Bangladesh Open University

BBA Program

Semester: 231 (1st Level)

Course Title: Introduction to Business   **Due on May 16, 2025**

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) What do you understand by business? How is not-for-profit business different from for –profit business? Discuss with example.

    (b) Describe the various objectives of business organization.

    (c) Describe the various economic systems where the business organization operates its activities.

    (d) Who is a stakeholder? Discuss about the different types of stakeholders.

2. (a) What is business environment? Explain the issues that are related to the external business environment.

    (b) How business environment affect business organization? Illustrate.

    (c) How organization adapt itself with the environmental changes? Explain.

3. (a) State the advantages and disadvantages of sole proprietorship business.

    (b) Explain the benefits and structure of One Person Company.

    (c) State the issues that should be included in the contract of partnership business.

    (d) How a partnership business can be dissolute? Discuss.

স্কুল অব বিজনেস

Bangladesh Open University
BBA Program
Semester: 231 (1ˢᵗ Level)

Course Title: Introduction to Business   **Due on June 20, 2025**

Instructions

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Questions

1. (a) What do you understand by a company? Explain the features of a company.
    (b) Describe the sequential steps of the formation of the private limited company.
    (c) Describe the differences between private limited company and public limited company.
    (c) Explain the reasons of merger and acquisition of business.

2. (a) What is share? Describe the different types of shares.
    (b) State the rights of a shareholder.
    (c) How a director of a company is appointed? Explain.

3. (a) What do you understand by article of association? How is it different from memorandum of association?
    (b) Explain how the alteration of memorandum of association is made.
    (c) State the matters that should be presented in board meeting.

Bangladesh Open University
BBA Program
Semester: 231 (1st Level)

Course Title: Introduction to Business   **Due on July 11, 2025**

Instructions

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Questions

1. (a)   What do you mean by franchising business? Explain the issues that are included in the franchising agreement.

    (b)   Do you find any franchise business in Bangladesh? How they operate? Discuss.

    (c)   What is small business? Describe the opportunities of small business in Bangladesh.

2. (a)   What is cooperative form of business? State the principles that should be followed in cooperative form of business.

    (b)   How will you assess the historical existence of cooperative business?

    (c)   How will you make decision about the selection of appropriate types of business ownership? Explain.

3. (a)   What is business ethics? Discuss the business activities that are considered to be unethical.

    (b)   Explain the ways of encouraging ethical behavior among the employees of the organization.

    (c)   Discuss the responsibilities of business concern to its consumers, employees, environment, and investors.

Bangladesh Open University
BBA Program
Semester: 231 (1st Level)

Course Title: Financial Accounting-I   **Due on May 16, 2025**

Instructions

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Questions

1. (a) Explain how the basic accounting equation remains balanced in all financial transactions. Provide three different examples where changes occur in the equation but the balance is maintained.

    (b) How do the four primary financial statements (Income Statement, Statement of Owner's Equity, Balance Sheet, and Cash Flow Statement) interconnect? Why is adjusting entries an essential part of this process?

    (c) A company reports high revenue but struggles with cash flow issues. What could be the possible reasons for this, and how can proper accounting practices help address such issues?

2. ABC Ltd. started its business operations on January 1, 2025 with an initial capital investment of Tk100, 000 by the owner. Below are the first ten transactions recorded during January:

    Jan 1 Purchased office equipment for TK20, 000 in cash.

    Jan 3 Bought inventory worth TK15, 000 on credit.

    Jan 4 Paid TK5, 000 for rent.

    Jan 5 Provided services to a client for TK12, 000, receiving TK8, 000 in cash and the rest on credit.

    Jan 10 Paid TK4, 000 for salaries.

    Jan 15 Paid TK10, 000 to suppliers for inventory purchases.

    Jan 20 Received TK5, 000 from a client for services previously performed on credit.

    Jan 21 Borrowed TK25, 000 from a bank, with a one-year repayment period.

