sub: Principles of Programming and Algorithms**

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**Sub: Business Communication**

1. Write Principles of effective communication? Write about Barriers to Communicationand its types?
2. Write about Oral Communication-Meaning, Nature, Scope Advantages & Limitations of Personal & Telephonic communication?
3. Explain Non-Verbal Communication -Advantages & Limitations? Write about Silence,Body Language, Signs & Symbols, and Grapevine?
4. Write a letter Enquiry & order material from a company?

**Sub:** **Principles of Management**

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1. Explain the Planning –Meaning ,Need & Importance, types levels –advantages & limitations?
2. Write about Decision making – Types , Process of rational decision making & techniques of decision making
3. Explain Leadership – Meaning ,qualities of effective Leadership & functions of leader
4. Explain Management of change & Disaster Management?