UNIVERSITY OF THE PUNJAB

First Year A/2014
Examination: B.B.A. (Hons.)

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

نوٹ: سوال نمبر ایک لازمی ہے۔ بیانیہ حصہ میں سے صرف تین سوالات کے جوابات لکھیے۔

(5x4=20)

سوال نمبر ۱﴾ ان سوالات کے مختصر جوابات دیں۔

(i) قرآنِ پاک کی ترتیبِ نزولی اور ترتیبِ توقیفی کا فرق لکھیں۔

(i) Differentiate the ترتیبِ نزولی and ترتیبِ توقیفی

(ii) الفرقان سے کیا مراد ہے؟

(ii) What is الفرقان

(iii) الحجرات کی وضاحت کریں۔

(iii) Explain الحجرات

(iv) حدیث کی اقسام لکھیں۔

(iv) Write down the kinds of احادیث

(v) تین مصارفِ زکوٰۃ لکھیے۔

(v) Write down three مصارفِ زکوٰۃ

(6+4=10)

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

Translate and explain any one of the following verses.

(الف) وَالَّذِیْنَ اِذَا اَنْفَقُوْا لَمْ یُسْرِفُوْا وَلَمْ یَقْتُرُوْا وَکَانَ بَیْنَ ذٰلِکَ قَوَامًا

(ب) یٰۤاَیُّهَا الَّذِیْنَ اٰمَنُوا اجْتَنِبُوْا کَثِیْرًا مِّنَ الظَّنِّ اِنَّ بَعْضَ الظَّنِّ اِثْمٌ

(6+4=10)

سوال نمبر ۳﴾ ان احادیثِ مبارکہ میں سے ایک کا ترجمہ اور تشریح کریں۔

Translate and explain one of the following Ahadith.

(الف) اَفْضَلُ الْاَعْمَالِ الْحُبُّ فِی اللّٰہِ وَالْبُغْضُ فِی اللّٰہِ

(ب) لَا یُؤْمِنُ اَحَدُکُمْ حَتّٰی یَکُوْنَ ھَوَاہُ تَبَعًا لِمَا جِئْتُ بِہ

(10)

سوال نمبر ۴﴾ حدیثِ مبارکہ کی ضرورت و اہمیت لکھیے۔ یا توحید کے انسانی زندگی پر اثرات لکھیے۔

Write down the importance of Hadith **OR**

Write down the effects of oneness of Allah on human life.

(ورق الٹیے)

Ethics (for Non-Muslims)

Note: Attempt any TWO questions.

نوٹ: کوئی سے دو سوالات حل کریں۔

سوال نمبر ۱﴾ ہندو مت میں اخلاقی تعلیمات میں تسلسل اور کمی بیشی ہوتی رہتی ہے۔ تبصرہ کریں۔ (25)

Hinduism has a constant change in its teachings, Discuss.

سوال نمبر ۲﴾ اسلامی تعلیمات برداشت کرنے پر کتنا زور دیتی ہیں؟ وضاحت کریں۔ (25)

To how extent Islamic teachings lay stress on bearness, explain.

سوال نمبر ۳﴾ جرم ثابت ہو جانے پر اگر سزا سر عام مل جائے تو معاشرہ سے جرائم کا خاتمہ ہو جاتا ہے؟ تبصرہ کیجیے۔ (25)

If the culprit gets the punishment openly, there is no more accuses in the society, Discuss.

Pakistan Studies

نوٹ: سوال نمبر ایک لازمی ہے۔ تفصیلی حصہ میں سے دو سوالات کے جوابات لکھیں۔

سوال نمبر ۱﴾ درج ذیل سوالات کے مختصر جوابات دیں۔ (10x2=20)

