



# UNIVERSITY OF THE PUNJAB

First Year A/2015  
Examination: B.B.A. (Hons.)

Roll No. ....

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

MAX. MARKS: 50+50

Subject: Islamic and Pakistan Studies

PAPER: 1 ✓

USE SEPARATE ANSWER BOOK FOR EACH PART

Islamic Studies

(OBJECTIVE PORTION)

نوٹ: سوال نمبر ایک لازمی ہے۔ بیانہ حصہ میں سے صرف تین سوالات کے جوابات لکھیں۔  
سوال نمبر 1 ان سوالات کے مختصر جوابات دیں۔

5x4=20

Q.# 1: Give short answers of the following:

- What do you mean by Good Deed.
  - Define لغو۔
  - Write down the kinds of Oneness of Allah.
  - Write down the Practices observed by a Muslim.
  - Explain beliefs.
- عمل صالح سے کیا مراد ہے؟
  - لغو سے کیا مراد ہے؟
  - توحید کی اقسام لکھیں۔
  - عبادات کے نام لکھیں۔
  - عقائد سے کیا مراد ہے؟

## Subjective Portion

6+4=10

Translate and explain any One of the following verses.

وَالَّذِينَ يَبِيتُونَ لِرَبِّهِمْ سُجَّدًا وَقِيَامًا

الف۔

وَإِنْ طَائِفَتَانِ مِنَ الْمُؤْمِنِينَ اقْتَتَلُوا فَأَصْلَحُوا بَيْنَهُمَا

ب۔

6+4=10

Translate and explain any One of the following Hadith.

درج ذیل احادیث میں سے ایک کا ترجمہ و تشریح کریں۔

الف۔ افضل الاعمال الحب في الله والبغض في الله

ب۔ لا يؤمن احدكم حتى يكون هواه تبعا لما جئت به

روزہ کے فوائد لکھیں۔

بطور معلم آپ ﷺ کی چند صفات لکھیں۔

10

What down the effects of observing Fast.

Write down some characteristics of Prophet (SAW) as a Great Teacher.

P.T.O.

## Ethics (For Non-Muslims)

نوٹ: کوئی سے دو سوالات حل کریں۔ تمام سوالات کے نمبر یکساں ہیں۔

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

- سوال نمبر 1 25 رذائل اخلاق کے معاشرے پر منفی اثرات لکھیں۔
- Q1: What are the effects of Bad deeds on human society. 25
- سوال نمبر 2 25 دین مسیح کی چند اخلاقی تعلیمات لکھیں۔
- Q2: Write down the main moral teachings of the Holy Christ. 25
- سوال نمبر 3 25 اسلام پر امن دین ہے تفصیلاً لکھیں۔
- Q3: Islam is a peaceful religion. Comment it.

## Pakistan Studies

نوٹ: سوال نمبر ایک لازمی ہے۔ اس کے بعد محض دو سوالات کے جوابات لکھیں۔

### Objective Portion

5x4=20

- سوال نمبر 1 درج ذیل سوالات کے مختصر جوابات دیں۔
- i۔ دو قومی نظریہ کی وضاحت کیجئے۔
- ii۔ تحریک خلافت کے تین مطالبات لکھیں۔
- iii۔ کنگری وزارتوں کے چند مظالم لکھیں۔
- iv۔ 1940 کی قرارداد میں کیا طے ہوا تھا؟
- v۔ پاکستان کے دو مسلمان ہمسائیوں کے نام لکھیں۔
- i۔ Explain Two Nation Theory.
- ii۔ Write down three demands of *Khalafat Movement*.
- iii۔ Write down some cruelties of Congress Ministries.
- iv۔ What was decided in the Resolution of 1940?
- v۔ Write down two Muslim neighbours of Pakistan.

### Subjective Portion

- سوال نمبر 2 15 حضرت مجدد الف ثانی کی اسلامی خدمات لکھیں۔
- Q2: Write down the services of Hazrat Mujadad Alif Sani for Islam. 15
- سوال نمبر 3 15 تحریک علی گڑھ کی خدمات لکھیں۔
- Q3: Write down the services of Ali Garh Movement. 15
- سوال نمبر 4 1973ء کے آئین کی اسلامی دفعات لکھیں۔
- Q4: Write down the Islamic clauses of the Constitution of 1973.



