

# UNIVERSITY OF THE PUNJAB



First Year: 2<sup>nd</sup> Annual - 2017  
Examination: B.B.A. (Hons.)

Roll No. ....

Subject: Islamic and Pakistan Studies  
PAPER: 1

TIME ALLOWED: 1½ + 1½ hrs.  
MAX. MARKS: 50+50

## USE SEPARATE ANSWER BOOK FOR EACH PART

### ISLAMIC STUDIES

#### SHORT QUESTION PORTION

5 x 4 = 20

نوٹ: تمام سوالات کے جوابات درکار ہیں۔

Q.1: Give short answers of the following:

سوال نمبر ۱: درج ذیل سوالات کے مختصر جوابات دیں۔

i. Write down the meanings of قرآن. In which language it has been revealed?

i۔ لفظ قرآن کے معنی لکھیں۔ یہ کس زبان میں نازل ہوا؟

ii. Write down the literal and terminological meanings of حدیث.

ii۔ حدیث کے لغوی اور اصطلاحی معنی لکھیں۔

iii. Enlist the literal and terminological meanings of آخرت.

iii۔ آخرت کے لغوی اور اصطلاحی معنی لکھیں۔

iv. Write down four effects of observing fast.

iv۔ روزہ رکھنے کے چار اثرات لکھیں۔

v. Write down four benefits of performing Hajj.

v۔ ادا ہوئی حج کے چار فوائد لکھیں۔

### SUBJECTIVE PORTION

6 + 4 = 10

سوال نمبر ۲: درج ذیل قرآنی آیات میں سے ایک کا ترجمہ اور تشریح کریں۔

Q.2: Translate and explain ONE of the following Quranic verses.

الف) یا ایہا الذین امنوا ان جاءکم فاسق بنبا فتبینوا ان تصیبوا قوما بجهالة فتصبحوا علی ما فعلتم ندمین.

ب) والذین یقولون ربنا اصرف عنا عذاب جهنم ان عذابها کان غراما

6 + 4 = 10

سوال نمبر ۳: درج ذیل احادیث مبارکہ میں سے ایک کا ترجمہ اور تشریح کریں۔

Q3. Translate and explain any ONE of the following Ahadith.

(6+4=10)

سوال ۳۔ درج ذیل میں سے ایک حدیث مبارکہ کا ترجمہ اور تشریح کریں۔

الف) افضل الاعمال الحب فی اللہ والبغض فی اللہ

ب) لا یومن احدکم حتی یکون هواہ تبعاً لما جنت به.

سوال نمبر ۴: آنحضرت ﷺ دنیا کے سب سے بڑے اور بہترین معلم ہیں، ثابت کریں۔

Q.4: Prophet (PBUH) is the greatest and the best TEACHER in the world, prove it.

10

OR

کسب حلال کے فوائد لکھیں۔

Write down the benefits of justified livelihood.

P.T.O.

## Ethics for Non Muslims

Note: Attempt any TWO questions.

نوٹ: کوئی سے دو سوالات کے جوابات لکھیں۔

Q.1 Write down the importance of Morality.

25

سوال نمبر 1 اخلاقیات کی اہمیت لکھیں۔

Q.2 Enlist the rights of minorities in Islam.

25

سوال نمبر 2 اسلام میں اقلیتوں کے حقوق لکھیں۔

Q.3 Write down the importance of good morality in Christianity?

25

سوال نمبر 3 مسیحیت میں اچھے اخلاق کی اہمیت لکھیں۔

## PAKISTAN STUDIES

نوٹ: سوال نمبر ایک لازمی ہے۔ بقیہ میں سے دو سوالات کے جوابات لکھیے۔

### SHORT QUESTIONS PORTION

5 x 4 = 20

سوال نمبر 1: ان سوالات کے مختصر جوابات دیں۔

Q.1: Give short answers of the following:

i. What is One Nation Theory.

i۔ ایک قومی نظریہ کیا ہے؟

ii. Write down four causes of failure of Jihad Movement.

ii۔ تحریک جہاد کی ناکامی کے چار اسباب لکھیں۔

iii. Enlist four effects of partition of Bengal.

iii۔ تقسیم بنگال کے چار اثرات لکھیں۔

iv. Write down four books by Sir Syed Ahmad Khan.

iv۔ سر سید احمد خان کی چار کتب لکھیں۔

v. Suggest four points to improve economy.

v۔ اقتصادی ترقی کی چار تجاویز دیں۔

### SUBJECTIVE TYPE

Note: Each question carries 15 marks.