i) نظریہ پاکستان بارے قائد اعظم کا ایک قول لکھیں۔
ii) دو قومی نظریہ بارے اقبال کا کوئی سا ایک شعر لکھیے۔
iii) شاہ ولی اللہؒ کی دو کتابیں لکھیں۔
iv) سر سید احمد خاں کے قائم کردہ دو تعلیمی اداروں کے نام لکھیں۔
v) تحریک مجاہدین کے دوران رہنماؤں کے نام لکھیں۔
vi) آل انڈیا نیشنل کانگرس اور آل انڈیا مسلم لیگ کب بنیں؟
vii) ۱۹۴۵-۴۶ء کے الیکشن کا نتیجہ کیا ہوا؟
viii) گول میز کانفرنسیں کب سے کب تک ہوئیں؟
ix) قرار داد مقاصد کے دو نقاط لکھیں۔
x) پاکستان کی زراعت کو لاحق دو خطرات لکھیے۔

i) Write down one point from Quaid's speeches about ideology of Pakistan.

ii) Write a verse of Allama Iqbal about two Nations theory.

iii) Write down two books by Shah Waliullah.

iv) Enlist two educational institutions set up by Sir Syed Ahmed Khan.

v) Write down two leaders linked to tehreek-e-Mujahadeen.

vi) When All India National congress and All India Muslim League were set up?

vii) What was the result of Elction 1945-46?

viii) Write down the duration of Round Table conference.

ix) Write down two points of objective resolution.

x) Write down two dangers harming Pakistan Agriculture.

Subjective Portion

سوال نمبر ۲﴾ شاہ ولی اللہ کی ملی و دینی خدمات لکھیں۔ (15)

Write down National and religious services of Shah Waliullah.

سوال نمبر ۳﴾ ۱۹۷۳ء کے آئین کی اسلامی دفعات لکھیں۔ (15) Write down the Islamic clauses of the constitution of 1973.

سوال نمبر ۴﴾ پاکستان کی زراعت کے مسائل لکھیں۔ (15) What kind of Problems does the Pakistan agriculture face, enlist.

UNIVERSITY OF THE PUNJAB

First Year   A/2014
Examination: B.B.A (Hons.)

Subject: English (Functional)
PAPER: 2

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

NOTE: 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. The earth _____ round the sun. (move, moves, moved)

2. She _____ worried about something. (looks, looking, is looking)

3. He _____ asleep while he was driving. (falls, feel, has fallen)

4. We _____ English for five years. (study, am studying, have been studying)

5. He _____ TV most evenings. (watches, is watch, is watching)

6. I _____ Rahim at the zoo. (saw, have seen, had seen)

7. We _____ our breakfast half an hour ago. (finished, have finished, had finished)

8. I _____ into town later on. Do you want a lift? (drive, will be driving)

9. By 2005, computers _____ many of the jobs that people do today. (will be taking over, will have taken over)

10. Hurry up! The programme _____ (will start, is about to start)

b) **Add question tags or short answers to the following:-**   [10]

1. The apples aren't good. No, _____.

2. You can't understand it. Yes, _____

3. I've finished my homework. So _____

4. We must hurry, _____.

5. I didn't hurt you, _____.

c) **Give one word for following:-** [10]

1. A shed of cars.
2. Relating to the moon.
3. Examination of the body of a dead person.
4. Two children born at the same time.
5. Government by one person.

Q2 **Change any SEVEN of the following into indirect speech.** [17.5]

1. He said to him, "Please wait here till I return."
2. "Call the first witness," said the judge.
3. He shouted, "Let me go."
4. "So help me, Heaven!" he cried, "I will never steal again."
5. The teacher promised, "If you will come before school tomorrow, I will explain it."
6. She wrote, "I am waiting and watching and longing for my son's return."
7. "Do you really come from China?" said the prince.
8. "Don't you know the way home?" asked I.
9. "Do you write a good hand?" he said.
10. Have you anything to say on behalf of the prisoner?" said the judge finally.

Q3 **Change VOICE of any SEVEN of the following sentences:-** [17.5]

1. He was praised by his father.
2. The town was destroyed by an earthquake.
3. The President was welcomed by the people.
4. One should keep one's promises.
5. Circumstances will oblige me to go.
6. By whom was this jug broken?
7. One cannot gather grapes from thistles.
8. Do not insult the weak.
9. The information is kept on our computer.
10. My watch was lost.

