

**Bangladesh Open University**  
BBA Program  
Semester: 191 (1st Level)

**Course Title: Introduction to Business**

**Due on: February 28, 2020**

**Instructions**

- Answer all questions in your own handwriting on A4 size white paper.
- Fill-in the cover page of your assignment with care.
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**Questions**

1. a) What do you mean by business? Explain the essential features of business.  
b) Distinguish between business profit and economic profit.  
c) Explain different forms of industry with an example of each.
2. a) Discuss the factors that should be taken into consideration while choosing a legal form of business organization.  
b) Explain the causes of survival of sole proprietorship business side by side with large scale business.  
c) Contract is the essence of partnership – Explain.
3. a) What do you mean by social responsibility? State in brief the responsibilities of a business organization to its customers.  
b) How can an organization advance its social responsibilities? Discuss.  
c) How can an organization encourage ethical behavior in business? Explain.

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Course Title: Introduction to Business

Due on: April 10, 2020

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**Questions**

1. a) Distinguish between memorandum of association and articles of association.  
b) Discuss the contents of articles of association of a joint stock company according to company Act 1994.  
c) Discuss the management pattern of company form of business organization in Bangladesh.
2. 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.
3. 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.  
c) What is business combination? State the main causes of forming business combination.

**Bangladesh Open University**  
BBA Program  
Semester: 191 (1<sup>st</sup> Level)

Course: Financial Accounting 1

Due on: February 28, 2020

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**Questions**

1. (a) “Critical thinking and judgment skills are not necessary for accountants because technology has made the activities routine.” Do you agree? Explain.
- (b) List the required financial statements and state what each measures?
- (c) Potter Company reports the following line items:

Long-Term Notes Payable	Tk.50,000
Accounts Receivable	Tk.28,000
Accounts Payable	Tk.37,000
Building	Tk.55,000
Cash and Cash Equivalents	Tk.80,000
Salaries Expense	Tk.25,500
Common Stock	Tk.26,000
Interest Payable	Tk.1,500
Land	Tk.40,000
Short-term Investments	Tk.5,000
Income Taxes Payable	Tk.10,000
Equipment	Tk.59,500
Supplies	Tk.5,000
Service Revenue	Tk.104,000
Supplies Expense	Tk.20,000
Utilities Expense	Tk.11,500
Income Tax Expense	Tk.13,000

**Required:**

Calculate net income?

- (d) Beckowsik Company began business in June and completed the following transactions:
  - (i) Received Tk.50,000 cash and issued common stock to the stockholders.
  - (ii) Purchased supplies for Tk.5,000 on account.
  - (iii) Received and paid utilities bill of Tk.2,000 for the month.

- (iv) Performed services for a customer and billed the customer Tk.6,000.
- (v) Received Tk.3,000 from the customer on account.
- (vi) Paid for the supplies purchased on account.
- (vii) Purchased equipment for Tk.10,000 on account.
- (viii) Declared and paid dividends of Tk.2,200.

**Required:**

1. Record the effects of the above transactions on the accounting equation.
2. Prove the accounting equation using the final balances in the accounts.

(e) Latinovich Legal Services had the following transactions during its first month of operations:

- May 1 Latinovich Legal Services received Tk.20,000 cash and issued common stock to the stockholders.
- May 1 Paid the May rent, Tk.5,000.
- May 3 Purchased equipment on account for Tk.3,000.
- May 5 Purchased supplies for Tk.2,000 on account.
- May 8 Performed services for a client and received cash of Tk.11,800.
- May 12 Performed services for a client and billed the client Tk.12,200. The client promised to pay within 10 days.
- May 15 Paid for the equipment purchased May 3 on account.
- May 22 Received payment from a client on account, Tk.12,200.
- May 28 Borrowed Tk.10,000, by signing a promissory note, from First National Bank for use in the business.
- May 31 Employees were paid Tk.3,000 for working during the current month.
- May 31 Received and paid the utility bill of Tk.1,800.

**Required:**

Record the transactions of the business in a journal. Include an explanation for each entry.

