

ASSESSMENT # 2

Total Marks: 30

- Q: 1. Short Questions (12)
- I. Define operations management.
 - II. Discuss the types of operations that take place in operations management.
 - III. What is the difference between Accounting and Bookkeeping?
 - IV. What is income statement? and what type of information it contains?
 - V. How would you differentiate current assets from fixed assets?
 - VI. What is a balance sheet?
- Q: 2. Cash flow statement is usually divided into three sections. What are these? Explain using examples. (8)
- Q: 3: a) Discuss in detail the six essential steps of hiring. (10)
- b) Think of the recruiting process that you are using now and answer the questions below:
- Are you using all six steps that we have outlined?
 - What are you missing?
 - How can you incorporate what is missing with the process outlined here?