# UNIVERSITY OF THE PUNJAB

First Year A/2015  
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.**

Q1 a)	<p>Fill in the blanks with the correct form of verbs given in brackets.</p> <ol style="list-style-type: none"><li>I _____ a new bicycle last week. (bought, have bought, had bought)</li><li>It _____ since early morning, (rained, is raining, has been raining)</li><li>Look : The sun _____ over the hills. (rises, is rise, is rising)</li><li>We _____ for his call since 4:20. (are waiting, have been waiting, were waiting)</li><li>I know all about that film because I _____ it twice. (saw, have seen, had seen)</li><li>I _____ him since we met a year ago. (didn't see, haven't seen, hadn't seen)</li><li>When we went to the cinema, the film _____ (already started, had already started, would already start)</li><li>The town _____ its appearance' completely since 1960. (is changing, changed, had changed)</li><li>When I get home, my dog _____ at the gate waiting for me. (sits, will be sitting)</li><li>The train _____ before we reach the station. (arrives, will have arrived)</li></ol>	[10]
b)	<p>Add question tags or short answers to the following:-</p> <ol style="list-style-type: none"><li>It is a good film. No, _____</li><li>Shahid has already come. So, _____</li><li>He can speak Urdu very well. Of course _____</li><li>He looks dishonest. Yes, _____</li><li>The apples aren't good. No, _____.</li></ol>	[10]
c)	<p>Give ONE word for following:-</p> <ol style="list-style-type: none"><li>Averse to mixing in society.</li><li>Letter is not clear to read.</li><li>At beginning of the day.</li><li>State of being married.</li><li>A child bereaved of parent(s).</li></ol>	[10]

Q2	<p><b>Change any SEVEN of the following into indirect speech.</b></p> <ol style="list-style-type: none"> <li>1. He said, "Alas! I am undone."</li> <li>2. He said, "Bravo! You have done well."</li> <li>3. "So help me, Heaven!" he cried, "I will never steal again."</li> <li>4. He said to me, "I have often told you not to play with fire."</li> <li>5. "You have all done very badly!" remarked the teacher.</li> <li>6. They wrote, "It is time we thought about settling this matter."</li> <li>7. The teacher promised, "If you will come before school tomorrow, I will explain it."</li> <li>8. She wrote, "I am waiting and watching and longing for my son's return."</li> <li>9. The examiner's orders were, "No one is to bring books into the room nor ask me questions about what I have told you to do."</li> <li>10. "What do you want?" he said to her.</li> </ol>	[17.5]
Q3	<p><b>Change VOICE of any SEVEN of the following sentences:-</b></p> <ol style="list-style-type: none"> <li>1. He was taken to th hospital by his friends.</li> <li>2. The town was destroyed by an earthquake.</li> <li>3. The road was lined with people.</li> <li>4. The President was welcomed by the people.</li> <li>5. The building was damaged by the fire.</li> <li>6. All the friends laughed at him.</li> <li>7. They made him king.</li> <li>8. They use video for teaching the students.</li> <li>9. One should keep one's promises.</li> <li>10. When will you return the book?</li> </ol>	[17.5]
Q4	<p><b>Synthesize any SEVEN of the following sentences.</b></p> <ol style="list-style-type: none"> <li>1. He felt tired. He laid his work aside.</li> <li>2. He went straight on. He saw Hari on the path.</li> <li>3. The hunter took up his gun. He went out to shoot the lion.</li> <li>4. I went to London last year. I wished to see a dentist.</li> <li>5. I did not hear his answer. It was spoken quietly.</li> <li>6. There goes my brother. He is called Sohrab.</li> <li>7. The cow provides milk. Milk is a valuable food.</li> <li>8. Coal is a very important mineral. It is hard, bright, black and brittle.</li> <li>9. We saw the picture. It is a very fine piece of work.</li> <li>10. His uncle was a millionaire. He sent him to England for his education.</li> </ol>	[17.5]



Q5	Write a letter in response to the following advertisement.  Required Immediately  For a challenging job, a hardworking graduate with knowledge of accounts. Apply to the Nespak, P.O. Box 786, Lahore	[17.5]	
Q6	Write a report to the S.D.O (Electricity) of your area suggesting certain steps to be taken to stop frequent power breakdowns.	[17.5]	
Q7	<b>Write an essay 300 words on any ONE of the following:</b>  1) Energy Crisis in Pakistan 2) Literacy Campaign 3) Computer Revaluation 4) Female Education	[17.5]	