سوال نمبر 2: شاہ ولی اللہ کی خدمات لکھیں۔

Q.2. Write down the services of Shah Wali Ullah.

سوال نمبر 3: تحریک علی گڑھ کی خدمات لکھیں۔

Q.3. Write down the services of Ali Garh Movement.

سوال نمبر 4: 1973ء کے آئین کی اسلامی دفعات لکھیں۔

Q.4. Enlist Islamic clauses of Constitution of 1973.



# UNIVERSITY OF THE PUNJAB

First Year: 2<sup>nd</sup> Annual – 2017  
Examination: B.B.A (Hons.)

Roll No. ....

Subject: English (Functional)  
PAPER: 2

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

**NOTE: Attempt FIVE questions in all. Question No. 1 is compulsory.**

**Q: 1 a) Fill in the blanks with the correct words given in brackets.**

- 1) The clock has \_\_\_\_\_ five.  
a) stroked    b) strike    c) struck    d) striking
- 2) He was resting because he \_\_\_\_\_ ill.  
a) was    b) is    c) be    d) been
- 3) The door will be \_\_\_\_\_ after two hours.  
a) closed    b) closing    c) closes    d) close
- 4) A drowning man \_\_\_\_\_ at a straw.  
a) catch    b) caught    c) catches    d) catching
- 5) If you had worked hard you \_\_\_\_\_ the examination last year.  
a) passed    b) will success    c) pass    d) would have passed
- 6) The picture was \_\_\_\_\_ on the wall.  
a) hanging    b) hung    c) hanged    d) hang
- 7) I \_\_\_\_\_ you since Eid.  
a) have not seen    b) will not see    c) did not see    d) not saw
- 8) They woke up early in the morning and \_\_\_\_\_ their prayers.  
a) said    b) saying    c) say    d) are saying
- 9) Why \_\_\_\_\_ you \_\_\_\_\_ there yesterday?  
a) do/go    b) have/gone    c) does/go    d) did/go
- 10) They \_\_\_\_\_ hockey for two hours.  
a) played    b) have been playing    c) play    d) are playing

[10]

**b) Correct the following sentences and rewrite the correct sentences.**

- 1) We drive usually to home.
- 2) If I will be in London, I will contact to you.
- 3) I tried to interrupt into their conversation but was told on.
- 4) How many childrens you have?
- 5) It is more hot now.

[10]

**c) Punctuate the following sentences.**

- 1) Stop that terrible noise
- 2) Is the bank closed today
- 3) Collins sighed The parade is over.
- 4) There's nobody here its lonely.
- 5) Chess as we all know is a game of skill.

[10]

**Q: 2 Change any Seven of the following into direct/indirect speech.**

- 1) He says, "I will mop the floor later."
- 2) The mother said, "Have you tidied up your room?"
- 3) He told me to close the door behind me.
- 4) She said, "I did not do that."
- 5) Ali said to me, "When will you come to Lahore?"
- 6) The stuntman advised the audience not to try that at home.
- 7) He said that he would not tell anyone.
- 8) They said, "We have visited this place yesterday."
- 9) He asked me if I had seen that car.
- 10) The teacher asked, "Who speaks English?"

[17-5]

P.T.O.

