

C-1498

Sub. Code

91513

B.B.A. DEGREE EXAMINATION, NOVEMBER 2019

First Semester

Airline and Airport Management

MANAGEMENT PROCESS

(2019 onwards)

Time : 3 Hours

Maximum : 75 Marks

Part A

(10 × 2 = 20)

Answer **all** questions.

1. Define business.
2. Define sole trader.
3. Define management.
4. What is centralisation?
5. What is planning?
6. What is decision making?
7. What is organisation?
8. Define selection.
9. What is directing?
10. Define controlling.

Part B

(5 × 5 = 25)

Answer **all** questions.

11. (a) Explain the requirements of a successful business.

Or

- (b) Define sole trader and explain its features.

12. (a) Explain the scope of management.

Or

- (b) Explain the techniques of scientific management.

13. (a) Explain the characteristics of a good policy.

Or

- (b) Explain various types of public enterprises.

14. (a) What is span of control? Explain briefly.

Or

- (b) Explain the advantages of centralisation.

15. (a) Explain the purpose of directing.

Or

- (b) Discuss different budgetary control techniques.

Part C

(3 × 10 = 30)

Answer **all** questions.

16. (a) Explain the importance of business organisation.

Or

- (b) Explain the functions of management.

17. (a) Is management a science or an Art? Explain.

Or

(b) Explain the fourteen principles of Henry Fayol.

18. (a) What are the modern trends in management process? Explain.

Or

(b) Discuss the importance of training in airline industry.

C-1499

Sub. Code

91514

B.B.A. DEGREE EXAMINATION, NOVEMBER 2019

First Semester

Airlines and Airport Management

COMPUTER APPLICATIONS

(2019 onwards)

Time : 3 Hours

Maximum : 75 Marks

Part A

(10 × 2 = 20)

Answer **all** the questions.

1. Define Computer.
2. Explain Hardware and Software.
3. Define cache memory.
4. Explain DOS.
5. Explain Quick Access toolbar.
6. Explain Lookup Wizard.
7. Define Field, Records, and data types.
8. Define the formulas and Functions.
9. Define Spreadsheet.
10. Explain Landscape and Portrait.

Part B**(5 × 5 = 25)**Answer **all** questions.

11. (a) Write short notes about Characteristics of computer.

Or

- (b) Write short notes about Computer languages.

12. (a) Explain Standard and Formatting toolbar.

Or

- (b) Explain Find and replace with example.

13. (a) Explain how to include flowcharts in MS-Excel.

Or

- (b) Explain Page Layout menu with various examples.

14. (a) Define Animation and design menu's in PowerPoint.

Or

- (b) Explain Form and Form wizard in Access.

15. (a) Explain how to add templates and graphs to the slides in PowerPoint.

Or

- (b) Explain Table and Table wizard in Access.

Part C**(3 × 10 = 30)**Answer **all** questions.

16. (a) Explain various classifications and generations involved in computer.

Or

- (b) Explain briefly about print and print properties.

17. (a) List out the Parts of Window in MS-Word and explain briefly.

Or

- (b) Briefly explain Data sheet view and Design view.

18. (a) Explain various options involved in ACCESS while creating Database.

Or

- (b) What are the steps involved while creating an animated documentary in PowerPoint.
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C-1500

Sub. Code

91515

B.B.A. DEGREE EXAMINATION, NOVEMBER 2019

First Semester

Airlines and Airport Management

ACCOUNTING FOR MANAGERS

(2019 onwards)

Time : 3 Hours

Maximum : 75 Marks

Part A

(10 × 2 = 20)

Answer **all** questions.

1. What is book-keeping?
2. What do you mean by ledger?
3. Define Dual Aspect concept.
4. What is trial balance?
5. Define cost unit.
6. What is standard costing?
7. Define EOQ.
8. What do you mean by variance analysis?
9. What is budgetary control?
10. List out the types of budgets.

Part B

(5 × 5 = 25)

Answer **all** questions.

11. (a) What is book-keeping? Distinguish between accounting and book-keeping.

Or

- (b) Journalise the following transactions in Raji books :
2018 Jan. 1 Raji started business with cash Rs. 50,000
Jan. 2 Bought furniture for cash Rs. 5,000.

2018

- Jan. 3 Purchased building for cash Rs. 15,000
Jan. 5 Deposited into Canara Bank Rs. 5,000
Jan. 8 Sold goods to Vetri Rs. 10,000
Jan. 10 Paid advertisement charges Rs. 5,500
Jan. 12 Goods returns by Vetri Rs. 1,500
Jan. 15 Paid insurance premium Rs. 350
Jan. 25 Withdrew cash from bank Rs. 5,000
Jan. 31 Paid salaries by cheque Rs. 20,000

12. (a) Draw the proforma of trading, profit and loss a/c and balance sheet.

Or

- (b) What are the elements of cost?

13. (a) Explain the functions of cost accounting.

Or

- (b) Explain the methods of costing in detail.

14. (a) What are the essentials of a good inventory control system?

Or

- (b) Write short notes on :
 (i) Minimum level
 (ii) Maximum level
 (iii) Re-ordering level.

15. (a) Explain the advantages of standard costing.

Or

- (b) Describe the objectives of budgetary control.

Part C

(3 × 10 = 30)

Answer **all** questions.

16. (a) Prepare a final accounts for the year ended as on 31st March 2019 from the following trial balance of Mr. Vetrivelan.

Particulars	Rs.	Particulars	Rs.
Drawings	45,000	Capital	1,60,000
Goodwill	90,000	Bills payable	35,000
Buildings	60,000	Creditors	70,000
Machinery	40,000	Purchase returns	2,650
Bills receivable	6,000	Sales	2,18,000
Opening stock	40,000		
Purchases	51,000		
Wages	26,000		
Carriage outwards	500		
Carriage inwards	1,000		
Salaries	35,000		
Rent	3,000		
Discount	1,100		
Repairs	2,300		
Bank	25,000		

Cash in hand	1,600	
Debtors	45,000	
Bad debts	1,200	
Sales Returns	2,000	
Furniture	6,000	
Advertisement	3,500	
General expenses	450	
	<u>4,85,650</u>	<u>4,85,650</u>

Adjustments :

- (i) Closing stock was Rs. 35,000
- (ii) Depreciate machinery and furniture @ 10%
- (iii) Outstanding wages Rs. 1,500
- (iv) Prepaid advertisement Rs. 500
- (v) Create 5% on debtors for bad debts as provisions.

Or

- (b) Describe the principles of accounting concepts and conventions.

17. (a) Explain in detail about cost classification.

Or

- (b) Explain in detail about the methods of pricing material issues.

18. (a) Define the term cost sheet. Draw up a model of cost sheet and explain its contents.

Or

- (b) Distinguish between the master budgets, functional budgets and flexible budgets.