Q8	<p><b>Read the following passage and answer the questions given at the end:-</b></p> <p>One common mistake that many people have made is this : they have thought that it would be a very good thing if everybody had exactly the same amount of money, no matter whether they worked hard or lived quite idly. They forget that very few people would work at all if it were not for the money their work brings them, and that without work there would be no money. And they have imagined that if all the money in the country were equally divided everybody would be rich. Now that is a very great mistake, because there simply is not enough money to make everybody rich. If it were shared equally all round every one then would, on the basis of the calculations made in 1935, receive only about Rs65 a year. Today with a rise in the price level it might be Rs. 150 a year. That may be more than you receive now or it may be less, but would certainly not make you really rich. It is quite true that there are in this country a small number of very rich people; but they are so few in comparison with the whole population that even if they were to share out all their wealth among the rest, it would make very little difference. It is said that if you flattened out that great French mountain Mont Blanc, the highest mountain in Europe, and spread it over the whole of France you would only raise the level of the land by about six inches. See if you can think out what that has to do with th question I have been talking about.</p> <p>Many people, unfortunately, seem to think also that Government can always pay out money quite easily and in any quantity, and they forget, or else they do not know, that the Government can only pay out money that it has received in taxes – money that the tax-payer has had to work for.</p> <p style="text-align: right;">Cont'd.....</p>	[17.5]	
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Q8

(...cont;d)

And now here is one final mistake that I should like to warn you against. Don't ever imagine that there is any thing to be ashamed of, or anything undignified, to grumble about in having to work hard for your living. If when you start work you can go into a job that suits you, so that you can really enjoy the work itself, so much the better: I hope that is what will happen. But if the work is not exactly the kind that you would choose, you must try to remember that you are helping to produce the things that other people need; you are "doing your bit" and playing your part in the work of the world. You are like a wheel, even if it is only a very tiny wheel, in the great world-machinery of trade and industry that is always busily at work providing for the wants of hundreds of millions of people, and you must "put your back into it" and see to it that your particular task is always done as well as you can possibly do it.

- Ernest F. Row

**Questions:**

1. Why is it really necessary to work?
2. If all the money in the world were equally divided, everybody would be very happy. Do you agree?
3. The author tells us about flattening Mont Blanc and the little difference it would make in raising the level of France. What is his point in giving us this example.
4. Which is the best job in the world? Why must you embrace it lovingly?
5. What is the meaning of: "put your back into it" : doing your bit"?



# UNIVERSITY OF THE PUNJAB

First Year A/2015  
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.**

- Q1. What is meant by Business? What are its main characteristics? Also discuss the importance of Business in the present world. (15)
- Q2. Discuss in detail the merits and demerits of Partnership? (15)
- Q3. Discuss in detail the Classifications of Joint Stock Company? (15)
- Q4. Define debentures. What are its various kinds? Also discuss the requirements of Law regarding the allotment of shares. (15)
- Q5. Discuss various kinds of meetings which are required to be held by a public limited Company. (15)
- Q6. Discuss in detail various kinds of Middlemen. (15)
- Q7. Write short note on following (10)
- a. Characteristics of Sole proprietorship
  - b. Memorandum of Association
  - c. Rights of Shareholders
  - d. Aids to trade



# UNIVERSITY OF THE PUNJAB

First Year A/2015  
Examination: B.B.A (Hons.)

Roll No. ....

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

(20)

1.	SRAM stands for Static Read Access Memory.	
2.	Windows Operating System is an example of Command Line Interface Operating System	
3.	Hard Disk contains more storage capacity than Floppy Disk	
4.	Storage Devices are used to display data..	
5.	CD-ROM and DVD-ROM both are Megnatic Storage Devices.	
6.	LCD is one of the Technologies used in printer to print reports.	
7.	Ctrl + Y is used to undo the effect of last command.	
8.	Laser Printer is example of Impact Printer	
9.	Line printer can print a complete page at a time.	
10.	Desktop Computers are more powerful than Super Computers.	
11.	Processors that use pipelining are slower because they have to wait for one instruction to complete the machine cycle before fetching the next	
12.	When the computer's power is turned off, volatile memory does not lose its contents.	
13.	ROM is nonvolatile.	
14.	A microsecond is one-trillionth of a second	
15.	The access time (speed) of memory has no effect on the overall performance of a computer	
16.	A system bus allows the processor to communicate with peripherals.	
17.	Voice over IP enables users to speak to other users over the Internet.	
18.	Brightness of an LCD monitor or LCD screen is measured in pixels	
19.	Laser printers for large business users print less than 15 ppm (pages per minute).	
20.	A warm boot is the process of using the operating system to restart a computer	