2. (a) “The accrual method is an easier accounting method to follow than cash basis accounting because it generally requires less knowledge of accounting concepts and principles.” Explain.
- (b) Why is it important for companies to record adjusting entries?
- (c) On January 1, 2018, the Prepaid Insurance account of Dogwood, Inc. had a beginning balance of Tk.2,700. Three months of insurance premiums remain in this beginning balance. On February 21, 2018, the company paid an annual insurance premium in the amount of Tk.4,300 for the period beginning March 1. On February 28, 2018, the balance in Prepaid Insurance is Tk.1,800. Do you agree?
- (d) The accounting records of Mason Service Company include the following selected, unadjusted balances at June 30: Accounts Receivable, Tk.2,700; Office Supplies, Tk.1,800; Prepaid Rent, Tk.3,600; Equipment, Tk.15,000; Accumulated Depreciation - Equipment, Tk.1,800; Salaries Payable, Tk.0; Unearned Revenue, Tk.2,400; Office Supplies Expense, Tk.2,800; Rent Expense, Tk.0; Salaries Expense, Tk.15,000; Service Revenue, Tk.40,500.

The following data developed for adjusting entries are as follows:

- (i) Service revenue accrued, Tk.1,400
- (ii) Unearned Revenue that has been earned, Tk.800
- (iii) Office Supplies on hand, Tk.700
- (iv) Salaries owed to employees, Tk.1,800
- (v) One month of prepaid rent has expired, Tk.1,200
- (vi) Depreciation on equipment, Tk.1,500

**Required:**

Journalize the adjusting entries.

- (e) Deborah Consultants had the following accounts and account balances after adjusting entries. Assume all accounts have normal balances. **Calculate the amount of service revenue and prepare the adjusted trial balance** for Deborah Consultants as of December 31, 2019.

Cash	Tk.6,000	Dividends	Tk.3,000
Accounts Receivable	2,000	Service Revenue	?
Office Supplies	1,800	Salaries Expense	4,000
Equipment	15,000	Rent Expense	800
Accumulated Depreciation— Equipment	9,000	Depreciation Expense— Equipment	1,500
Common Stock	15,000	Supplies Expense	500

3. (a) What is the closing process?  
 (b) How is the Income Summary account used? Is it a temporary or permanent account?  
 (c) The *unadjusted* trial balance of Farish Investment Advisers at December 31, 2018, follows:

**FARISH INVESTMENT ADVISERS**

Unadjusted Trial Balance

December 31, 2018

Account Title	Debit	Credit
Cash	Tk. 30,000	
Accounts Receivable	51,000	
Office Supplies	7,000	
Equipment	28,000	
Accumulated Depreciation-Equipment		Tk. 9,000
Accounts payable		13,000
Salaries Payable		0
Unearned Revenue		5,500
Notes Payable (long-term)		21,000
Farish, Capital		56,000
Farish, Withdrawals	29,000	
Service Revenue		93,000
Insurance Expense	2,500	
Salaries Expense	40,000	
Supplies Expense	0	
Interest Expense	5,500	
Rent Expense	5,000	
Depreciation Expense-Equipment	0	
<b>Total</b>	<b><u>Tk. 198,000</u></b>	<b><u>Tk. 198,000</u></b>

Adjustment data at December 31, 2018:

- (i) Unearned Revenue earned during the year, Tk.800.
- (ii) Office Supplies on hand, Tk.4,500.
- (iii) Depreciation for the year, Tk.4,500.
- (iv) Accrued Salaries Expense, Tk.5,000.
- (v) Accrued Service Revenue, Tk.6,500.

**Required:**

1. Prepare a worksheet for Farish Investment Advisers at December 31, 2018.
2. Prepare the income statement, the statement of owner's equity, and the classified balance sheet in account format. Assume there were no contributions made by the owner during the year.
3. Prepare closing entries.

**Bangladesh Open University**  
**BBA Program**  
**Semester: 191 (1<sup>st</sup> Level)**

**Course: Financial Accounting 1**

**Due on: April 10, 2020**

**Instructions**

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**Questions**

1. (a) “In a perpetual inventory system, a business maintains a running record of the number of units bought, sold and on hand for each inventory item.”. Do you agree? Explain.
- (b) An auto dealer uses a perpetual inventory system. The dealer incurred the following transactions during the month of May:
  1. On May 1, the dealer purchased 10 vehicles on account at Tk.20,000 each, with credit terms of 2/10, net 30.
  2. On May 2, the dealer returned one vehicle due to a product defect.
  3. On May 3, the dealer sold 5 vehicles for Tk.25,000 each on account. The credit terms are n/30. No sales returns are expected.
  4. On May 9, the dealer paid for the vehicles purchased less the return on May 2.
  5. On May 31, the dealer collected one-half of the amount due from the May 3 sale.
  6. On May 31, the dealer paid the rent for the next month of Tk.2,500.