<p><b>Q: 3 Change Voice of any Seven of the following.</b></p> <ol style="list-style-type: none"> <li>1) The writer opened the door slowly.</li> <li>2) Chess is being played by them.</li> <li>3) The little fellow had saved his mate.</li> <li>4) I had to capture some bird.</li> <li>5) Why the officer had dismissed him from his services?</li> <li>6) The farmer will have uprooted the weeds before rainy season.</li> <li>7) Who has given you this painting?</li> <li>8) The new film was not directed by him.</li> <li>9) By whom had the damages been compensated?</li> <li>10) Let the window be opened.</li> </ol>	[17.5]	
<p><b>Q: 4 Synthesize any Seven of the following sentences.</b></p> <ol style="list-style-type: none"> <li>1) The rose is the sweetest of flowers. This is certain.</li> <li>2) He has lost his health. This added to his difficulties.</li> <li>3) He sat down to rest a little. He had had a long and tiring walk.</li> <li>4) All the inmates escaped from the flames. This was fortunate.</li> <li>5) He began late. He finished first.</li> <li>6) He may be innocent. I do not know.</li> <li>7) You are strong. I am equally strong.</li> <li>8) He has a car. The car was of silver colour.</li> <li>9) He was obstinate. He was punished.</li> <li>10) Haseeb is my brother. He is a soldier.</li> </ol>	[17.5]	
<p><b>Q: 5 Write a formal letter to congratulate AB Builders for opening a new branch in Lahore also offer the IT services of your company, InTex Computers.</b></p>	[17.5]	
<p><b>Q: 6 Write a report to analyse accounting problems your company has encountered and offer possible solutions for overcoming these problems.</b></p>	[17.5]	
<p><b>Q: 7 Write an essay of 300 words on any ONE of the following:</b></p> <ol style="list-style-type: none"> <li>1) Effects of pollution</li> <li>2) Social media creates isolation</li> <li>3) A memorable concert</li> <li>4) A weird encounter with a stranger</li> </ol>	[17.5]	
<p><b>Q: 8 Read the following passage and answer the questions given at the end:</b></p> <p>Among predatory dinosaurs, few flesh-eaters were bigger, faster and nastier than the "tyrant lizard" of popular imagination, the Tyrannosaurus Rex. At least, that is what we have been led to believe. Now research suggests that, far from being the Ferrari of dinosaurs, Tyrannosaurus Rex, whose ferocious reputation has fascinated generations of schoolchildren, was in fact a cumbersome creature with a usual running speed of twenty-five kilometres an hour. This is a mere snail's pace compared with modern animals such as the cheetah. Unlike some of the predators of today's African savannah, which can change direction almost immediately, the dinosaur would have had to turn slowly or risk tumbling over. And while a human can spin forty-five degrees in a twentieth of a second, a Tyrannosaurus would have taken as much as two seconds, as it would have been hampered by its long tail. Thankfully, however, all its prey, such as triceratops, would have been afflicted with the same lack of speed and agility. The findings were reached after researchers used computer modelling and biomechanical calculations to work out the dinosaur's speed, agility and weight. They based their calculations on measurements taken from a fossil dinosaur representative of an average Tyrannosaurus and concluded the creatures probably weighed between six and eight tonnes. Calculations of the leg muscles suggest that the animal would have had a top speed of forty kilometres an hour, which is nothing compared to a cheetah's one hundred kilometres an hour. It is sobering to reflect, though, that an Olympic sprinter runs at about thirty-five kilometres an hour, not sufficient to outrun a Tyrannosaurus, should Man have been around at that time!</p> <p><b>Questions</b></p> <ol style="list-style-type: none"> <li>1) Why was Tyrannosaurus Rex known as the "Ferrari of dinosaurs"?</li> <li>2) How are the dinosaurs are different from the predators of African savannah?</li> <li>3) How did the researchers calculate the weight, speed and agility of the Tyrannosaurus?</li> <li>4) What is the theme of this passage?</li> <li>5) Define the following words in your own words: agility, ferocious, predator.</li> </ol>		[17.5]



# UNIVERSITY OF THE PUNJAB

First Year: 2<sup>nd</sup> Annual - 2017  
Examination: B.B.A (Hons.)

Roll No. ....

Subject: Introduction to Business  
PAPER: 3

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

**NOTE: Attempt any FIVE Questions. Question No.7 is MANDATORY.**

Q: 1	Define Business and Explain in detail i)- Industry ii)- Trade iii)- Commerce	15
Q: 2	Define Proprietorship and Explain its advantages and disadvantages.	15
Q: 3	What are the main contents of Partnership Deed. Also discuss the effects of Non-Registration of Firm?	15
Q: 4	Explain in detail the procedure followed for incorporation of a public limited company.	15
Q: 5	Differentiate between share holder and Director and Explain the procedure for election of directors.	15
Q: 6	Define Channel of Distribution and Write a detailed note on channels of Distribution for consumer goods.	15
Q: 7	Write Short Notes on: a) Statutory Meetings b) Board Resolutions c) Profession d) Brokerage e) Lien on Shares f) Unlimited Liability g) Stock Exchange h) Sleeping Partner	(5X8) 40



# UNIVERSITY OF THE PUNJAB

Roll No. ....

First Year: 2<sup>nd</sup> Annual - 2017  
Examination: B.B.A (Hons.)

