**Pragnya Education Trust’s**

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

**Handewadi, Pune-411060,**

**Assignment(2018-19)**

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

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

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1. Explain Computer Characteristics, Concept of Hardware, Software , Evolution of computer and Generations?
2. Explain Assembler, Compiler, Interpreter? Explain Characteristics of good Language?
3. Explain what is Netwoking? Write about Basic elements of a Communication System? Explain Data transmission media?
4. Explain how to create a table in Ms-office? Explain spell check feature in Ms-office?

**Sub: Financial Accounting**

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1. Explain the concept of Financial Accounting- Definition, Scope, Objectives & Limitations?
2. Explain Accounting Process, Journals, Ledger, Cash Book with example?
3. Important provisions of Companies Act 1956 in respect of preparation of final Accounts?
4. Explain Depreciation: meaning , Need, Importance & Methods?

**Sub: Principles of Programming and Algorithms**

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1. Explain what is problem solving? Explain about algorithm?
2. Explain the concept of recursion? Explain the concept to find out factorial of Number with algorithm?
3. Explain the concept of Flowchart in detail ?
4. Draw flow chart for Maximum of 2 numbers?

**Sub: Business Communication**

1. Define communication? Write Objective, Process, importance of communication?
2. Explain methods of communication? Explain Written Communication-Advantages & Limitations?
3. Explain the Art of Listening, Principles of Good Listening, Barriers to Listening?
4. Write a Job application letter considering example company?

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

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1. Explain the Concept of Management ? Write about Universality of management?
2. Write about Contribution of F.W.Taylor in Evolution of management Thoughts ?
3. Explain Classes of Decisions & Levels of Decisions ?
4. Explain Total Quality Management & Stress Management?