(20)

- 2



- A. Uploading
  - B. Streaming
  - C. Downloading
  - D. Flowing
11. When you click Paint in the Accessories list, Windows Vista loads the Paint program instructions from the computer's hard disk into \_\_\_\_.
- A. Storage
  - B. Memory
  - C. Dialog
  - D. Command space
12. \_\_\_\_ is a collection of electronic drawings, photos, and other images that can be inserted into documents.
- A. Clip Art
  - B. Graphics Checkers
  - C. Glossaries
  - D. Image Repositories
13. Many worksheet cells contain a number that can be used in a calculation, called a(n) \_\_\_\_.
- A. Function
  - B. Index
  - C. Formula
  - D. Value
14. A(n) \_\_\_\_ is a collection of data organized in a manner that allows access, retrieval, and use of that data.
- A. Spreadsheet
  - B. Formula
  - C. Database
  - D. Functional set
15. A(n) \_\_\_\_ is a request for specific data from a database.
- A. Query
  - B. Formula
  - C. Resample
  - D. Function
16. A software \_\_\_\_ is a collection of individual programs sold as a single package.
- A. Cluster
  - B. Suite
  - C. Zip
  - D. Archive
17. The size of a bus, called the bus \_\_\_\_, determines the number of bits that the computer can transmit at one time.
- A. Diameter
  - B. Width
  - C. Circumference
  - D. Interpolation
18. A(n) \_\_\_\_ is an identification code that consists of a set of vertical lines and spaces of different widths.
- A. RFID
  - B. OCR
  - C. Bar code
  - D. Turnaround
19. \_\_\_\_ is used almost exclusively by the banking industry for check processing.
- A. MICR
  - B. OCR
  - C. MIDI
  - D. OCM
20. \_\_\_\_ is used to scan text / characters.
- A. MICR
  - B. OCR
  - C. MIDI
  - D. OCM



# UNIVERSITY OF THE PUNJAB

First Year A/2015  
Examination: B.B.A (Hons.)

Roll No. ....

Subject: Mathematics (Elementary)  
PAPER: 5

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

## Objective

Attempt any 15 questions.

2\*15

1. Define Continuity at a point "a".
2. Write down the quotient rule of differentiation.
3. Calculate effective annual interest rate where nominal rate is 7%.
4. Define linear programming.
5. What is meant by determinant of a matrix.
6. Find the determinant of
7.  $A = \begin{bmatrix} 2 & 4 \\ 4 & 8 \end{bmatrix}$
8. Define Polynomial functions.
9. Write down the power rule of differentiation
10. Define Domain of a function.
11. Write general equation of Horizontal Asymptote.
12. Define the term identity matrix
13. Define the term Mortgage.
14. If  $h(s) = s^2 - 8s + 5$  and  $s = f(t) = 10$ . Determine  $h(f(t))$ .
15. What is meant by scalar multiplication?
16. Find out  $2A-B$  for the given matrices.  
 $A = \begin{pmatrix} 2 & 5 \\ 3 & 2 \end{pmatrix}, \quad B = \begin{pmatrix} 1 & 0 \\ 0 & 2 \end{pmatrix}$
17. What is the application of real programming?
18. Write down the product rule of differentiation.
19. How to calculate inverse of a matrix?
20. What is the application of differentiation?

P.T.O.



### Subjective

Attempt any four questions. All questions carry equal marks.