Subject: Introduction to Computer Science  
PAPER: 4

TIME ALLOWED: 1 hr.  
MAX. MARKS: 40

**NOTE: Attempt this Paper on this Question Sheet only.**

## OBJECTIVE PORTION

Note: Attempt all Questions;

**Q. NO 1: Mark T" for True and F" for False accordingly. (15)**

1	Compiler is the unit expression of computer memory.	
2	CD Rom is a magnetic memory of the system.	
3	Disk is a secondary memory device of the computer .	
4	The first electronic computer in the world was ENIAC.	
5	Big blue American Company was Microsoft.	
6	ROM chip is a silicon Chip use to process the data.	
7	A term used in interconnected computer configuration is multiprogramming	
8	Window vista is not a valid version of Microsoft.	
9	Short cut key of open a dialog box is shift+F12	
10	There are four ways to save a document.	
11	Fortran is formula translation.	
12	Machine language is error prone.	
13	Prom is a secondary storage memory.	
14	The spelling tools are placed in formatting toolbar.	
15	First electronic computer was Univac .	

**Q.2: Encircle the most suitable option.**

**(15x1=15)**

**1. Which was the computer conceived by Babbage?**

- A) Analytical Engine                      B) Arithmetic Machine  
C) Donald Kunth                            D) All of above

**2. The processing speed of first generation computers was**

- A) milliseconds                            B) microseconds  
C) nanoseconds                            D) picoseconds

**3. Model 5100 was \_\_\_\_\_ in 1957.**

- A) The first PC built by IBM                      B) The first PC built by Apple  
C) The first PC built by Motorola                      D) The first PC built by Intel

**P.T.O.**

4. VGA is  
 A) Video Graphics Array  
 B) Visual Graphics Array  
 C) Volatile Graphics Array  
 D) Video Graphics Adapter
5. A kind of scanner MICR is the short form of  
 A) Magnetic Ink Character Reader  
 B) Magnetic Ink Code Reader  
 C) Magnetic Ink Cases Reader  
 D) None
6. Which of the following is not a class based on size?  
 A) Mainframe Computer  
 B) Micro Computer  
 C) Mini Computer  
 D) Digital Computer
7. Which of the following disk is fixed disk?  
 A) Hard Disks  
 B) Flash Disks  
 C) Blu-Ray Disks  
 D) DVDs
8. Which of the following professions has not been affected by personal computers?  
 A) Medical  
 B) Clerical and law  
 C) Accounting  
 D) None of the above
9. In latest generation computers, the instructions are executed  
 A) Parallel only  
 B) Sequentially only  
 C) Both sequentially and parallel  
 D) All of above
10. Which of the following memory medium is not used as main memory system?  
 A) Magnetic core  
 B) Semiconductor  
 C) Magnetic tape  
 D) Both a and b
11. An online backing storage system capable of storing larger quantities of data is  
 A) CPU  
 B) Memory  
 C) Mass storage  
 D) Secondary storage
12. A kind of serial dot-matrix printer that forms characters with magnetically-charged ink sprayed dots is called  
 A) Laser printer  
 B) Ink-jet printer  
 C) Drum printer  
 D) Chan printer
13. Which of the following does not affect the resolution of a videodisplay image?  
 A) Bandwidth  
 B) Raster scan rage  
 C) Vertical and horizontal lines of resolution  
 D) Screen size
14. Magnetic disks are the most popular medium for  
 A) Direct access  
 B) Sequential access  
 C) Both of above  
 D) None of above
15. Which computers are used as servers for any medium sized organizations?  
 A) Mainframe Computer  
 B) Mini Computers  
 C) Micro Computers  
 D) Super Computers

Q.No 3: what are the abbreviations stands for:

(10X1=10)

1	MIS	
2	OCR	
3	ESS	
4	GDSS	
5	DDS	
6	CBIS	
7	CRM	
8	EPROM	
9	UNIVAC	
10	HTTP	



# UNIVERSITY OF THE PUNJAB

First Year: 2<sup>nd</sup> Annual - 2017  
Examination: B.B.A (Hons.)

Roll No. ....

Subject: Mathematics (Elementary)  
PAPER: 5

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

## Objective

Attempt any 15 Questions. Just provide answers of mathematical questions.