**Required:**

Prepare the journal entries for the dealer during the month of May. Explanations are not required.

- (c) The following data was obtained from the records of Brankovich Tool and Die, Inc., for the current year:

Jan. 1	Beginning Inventory	110 units at Tk.10
February 1	Purchase	200 units at Tk.12
April 1	Purchase	100 units at Tk.14
July 1	Purchase	80 units at Tk.16

The company sold 200 units during the year. Sales for the year are Tk.70,000; operating expenses are Tk.20,000; and the tax rate is 40%.

**Required:**

Using the multistep format, prepare the income statement using:

1. FIFO
  2. LIFO
  3. Average cost (Round all calculations to two decimal places.)
2. (a) “Depreciation means that the business sets aside cash to replace an asset when it is used up.” Explain.
- (b) Ten O’Clock, Inc. purchased a van on January 1, 2018, for Tk.800,000. Estimated life of the van was five years, and its estimated residual value was Tk.90,000. Ten O’Clock uses the straight-line method of depreciation. Prepare the depreciation schedule.
- (c) On January 1, 2019, Sapphire Manufacturing Corporation purchased a machine for Tk.40,000,000. The corporation expects to use the machine for 24,000 hours over the next six years. The estimated residual value of the machine at the end of the sixth year is Tk.40,000. The schedule of usage of the machine is below.

Year	Usage
1	4,500
2	6,000
3	5,200
4	4,300
5	2,000
6	2,000

Prepare the depreciation schedule using the units-of-production method of depreciation.

- (d) The cost of an asset is Tk.10,000,000, and its residual value is Tk.100,000. Estimated useful life of the asset is four years. Prepare the schedule of depreciation using the double-declining-balance method of accounting.

**স্বপ্ন অব বিজ্ঞান**  
**Bangladesh Open University**  
**BBA Program**  
**Semester 191 (1<sup>st</sup> Level)**

Course: Business English

Due on: February 28, 2020

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1. Name the part of speech of each underlined word in the following sentences and give your reason in each case for the classification:

- (a) Barking dogs seldom bite.
- (b) The chairman lacks courage.
- (c) Muslims fast in the month of Ramadan.
- (d) Nova has a lovely appearance.
- (e) Though he is poor, he is honest.
- (f) The boy who obtained CGPA 3.94 is one of my favorite students.
- (g) Five teachers were in the exam hall as invigilators.
- (h) The Dean declared the meeting closed.

2. Fill in the parts of speech columns with proper forms of the words given in the 'Adjective Column' and then make sentences with each of them:

<i>Adjective</i>	<i>Verb</i>	<i>Noun</i>	<i>Adverb</i>
Able			
Broad			
Sure			
Weak			
Local			

3. Use articles where necessary and underline them.

- (a) While there is life there is hope.
- (b) She reads Financial Express every day.
- (c) The work has come to end.
- (d) Water of this pond is polluted.
- (e) My friend sent me SMS.
- (f) Nazrul was Byron of Bangladesh.
- (g) Ardhendu can type forty words minute.

4. Change the following sentences as directed:

- (a) She loves her child. (*Make it negative without changing meaning*)
- (b) Bangladesh Open University is going to hold a workshop. (*Make it passive*)
- (c) The cow is being milked. (*Make it active*)
- (d) Whom did you call yesterday? (*Make it passive*)
- (e) Work hard and you will prosper. (*Make it simple*)
- (f) Shakespeare is the greatest dramatist. (*Make it positive*)
- (g) My hair grows very fast. (*Make it exclamatory*)



**শুন্ন অব বিজনেস**  
**Bangladesh Open University**  
**BBA Program**  
**Semester 191 (1<sup>st</sup> Level)**

**Course: Business English**

**Due on: April 10, 2020**

1. Change the following speeches as instructed:
  - (a) The Dean asked Nasima why she was talking in the exam hall. (*Make it direct*)
  - (b) The Director said to his MBA students, "Let us have a picnic." (*Make it indirect*)
  - (c) We said, "May his soul rest in peace." (*Make it indirect*)
  - (d) He bade his friends good-bye. (*Make it direct*)
  - (e) The teacher said, "Keep quiet, my boy!" (*Make it indirect*)
  - (f) "Will you not go to university?" my wife said to me. (*Make it indirect*)
  - (g) Matin said, "I walk for an hour every morning." (*Make it indirect*)
2. Summarize the following paragraph with a suitable title:

Over-eating is one of the most wonderful practices among those who think that they can afford it. In fact, authorities say that nearly all who can get as much as they desire, over-eat to their disadvantage. This class of people could save a great more food than they can save by missing one meal per week and at the same time they could improve their health.