    Jan 25 Paid TK2, 000 for utilities.

    Jan 30 The owner withdrew TK6, 000 for personal use.

    (i) Journalize the transactions.

    (ii) Post to the ledger accounts.

    (iii) Prepare a trial balance on 31st January, 2025

XYZ Ltd. had the following unadjusted trial balance on December 31, 2024:

Account	Debit (Tk)	Credit (Tk)
Cash	20,000	
Accounts Receivable	7,000	
Supplies	4,000	
Equipment	50,000	
Accumulated Depreciation		10,000
Accounts Payable		5,000
Salaries Payable		3,000
Capital		50,000
Service Revenue		20,000
Salaries Expense	8,000	
Rent Expense	3,000	

Additional Adjustments Required:
1. Depreciation on equipment for the year is Tk6, 000.
2. Supplies used during the year amount to Tk2, 500.
3. Salaries earned but unpaid total Tk1, 500.
4. Rent paid in advance amounts to Tk1, 000 (this was included in Rent Expense).
5. A client paid Tk3, 000 in advance for services to be provided next year, currently recorded as revenue.
6. Interest on a Tk10, 000 loan (at 6% per year) has not been recorded yet.

Required:
(i) Prepare the necessary adjusting journal entries based on the above information.
(ii) Prepare the adjusted trial balance after the adjustments.

Bangladesh Open University
BBA Program
Semester: 231 (1ˢᵗ Level)

Course Title: Financial Accounting-I   **Due on June 20, 2025**

Instructions

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Questions

1. XYZ Corporation's unadjusted trial balance as of December 31, 2024 is as follows:

Account	Debit (Tk)	Credit (Tk)
Cash	15,000	
Accounts Receivable	9,000	
Inventory	20,000	
Supplies	3,500	
Equipment	50,000	
Accumulated Depreciation		12,000
Accounts Payable		7,500
Salaries Payable		2,500
Notes Payable (due in 2 years)		10,000
Owner's Capital		50,000
Owner's Drawings	5,000	
Sales Revenue		35,000
Salaries Expense	8,000	
Rent Expense	3,000	
Utilities Expense	2,500	

Adjustments:
1. Supplies on hand at year-end are Tk1, 000.
2. Depreciation expense for equipment is Tk5, 000.
3. Salaries earned but unpaid amount to Tk1, 500.
4. Rent of Tk500 was paid in advance for the next month but was included as an expense.
5. The owner withdrew Tk2, 000 for personal use, which was not recorded.
6. Interest on notes payable for the year is Tk600, not yet recorded.
7. A customer was billed Tk3, 000 for services performed but not recorded.
8. Utilities expense of Tk1, 200 is unpaid.

Required:
(i) Complete a work sheet showing adjustments and adjusted balances.
(ii) Prepare the closing entries to close revenue, expense, and drawing accounts.

ABC Traders, a merchandising company, started operations on January 1, 2024. Below are the first ten transactions recorded during the month using perpetual inventory system:

Jan 1 Purchased inventory worth Tk25, 000 on credit, terms 2/10, n/30.

Jan 2 Sold merchandise costing Tk15, 000 for Tk30, 000 on credit, terms 3/10, n/30.

Jan 5 Paid Tk500 for transportation-in (Freight-In).

Jan 7 Returned Tk3, 000 worth of defective inventory to the supplier before payment.

Jan 10 Collected Tk20, 000 from customers within the discount period.

Jan 12 Paid supplier within the discount period for remaining inventory purchases.

Jan 15 Purchased additional inventory worth Tk10, 000 on cash.

Jan 20 Paid Tk1, 200 for store rent and Tk500 for utilities.

Jan 23 A customer returned merchandise sold earlier that had a selling price of Tk2, 000 and cost Tk1, 000.

Jan 25 Counted ending inventory and found it to be Tk16, 500.

Required:
Journalize the transactions.