2\*15

1. Write the general equation of Vertical asymptote.
2. Write down the standard form of linear equation involving two variables.
3. Write down the Quotient rule of differentiation.
4. Write down the formula for calculating Compound interest.
5. What is the purpose of Linear Programming technique?
6. What is the property of addition matrix?
7. What is the difference between present value of annuity and future value of annuity.
8. If  $h(s) = s^2 - 2s + 15$  and  $s = f(t) = 10$ . Determine  $h(f(t))$ .
9. Find the determinant of

$$A = \begin{pmatrix} 4 & 4 \\ 3 & 8 \end{pmatrix}$$

10. Find out  $3A-3B$  for the given matrices.

$$A = \begin{pmatrix} 2 & 5 \\ 3 & 2 \end{pmatrix}, \quad B = \begin{pmatrix} 1 & 0 \\ 1 & 2 \end{pmatrix}$$

11. Differentiate  $f(x) = 10e^{x^2}$
12. Differentiate  $f(x) = 10x^2$
13. Define Square matrix.
14. Define Range of a function.
15. Define derivative of a function.
16. What are Exponential functions.
17. Define Compound interest
18. Define 'Principal amount'.
19. Calculate the effective annual interest rate where nominal rate is 13%.
20. Add given matrix  $A = \begin{pmatrix} 7 & 3 \\ 5 & -2 \end{pmatrix}$  and  $B = \begin{pmatrix} -2 & 5 \\ 3 & 2 \end{pmatrix}$

P.T.O.



**Subjective**

Attempt any four questions. All questions carry equal marks.

Q-1(a)	Solve the following simultaneous equation by Cramer's rule $x - 5y = -85$ $2x + 4y = 40$	9																
(b)	Find the matrix of Cofactors for the following matrix $\begin{matrix} 5 & 0 & 20 \\ -5 & 8 & 0 \\ 10 & -5 & -10 \end{matrix}$	8 ½																
Q-2 (a)	Differentiate the following function $\frac{3x^2 - 5}{1 - x^3}$	9																
(b)	Sketch the following function $F(x) = 2x^3 + 1$	8 ½																
Q-3	Minimize $z = 20x_1 + 8x_2$ Subject to $x_1 + x_2 \geq 20$ $2x_1 + x_2 \leq 48$ $x_1 \leq 20$ $x_1 + x_2 \leq 30$ $x_1 + x_2 \geq 0$	17 ½																
Q-4 (a)	A sum of \$8,000 is invested in a saving account which pays interest at a rate of 12% per year compounded quarterly. If the amount is kept on deposit for 6 years, what will the compound amount equal? How much interest will be earned during the six years.	8 ½																
(b)	Determine the present value of the series of 25 semi-annual payments of \$10000 each which begins in 6 months. Assume interest of 10% per year compounded semiannually.	9																
Q-5	A \$10,000 certificate of deposit earns interest of 8% per year compounded semi annually. Complete the following table with regard to semi annual compounding. What is total interest over the two year period.	17 ½																
	<table border="1"> <thead> <tr> <th>Semiannual compounding</th> <th>Principal</th> <th>Interest</th> <th>Compound Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Semiannual compounding	Principal	Interest	Compound Amount													
Semiannual compounding	Principal	Interest	Compound Amount															
Q-6 (a)	Given $y = g(u) = u^2 + 2u$ and $u = h(x) = x^3$ , determine: 3. $g(h(x))$ 4. $g(h(2))$	9																
(b)	Determine the domain of a function $\frac{\sqrt{v^2 - 9}}{v^3 - 4v}$	8 ½																
Q-7	A Ball is thrown straight up into the air. The height of the ball can be described as a function of time according to the function $H(t) = -16t^2 + 128t$ Where $h(t)$ is height measured in feet and $t$ is time measured in seconds.	17 1/2																
(a)	Determine the average rate of change in height between $t=0$ and $t=2$ . Between $t=0$ and $t=4$ .																	
(b)	How long does it take for the ball to hit the ground ( $h=0$ )?																	



# UNIVERSITY OF THE PUNJAB

First Year: 2<sup>nd</sup> Annual - 2017  
Examination: B.B.A. (Hons.)

Roll No. ....

Subject: Financial Accounting (Basic)  
PAPER: 6

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

**NOTE: Attempt any FIVE questions including question # 1 which is compulsory. All questions carry equal marks.**

## Objective Part

Q.No. 1

Briefly explain any ten (10) terms given below:-

1. What are tangible assets.
2. What are financing activities.
3. Define the term Depreciation.
4. What is matching principal?
5. What are retained earnings?
6. What is periodic inventory system?
7. What is realization principle
8. What is meant by term cash discount?
9. What is meant by unearned revenue?
10. What is insolvency?
11. What is subsidiary ledger account.
12. What is perpetual inventory system?
13. What is equity?
14. Give five examples of current liabilities.
15. What are outstanding expenses?

