



UNIVERSITY OF THE PUNJAB

First Year A/2013
Examination: B.B.A. (Hons.)

Roll No.

Subject: Islamic and Pakistan Studies
PAPER: 1

TIME ALLOWED: $1\frac{1}{2} + 1\frac{1}{2}$ hrs.
MAX. MARKS: 50+50

USE SEPARATE ANSWER BOOK FOR EACH PART

Islamic Studies

سوال نمبر لازمی ہے۔ اسکے پندرہ نمبر ہیں۔ باقی حصہ میں سے تین سوالات کے جوابات لکھیں۔
تمام جوابات اپنی جوابی کاپی پر لکھیں۔ کاٹ کر یا مٹا کر لکھا ہوا جواب غلط تصور ہوگا۔

(Objective Portion)

- 15
- مندرجہ ذیل سوالات کے مختصر جوابات تحریر دیں۔
- 1) لفظ قرآن کے لغوی معنی لکھیں۔
 - 2) الفرقان کے معنی لکھیں۔
 - 3) حدیث کی اقسام لکھیں۔
 - 4) عقیدہ کی جمع لکھیں۔
 - 5) توحید کا متضاد کیا ہے؟
 - 6) صوم کے معنی کیا ہیں؟
 - 7) زکوٰۃ کب فرض ہوئی؟
 - 8) جہاد کب فرض ہوا؟
 - 9) اسلام کی بنیاد کن پانچ ستونوں پر رکھی گئی ہے؟
 - 10) شریعت اسلامی کے دو ماخذ کون کون سے ہیں؟
 - 11) عدل کے معنی لکھیں۔
 - 12) اسوہ حسنہ کا مفہوم لکھیں۔
 - 13) ایقائے عہد پر ایک حدیث لکھیں۔
 - 14) مذہبی رواداری سے کیا مراد ہے؟
 - 15) کسب حلال پر ایک حدیث لکھیں۔

(Subjective Portion)

- 8+4
- مندرجہ ذیل آیات قرآنیہ میں سے کسی ایک کا ترجمہ اور تشریح کیجیے۔
- الف) وَالَّذِينَ إِذَا أَنْفَقُوا لَمْ يُسْرِفُوا وَلَمْ يَقْتُرُوا وَكَانَ بَيْنَ ذَلِكَ قَوَامًا
- ب) يَا أَيُّهَا الَّذِينَ آمَنُوا اجْتَنِبُوا كَثِيرًا مِّنَ الظَّنِّ إِنَّ بَعْضَ الظَّنِّ إِثْمٌ
- 8+4
- مندرجہ ذیل احادیث میں سے کسی ایک کا ترجمہ اور تشریح کریں۔
- الف) لا يؤمن أحدكم حتى يكون هواه تبعاً لما جئت به۔
- ب) افضل الاعمال الحب في الله والبخس في الله۔
- 11
- آخرت پر ایمان لانے کے فوائد لکھیں۔
- یا
- آپ ﷺ ہی سب سے عمدہ طور پر سربراہ خاندان تھے۔ بحث کیجیے۔

Ethics for Non-Muslims

Attempt any TWO questions. All questions carry equal marks.

- Q.1. Write down moral theories in Hinduism. 25
- ہندومت میں اخلاق کا کیا تصور ہے؟
- Q.2. Write down benefits of Tolerance. 25
- برداشت کے فوائد لکھیں۔

۳۔ سزائے جانے سے عبرت پذیری کی وجہ سے جرائم کم ہو جاتے ہیں بحث کیجئے۔

Pakistan Studies

سوال نمبر لازمی ہے۔ باقی چار سوالات میں سے دو کے جوابات لکھیں ان میں سے ہر ایک کے پندرہ نمبر ہیں۔
تمام تر جوابات اپنی جوابی کاپی پر لکھیں۔ کاٹ کر یا منٹا کر لکھا ہوا جواب غلط تصور ہوگا۔

Objective Portion

Q.1. Write short answers of following questions. 20

- 1) Explain briefly Two Nation theory.
- 2) What did say Quaid-e-Azam about Two Nation Theory?
- 3) Write down a verse of Allama Iqbal about Two Nation Theory.
- 4) Write down two services of Mujadid Alaf Sani.
- 5) Enlist two objectives of setting up Aligarh Movement.
- 6) When Bengal was partitioned and annexed?
- 7) Who was the head of Simla Deputation?
- 8) Write down the merely Two points among 14 points of Quaid-e-Azam.
- 9) When and by whom objective Resolution was presented?
- 10) Write down two Islamic clauses of Constitution 1973.