Bangladesh Open University
BBA Program
Semester: 231 (1st Level)

Course Title: Financial Accounting-I   **Due on July 11, 2025**

Instructions

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Questions

1. ABC Retailers deals in electronics and follows a periodic inventory system. Below are the transactions for the month of March:

    1. Beginning inventory on March 1: 500 units @ Tk20 each.
    2. Purchased 300 units @ Tk22 each on March 5.
    3. Sold 400 units @ Tk40 each on March 10.
    4. Purchased 200 units @ Tk24 each on March 15.
    5. A customer returned 50 units (originally sold at Tk40 each) on March 18.
    6. Sold 350 units @ Tk42 each on March 22.
    7. Purchased 400 units @ Tk25 each on March 25.
    8. A fire destroyed 30 units of inventory on March 28.
    9. Sold 250 units @ Tk45 each on March 30.
    10. Physical inventory count on March 31 shows 300 units remaining.

Additional Information:

ABC uses FIFO and Weighted Average Costing methods.

Required:

Compute ending inventory and cost of goods sold (COGS) using FIFO and Weighted Average Costing.

XYZ Manufacturing acquired several long-term assets and recorded related transactions during the year:

1. Purchased factory equipment for Tk80, 000, with an installation cost of Tk5, 000.
2. Purchased land for Tk120, 000, including Tk10, 000 in legal fees.
3. Paid Tk15, 000 for building renovation.
4. Acquired a patent for Tk25, 000 with a legal defense cost of Tk5, 000.
5. Equipment depreciated using the straight-line method over 5 years (no salvage value).
6. Sold old machinery with an original cost of Tk30, 000 and accumulated depreciation of Tk18, 000 for Tk8, 000.

7. Amortized the patent over 10 years.
8. Recorded Tk12, 000 in repairs and maintenance costs during the year.

Required:

Journalize the transsections and provide working notes of depreciation and amortization.

স্কুল অব বিজনেস
Bangladesh Open University
BBA Program
Semester 231 (1st Level)

Course: Business Mathematics   **Due on: 16 May, 2025**

(Assignment is to be presented in own handwriting on A4 size white pages)
Note: Answer all the questions and submit to the coordinator of your tutorial center on or before due date.

INSTRUCTIONS

https://youtu.be/pYi7bBZ2jjY

1.1. Write down the following relationships in functional form (use notations only).
   i.   Traffic jam (TJ) and productivity of the workers (WP).
   ii.   ChatGPT and learner's time (LT) for academic works.
   iii. Leisure time (LT) and readers' interest for reading (IR).
   iv.   Years of schooling (SC) and income (Y).
   v.   Women empowerment (EMP) and open education (OE).
   vi.   Animal health (H) and oxygen (O).
   vii. Peace (P) and Economic growth (GRW).
   viii. Climate change (CL) and natural calamity (D).
   ix.   Quantity demanded (QD) and price (P).
   x.   Nutrition (NU) and learning (LR).
   xi.   Training (TRN) and skills (SK).