Q-1 (a)	A sum of \$40,000 earns interest at a rate of 10% per year compounded quarterly. How long will it take for the investment to grow to \$100,000.	9	Annuity
(b)	Mahmood borrowed Rs.1500 from Saleem for 3.5 years at a simple interest rate of 8% per annum. How much Mahmood has to pay at the end of period.	8 1/2	
Q-2 (a)	Given $y = g(u) = (2)^u$ And $u = h(x) = x+2$ Determine $g(h(-2))$ $g(h(3))$	(9)	Functions
(b)	Sketch the following function: $F(x) = x^2$	8 1/2	
Q-3	Maximize $z = 30x_1 + 20x_2$ Subject to $3x_1 + x_2 \leq 18$ $x_1 + x_2 \leq 12$ $x_1 \geq 2$ $x_2 \geq 5$	17 1/2	Linear programming
Q-4(a)	Complete the monthly mortgage payment, total payment and total interest for mortgage loan of Rs. 90,000 at 10% per year for 25 years.	9	Mortgage
(b)	Determine the domain of a function $F(x) = \sqrt{x^2 - x - 6}$	8 1/2	Functions
Q-5 (a)	Solve the following simultaneous equations by Cramer's rule. $3x + 2y = 12$ $x + 5y = 17$	9	Matrices
(b)	Solve the following system of equations by using the concept of matrices $3x - 2y = -13$ $4x + 6y = 0$	8 1/2	
Q-6(a)	Determine the derivative using the limit approach method $F(x) = 20x^2 - 10$	9	Derivative
(b)	Differentiate the following $F(x) = (x^2 - 5)(x - 6)$	8 1/2	
Q-7 (a)	Find the determinant of $A = \begin{vmatrix} 4 & 1 & -2 \\ 2 & 5 & -1 \\ -6 & 7 & 3 \end{vmatrix}$	9	Matrices
(b)	Find the matrix of cofactors for the following matrices $\begin{vmatrix} 5 & 0 & 20 \\ -5 & 8 & 0 \\ 10 & -5 & -10 \end{vmatrix}$	8 1/2	



# UNIVERSITY OF THE PUNJAB

First Year A/2015  
Examination: B.B.A. (Hons.)

Roll No. ....

Subject: Financial Accounting (Basic)  
PAPER: 6

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

Instructions: Attempt any FIVE (5) questions including question No. 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 intangible assets.
2. What are operational activities.
3. What is matching principal?
4. What are retained earnings?
5. What is materiality?
6. what is realization principle
7. what is worksheet
8. What are prepaid expenses?
9. What is solvency?
10. What is unclaimed dividend?
11. What is perpetual inventory system?
12. What is equity?
13. Give five examples of current assets
14. What is trade discount?
15. What are contingent liabilities.

## Subjective Part

Q. No. 2

Shown below in random order is a list of balance sheet items for Smoky Mountain Farms at September 30, 2012.

Land	\$ 550,000	Fences & Gates	\$33,570
Burns and Sheds	78,300	Instigation Systems	20,125
Notes payable	530,000	Cash	16,710
Accounts payable	22,365	Live Stock	120,780
Citrons Trees	76,650	Farm Machinery	42,970
Accounts Payable	77,095	Retained Earnings	?
Property Taxes payable	9,135	Wages Payable	5,820
Capital Stock	250,000		

**Required: -**

- a) Prepared a balance sheet by using these items and computing the amount of retained earnings.
- b) Assume that on September 30, immediately after this balance sheet was prepared, a tornado completely destroyed one of the barns. This barn had a cost of \$13,700, and was not insured against this type of disaster. Explain what changes would be required in your September 30 balance sheet to reflect the loss of this barn.

**Q. No. 3**

**Dr. Schekter, DVM, opened a veterinary clinic on May 1, 2014. The business for May are shown below:-**

- |        |  |
|--------|--|
| May 1  | Dr. Schekter invested \$ 400,000 cash in the business in exchange for 5,000 shares of capital stock.   |
| May 4  | Land and building were purchased for \$ 250,000. Of this amount, \$70,000 applied to the land and \$180,000 to the building. A cash payment of \$100,000 was made at the time of the purchase and a note payable was issued for the remaining balance, |
| May 9  | Medical instruments were purchased for \$130,000 cash.   |
| May 16 | Office fixtures and equipments were purchased for \$50,000. Dr. Schekter paid \$20,000 at the time of purchase and agreed to pay the entire remaining balance in 15 days.  |
| May 21 | office supplies expected to last several months were purchased for \$5,000 cash.   |
| May 24 | Dr. Schekter billed clients \$2,200 for services rendered. Of this amount \$1,900 was received in cash and \$300 was billed on account (due in 30 days)  |
| May 27 | A \$400 invoice was received for several radio advertisements aired in May. The entire amount is due on June 5.  |
| May 28 | Received a \$100 payment on the \$300 account receivable recorded May 24.  |
| May 31 | Paid employees \$2,800 for salaries earned in May.   |

A partial list account titles used by Dr. Schekter includes:

Cash	Notes payable
Accounts Receivable	Accounts Payable
Office Supplies	Capital Stock
Medical Instruments	Veterinary Service Revenue
Office Fixtures and Equipment	Advertising Expense
Building	Salary expense
land	

**Required:**

- a. Record cash transaction in General Journal.
- b. Post each entry to appropriate ledger accounts.
- c. Prepare a trial balance dated May 31, 2014.