۱۔ درج ذیل سوالات کے مختصر جوابات دیں۔

- (1) دو قومی نظریہ کی مختصر وضاحت کریں۔
- (2) قائد اعظم نے دو قومی نظریہ کے بارے میں کیا کہا تھا؟
- (3) دو قومی نظریہ بارے علامہ اقبال کا کوئی شعر لکھیں۔
- (4) حضرت مجدد الف ثانی کی دو اہم خدمات لکھیں۔
- (5) علی گڑھ تحریک کے دو مقاصد لکھیں۔
- (6) بنگال کی تقسیم اور تینخ کب ہوئی؟
- (7) وفد شملہ کے قائد کون تھے؟
- (8) قائد اعظم کے چودہ نکات میں سے صرف دو نقاط لکھیں۔
- (9) قرارداد مقاصد کب اور کس نے پیش کی؟
- (10) 1973 کے آئین کی دو اسلامی دفعات لکھیں۔

Subjective Portion

علامہ اقبال کے اشعار لکھنے والے طالب علم کی حوصلہ افزائی ہوگی۔

Q.2. Write down services of Aligarh Movement. 15

۲۔ تحریک علی گڑھ کی خدمات کا جائزہ لیں۔

Q.3. Do we consider Mujadid Alaf Sani the truly founder of Two Nation Theory? Discuss. 15

۳۔ کیا مجدد الف ثانی ہی دو قومی نظریہ کے بانی ہیں؟

Q.4. Elaborate, what were the early problems of Pakistan. 15

۴۔ قیام پاکستان کے بعد ابتدائی مشکلات کا جائزہ لیں۔

Q.5. What kind of relations do Pakistan has with Kingdom of Saudi Arabia? Provide the details. 15

۵۔ سعودی عرب کے ساتھ پاکستان کے تعلقات کیسے ہیں؟ تفصیلاً لکھیں۔



UNIVERSITY OF THE PUNJAB

First Year A/2013
Examination: B.B.A. (Hons.)

Roll No.

Subject: English (Functional)
PAPER: 2

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

Attempt FIVE questions in all. Question No. 1 is compulsory.

Q1 a) Fill in the blanks with the correct form of verbs given in brackets. 10

1. She stopped _____ (have) a rest and then went on _____ (study).
2. She promised _____ (not do) it again.
3. If he had worked hard, he _____ (pass) the examination.
4. I can't stand _____ (listen) to his old stories.
5. I wish I _____ (be) the President.
6. Do you happen _____ (know) her name?
7. It _____ (rain) for two weeks.
8. I'm bored with _____ (do) the same kind of exercises.

9. He spends all his free time _____ (download) music from the internet.
10. Peter refused _____ (lend) her money again.

b) Write short answers to the following questions 10

- 1) Does Jane speak English? - No, _____.
- 2) Had you locked the door before you left the house? - Yes, _____.
- 3) Must we come tomorrow morning? - No, _____.
- 4) Were they lazy on Sunday? - No, _____.
- 5) Is he nice? - Yes, _____.

c) Give one word for following 10

- 1) The spectators or listeners assembled at a performance
- 2) Government by officials
- 3) Of animals feeding on flesh
- 4) Words which have the same meaning
- 5) To lay special stress on

Q.2 Change any SEVEN of the following into indirect speech. 17.5

1. "I will resign today."
2. "She'd better refuse this job."
3. "We used to take the same medicine."
4. "I entered the university a year ago."
5. "It is time we had an agreement."
6. "We must go skiing in winter."
7. You said to me, 'You can do this ridiculously easy task'.
8. I said, 'I shall certainly take care of all eventualities'.
9. He said, 'I will teach him a lesson to remember me by'.
10. The referee said, 'Quiet, please'.

Q.3 Change VOICE of any SEVEN of the following sentences.

17.5

1. They sent her an invitation.
2. They asked him to leave.
3. They'll serve you lunch on the plane.
4. They fined him \$100.
5. They asked him to answer a few questions.
6. They will send you a copy.
7. The family will deal with the matter as soon as possible.
8. Mr. Green gave me some good advice.
9. We painted the wall blue.
10. They might have canceled the sales meeting.

Q.4 Synthesize any SEVEN of the following sentences.

17.5

1. The rain stopped. We continued our journey.
2. James is going to the US. He wants to pursue higher education there.
3. Caesar was a great conqueror. But he failed to unite the various conquered territories into a well-knit empire.
4. This is my friend. His name is Rama.
5. I spent two days in London. It is one of the most attractive places in England.
6. We went to the theater. We saw a movie there.
7. I have no interest in politics. I must tell it frankly.
8. The man took out a knife. He intended to frighten all of us.
9. Mary collects old stamps. It is her hobby.
10. The men held a meeting. They wanted to elect a manager for the company.