1.2.   Distinguish between algebraic and transcendental functions. Give 3 examples of the following categories of functions:
   i)   Linear function
   ii)   Exponential function
   iii)   Logarithmic function
   iv)   Quadratic function
   v)   Polynomial function
   vi)   Bivariate function
   vii)   Multivariate functions
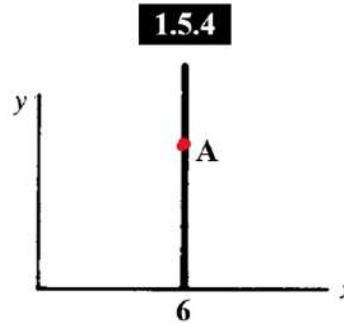   viii) Simultaneous equation
   ix)   Rational function
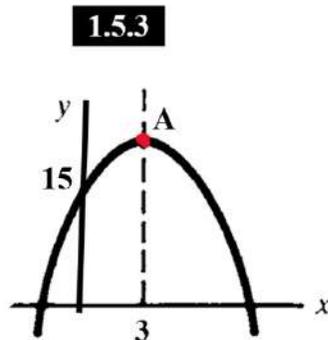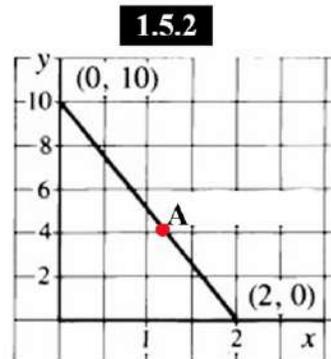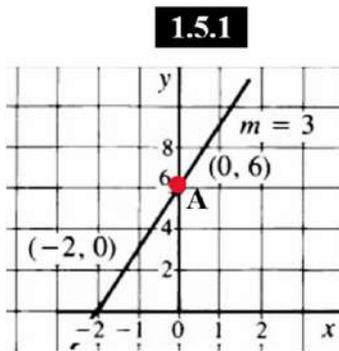   x)   Power function

1.3.   Draw the graphs of the following relationships. Identify which of the following graphs qualify as functions and which don't. Give explanations.
   i) $Y = -2X + 7$
   ii) $Y^2 = X$
   iii) $Y = X^2$
   iv) $Y = -X^2 + 6X + 15$
   v) $X^2 + Y^2 = 64$
   vi) $X = 4$
   vii) $Y = 2e^{5X} + 3$

1.4.   What is intercept? Find the X-intercept and Y-intercept of the following functions:
   i) $Y = 5X + 10$
   ii) $Y = 5X^2 + 15X + 4$
   iii) $Y = 12e^X + 3$ [Y-intercept only]

1.5.   Find the equations for the lines below. Also, calculate the slopes for each of the lines at point A.

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

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

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Bangladesh Open University
BBA Program
Semester 231 (1st Level)

Course: Business Mathematics   **Due on: 20 June, 2025**

(Assignment is to be presented in own handwriting on A4 size white pages)

Note: Answer all the questions and submit to the coordinator of your tutorial center on or before due date.

2.1.   Differentiate the following functions with respect to X:
   i) $Y = 6X + 3$
   ii) $Y = 7X^2 + 6X + 5$
   iii) $Y = (X+2)(3X-3)$
   iv) $Y = 5^{(2X)} + 6$
   v) $Y = e^{\ln X}$
   vi) $Y = \ln x^2$
   vii) $Y = 5X^3 + 3X^2 - 10X + 10$

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

2.3.   Suppose the cost function of a company is $C = 6Q^2 + 5Q + 100$. Find the following:
   i)   Marginal cost (MC) function
   ii)   Average cost (AC) function
   iii) Average fixed cost at Q=1
   iv)   Average variable cost at Q=2

2.4.   Find the slope and convexity/concavity of the following functions at X=2:
   i) $Y = 2X^2 - 16X + 50$
   ii) $Y = X^2 + 8X + 15$

2.5.   Find the critical points of the following functions and identify the nature of the critical points (maximum, minimum or point of inflection):
   i) $Y = 10X^2 - 40X + 100$
   ii) $Y = -2X^2 - 16X + 70$

2.6.   Suppose the demand Function is $P = 40 - Q$ and cost function is $C = 10Q + 2Q^2$. Find the following:
   i)   Marginal revenue (MR) function
   ii)   Profit maximizing output level

Bangladesh Open University
BBA Program
Semester 231 (1st Level)

Course: Business Mathematics   **Due on: 11 July, 2025**

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3.1.   [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?

3.2.   [PERMUTATION] Indicate how many 4-digit numbers greater than 8000 can be formed from the digits 2, 4, 5, 6, 8, 9 where digits are not repeated?

3.3.   [PERMUTATION] Find the number of arrangements that can be made out of the letters of the word "PERMUTATION" where first letter will be always P and last letter will be N.