Q. No. 2

## Subjective Part

The balance sheet items of The Candy Shop (arranged in alphabetical order) were as follows at the close of the business on September 30, 2013.

Accounts Payable	\$ 6,800	Furniture & Fixtures	\$ 9,000
Accounts Receivable	5,000	Land	72,000
Building	80,000	Notes Payable	?
Capital Stock	100,000	Retained Earnings	19,100
Cash	6,900	Supplies	3,000

The transactions occurring during the first week of October were:

- Oct.3 Additional capital stock was sold for \$30,000. The accounts payable were paid in full. (No payment was made on the notes payable.)
- Oct.6 More furniture was purchased on account at a cost of \$8,000, to be paid within 30 days. Supplies were purchased for \$900 cash from a restaurant supply center that was going out of business. These supplies would have cost \$2,000 if purchased under normal circumstances.
- Oct.1-6 Revenues of \$8,000 were earned and paid in cash. Expenses required to earn the revenues of \$3,200 were incurred and paid in cash.

**Instructions:**

- a. Prepare a balance sheet at September 30, 2013. (You will need to compute the missing figure for Notes Payable.)
- b. Prepare a balance sheet at October 6, 2013. Also prepare an income statement and a statement of cash flows for the period October 1-6, 2013. In your statement of cash flows, treat the purchase of supplies and the payment of accounts payable as operating activities.

**Q. No. 3**

Lyons Inc. provides consulting services. A few of the company's business transactions occurring during June are described below :-

- 1) On June 1, the company billed customers \$5,000 on account for consulting services rendered. Customers are required to make full payment within 30 days.
- 2) On June 3, the company purchased office supplies costing \$3,200, paying \$800 cash and charging the remainder on the company's 30-day account at Office Warehouse. The supplies are expected to last several months.
- 3) On June 5, the company returned to Office Warehouse \$100 of supplies that were not needed. The return of these supplies reduced by \$100 the amount owed to Office Warehouse.
- 4) On June 17, the company issued an additional 1,000 shares of capital stock at \$5 per share. The cash raised will be used to purchase new equipment in September.
- 5) On June 22, the company received \$1,200 cash from customers it had billed on June 1.
- 6) On June 29, the company paid its outstanding account payable to Office Warehouse.
- 7) On June 30, a cash dividend totaling \$1,800 was declared and paid to the common stockholders.

**Required:**

- a. Record each transaction in General Journal.
- b. Post each entry to appropriate ledger accounts.
- c. Prepare a trial balance.

**Q. No. 4**

Boston Bait Shop uses a periodic inventory system at December 31, Year I the accounting record include the following information: -

Inventory case of December 31, Year 1,	\$2,800
Net Sales	\$79,600
Purchases	\$30,200

A complete physical inventory taken at December 31 year indicate merchandising closing \$3000 remains in stock.

- a. How were the amounts of beginning and ending inventory determined.
- b. Compute the amount of cost of good sold in year 2.
- c. Prepare a partial income statement showing the shop's gross profit for the year.

**Q. No. 5**

Garden Wizards provides gardening services to both commercial and residential customers. The company performs adjusting entries on a monthly basis, whereas closing entries are prepared annually at December 31. An adjusted trial balance dated December 31, 2012, follows: -

**GARDEN WIZARDS**  
**Adjusted Trial Balance**  
**December 31, 2012**

Cash	\$ 27,800	
Account receivable	4,300	
Unexpired insurance	8,700	
Prepaid rent	3,200	
Supplies	1,400	
Trucks	140,000	
Accumulated Depreciation: trucks		\$ 75,000
Equipment	28,000	
Accumulated Depreciation: equipment		14,000
Note payable		38,000
Accounts payable		2,200
Salaries payable		900
Interest payable		300
Income tax payable		1,700
Unearned service revenue		2,000
Capital stock		18,000
Retained Earnings		21,000
Dividend	3,300	
Service revenue earned		194,000
Salary expense	72,000	
Supplies expense	5,600	
Office rent expense	28,000	
Insurance expenses	1,800	
Depreciation expense: trucks	16,000	
Depreciation expense: equipment	4,000	
Repair and maintenance expense	5,300	
Fuel expense	2,200	
Miscellaneous expense	2,700	
Interest expenses	3,800	
Income taxes expenses	9,000	
	<u>\$367,100</u>	<u>\$367,100</u>

**Required: -**

Prepare an income statement and statement of retained earning for the year ended December 31, 2012. Also prepare the company balance sheet dated December 31, 2012.

