

[Answer any **FIVE** of the following questions. Figures in the right margin indicate full marks. Examiner will take account of the quality of language and of the manner in which the answers are presented. Different parts, if any, of the same question must be answered in one place in order of given sequence.]

1. a) What is an accounting information system? "An accounting information system applies only to a manual system." Do you agree? Explain with suitable example. 8.0
- b) What are common features of computerized accounting packages beyond recording transactions and preparing financial statements? 6.0

2. a) Threet's Repair Shop was started on May 1 by Erica Threet. A summary of May transactions is presented below.

1. Invested Tk 10,000 cash to start the repair shop.
2. Purchased equipment for Tk 5,000 cash.
3. Paid Tk 400 cash for May office rent.
4. Paid Tk 500 cash for supplies.
5. Incurred Tk 250 of advertising costs in the Beacon News on account.
6. Received Tk 6,100 in cash from customers for repair service.
7. Withdrew Tk 1,000 cash for personal use.
8. Paid part-time employee salaries Tk 2,000.
9. Paid utility bills Tk 170.
10. Provided repair service on account to customers Tk 750.
11. Collected cash of Tk 120 for services billed in transaction (10).

You are required to prepare a tabular analysis of the transactions in good form, using the following column headings: Cash, Accounts Receivable, Supplies, Equipment, Accounts Payable, Owner's Capital, Owner's Drawings, Revenues, and Expenses. 7.0

- b) Refer to data in question no. (a) above, prepare journal entries. 7.0

3. a) Refer to data in question no. 2(b) above, prepare necessary ledger accounts. 5.0

- b) Refer to data in question no. (a) above, prepare a trial balance. 2.0

- c) Refer to data in question no. (b) above, prepare financial statements. 7.0

4. a) What do you mean by management and manager? Discuss different kinds of managers considering both level and area. 3.0

- b) Diagrammatically show the management in organization and management process. State the skills of a good manager. 3.0

- c) Explain Henry Fayol's 14 principles of management and distinguish between: 8.0

- i) Unity of command and unity of direction ii) Centralization and decentralization.

5. a) Define leadership and leader. Classify leader according to power and authority. 3.0

- b) Write down different theories of leadership. 3.0

- c) Discuss any one theory from behavioral approach and another from situational approach. 8.0

6. a) What is planning? Write down the importance of planning. 3.0

- b) Write down the strategies that you can formulate at both business and corporate levels. 3.0

- c) Explain the Porter's generic strategy and BCG matrix with appropriate conclusion. 8.0