3.4.   [COMBINATION] A group of 11 students is to be formed from 35 students of MAT100 Course where there are one renowned singer, two debaters and a national cricket player. How many different ways this can be done so as always to (i) include 1 singer and 1 debater; and (ii) exclude singer and debaters?

3.5.   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.

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

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

3.7.   Given the following equation system with variables X, Y and Z.
3X+2Y +Z+3 = 10
X + 3Y - 2Z = 5
3X - Y - Z = 8
Find the following:
(i)   Value of the co-efficient matrix.
(ii)   Solve the equation system for X, Y & Z by using inverse matrix.
(iii)   Solve the equation system for X, Y & Z by Cramer's Rule.

3.8. **SELF-CHECK Quiz 1** [Compulsory, Minimum Acceptable Score: 70%]
Please click on the following LINK or Scan QR Code for the QUIZ 1. It must be submitted online; otherwise, you assignment will not be evaluated. **Add the hardcopy of the Score Card with your assignment.**

https://testmoz.com/q/14443104

Bangladesh Open University
BBA Program
Semester: 231 (1st Level)

Course Title: Business English   **Due on May 16 2025**

Instructions

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Questions

1. (a) Define the term "Parts of Speech" and explain the significance of each category with examples.
   (b) Identify what part of speech each word is in the following sentences:
      i.   The sky is blue today; it was gloomy yesterday.
      ii.   Alvy is trying to cope with the loss of his mother.
      iii. Sonali asked her Amma how far Dhaka was.
      iv.   Are you happy?
      v.   This year, there are only twenty-three marked government holidays.
      vi.   Nothing can transform the lives of those who do not try to improve their circumstances.
      vii. Why is the little kid crying?
      viii. Jimmy was standing at the bus stop.
      ix.   Jahid wanted to fly to Bahrain to meet his father but didn't get the visa.
      x.   How far do you want to go?
   (c) Analyze the role of nouns, verbs, and adjectives in constructing meaningful sentences.

      For each of the aforementioned types of part of speeches, provide examples.

2. (a) Discuss the rules governing the use of definite and indefinite articles in English. Provide examples.
   (b) Explain the omission of articles in English grammar with examples. In what contexts are articles usually left out?
   (c) Fill in the blanks of the following sentences with appropriate articles:
      i.   _____ village chief has started _____ utensil shop.
      ii.   Rimmih's father is _____ principal of our college.
      iii. _____ Ganges flows from _____ Himalayas.
      iv.   Please give me _____ copy of _____ Daily Bangladesh Protidin.
      v.   Reading is _____ good habit.

vi. _____ market will remain closed for two days.
vii. She wrote _____ paper for _____ seminar.
viii.   Ruhan bought four _____ cups of milk tea.
ix. _____ earth moves round _____ sun.
x. He met with _____ accident yesterday.

3. (a) Define gerunds and explain their role as nouns in English grammar. Provide examples.
   (b) Differentiate between gerunds and present participles. Utilize sentence examples to emphasize the distinctions.
   (c) Discuss frequent gerund-related blunders that students make. How might these mistakes be avoided?

Bangladesh Open University
BBA Program
Semester: 231 (1ˢᵗ Level)

Course Title: Business English   **Due on June 20, 2025**

Instructions

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Questions

1. (a) Please explain the process of sentence analysis and its significance in understanding sentence structure.
   (b) Transform the following sentences as directed:
   i. I know he is an honest guy. (simple)
   ii. Despite being a good student, he could not do well in the exam. (Complex)
   (c) What is sentence synthesis? Explain different techniques for combining sentences with appropriate examples.