Q.5 Write an application in response to an advertisement in the Times newspaper for the position of Sales Executive. The job demands high presentation and communication skills. Convince the employer that you're the best suitable candidate for this job.

17.5

Q6 Write a report for the local government of your city addressing the Education Minister giving him an overview of the illiteracy problem of your country and devise suggestions for supporting the deserving students

17.5

Q7 Write an essay of 300 words on any ONE of the following.

17.5

- 1) Sectarian Violence in Pakistan; How to overcome this Problem
- 2) Economic Problems of Pakistan
- 3) Advantages and Disadvantages of Social Networking Sites
- 4) Is fashion important?

Q.8 Read the following passage and answer the questions given at the end.

17.5

As the economy weakens, banks are increasingly squeezing customers who overdraw their bank accounts. Bank of America and Washington Mutual have jacked up their overdraft fees and made it

easier for customers to be hit with multiple penalties. The changes come as banks grapple with growing losses from bad mortgage loans. Overdraft fees have increasingly become a source of profits. Banks and credit unions collect about \$17.5 billion in overdraft fees per year, the Center for Responsible Lending says. Checking-account customers are "easy picking" for fees, says Jean Ann Fox of the Consumer Federation of America, because banks typically can take any money owed out of a customer's next deposit.

In April, Washington Mutual raised its overdraft fee in most states to \$34 from \$32. Also this year, the bank increased the number of times a day that a customer can be hit with this fee, from five to seven. Washington Mutual spokesman Gary Kishner says the bank raises fees partly due to "competitive factors." This year, Bank of America raised the fee charged on the first day a customer overdraws to \$25 from \$20. The bank also raised the number of times a customer can be hit with this fee per day to seven from five. And it's told customers that most signature debit-card transactions will reduce their balances that same day and be subject to fees if there isn't enough money in the account. Before, consumers often avoided this fee if they deposited money before a purchase cleared.

Bank of America spokeswoman Diane Wagner says the bank adjusts fees to "establish more uniform pricing for our national franchise."

Choose the best answer

1. The Washington Mutual spokesman cites _____ as one of the main reasons behind the increase in overdraft charges.

the weak economy

too little money in customers' accounts

competitive factors

2. How many times per day can a customer be penalized for overdrafting an account at Bank of America?

Five

Seven

Six

3. What's the current overdraft charge at Washington Mutual?

\$32

\$25

\$34

4. When will a customer's card be debited (= when will the balance on their account be reduced) after a purchase?

The same day the purchase is made.

Whenever the purchase clears.

Three days from the time of the purchase.

5. In the context of this article, what does the term "easy-picking" mean?

Indifferent

Easy to get money from

Easy to fool



UNIVERSITY OF THE PUNJAB

First Year A/2013
Examination: B.B.A. (Hons.)

Roll No.

Subject: Introduction to Business
PAPER: 3

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

SECTION 1 - Attempt any Four questions. All questions carry equal marks. (Total Marks 60)

Total=60

Section 1

- 1 What do u understand by Sole Proprietorship. What are its merits and demerits. 15
- 2 Describe the rights, duties and obligations of partners in the absence of partnership agreement. 15
- 3 Explain the following two methods for getting a company incorporated: 15
 - i) Traditional method
 - ii) Online Method
- 4 What are the various kinds of meetings which are required to be held by a public company? 15
- 5 Define channels of distribution. What are the factors involved in the selection of distribution channel? 15
- 6 Explain the characteristics, objects and contents of Memorandum of Association. 15
- 7 A) Describe the rights of shareholders in their individual as well as in group capacity. 8
B) Discuss the powers and liabilities of directors. 7

Section 2

Total=40

Give short answers to any 10 of the following.

1. Explain the eight contents of Articles of Association. 4
2. What is brokerage? 4
3. What are the effects of irregular allotment of shares? 4
4. Give five examples of public limited company. 4
5. What are the four ways by which a person can become a member of a company. 4
6. Define sole proprietorship. 4
7. What are the effects of non-registration of firm? 4
8. Explain dissolution by notice. 4
9. Name the points of distinction between a company and a partnership. 4
10. What is Forged transfer? 4
11. What are two ways by which a private company can be converted into public company. 4
12. Explain any two channels which are used for the distribution of consumer goods. 4
13. Explain standardizing and grading. 4
14. What five matters are transacted at the annual general meeting? 4
15. Explain redeemable and irredeemable shares. 4



UNIVERSITY OF THE PUNJAB

Roll No.

First Year A/2013
Examination: B.B.A. (Hons.)