Q4 **Synthesize any SEVEN of the following sentences.** [17.5]

1. I received no answer. I knocked a second time.
2. I went to London last year. I wished to see a dentist.
3. He attended to his duties. He earned promotion.
4. He was rude. I took no notice of it.
5. The holidays are at an end. Boys are returning to school.
6. He has some bills. He must pay them.
7. He forgot his umbrella. That was careless.
8. He is a bad boy. This is certain.
9. The harvest truly is plenteous. The labourers are few.
10. Football is a vigorous and healthy game. Every boy should play it.

Q5 Write an application to a newspaper, complaining of the bad quality and inadequate supply of Municipal water in your town. [17.5]

Q6 Write a report for the chief minister about the sports facilities and its importance in your city and request him for allocating finances and resources for this activity. [17.5]

Q7 **Write an essay 300 words on any ONE of the following:** [17.5]

1. Is smart work better or hard work.
2. The Quaid-e-Azam – A Politician above politics
3. Examinations & their importance in Education
4. The choice of Books

Q8	**Read the following passage and answer the questions given at the end:-**	[17.5]

The third great defect of our civilization is that it does not know what to do with its knowledge. Science has given us powers fit for the gods, yet we use them like small Children. For example, we do not know how to manage our machines. Machines were made to be man's servants; yet he has grown so dependent on them that they are in a fair way to become his masters. Already most men spend most of their lives looking after and waiting upon machines. And the machines are very stern masters. They must be fed with coal, and given petrol to drink, and oil to wash with, and they must be kept at the right temperature. And if they do not get their meals when they expect them, they grow sulky and refuse to work, or burst with rage, and blow up, and spread ruin and destruction all round them. So we have to wait upon them very attentively and do all that we can to keep them in a good temper. Already we find it difficult either to work or play without the machines, and a time may come when they will rule us altogether, just as we rule the animals.

And this brings me to the point at which I asked, "What we do with all the time which the machines have saved for us, and the new energy they have given us? On the whole, it must be admitted, we do very little. For the most part we use our time and energy to make more and better machines; but more and better machines will only give us still more time and still more energy, and what are we to do with them? The answer, I think, is that we should try to become more civilized.

Q8 (..cont'd)	For the machines themselves, and the power which the machines have given us, are not civilization but aids to civilization. But you will remember that we agreed at the beginning that being civilized meant making and linking beautiful things, thinking freely, and living rightly and maintaining justice equally between man and man. Man has a better chance today to do these things than he ever had before; he has more time, more energy, less to fear and less to fight against. If he will give his time and energy which his machines have won for him to making more beautiful things, to finding out more and more about the universe, to removing the causes of quarrels between nations, to discovering how to prevent poverty, then I think our civilization would undoubtedly be the greater, as it would be the most lasting that there has ever been.

Questions:

1. Instead of making machines our servants the author says they have become our masters. In what sense has this come about?

2. The use of machines has brought us more leisure and more energy. But the author says that this has been a curse rather than a blessing. Why?

3. What exactly is the meaning of "civilization"? Do you agree with the author's views?

4. "Making more beautiful things" stands for what? Make a list of the beautiful things that you would like to make and how you would make them.

5. Mention some plans you may have to prevent poverty in the world. Who would receive your most particular attention, and why?

UNIVERSITY OF THE PUNJAB

Roll No. ....

First Year A/2014
Examination: B.B.A (Hons.)

Subject: Introduction to Business
PAPER: 3

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

Section 1

Attempt any four questions. All questions carry equal marks. 15 MARKS EACH

1. Discuss the various kinds of partners in a partnership firm.

2. Explain various kinds of middlemen.

3. What do you mean by trade? Give the division of trade.

4. Describe in brief the main features of a joint stock company. In what respect it is superior over other forms of organization.

5. Answer the following sections.

   A. Define debentures. What are different kinds of debentures?
   B. What are the requirements of law regarding the allotment of shares?

