

**Certificate in Business Skills (CBS)
Bachelor's Preparatory Programme
(BDP)**

**ASSIGNMENTS
2025-26**

Elective Course in Commerce

PCO-01: PREPARATORY COURSE IN COMMERCE

For July 2025 and January 2026 Admission Cycle



**School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110 068**



Certificate in Business Skills (CBS)
Elective Course in Commerce
PCO – 01: Preparatory Course in Commerce
ASSIGNMENTS 2025-26

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course. Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

This assignment is valid for two admission cycles (**July 2025 and January 2026**). The validity is given below:

1. Those who are enrolled in **July 2025**, it is valid up to **June 2026**.
2. Those who are enrolled in **January 2026**, it is valid up to **December 2026**.

You have to submit the assignment of all the courses to The Coordinator of your Study Centre. For appearing in June Term-End Examination, you must submit assignment to the Coordinator of your study centre latest by **15th March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15th October**.

TUTOR MARKED ASSIGNMENT

Course Code	:	PCO – 01
Course Title	:	PREPARATORY COURSE IN COMMERCE
Assignment Code	:	PCO – 01/TMA/2025-26
Coverage	:	All Blocks

Maximum Marks: 100

- Q1.** Discuss the forms of business organisation. **(10)**
- Q2.** Define Accounting. Discuss the need of accounting. **(10)**
- Q3.** Mr. Mukesh Rana carries on ready made garments business. A few transactions are given below. Identify the transactions to be recorded in the books of his business. **(10)**
- a) Purchased a typewriter for Rs. 6,000 for office use.
 - b) Sold old domestic furniture for Rs. 500.
 - c) Purchased cloth for garments for Rs. 10,000.
 - d) A shirt worth Rs. 250 is taken home for his son.
 - e) Appointed Satish as an assistant in the shop.
- Q4.** Differentiate between double entry system and single entry system **(10)**
- Q5.** Discuss the classification of accounts with example. **(10)**
- Q6.** Journalise the following transactions, post them into ledger and balance the accounts: **(15)**
- 1 st April 2022 Ashok commenced business with cash Rs. 1,20,000
- 3 rd April 2022 Purchased furniture for cash Rs. 24,000
- 4 th April 2022 Purchased goods from Vijay Rs. 36,000
- 5 th April 2022 Sold goods Rs. 4,800
- 7 th April 2022 Paid rent Rs. 3,000
- Q7.** What is a Bank Reconciliation Statement? Discuss the various causes of disagreement between the balances shown by the cash book and the pass book. **(15)**
- Q8.** (a) Distinguish between the following: **(10)**
- (i) capital receipts and revenue receipts,
 - (ii) capital profits and revenue profits, and
 - (iii) capital losses and revenue losses.
- (b) What is suspense account? When it is opened? **(10)**