**Q. No. 6**

Claypool Hardware is the only hardware store in a remote area of northern Minnesota. Some of Claypool's transactions during the current year are as follows:-

- Nov. 5        Sold lumber on account to Bemidji Construction, \$13,390. The inventory subsidiary ledger shows the cost of this merchandise was \$9,105.
- Nov. 9        Purchased tools on account from Owatonna Tool Company, \$3,800.
- Dec. 5        Collected in cash the \$13,390 account receivable from Bemidji Construction.
- Dec. 9        Paid the \$3,800 owed to Owatonna Tool Company.
- Dec. 31       Claypool's personnel counted the inventory on hand and determined its cost to be \$182,080. The accounting records, however, indicate inventory of \$183,790 and a cost of goods sold of \$695,222. The physical count of the inventory was observed by the company's auditors and is considered correct.

**Instructions:**

- a.     Prepare journal entries to record these transactions and events in the accounting records of Claypool Hardware. (The company uses a perpetual inventory system.)
- b.     Prepare a partial income statement showing the company's gross profit for the year. (Net sales for the year amount to \$1,024,900.)

**Q. No. 7**

- Explain the rules of Debit and Credit with respect to transactions recorded in Assets, Liabilities, Revenue and Expense accounts.
- What are some of the limitations of a Trial Balance.



# UNIVERSITY OF THE PUNJAB

First Year: 2<sup>nd</sup> Annual - 2017  
Examination: B.B.A. (Hons.)

Roll No. ....

**Subject: Principles of Management**  
**PAPER: 7**

**TIME ALLOWED: 3 hrs.**  
**MAX. MARKS: 100**

## Section 1 (70 Marks)

Note: Attempt any four questions. All questions carry equal Marks.

- 1- Define Manager ? also discuss level of managers?
- 2- Discuss fourteen principles of Heny Fayol?
- 3- Define culture? Also discuss seven dimensions of culture?
- 4- What is decision? Discuss how managers make decisions?
- 5- Define plan? Also discuss its various types?
- 6- What are the characteristics of a Leader?
- 7- Why managing human resource has become important for the managers of today?

## Section-2 (Marks 30)

Note: Attempt all the questions from this portion

- 1- Social responsiveness
- 2- Organizing function of management
- 3- Total Quality Management
- 4- Scientific Management
- 5- Intuition based decision-making
- 6- Organizational Structure
- 7- Organizational design
- 8- Centralization
- 9- Unity of command
- 10- Span of control



# UNIVERSITY OF THE PUNJAB

First Year: 2<sup>nd</sup> Annual - 2017  
Examination: B.B.A. (Hons.)

Roll No. ....

Subject: Business Communication  
PAPER: 8

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

## SECTION - I

Attempt FOUR questions. All questions carry equal marks.

Q: 1	Elaborate the obstacles that hinder the flow of successful communication.	17.5
Q: 2	Explicate in detail the variables that influence intercultural communication.	17.5
Q: 3	Why is it significant to maintain ethics in business communication? Explain in detail the principles of ethics in communication.	17.5
Q: 4	Define the impact of technology in communication. Explain the following communication technologies in detail: a) Videoconferencing b) Email c) Webinar d) Blog e) Fax	17.5
Q: 5	What are the basic components of an effective business message? Explain in detail.	17.5
Q: 6	Organizational planning provides a framework within which a company can successfully grow, compete and react to challenges. Referring to the given statement, write in detail the importance of planning in an organization.	17.5
Q: 7	Elaborate in detail the standard components of business letters.	17.5

## Section - II

Attempt any TEN questions. Each question carries 3 marks.

(30)

- i. How is verbal communication different from non-verbal communication?
- ii. Define consideration with reference to communication.
- iii. Describe the main components of effective communication.
- iv. What is teleconferencing? State the advantages of teleconferencing.
- v. What are memorandums?
- vi. What are the benefits of effective communication?
- vii. Enlist the barriers of effective communication.
- viii. What is culture?
- ix. Define intercultural communication.
- x. Enlist the five planning steps for preparing effective business messages.
- xi. What are the standard components of a report?
- xii. What are the ethical issues faced by individuals in business?
- xiii. What are the 7 Cs of effective communication?
- xiv. What is the difference between good-news and neutral message?
- xv. What are the national cultural variables?