6. Define Articles of Association. What are its contents?

7. What is a share? What are the different kinds of shares?

Section 2

Give short answers to any 10 of the following. 4*40=40

i. Give five examples of public limited company.

ii. What are the four ways by which a person can become a member of a company.

iii. What is Forged transfer?

iv. Explain standardizing and grading.

v. Explain redeemable and irredeemable shares.

vi. Mention the five contents of a statutory report.

vii. Who is Mercantile agent?

viii. What are the rules regarding issue of prospectus?

ix. Define a company under companies ordinance, 1984.

x. What are the effects of non-registration of firm?

xi. Name the ten qualities of a successful businessman.

xii. What are the kinds of promoters?

xiii. Why an extra ordinary meeting is called?

xiv. What is underwriting commission?

xv. Explain unlimited liability

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First Year   A/2014
Examination: B.B.A (Hons.)

Subject: Introduction to Computer Science
PAPER: 4

TIME ALLOWED: 2 hrs.
MAX. MARKS: 40

NOTE: Attempt this Paper on Separate Answer Sheet provided.

Attempt any FOUR questions. All questions carry equal marks.

Q. No. 4 (10)

a)	What is the difference between website and webportal?	(5)
b)	Describe the purpose of History bar in Web Browsing Software.	(5)

Q. No. 5 (10)

a)	List major differences between Magnetic Disk and Optical Disk (CDs).	(5)
b)	Name the two major types of software.	(3)
c)	What different technologies are used in Storage Devices.	(2)

Q. No. 6   Define the following (10)

a)	Resolution	(2.5)
b)	Pointing Devices	(2.5)
c)	Bit and Byte	(2.5)
d)	ALU	(2.5)

Q. No. 7 (10)

a)	What are Spread Sheet Packages? Describe some of its important features.	(5)
b)	Enlist different steps of Machine Cycle and briefly explain them.	(5)

Q. No. 8 (10)

a)	Describe the Web Browsing Software.	(5)
b)	Discuss different types of Source Data Entry Devices.	(5)

Q. No. 9 (10)

a)	Briefly describes the components of processor.	(5)
b)	Describe the basic features of computers .	(5)

Q No.10 (10)

a)	What is the difference between interanet and extranet?	(5)
b)	Describe the purpose of Address bar in Web Browsing Software.	(5)

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First Year   A/2014

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**   **(10)**

1.	Line printer can print a complete page at a time.	
2.	Ctrl + Y is used to undo the effect of last command.	
3.	CD-ROM and DVD-ROM both are volatile storage devices.	
4.	Hard Disk is faster in accessing data / instructions as compared to Floppy Disk.	
5.	ROM stands for Read Only Memory	
6.	Desktop Computers are more powerful than Main frame Computers.	
7.	Laser Printer is example of non Impact Printer.	
8.	LED is one of the Technogies used in Printers.	
9.	Output Devices are used to enter data in computer.	
10.	MS-DOS is an example of Graphical user Interface Operating System	

Q. # 2:   **Attempt following Short Questions:**   **(20)**

1. List various types of Web Browsing Software.

2. What is Intranet?

3. List various components of Computer.

4. What is Search Engine?

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UNIVERSITY OF THE PUNJAB

Objective

Attempt any 15 questions. Just Provide answer of mathematical questions.

$(2 \times 15 = 30)$

1. Define the concept of Future value of annuity.
2. Write down the formula of calculating present value of annuity.
3. Define constant function.
4. Define rational function and give an example of rational function.
5. Define Square matrix.
6. Write down the multiplication rule of differentiation.
7. Define linear programming.
8. An amount of $5,000 is invested at a simple interest rate of 10% for 3 years. Calculate the amount of interest earned after 3 years.
9. Write down identity matrix.
10. Find out the determinant of the matrix A = (-5)
11. Define derivative.
12. Define and write down the standard form of vector matrix.
13. Add the following matrices: $-\begin{pmatrix} 4 & -2 \\ 5 & 8 \end{pmatrix} - \begin{pmatrix} 3 & 12 \\ 8 & 4 \end{pmatrix}$
14. Write down the formula of calculating compound amount.
15. Define Continuity at a point "a".
16. Define Domain of a function.
17. Define function.
18. Define Range of a function.
19. Find the $\lim_{x \to 3} \frac{x^2-9}{x-3}$
20. If $h(s) = s^2 - 7s + 4$ and s = f(t) = 8. Determine h(f(t)).