Subject: Introduction to Computer Science
PAPER: 4

TIME ALLOWED: 1 hr.
MAX. MARKS: 40

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

(20)

1.	Ctrl + Y is used to undo the effect of last command.	
2.	Formatting of a disk is necessary whenever we want to store some data on it.	
3.	Hard Disk is faster in accessing data / instructions as compared to CD-ROM	
4.	Input Devices are used to enter data in computer in binary format.	
5.	Line printer can print a complete page at a time.	
6.	GUI OS are more user friendly as compared to Command Line OS.	
7.	RAM and ROM both are volatile storage devices.	
8.	ROM stands for Read Only Member.	
9.	The Delete Key erases characters to the left of the cursor.	
10.	Windows OS is more User Friendly than MS-DOS	



UNIVERSITY OF THE PUNJAB

First Year A/2013
Examination: B.B.A. (Hons.)

Roll No.

Subject: Introduction to Computer Science
PAPER: 4

TIME ALLOWED: 2 hrs.
MAX. MARKS: 40

Attempt this Paper on Separate Answer Sheet provided.

Subjective portion

Attempt any FOUR questions. All questions carry equal marks.

Q. No. 4

a)	Describes various types of computers	(5)
b)	Describe the basic components of computers	(5)

Q. No. 5

a)	List major differences between CDs and DVDs	(5)
b)	Enlist various types of Input Devices	(5)

Q. No. 6

a)	Differntiate RAM and ROM	(5)
b)	What is Computer Clock	(5)

Q. No. 7

a)	Define Non-impact Printers. Also specify its examples	(5)
b)	What is difference between Data and Information?	(5)

Q. No. 8

a)	What are Spread Sheet Functions? Briefly explain them	(5)
b)	What is Slide transition in MS-Powerpoint	(5)

Q. No. 9

	Define the following	
a)	Web Portal	(5)
b)	Control Unit	(5)



UNIVERSITY OF THE PUNJAB

First Year A/2013
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 answer of mathematical questions. $2 \times 15 = 30$

- 1) Differentiate $f(x) = 10e^{x^2}$
- 2) Write down the formula for simple interest and explain the terms involved.
- 3) Add given matrix $A = \begin{pmatrix} 1 & 3 \\ 4 & -2 \end{pmatrix}$ and $B = \begin{pmatrix} -3 & 5 \\ 4 & 2 \end{pmatrix}$.
- 4) Define Range of a function.
- 5) Calculate effective annual interest rate where nominal rate is 29.
- 6) What is meant by "Principal Amount"?
- 7) Define compound interest.
- 8) If $h(s) = s^2 - 8s + 5$ and $s = f(t) = 10$. Determine $h(f(t))$.
- 9) Define square matrix.
- 10) What is the purpose of studying matrix algebra?
- 11) What is a "row matrix"?
- 12) Define the term "annuity".
- 13) Write down the formula for calculating simple interest.
- 14) Differentiate compound interest method from simple interest method.
- 15) Define "continuity at a point, a ".
- 16) Write the general equation of horizontal asymptote.
- 17) Differentiate $f(x) = 10x^2$
- 18) Find $\lim_{x \rightarrow 3} \frac{x^2 - 9}{x - 3}$
- 19) Find $2A$ if $A = \begin{bmatrix} 2 & 4 \\ 1 & 3 \end{bmatrix}$
- 20) Write down the Quotient rule of differentiation.

Subjective

Attempt any FOUR questions. All questions carry equal marks.

- Q.1. a) Find the ordinary interest on a loan of Rs 2500 at 10% simple interest from December 5 to January 10. $8\frac{1}{2}$
- b) Find out the compound amount and compound ainterest at the end of 3 years on a sum of Rs 20,000 borrowed at 6% compounded annually. 9
- Q.2. a) Find the inverse of the following matrices. 9
- i) $\begin{bmatrix} 4 & 9 \\ 7 & 6 \end{bmatrix}$ ii) $\begin{bmatrix} 1 & 0 \\ 0 & 1 \end{bmatrix}$

b) If $A = \begin{bmatrix} 2 & 3 \\ 1 & 5 \end{bmatrix}$ and $C = \begin{bmatrix} 2 & 3 & 1 \\ 1 & 1 & 1 \end{bmatrix}$. Find AC and CA if possible.

$8\frac{1}{2}$

Q.3. a) The solution to a system of equations having the form $AX = B$ can be found by the matrix multiplication

$$X = \begin{pmatrix} 2 & -3 \\ -1 & 2 \end{pmatrix} \begin{pmatrix} 17 \\ 10 \end{pmatrix}$$

what was the original system of equations? What is the solution set?

b) Verify the matrix B is the inverse of A and A is the inverse of B by finding the products AB and BA .