**Q. No. 4**

**Sweeney & Associates a large marketing Firm adjusts its amount at the end of each month. The following information is available.**

- i. A bank loan has been obtained on December 1. Accrued interest on the loan at December 31 amount to \$1200 no interest expenses has get been recorded.
- ii. Depreciation of firm's office building is based on an estimated life of 25 years. The building was purchased in 1998 was \$330000.
- iii. Accrued, but unbilled revenue during December amounts to \$64000.
- iv. On March 1, the firm paid \$1800 to revenue a 10 months insurance policy the entire amount was recorded as prepaid insurance.

- v. The firm received \$ 14000 from the King Biscuit Company in advance of developing a six months marketing campaign. The entire amount was initially recorded as unearned revenue at December 31, \$3500 had actually been earned by the firm.
- vi. The company's policy is to pay its employees every Friday since December 31 fell on a Wednesday, there was an accrued liability for salaries amounting to \$ 2400.

**Required: -**

**Record the necessary adjusting Journal entries on December 31, 2013.**

**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, 2014 appears below: -**

**JAN'S DANCE STUDIO, INC.**

**Adjusting Trial Balance  
December 31, 2014**

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	
	<u>\$344,200</u>	<u>\$344,200</u>

**Required: -**

**Prepare an income statement and statement of retained earning for the year ended December 31, 2014. Also prepare Studio's balance sheet dated December 31, 2014.**



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Examination: B.B.A. (Hons.)

Roll No. ....

Subject: Principles of Management  
PAPER: 7

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

## Section -1:

Attempt any four questions .All questions carry Equal Marks.

- |   |  |      |
|---|--|------|
| 1 | Define Planning. Discuss its importance. Explain briefly steps involved in the PLANNING PROCESS.   | 17.5 |
| 2 | Define organizing. What are key elements of organizational structure/design?                       | 17.5 |
| 3 | Define organizational culture; identify the seven dimensions of organizational culture.            | 17.5 |
| 4 | What is Motivation? Explain X and y theory of Motivation.  | 17.5 |
| 5 | Define HRM. Explain HRM Process in detail.   | 17.5 |
| 6 | Define Controlling. Discuss the details of an effective control process.                           | 17.5 |
| 7 | a. Differentiate between efficiency and effectiveness.<br>b. Explain Mintzberg's managerial roles. | 17.5 |

## Section II

Attempt any 10 questions from the following. All questions carry equal marks.

- |   |  |    |
|---|--|----|
| 8 | <ul style="list-style-type: none"><li>1. Departmentalization.</li><li>2. Strategic Management</li><li>3. Organizational culture</li><li>4. Satisficing</li><li>5. Management by objective</li><li>6. XY theory of motivation</li><li>7. Authority</li><li>8. Centralization vs decentralization</li><li>9. Mission vs vision</li><li>10. Mean end chain</li><li>11. Specialization</li><li>12. environment</li><li>13. Goal vs plans</li><li>14. Job Characteristic Model</li><li>15. Rationality vs bounded rationality</li></ul> | 30 |
|---|--|----|





# UNIVERSITY OF THE PUNJAB

First Year A/2015  
Examination: B.B.A. (Hons.)

Roll No. ....

Subject: Business Communication  
PAPER: 8

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

## SECTION - 1

Attempt Four Questions. All questions carry equal marks.

S. No	Questions	Marks
Q1	Define communication and describe its components in detail.	[17.5]
Q2	What are the seven C's of communication? Enlist and explain.	[17.5]
Q3	Discuss in detail the significance of cultural variables in this global village.	[17.5]
Q4	What is ethics? "Making ethical decisions relatively easy when all the facts of a situation are known" discuss in detail.	[17.5]
Q5	Give a detail preview of history of technological developments for managing information within the organizations.	[17.5]
Q6	To communicate effectively in written and oral messages explain the five planning steps in detail.	[17.5]
Q7	With the help of a diagram give the different parts of "Memo" and a "business letter".	[17.5]

## SECTION - II

Attempt any TEN Questions. Each question carry 3 marks.