Subjective

	Attempt any four questions. All questions carry equal marks.	
Q-1(a)	A sum of $20,000 is invested in a saving account which pays interest at a rate of 8% per year compounded annually. If the amount is kept om deposit for 10 years, what will the compound amount equal? How much interest will be earned during the ten years?	8 ½
(b)	A teenager plans to deposit $50 is a saving account at the end of each quarter for the next 6 years. Interest earned at a rate of 8% per year compounded quarterly. What should her account balance be 6 years from now? How much interest will be earned?	9

(P.T.O.)

Q-2(a)	Solve the following equations by using Cramer's rule. $3x_1 + 5x_3 = 14$ $x_1 + 4x_2 - 2x_3 = -10$ $x_1 + x_2 + x_3 = 2$	9
(b)	Find the determinant of $C = \begin{matrix} 2 & 0 & 8 \\ 4 & -1 & -2 \\ 0 & 5 & -4 \end{matrix}$	8 ½
Q-3	Solve by corner point method, also graph the regions of feasible solution (if Exists). Maximise $z = 8x_1 + 4x_2$ $20x_1 + 10 x_2 \leq 60$ $40x_1 + 32x_2 \leq 160$ $x_1 \leq 2.5$ $x_2 \leq 4$ $x_1, x_2 \geq 0$	17 ½
Q-4 (a)	Given $y = g(u) = (2)^u$ and $u = h(x) = x+2$, determine 1. G(h(x)) 2. G(h(3)) 3. G(h(-2))	9
(b)	Determine the derivative using the limit approach method $F(x) = 20x^2 - 10$	8 ½
Q-5(a)	Differentiate the following $F(x) = 2/\sqrt[3]{x}$ $F(x) = x^2 - \sqrt{x}$ $F(x) = \frac{x^4}{2} - 3x^2 + 10$ $F(x) = (10 - x)(x^2 + 2)$ $F(x) = 1/(4x^5 - 3x^2 + 1)$	9
(b)	An object is dropped from a bridge which is 576 feet high. The height of the object can be determined as a function of time (since being dropped) according to the function $H(t) = 576 - 16t^2$ Where h(t) is height measured in feet and t is time measured in seconds. 1. Determine the average rate of change in height between t=0 and t=1. Between t=0 and t=2. Between t=0 and t=4. 2. How long does it take for the ball to hit the water (h=0)?	8 ½
Q-6	Sketch the following functions $F(x) = x^2$ $F(x) = 0.01 x^2$ $F(x) = 100 x^2$ $F(x) = -x^2$ $F(x) = 3x^2 + 6x - 45$	17 ½
Q-7	Compute the monthly mortgage payment, total payments and total interest. 1. Mortgage loan of $120,000 at 10.5% per year for 20 years. 2. Mortgage loan of $80,000 at 10 % per year for 20 years.	17 ½

UNIVERSITY OF THE PUNJAB

First Year   A/2014
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.

Q. No. 1

Briefly explain any ten (10) of the following terms.

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 concept of materiality?
8. What is realization principle
9. What is meant by term cash discount?
10. What is meant by unearned revenue?
11. Give five examples of current liabilities.
12. What is dividend? How it is closed give entry?
13. What is subsidiary ledger account.
14. What is perpetual inventory system?
15. What is equity?

Q. No. 2

The balance sheet items of The Original Malt Shop (arranged in alphabetical order) were as follows at the close of the business on September 30, 2007.

Accounts Payable	$ 8,500	Furniture & Fixtures	$ 20,000
Accounts Receivable	1,250	Land	55,000
Building	45,500	Notes Payable	?
Capital Stock	50,000	Retained Earnings	4,090
Cash	7,400	Supplies	3,440

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 $18,000, to be paid within 30 days. Supplies were purchased for $1,000 cash from a restaurant supply center that was going out of business. These supplies would have cost $1,875 if purchased under normal circumstances.