$8\frac{1}{2}$

$$A = \begin{pmatrix} 3 & 7 \\ 2 & 5 \end{pmatrix} \quad B = \begin{pmatrix} 5 & -7 \\ -2 & 3 \end{pmatrix}$$

Q.4. a) A person takes a leisurely automobile trip and the distance travelled d can be estimated as a function of time t by a non linear function

$8\frac{1}{2}$

$$d = f(t) = 8t^2 + 8t$$

where d is measured in miles, t is measured in hours $0 \leq t \leq 5$. During this 5-hour journey the speed of the car may change continuously.

Determine the average rate of change in height between $t = 0$ and $t = 2$.

b) Determine the derivative using the limit approach

9

$$f(x) = -6x^2 + 3x - 1$$

Q.5. Minimize $z = 20x_1 + 8x_2$

$17\frac{1}{2}$

Subject to $x_1 + x_2 \geq 20$

$$2x_1 + x_2 \leq 48$$

$$x_1 \leq 20$$

$$x_1 + x_2 \leq 30$$

$$x_1, x_2 \geq 0$$

Q.6. a) Solve the system of equations by using Cramer's rule.

9

$$x_1 + 3x_2 - 2x_3 = 17$$

$$2x_1 - 4x_2 + x_3 = -16$$

$$5x_1 + 2x_2 - 4x_3 = 21$$

b) Find the determinant of $A = \begin{pmatrix} 2 & 7 & -2 & 0 \\ 1 & -2 & -3 & 0 \\ 3 & 3 & 6 & 9 \\ 6 & -3 & -2 & 0 \end{pmatrix}$

$8\frac{1}{2}$

Q.7. a) Determine the annual payment necessary to repay a Rs 350,000 loan if interest is computed at 12% / year compounded annually. Discuss the period of the loan is 6 years.

9

b) Sketch the following function

$8\frac{1}{2}$

$$f(x) = x^2 + 5x$$



UNIVERSITY OF THE PUNJAB

First Year A/2013
Examination: B.B.A. (Hons.)

Roll No.

Subject: Financial Accounting (Basic)
PAPER: 6

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

Attempt any five questions including Question No.1 which is compulsory. All questions carry equal marks.

Question 1. Mark the following questions as True (T) or False (F). (20 marks)

1. The book of original entry is called ledger.
2. Personal computer brought by owner into business is represented as capital.
3. Equal trial balance shows 100% accuracy of accounts.
4. Depreciation is a cash expense.
5. Income statement reflects the financial position of a firm.
6. The income statement of a wholesaler includes a deduction from revenue representing the cost of goods sold.
7. In a perpetual inventory system, the Inventory and Cost of Goods Sold accounts are kept up-to-date throughout the accounting period.
8. A perpetual inventory system requires the capability of recording the cost of goods sold relating to individual sales transactions.
9. The collection of an account receivable from a credit customer is recorded by a debit to cash and a credit to a revenue account.
10. In a retail department store with an efficient perpetual inventory system, the quantities of goods actually on hand are probably somewhat less than the quantities indicated in the accounting records.
11. In a perpetual inventory system, the Costs of Goods Sold account is closed along with the expense accounts.
12. In a periodic inventory system, the Inventory and Cost of Goods Sold accounts are kept up-to-date throughout the accounting period.
13. In a periodic inventory system, the ending inventory cannot be determined from the accounting records; rather, it is determined by a physical count of the merchandise on hand.
14. Instead of paying for merchandise purchased on account, Ipot Corp. returned this merchandise to the supplier. Ipot should record this transaction by debiting Accounts Payable and crediting Sales Returns and Allowances.
15. The purpose of offering cash discounts, such as "2/10, n/30," is to encourage customers to make early payments for purchases made on account.

Question 2

FMP uses a perpetual inventory system. On January 1st the inventory account had a balance of Rs.93,500. During the first few days of January, the following transactions occurred.

- Jan. 2 Purchased Merchandise on credit from Bell for Rs.12,500.
- Jan. 5 Sold merchandise for cash Rs.9,000. The cost of these merchandise was Rs.6,300.
- Jan. 9 Purchased Merchandise on credit from John for Rs.13,000.
- Jan. 15 Sold merchandise for cash Rs.3000. The cost of these merchandise was Rs.2,300.

Required:

1. Pass journal entries. (15 marks)
2. What is the amount of inventory at the end of Jan.15? (5 marks)

Question 3. Following are the transactions of Faisal Traders. The accounts are closed at the end of each month.

2012.

Jan.1 Faisal introduced cash Rs.300,000 and a Motor Vehicle of worth Rs.150,000 to commence the business.

Jan.2 He paid insurance in advance for the year Rs.2,400.

Jan.4 He purchased goods worth Rs.150,000.

Jan.5 He received Rental Income in Advance Rs.12,000.

Jan.15 He paid salaries Rs.15,000.