S. No	Questions	Marks
i.	What is an organization	[30]
ii.	Enlist the components of communication?	
iii.	Give any two examples of non-verbal communication?	
iv.	Communication is a "life blood" of every organization, how?	
v.	What are the benefits of effective communication in your career?	
vi.	Define clarity with reference to communication.	
vii.	Define courtesy with reference to communication.	
viii.	Define international communication?	
ix.	What is cross cultural messages?	
x.	What are the major influences on personal ethics?	
xi.	Explain ethics and organizational Responsibility?	
xii.	What are CD-ROM databases?	
xiii.	What is Internet?	
xiv.	What is meant by deductive (direct) approach?	
xv.	What is meant by favorable replies? Enlist them?	



# UNIVERSITY OF THE PUNJAB

First Year A/2015  
Examination: B.B.A (Hons.)

Roll No. ....

Subject: Sociology (Elementary)  
PAPER: 9

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

## Objective Part

Define any 15 terms with examples.

Marks = 2 x 15 = 30 marks

1. Social Institution
2. Secondary group
3. Social Status
4. Social Sciences
5. Social stratification
6. Material culture
7. Negative sanction
8. Cultural relativism
9. Subculture
10. Cultural Lag
11. Gender
12. Achieved status
13. Socialization
14. Positivism
15. Mores
16. Deviance
17. Norms
18. Ethnicity
19. Sociology
20. Mass Media

## Subjective Part

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

1. Write a note on Statuses and the Roles attached with them. Use a Role set to explain your answer.
2. Define Social Groups. Explain the two most important types of social groups.
3. Define social control. What are the formal and informal agents of social control?
4. Explain any three the elements of culture with examples.
5. Explain the relation of Sociology with Psychology and Political Science.





# UNIVERSITY OF THE PUNJAB

Roll No. ....

First Year A/2015  
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 (TRUE) or F (FALSE) accordingly

(10)

(1)	Data and Metadata have same meanings	
(2)	The management of metadata is more important than the management of the actual data.	
(3)	Legacy data is data contained by a previously used system.	
(4)	A user view is a logical description of a portion of the database.	
(5)	A repository is a centralized knowledge base for all type of data stored in database.	
(6)	A significant object about which the business needs information is called Record.	
(7)	DBMS ensures that only valid data will be stored in database	
(8)	Data Dictionary/ Data Repository is an optional component of DBMS	
(9)	SQL Server is a type of DBMS	
(10)	Often database development begins with enterprise data modeling.	
(11)	Physical database design is one of the first steps of the Database Development.	
(12)	A conceptual schema defines the whole database without reference to how the data stored on secondary storage devices.	
(13)	Database Maintenance means the process of testing of programs.	

Q. No. 2. Define the following:-

(5x2=10)

- (1) Multivalued Attributes
- (2) Weak Entity
- (3) Functional Dependency
- (4) Determinant Key
- (5) Derived Attributes



# UNIVERSITY OF THE PUNJAB

Second Year A/2015  
Examination: B.B.A. (Hons.)

Roll No. ....