Oct.1-6   Revenues of $5,500 were earned and paid in cash. Expenses required to earn the revenues of $4,000 were incurred and paid in cash.

Instructions:

a. Prepare a balance sheet at September 30, 2007. (You will need to compute the missing figure for Notes Payable.)

b. Prepare a balance sheet at October 6, 2007. Also prepare an income statement and a statement of cash flows for the period October 1-6, 2007. In your statement of cash flows, treat the purchase of supplies and the payment of accounts payable as operating activities.

Q. No. 3

In the following table four types of adjustments are given. You are hereby instructed to elaborate the effects **(either Increase/Decrease/No effect)** of these adjusting entries on the Financial statements i.e., Income Statement and Balance Sheet.

Adjustment	Income statement			Balance sheet		
	Revenue	Expenses	Net Income	Assets	Liabilities	Owner's Equity
Converting Assets to Expenses						
Converting Liabilities to Revenue						
Accruing Unpaid Expenses						
Accruing Uncollected Revenue						

Q. No. 4

Epler Consulting Services, Inc., opened for business in January 2009. The company maintains the following ledger accounts:

Cash   Capital Stock
Accounts receivable   Retained Earnings
Office Supplies   Consulting Revenue
Office Equipment   Rent Expense
Accounts Payable   Utilities Expense

The company engaged in the following business activity in January:

Jan. 20   Issued 5,000 shares of capital stock for $50,000.
Jan. 20   Paid $400 office rent for the remainder of January.
Jan. 21   Purchased office supplies for $200. The supplies will last for several months, and payment is not due until February 15.
Jan. 22   Purchased office equipment for $15,000 cash.
Jan. 26   Performed Consulting Services and billed clients $2,000. The entire amount will not be collected until February
Jan. 31   Recorded $100 utilities expense. Payment is not due until February20.

Instructions

1. Record each of the above transactions in general journal form.
2. Post each entry to the appropriate ledger accounts.
3. Prepare a trial balance dated January 31, 2009.

Q. No. 5

Jan's Dance Studio Inc performs adjusting entries every months but close its accounts only at year end. The Studio's year-end adjusting trial balance dated December 31, 2002 appears below: -

JAN'S DANCE STUDIO, INC.
Adjusting Trial Balance
December 31, 2002

Cash	$171,100	
Account Receivable	9,400	
Prepaid Studio Rent	3,000	
Unexpired Insurance	7,200	
Supplies	500	
Equipment	18,000	
Accumulated Depreciation Equipment		$7200
Note Payable		10000
Accounts Payable		3200
Salaries Payable		4000
Income Tax Payable		6000
Unearned Studio Revenue		8800
Capital Stock		100,000
Retained Earnings		40,000
Dividend	6000	
Studio Revenue Earned		165,000
Salary Expense	85,000	
Supply Expense	3900	
Reat Expense	12000	
Insurance Expenses	1900	
Advertising Expenses	500	
Depreciation Expenses equipments	1800	
Interest Expenses	900	
Income Taxes Expenses	23,000	
	$344,200	$344,200

Required: -

Prepare an income statement and statement of retained earning for the year ended December 31, 2002. Also prepare Studio's balance sheet dated December 31, 2002.

Q. No. 6

STAR-TRACK sells satellite tracking systems for receiving television broadcasts from communication satellite in space. At December 31, 2007, the company's inventory amounted to $44,000. During the first week in January 2008, STAR-TRACK made only one purchased and one sale. These transactions were as follows:

Jan. 3   Sold a tracking system to Mystery Mountain Resort for $20,000 cash. The system consisted of seven different devices, which had a total cost to STAR-TRACK of $11,200.

Jan. 7   Purchases two Model 400 and four Model 800 satellite dishes from Yamaha Corp. The total cost of this purchase amounted to $10,000; terms 2/10, n/30.

STAR-TRACK records purchases of merchandise at net cost. The company has full-times accounting personnel and uses a manual accounting system.

UNIVERSITY OF THE PUNJAB

(27)

First Year A/2014
Examination: B.B.A. (Hons.)