Jan.20 He withdrew cash Rs.10,000 and goods worth Rs.25,000 for personal use.

Jan.25 Paid printing charges Rs.5000

Jan.31 Paid salaries Rs.5000.

Jan.31 Sold goods Rs.150,000 of which 20,000 were on cash.

Required:

1. Pass Journal Entries
2. Prepare Ledger Accounts
3. Prepare Trial Balance

(10 marks)

(05 marks)

(05 marks)

Question 4. From the following data develop the Accounting Equation as on 31st March.

1. Initial investment by owners, Rs.100,000 cash.
2. Acquisition of inventory for Rs.75,000 cash.
3. Acquisition of inventory for Rs.135,000 on credit.
4. Merchandise carried in inventory at a cost of Rs.100,000 was sold on credit for Rs.120,000.
5. Cash collections of accounts receivable, Rs.30,000.
6. Cash payments of accounts payable, Rs.80,000.
7. Paid office rent in advance Rs.15,000
8. Received commission in advance Rs.5,000.

(20 marks)

Question 5. From the following information, pass the adjusting entries.

(20 marks)

1. Office supplies having original cost \$4,320 were unused till the end of the period. Office supplies having original cost of \$22,800 are shown on unadjusted trial balance.
2. Prepaid rent of \$36,000 was paid for the months January, February and March.
3. The equipment costing \$80,000 has useful life of 5 years and its estimated salvage value is \$14,000. Depreciation is provided using the straight line depreciation method.
4. The interest rate on \$20,000 note payable is 9%. Accrue the interest for one month.
5. \$3,000 worth of service has been provided to the customer who paid advance amount of \$4,000.

9

Question 6. Shah Noor Studio adjusts its accounts *monthly*. The *unadjusted* trial balance dated December 31, 2009 is given below.

**Shah Noor Studio
Unadjusted Trial Balance
December 31, 2009**

	Debit	Credit
Cash.....	Rs. 10,800	
Clients' fees receivable	58,000	
Supplies.....	7,000	
Prepaid studio rent	5,000	
Studio equipment	96,000	
Accumulated depreciation: studio equipment		Rs. 45,000
Accounts payable		7,000
Notes payable		25,000
Interest payable		500
Unearned client fees		10,000
Income taxes payable		3,000
Capital stock.....		40,000
Retained earnings		30,000
Client fees earned.....		87,000
Supply expense	6,000	
Salary expense	19,000	
Interest expense	500	
Studio rent expense	26,000	
Utilities expense	4,200	
Depreciation expense: studio equipment	9,000	
Income taxes expense	6,000	
	<u>247,500</u>	<u>247,500</u>

Other Data

1. Supplies on hand at December 31, 2009, total Rs.2,500.
2. The studio pays rent quarterly (every 3 months). The last payment was made November 1, 2009. The next payment will be made early in February 2010.
3. Studio equipment is being depreciated over 96 months (8 years).
4. On October 1, 2009, the studio borrowed Rs.25,000 by signing a 12-month, 12% note payable. The entire amount, plus interest, is due on September 30, 2010.
5. At December 31, 2009, Rs.4,000 of previously unearned client fees had been earned.
6. Accrued, but unrecorded and uncollected client fees earned total Rs.700 at December 31, 2009.
7. Accrued, but unrecorded and unpaid salary expense totals Rs.900 at December 31, 2009.
8. Accrued income taxes payable for the entire year ending December 31, 2009, total Rs.8,000. The full amount is due early in 2010.

Required:

1. Prepare Income Statement for the year ended December 31, 2009. (10 marks)
2. Prepare Balance Sheet as on December 31, 2009 (10 marks)

Question 7. Differentiate between perpetual and periodic inventory system. What are the advantages and disadvantages of the both systems? (20 marks)

Question 8. Write a short note on the following topics:

1. Importance of Accounting Equation
2. Adjusting Entries
3. Reasons for charging Depreciation
4. Double entry system (20 marks)



UNIVERSITY OF THE PUNJAB

First Year A/2013
Examination: B.B.A. (Hons.)

Roll No.

Subject: Financial Accounting (Basic)
PAPER: 6

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

Attempt any five questions including Question No.1 which is compulsory. All questions carry equal marks.

Question 1. Mark the following questions as True (T) or False (F).