# UNIVERSITY OF THE PUNJAB

First Year: 2<sup>nd</sup> Annual - 2017  
Examination: B.B.A (Hons.)

Roll No. ....

Subject: Sociology (Elementary)  
PAPER: 9

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

## Objective Part

Q. 1 Briefly define any 15 of the following

(2 Marks each)

1. Cultural variability.
2. Community.
3. Values
4. Society.
5. Social groups
6. Social interaction.
7. Secondary Group.
8. Achieved status
9. Culture
10. Sub culture
11. Social change
12. Social Mobility
13. Role conflict
14. Social Relativism
15. Race
16. Gender
17. Poverty
18. Symbol
19. Socialization
20. Social Sciences

## Subjective Part

Note: Attempt any Four Questions. All questions carry equal marks (17.5)

Q.1 Discuss the importance of sociology with respect to Pakistan

Q.2 Discuss "Culture". Explain the cultural Uniformity and Variability in different Cultures.

Q.3 Define Social Norms. Describe different types of social norms.

Q.4 Define "Socialization" discuss role of socialization in personality formation.

Q.5 Write a note on any two of following.

- (a). Cultural relativism (b). Social status. (c). Community and society.





# UNIVERSITY OF THE PUNJAB

Roll No. ....

First Year: 2<sup>nd</sup> Annual - 2017  
Examination: B.B.A. (Hons.)

Subject: Data Base Management System  
PAPER: 10

TIME ALLOWED: 30 min.  
MAX. MARKS: 20

**NOTE: Attempt this Paper on this Question Sheet only.**

## OBJECTIVE PORTION

**Note: Attempt all Questions:**

**Q. NO 1: Mark "T" for True and "F" for False accordingly. (10)**

1	Repetition of file is creating data inconsistency in the system	
2	A relational database is a collection of interrelated files and records.	
3	A database is used to manipulate the system in DFD .	
4	A significant advantage of conventional files is their flexibility and scalability.	
5	Database technology offers the advantage of storing data in flexible formats.	
6	Relational database is based upon the row and column in database	
7	File technology is more complex than database technology.	
8	A primary key is a field whose values identify one and only one record in a file.	
9	A primary key is a field whose values identify more than one record in the same file.	
10	A non-descriptive field is any other non-key field that stores in data file.	

**Q.No.2 : Define the following short Questions: (2x5=10)**

1. What is a foreign key explain it.
2. Differentiate RDBMS and DBMS.
3. Define data flow diagram.
4. What is SDLC explain it?
5. What is ERP system explains about it.



# UNIVERSITY OF THE PUNJAB

First Year: 2<sup>nd</sup> Annual - 2017  
Examination: B.B.A. (Hons.)

Roll No. ....

Subject: Data Base Management System  
PAPER: 10

TIME ALLOWED: 2½ hrs.  
MAX. MARKS: 60

**NOTE: Attempt this Paper on Separate Answer Sheet provided.**

## SUBJECTIVE PORTION

Attempt only Four Questions. All Questions Carry Equal Marks: (4x15=60)

Q.No.3:	(5+5+5)
a) What is database approach explain its functionality through diagram?	
b) What are RDBMS components explain in detail?	
c) Define and explain case tools in detail.	
Q.No.4:	(5+5+5)
a) What are the basic roles of DA in the database system?	
b) Define and explain first and second normalization form.	
c) Define and explain three schema architecture in detail.	
Q.No.5	(5+5+5)
a) What is total and partial specialization explains in detail?	
b) Define and explain the basic functionality of physical data models?	
c) What is SDLC explain its phrases in detail.	
Q.No.6:	(5+5+5)
a) Define and explain database model in detail.	
b) What is Multi-user data base architecture explain in depth.	
c) Describe the functions of system designer explain in detail?	
Q.No.7: Define and explain the Followings:	(5+5+5)
a) Joints	
b) Attributes	
c) Entity type	
Q.No.8:	(5+5+5)
a) Differentiate the Data ware house explain its advantages in detail.	
b) How to recover the data from the recovery tools explain?	
c) What are the basic purpose of select statement explain?	
Q.No.9:	(5+5+5)
a) What are the objects of MS Office explain in detail?	
b) What are the limitations of file based system explain it?	
c) What are the super and sub classes entity type explain in detail?	