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

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

SECTION- I

Attempt any 4 Questions. All Questions carry Equal Marks.

Q1. Describe components of the specific and general environment. Also discuss the two dimensions of environmental uncertainty. (17.5)

Q2. What is organizational performance? Describe different measures of organizational performance. (17.5)

Q3. Discuss the **8 steps** in the Decision Making Process. (17.5)

Q4. Differentiate between **Goals** and **Plans**. What are the different **Types of Goals**? Describe each of the different **Types of Plans** (17.5)

Q5. List the eight steps in HRM process. Also describe in detail different types of training and how that training can be provided. (17.5)

Q6. Describe the job characteristic model as a way to design motivating job. (17.5)

Q7. (a) Describe an Organization using the Systematic Approach. Discuss how the Systematic Approach is appropriate for understanding management (10)

(b) Discuss Contingency Approach and popular contingency variables? Also discuss how the contingency approach is appropriate for studying management. (7.5)

SECTION- II

Q8. Attempt any 10 Questions from the following. All Questions Carry Equal Marks. 30

1. Efficiency vs. Effectiveness
2. Conceptual skills
3. Universality of Management
4. Division of Labour

5. Rational Decision Making
6. Industrial Revolution
7. Scientific Management
8. Entrepreneurship
9. Bounded Rationality
10. Means-ends Chain
11. E-Business vs. E-Commerce
12. Satisficing
13. Learning Organization
14. Validity & Reliability
15. Management By Objective (MBO)

UNIVERSITY OF THE PUNJAB

First Year   A/2014
Examination: B.B.A. (Hons.)

Subject: Business Communication
PAPER: 8

TIME ALLOWED: 3 hrs.
MAX. MARKS: 100

SECTION - I
Attempt FOUR Questions. All questions carry equal marks.

Q1	Explain the internal and external flow of information in a business environment.	[17.5]
Q2	What are the Seven C's of communication? Describe how completeness and consideration can be applied while composing effective business messages.	[17.5]
Q3	Discuss in detail the Individual variables in a culture.	[17.5]
Q4	What are the key areas for ethical communication on which a manager should focus? Discuss in detail.	[17.5]
Q5	Managing the corporate news for the information outside organization. Explain the following tools in details: a) Press release / spokespersons b) Interview / Talk shows c) Press Conference d) Op-Ed Précis e) Letters to editors	[17.5]
Q6	A) Briefly describe different ways of delivering oral message?	[10]
	B) Describe Buffer in brief.	[7.5]
Q7	Enlist and explain the standard parts of a letter.	[17.5]

SECTION - II
Attempt any TEN Questions. Each question carry 3 marks.

i. What is an organization?

ii. What is non-verbal communication?

iii. Define completeness with reference to communication.

iv. What is ethnic diversity within a country?

v. Define intercultural communication?

vi. What are the informal ways of communicating ethics?

vii. What are the key areas for ethical communication?

viii. Define faxes?

ix. What is a press release?

x. What is meant by deductive (direct) approach.

xi. How you choose your ideas while planning message.

xii. Briefly write down standard parts of a letter.

xiii. What information should be listed on the envelop?

xiv. What is a neutral message?

xv. What is a transmittals.

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Objective Part

Briefly define any 15 of the followings   (2 each)

1. Social Class
2. Xenocentrism
3. Race
4. Ethnicity
5. Deviance
6. Sociology
7. Ethnocentrism
8. Cultural Relativism
9. Multiculturalism
10. Positive sanction
11. Non-material cultural
12. Ascribed Status
13. Social stratification
14. Counter culture
15. Sociology as a psychology
16. Social sanctions
17. Cultural Lag
18. Socio Economic Status
19. Life Chances
20. Socialization

Subjective Part

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

1. Define conflict? Also explain the differences between competition and conflict?
2. Define and explain all the components of culture.
3. Define the social interaction and explain the forms of social interaction?
4. Explain the importance of Symbols, Language, Values & Norms as the Components of Culture.
5. Define and explain three major sociological perspectives?