(20 marks)

1. The book of original entry is called ledger.
2. Personal computer brought by owner into business is represented as capital.
3. Equal trial balance shows 100% accuracy of accounts.
4. Depreciation is a cash expense.
5. Income statement reflects the financial position of a firm.
6. The income statement of a wholesaler includes a deduction from revenue representing the cost of goods sold.
7. In a perpetual inventory system, the Inventory and Cost of Goods Sold accounts are kept up-to-date throughout the accounting period.
8. A perpetual inventory system requires the capability of recording the cost of goods sold relating to individual sales transactions.
9. The collection of an account receivable from a credit customer is recorded by a debit to cash and a credit to a revenue account.
10. In a retail department store with an efficient perpetual inventory system, the quantities of goods actually on hand are probably somewhat less than the quantities indicated in the accounting records.
11. In a perpetual inventory system, the Costs of Goods Sold account is closed along with the expense accounts.
12. In a periodic inventory system, the Inventory and Cost of Goods Sold accounts are kept up-to-date throughout the accounting period.
13. In a periodic inventory system, the ending inventory cannot be determined from the accounting records; rather, it is determined by a physical count of the merchandise on hand.
14. Instead of paying for merchandise purchased on account, Ipot Corp. returned this merchandise to the supplier. Ipot should record this transaction by debiting Accounts Payable and crediting Sales Returns and Allowances.
15. The purpose of offering cash discounts, such as "2/10, n/30," is to encourage customers to make early payments for purchases made on account.

Question 2

FMP uses a perpetual inventory system. On January 1st the inventory account had a balance of Rs.93,500. During the first few days of January, the following transactions occurred.

- Jan. 2 Purchased Merchandise on credit from Bell for Rs.12,500.
- Jan. 5 Sold merchandise for cash Rs.9,000. The cost of these merchandise was Rs.6,300.
- Jan. 9 Purchased Merchandise on credit from John for Rs.13,000.
- Jan. 15 Sold merchandise for cash Rs.3000. The cost of these merchandise was Rs.2,300.

Required:

1. Pass journal entries.
2. What is the amount of inventory at the end of Jan.15?

(15 marks)
(5 marks)

Question 3. Following are the transactions of Faisal Traders. The accounts are closed at the end of each month.

2012.

- Jan.1 Faisal introduced cash Rs.300,000 and a Motor Vehicle of worth Rs.150,000 to commence the business.
- Jan.2 He paid insurance in advance for the year Rs.2,400.
- Jan.4 He purchased goods worth Rs.150,000.
- Jan.5 He received Rental Income in Advance Rs.12,000.
- Jan.15 He paid salaries Rs.15,000.
- Jan.20 He withdrew cash Rs.10,000 and goods worth Rs.25,000 for personal use.
- Jan.25 Paid printing charges Rs.5000
- Jan.31 Paid salaries Rs.5000.
- Jan.31 Sold goods Rs.150,000 of which 20,000 were on cash.

Required:

1. Pass Journal Entries (10 marks)
2. Prepare Ledger Accounts (05 marks)
3. Prepare Trial Balance (05 marks)

Question 4. From the following data develop the Accounting Equation as on 31st March.

1. Initial investment by owners, Rs.100,000 cash.
2. Acquisition of inventory for Rs.75,000 cash.
3. Acquisition of inventory for Rs.135,000 on credit.
4. Merchandise carried in inventory at a cost of Rs.100,000 was sold on credit for Rs.120,000.
5. Cash collections of accounts receivable, Rs.30,000.
6. Cash payments of accounts payable, Rs.80,000.
7. Paid office rent in advance Rs.15,000
8. Received commission in advance Rs.5,000. (20 marks)

Question 5. From the following information, pass the adjusting entries. (20 marks)

1. Office supplies having original cost \$4,320 were unused till the end of the period. Office supplies having original cost of \$22,800 are shown on unadjusted trial balance.
2. Prepaid rent of \$36,000 was paid for the months January, February and March.
3. The equipment costing \$80,000 has useful life of 5 years and its estimated salvage value is \$14,000. Depreciation is provided using the straight line depreciation method.
4. The interest rate on \$20,000 note payable is 9%. Accrue the interest for one month.
5. \$3,000 worth of service has been provided to the customer who paid advance amount of \$4,000.

(11)

Question 6. Shah Noor Studio adjusts its accounts *monthly*. The *unadjusted* trial balance dated December 31, 2009 is given below.

**Shah Noor Studio
Unadjusted Trial Balance
December 31, 2009**

	Debit	Credit
Cash.....	Rs. 10,800	
Clients' fees receivable	58,000	
Supplies.....	7,000	
Prepaid studio rent	5,000	
Studio equipment	96,000	
Accumulated depreciation: studio equipment.....		Rs. 45,000
Accounts payable.....		7,000
Notes payable		25,000
Interest payable.....		500
Unearned client fees.....		10,000
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Utilities expense	4,200	
Depreciation expense: studio equipment	9,000	
Income taxes expense	6,000	
	<u>247,500</u>	<u>247,500</u>



UNIVERSITY OF THE PUNJAB

First Year A/2013
Examination: B.B.A. (Hons.)