A heavy meal at night, the so-called "dinner", is the fashion with many and often it is taken shortly before retiring. It is unnecessary and could be forgone, not only once a week but daily without loss of strength. From three to five hours are needed to digest food. While sleeping, this food not being required to give energy for work, is in many cases converted into excess fat, giving rise to over-weight. The evening meal should be light, taken three or four hours before retiring. This prevents over-eating, conserves energy and reduces the cost of food.
3. What is it important to study Business English today? Explain.
4. Briefly explain different kinds of letters.
5. Write a letter to M/S Citizen Electronics, complaining that the watch you lately bought from them does not keep good time.
6. Suppose you as a BBA student have failed to register the courses in the current semester and now you want to register the courses. Write at least six dialogues between you and the Dean, School of Business, over the issue.

**শুন্স অর বিজ্ঞেস**  
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**Semester: 191 (1<sup>st</sup> Level)**

**Course: Business Mathematics**

**Due on: February 28, 2020**

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**Questions**

1.1. Identify the type of the following functions:

- i)  $Y = 5X + 4$
- ii)  $Y = 6^{(X+3)}$
- iii)  $Y = e^{\ln X}$
- iv)  $Y = X^2 + 13$

1.2. Identify the slope (at  $X=3$ ), Y-intercept and graphical form of the following functions:

- i)  $Y = 4X + 3$
- ii)  $Y = 5X^2 - 6X + 5$
- iii)  $Y = 5^X + 3$
- iv)  $Y = \ln X + 5$

1.3. Find the value of the following expression by using the logarithmic rule [do not use calculator]:

$$(\log \frac{4}{3}) \cdot (\log \frac{5}{4}) \cdot (\log \frac{6}{5}) \cdot (\log \frac{7}{6}) \cdot (\log \frac{3}{7})$$

1.4. If  $A = \{1, 2, 3, 4\}$ ,  $B = \{2, 4, 6, 8\}$  and  $C = \{3, 4, 5, 6\}$ , Find –

- (i)  $A \cup B$ , (ii)  $A \cup C$ , (iii)  $B \cup C$ , (iv)  $B \cup B$ , (v)  $(A \cup B) \cup C$ , (vi)  $A \cup (B \cup C)$ .

1.5. By using Venn Diagram, prove the following –

$$A \cap (B \cup C) = (A \cap B) \cup (A \cap C), \text{ (ii) } A \cap (B \cap C) = (A \cap B) \cap C$$

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**Course: Business Mathematics**

**Due on: April 10, 2020**

(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 and identify which functions are increasing and which are decreasing at X=5:
- $Y = 8X^2 + 5X + 3$
  - $Y = 7e^{X+2} + 5$
  - $Y = \ln X^3 + 15$
- 2.2. Find the critical point of the following function and identify their nature (maximum, minimum or point of inflection):
- $Y = 4X^2 - 24X + 70$
- 2.3. Distinguish between integration and differentiation? Evaluate:
- (i)  $\int (5^{5X} - 4X^2) dX$ ; (ii)  $\int_5^{10} (2X^2 - 5X + 5) dX$
- 2.4. What is the difference between differentiation and derivative? Differentiate the following functions with respect to X:
- $Y = 5X + 3$
  - $Y = 5X^2 + 3X + 5$
  - $Y = 5e^{2X+3} + 5$
- 2.5. 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.
- 2.6. 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.  $B = \begin{bmatrix} 2 & 3 & 4 \\ 1 & 3 & 1 \\ 3 & 2 & 5 \end{bmatrix}$
- 2.7. Solve the following equation system for X, Y and Z by using matrix inversion:
- $$\begin{aligned} X + 3Z - 10 &= 0 \\ 2X + 2Y + Z &= 15 \\ 2X + Y + 3Z &= 10 \end{aligned}$$