2. (a) Define active and passive voice with examples. In what contexts is the passive voice preferred over the active voice?
   (b) Change the voice of the following sentences as directed:
   i.   The lesson was explained by the teacher to the students with clarity. (Active)
   ii.   The dog chased the cat. (Passive)
   iii. Exhaustion was felt by me. (Active)
   iv.   The teacher gave the students a test. (Passive)
   v.   A captivating masterpiece was painted by the artist. (Active)
   vi.   The police arrested the suspect. (Passive)
   vii. A new species of marine life in the deep ocean was discovered by scientists. (Active)
   viii. The writer wrote a novel. (Passive)
   ix.   By whom was the blackboard erased? (Active)
   x.   The chef prepared a delicious three-course meal for the guests. (Passive)

3. (a) How does incorrect use of parts of speech affect a sentence's clarity and meaning? Provide examples.
   (b) Explain how prepositions, conjunctions, and interjections contribute to sentence coherence and fluency. Provide examples of correct and incorrect usage.

4. (a) What is precise writing? Discuss its significance in effective communication.
   (b) Rewrite the following passage more precisely and concisely while retaining its meaning:

   Protesters demanded the resignation of the whole administration on August 3, 2024, rejecting Prime Minister Sheikh Hasina's request for talks. At a large protest in Central Shaheed Minar in Dhaka, Nahid Islam, a well-known coordinator of the Anti-Discriminatory Student Movement, said, "We call for a student uprising and reject the current government and its fascist regime." Our sole demands are for Sheikh Hasina to quit and for fascism to cease to achieve our goal of an autocracy-free Bangladesh.

   While the government says that Ganabhaban's doors are open for negotiations, Nahid added, "Sheikh Hasina knows those doors should remain open because we demand her resignation along with the entire cabinet." In addition to her resignation, she needs to answer for the murders and abductions that have afflicted the nation. Claiming that the government is responsible for enforced disappearances and deaths, student leaders made it plain that they no longer want justice from it. "How can those guilty of these crimes bring about justice? This dictatorship is not going to provide justice for these crimes. At the same time, people are being tortured, killed, kidnapped, and detained, Nahid claimed.

   Under the Anti-Discriminatory Student Movement title, the students declared intentions to present a united front that would unite professionals, student organizations, and residents. They called on the populace to join the unplanned rebellion spreading throughout communities. The protestors formed a cohesive group called 'Jatiya Sangram Parishad' and planned national sit-ins and marches. They also issued a 24-hour ultimatum, asking that all university campuses and dorms be reopened and threatening to enter the halls if their demand was not satisfied physically.

   (Source: Siddik, Abu Bakar, Bangladesh's July Revolution: Analyzing the 2024 Movement for Free Speech and Democracy (October 10, 2024). Available at SSRN: https://ssrn.com/abstract=5043479 or http://dx.doi.org/10.2139/ssrn.5043479)

Bangladesh Open University
BBA Program
Semester: 231 (1st Level)

Course Title: Business English   **Due on July 11, 2025**

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- ➢ Fill-in the <u>cover page of your assignment</u> with care.
- ➢ Enclose the <u>photocopy of your ID Card</u> with the assignment (next to the cover page).
- ➢ <u>Don't make spiral binding</u>. Instead, make soft binding.
- ➢ Submit the assignment <u>to the respective course tutor</u> and ensure his/her <u>signature</u> on your Assignment Acknowledgement Form (see page#3 of Semester Calendar).

Questions

1. (a) Write a dialogue between a father and his son about a cricket match.
   (Hint: the dialogues should consist of at least fifteen to twenty conversations.)
   (b) You are traveling in a self-driven car. It suddenly activates self-destruction mode. Write a dialogue to convince the car not to do so—at least twelve dialogues.

2. Write a short dialogue between two friends discussing their future career plans.

3. Assume you have appeared at the interview for the post of Marketing Executive called by Simens Electronics Ltd. They have sent you an appointment letter requesting your acceptance for the post.

   Prepare a letter to the Director of the Human Resource Division, Simens Electronic Ltd., Munich, Germany stating that you have accepted their employment offer for the post.