Subject: Cost Accounting  
PAPER: 1

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

**NOTE:** Attempt any FIVE questions. each question carry equal marks.

Q. No.1	<p>The electro company manufactures some of its products lines from raw materials and for other products assembles purchased parts. For one product, 10,000 sub assembled parts at Rs. 100 each are purchased annually. The per order and receiving cost is Rs. 200 and the carrying cost is 25%.</p> <p>This is only one of many inventory items the firm must carry and a capital rationing decision has been made to spend only Rs. 10,000 at a time on these sub assemblies. Units must be ordered in multiple of 100.</p> <p><b>Required:</b></p> <p>a) Computation of the EOQ</p> <p>b) The opportunity loss expressed as carrying cost by changing the EOQ and inventory level to the availability of Capital.</p>	20																								
Q. No.2	<p>The records of the Jalal group shows the following information as of March 31,2010.</p> <table><tr><td></td><td>Rs.</td></tr><tr><td>Material used</td><td>440,000</td></tr><tr><td>Direct labor</td><td>290,000</td></tr><tr><td>Indirect labor</td><td>46,000</td></tr><tr><td>Light and power</td><td>4,260</td></tr><tr><td>Depreciation</td><td>4,700</td></tr><tr><td>Repairs to machinery</td><td>5,800</td></tr><tr><td>Misc. Factory overhead</td><td>29,000</td></tr><tr><td>Work in process April 1, 2009</td><td>41,200</td></tr><tr><td>Finished goods inventory April 1,2009</td><td>34,300</td></tr><tr><td>Work in process March 31, 2010</td><td>42,500</td></tr><tr><td>Finished goods inventory March 31,2010</td><td>31,500</td></tr></table> <p>During the year 18,000 units were completed.</p> <p><b>Required:</b></p> <p>a) The cost of goods sold statement for the year ended March 31, 2010.</p> <p>b) The unit cost of the goods manufactured.</p> <p>c) The amount of over and under applied factory overhead if the company applies factory overhead on the basis of 30% of direct labor cost.</p>		Rs.	Material used	440,000	Direct labor	290,000	Indirect labor	46,000	Light and power	4,260	Depreciation	4,700	Repairs to machinery	5,800	Misc. Factory overhead	29,000	Work in process April 1, 2009	41,200	Finished goods inventory April 1,2009	34,300	Work in process March 31, 2010	42,500	Finished goods inventory March 31,2010	31,500	20
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Q.No.3	<p>The raw material ledger of an industrial concern shows the following changes during the month:</p> <p>Opening balance-----500 units@ Rs.2</p> <p>Received-----200 units @ Rs.2.50</p> <p>Issued -----400 units</p> <p>Issued----- 200 units</p> <p>Received-----300units @ Rs.2.60</p> <p>Other costs recorded during the month were as follow:</p> <p>Direct labor -----Rs.2000</p> <p>Factory Overhead----- Rs.1,750</p> <p>One thousands units of product were manufactured, of which 800 were sold and 200 were left in finished goods inventory. There was no beginning inventory of finished goods.</p> <p><b>Required:</b></p> <p>a) Set up store ledger cards pricing materials FIFO and LIFO methods.</p> <p>b) Determine each of the two inventory method, end of month balance in each of the following: Raw material inventory, Finished goods inventory and Cost of sales.</p>	20																								

P.T.O

P.T.O

4	<p>Following is the data of Azhar and Company:</p> <p>Average daily requirement -----20 units</p> <p>Time required for receipt-----50 days</p> <p>Economical order Quantity-----1000units</p> <p>Maximum daily consumption-----30 units</p> <p>Minimum Daily consumption-----10 units</p> <p>Time to get emergency supply-----5 days</p> <p><b>Required:</b></p> <p>a) Order point</p> <p>b) Minimum Limit</p> <p>c) Maximum Limit</p> <p>d) Danger Limit</p>	20
Q. No.5	<p>Imran and sons has fixed FOH of Rs. 5000 and Variable FOH is budgeted at Rs.1.10 /unit . Normal volume is 5000 units. Actual FOH is Rs. 11,500 and output was 6,000 units.</p> <p><b>Required:</b></p> <p>a) FOH Applied rate</p> <p>b) Under or Over applied FOH</p> <p>c) Spending Variance</p> <p>d) Idle Capacity Variance</p>	20
Q. No.6	<p>The Inam Company estimates its FOH for the next period at RS. 54,000. It is estimated that 36,000 units will be produced at a material cost of Rs.45,000. Production will require 24,000 direct labor hours at an estimated cost of Rs.120,000. The machines will run about 16,000.</p> <p><b>Required:</b></p> <p>The predetermined FOH rate based on:</p> <p>a) Material cost</p> <p>b) Units of Production</p> <p>c) Direct Labor</p> <p>d) Direct Labor Hour</p> <p>e) Machine Hours</p>	20
Q.No.7	<p>a) What is Margin of safety?</p> <p>b) The breakeven is an excellent planning too, please discuss.</p> <p>c) What is contribution margin?</p>	20
Q.No.8	<p>Define the following terms:</p> <p>a) Opportunity Cost</p> <p>b) Sunk Cost</p> <p>c) Direct Cost</p> <p>d) Labor Fringe Benefits</p> <p>e) Idle Time</p>	20