UNIVERSITY OF THE PUNJAB

First Year   A/2014
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

Note: Attempt any FOUR questions. All questions carry equal marks.

Q.No.3   (7+8=15 Marks)

a)	What is database locking? And also discuss different types of locking
b)	Discuss disadvantages of traditional file based system

Q.No.4   (7+8=15 Marks)

a)	Discuss advantages of database systems
b)	Discuss Different Roles in the Database Environment

Q.No.5   (7+8=15 Marks)

a)	Define database views and also discuss purpose of views
b)	Discuss different Relational Keys with one example.

Q.No.6   (7+8=15 Marks)

a)	Discuss Object Based Data Models
b)	Differentiate Super Class Entity and Sub Class Entity with one example.

(P.T.O.)

Q.No.7 (15 Marks)

Identify Entities, Attributes and draw an Entity Relationship Diagram (ERD) for the following company. Use the following requirements and take your own assumptions (if needed)

A database is to be designed for a Car Rental Co. (CRC). The information required includes a description of cars, subcontractors (i.e. garages), company expenditures, company revenues and customers. Cars are to be described by such data as: make, model, year of production, engine size, fuel type, number of passengers, registration number, purchase price, purchase date, rent price and insurance details. It is the company policy not to keep any car for a period exceeding one year. All major repairs and maintenance are done by subcontractors (i.e. franchised garages), with whom CRC has long-term agreements. Therefore the data about garages to be kept in the database includes garage names, addresses, range of services and the like. Some garages require payments immediately after a repair has been made; with others CRC has made arrangements for credit facilities. Company expenditures are to be registered for all outgoings connected with purchases, repairs, maintenance, insurance etc. Similarly the cash inflow coming from all sources - car hire, car sales, insurance claims - must be kept of file.CRC maintains a reasonably stable client base. For this privileged category of customers special credit card facilities are provided. These customers may also book in advance a particular car. These reservations can be made for any period of time up to one month. Casual customers must pay a deposit for an estimated time of rental, unless they wish to pay by credit card. All major credit cards are accepted. Personal details (such as name, address, telephone number, driving license, number) about each customer are kept in the database

Q.No.8 (15 Marks)

Normalize the following **"Patient_Visit"** Relation up to 3rd Normal form but step by step, show each intermediate resultant table with its data.

Patient_Visit

Doc_ID	Doc_name	Pat_ID	Pat_name	Pat_address	Checkup_Date	Checkup_Fee	Doctor_Daily_Income
1	Arslan Khan	1	Umar	Lahore	12-03-2013	500	500
		3	Ibraheem	Sialkot	13-03-2013	1500	2250
		4	Shahzad	Okara	13-03-2013	750	
2	AmmarIsmaeel	1	Umar	Lahore	12-03-2013	800	1800
		2	Ali	Sialkot	12-03-2013	1000	
		5	Farhan	Okara	14-03-2013	1000	1000

Note:Doc_ID: Doctor ID   **Doc_name:** Doctor name   **Pat_ID:** Patient ID
Pat_name: Patient name   **Pat_address:** Patient address

Good Luck
****************************END****************************

UNIVERSITY OF THE PUNJAB

First Year   A/2014
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	A table is in second normal form (2NF) if: It is in first normal form (1NF) and it includes no transitive dependencies.	
2	The sub-language of a SQL used to describe the structure of a database is called the Data Definition Language.	
3	Column of a relation in relational database is called TUPLE	
4	PRIMARY KEY must be comprise more than one columns	
5	A table is in third normal form (3NF) if: It is in second normal form (2NF) and it contains no transitive dependencies.	
6	A relationship in ERD is an association representing the interaction between Entities.	
7	In an E-R diagram relationship is represented by rectangles	
8	A person, place, object, event, or concept in the user environment about which the organization wishes to maintain data is called Entity	
9	More than one PRIMARY Key can be created for each table in a relational database.	
10	In SQL, ALTER Table Statement is not a data Manipulation Language Command	

Q.No.2   Define the following: (10)

1) Data Model
2) Data Anomaly
3) Null Value
4) Database
5) Referential Integrity constraint