Roll No.

Subject: Business Communication
PAPER: 8

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

Section I

Attempt any FOUR questions. All questions carry equal marks.

- Q.1- Define communication? Explain in detail the essential components of communication?
- Q.2- What are the seven C's of communication? Explain the following with the relevant examples.
- Consideration
 - Courtesy
- Q.3- How culture affects communication? Explain in detail the individual cultural variables affecting communication?
- Q.4- (a)- Explain legal issues related in ethical communication.
(b)- Discuss the key areas of ethical communication.
- Q.5- How can the information be managed outside the organization? Discuss.
- Q.6- What are the important points to be considered in writing closing /ending paragraph of a message? Discuss with examples.
- Q.7- Write a letter to your customer to inform him that his request for credit has been approved.

Section II

Attempt any 10 questions. Each question carry 3 marks.

Question 8

- What is non-verbal communication?
- What is external communication?
- Define concreteness with reference to communication.
- Define clarity with reference to communication.
- Write down the national cultural variables.
- What are the formal ways of communicating ethics?
- What are major influences on personal ethics?
- Define ethics
- What is teleconferencing?
- What is meant by conferences?
- Define Op-Ed statement.
- What is meant by deductive approach?
- What are the five planning steps in preparing business message?
- Write down the optional parts of a letter.
- Define facsimiles.



UNIVERSITY OF THE PUNJAB

First Year A/2013
Examination: B.B.A. (Hons.)

Roll No.

Subject: Sociology (Elementary)
PAPER: 9

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

Objective Part

Briefly define any 15 of the following

1. Co-operation
2. Multiculturalism
3. Socialization
4. Peer Group
5. Social Process
6. Deviance
7. Sociology as a science
8. Assimilation
9. Culture
10. Social Structure
11. Accommodation
12. Mass media
13. Social stratification
14. Social sanctions
15. Role Set
16. Collective behavior
17. Ideal vs. real culture
18. Social movements
19. Ascribed status
20. Sociology

Subjective Part

Attempt any four questions. All questions carry equal marks (17.5 each)

1. Write a detailed note on the agents of socialization
2. Define social control? What are the formal and informal agents of social control?
3. What is social stratification? Discuss important factors of stratification in Pakistani society
4. Define the conflict? Also explain the differences between competition and conflict?
5. Define the Social interaction and explain the Forms of social Interaction?



UNIVERSITY OF THE PUNJAB

First Year A/2013
Examination: B.B.A. (Hons.)

Roll No.

Subject: Data Base Management System
PAPER: 10

TIME ALLOWED: 2½ hrs.
MAX. MARKS: 60

Attempt this Paper on Separate Answer Sheet provided.

Subjective portion

Attempt any FOUR questions. All questions carry equal marks.

Q. No. 3

a)	Why Entity Relationship Diagrams are used. Describe its symbols.	(7)
b)	What are the requirement to create one to many relationship between two entities	(8)

Q. No. 4

a)	List the advantage of Database Management System over Traditional File Based System .	(8)
b)	What is Candidate Key? Discuss its relation with the Primary Key?	(7)

Q. No. 5

a)	Define Insert, Update and Delete anomalies	(8)
b)	What are the responsibilities of Data Base Administrator?	(7)

Q. No. 6

	Differentiate the following	
a)	Primary Key & Foreign Key	(8)
b)	Simple and Composite Primary Key	(7)

Q. No. 7

a)	Explain Relational Database Models with their relative advantage	(8)
b)	What are functional Dependencies?	(7)

Q. No. 8

	Define the Following with two examples.	
a)	Entity	(5)
b)	Relationship	(5)
c)	Attribute	(5)



UNIVERSITY OF THE PUNJAB

First Year A/2013
Examination: B.B.A. (Hons.)

Roll No.

Subject: Data Base Management System
PAPER: 10

TIME ALLOWED: 30 min.
MAX. MARKS: 20

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.	Conceptual schema describe the way in which tables are stored on a disk.	
2.	We have to closed database before creating online backup.	
3.	A view is a subset of table(s).	
4.	Simultaneous access on a record can be controlled by using locking mechanism.	
5.	Application development time increased by using database approach.	
6.	Database approach is used to reduce data redundancy.	
7.	Foreign Key is used to join two tables.	
8.	Different views of a table can be generated for different users.	
9.	Binary Relationship contains three or more entities.	
10.	Primary Key must be unique.	

Q. No. 2. Attempt following Short Questions.

(10)

1. Discuss Internal Schema.
2. Why database backup is required activity?
3. What are maximum numbers of columns in a table?
4. Enlist various SQL statements.
5. Enlist various data types of MS ACCESS.