

# **Bachelors in Business Administration (BBA) Semester 1**

## **ASSIGNMENT BOOKLET**

Assignments for subjects HVPE 101, BBA 101, BBA 102,  
BBA 103, BBA 104, BBA 105  
(for Session January 2015)

Directorate of Distance Education  
Punjab Technical University, Jalandhar

## Dear Student

The assignment is the important component of our evaluation system and your internal assessment will be based on the assignments. The objective of such assignments is to enable you to comprehend the subject knowledge. The assignments are purposely designed on the lines of examination pattern so as to prepare you for the final examinations. In the entire semester, you will have to attempt **TWO** assignments. Assignment 1 will cover the topics from Unit 1 and Unit 2. Assignment 2 will cover topics from Unit 3 and Unit 4. All assignments are tutor marked assignments and carry 60 marks each. In internal assessment assignment 1 and assignment 2 shall carry the weightage of 20 marks respectively.

As the assignment is integral part of your internal assessment, it is compulsory to attempt the assignment. Therefore, plan well for the attempt of your assignments. Before attempting the assignment, please read **IMPORTANT INSTRUCTIONS** and all questions carefully and then arrange your answers in a rational sequence.

Dear student, please note following points regarding attempt of assignments:

- Assignments should be submitted in your own handwriting.
- Use A4 size plain papers for assignments.
- Carefully follow the instructions and ensure that you have attempted all questions.
- Answers should be correct and neatly written.
- Submit assignment of each subject in a separate file.
- Each assignment should consist of a title page containing the details of the student and subject (Template of title page is attached as **ANNEXURE**. Take print out of that annexure on A4 size page and fill it in your handwriting for each subject.)

**Instructions for students regarding Submission of Assignments:**

- Before submitting the assignment, please retain one copy of your assignment with you and take receipt of the assignment from your study centre.
- Last date of submitting 1<sup>st</sup> Assignment of all subjects is 10<sup>th</sup> March, 2015.
- Please tag a self addressed A4 size envelope with assignments of all subjects separately.

**Work Hard and Perform Well!**

## **HVPE - 101**

### **HUMAN VALUES AND PROFESSIONAL ETHICS**

#### **IMPORTANT INSTRUCTIONS:**

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

#### **SECTION-A**

**Attempt all the questions. Each question carries 2 marks.**

1. What is the need for value education?
2. What is self exploration?
3. What do you understand by the terms 'svatva', 'swatantrata' & 'swarajya'?
4. What is your present vision of a happy and prosperous life?
5. What is the difference between 'sukh' and 'suvidha'?
6. What do you mean by 'sanyam' and 'swasthya'?
7. Explain the term "natural acceptance"?
8. What do the abbreviations given as SVDD, SSDD and SSSS signify?
9. What do you mean by values? How do they differ from skills ?
10. Give a diagrammatic representation of the process of self exploration?

## **SECTION-B**

### **Part A**

**Attempt any two questions. Each question carries 10 marks**

**Q1.** What is the difference between ‘belief’ and ‘understanding’?

**Q2.** What are the basic guidelines for value education?

**Q3.** Explain the process of self – exploration with the help of a diagram?

### **Part B**

**Attempt any two questions. Each question carries 10 marks;**

**Q1.** What do you understand by prosperity? What is the difference between prosperity and wealth? How are the two related?

**Q2.** “I am the seer, doer and enjoyer. The body is my instrument.” Explain.

**Q3.** Do you feel that you have some pre-conditionings? How do you evaluate them?

**BBA 101**  
**PRINCIPLES OF MANAGEMENT**

**IMPORTANT INSTRUCTIONS:**

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

**SECTION-A**

**Attempt all the questions. Each question carries 2 marks.**

1. What is management? What are the 5 functions of management?
2. Write a short note on management as an art & science.
3. What are the different levels of management?
4. Write a short note on business forecasting?
5. What is the concept of MBO?
6. Explain the nature of planning?
7. Write a short note of five forces analysis.
8. What are the principles of planning?
9. What are the elements of marketing management?
10. What is value chain analysis?

## **SECTION-B**

### **Part A**

**Attempt any two questions. Each question carries 10 marks.**

Q1. Distinguish management from administration

Q2. What are the features of a good plan?

Q3. Define MBO? What are the benefits and limitations?

### **Part B**

**Attempt any two questions. Each question carries 10 marks.**

Q1. Describe the different functional areas of management?

Q2. “Planning is a bridge between the present and the future”.Comment.

Q3. What is forecasting? Explain the different forms of forecasting.

## MICROECONOMICS

### BBA-102

#### IMPORTANT INSTRUCTIONS:

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

#### SECTION-A

**Attempt all the questions. Each question carries 2 marks.**

1. (a.) Define micro-economics and macro-economics.  
(b.) Give two basic conditions of consumer's equilibrium.  
(c.) Give two points of superiority of indifference curve analysis over utility analysis.  
(d.) Define marginal rate of substitution.  
(e.) Define marginal opportunity cost.  
(f.) Differentiate between "contraction in demand" and "decrease in demand".  
(g.) Define normal, inferior and giffen goods.  
(h.) Define the degrees of cross-elasticity of demand.  
(i.) Is the slope of demand curve an index of its elasticity?  
(j) What do you mean by Giffen's Paradox.

## **SECTION-B**

### **Part A**

**Attempt any two questions. Each question carries 10 marks.**

1. What is micro-economics? Discuss the scope and importance of micro-economics.
2. Explain consumer's equilibrium with the help of indifference curve analysis.
3. How does a consumer reach equilibrium with the help of utility analysis? Explain with diagram.

### **Part B**

**Attempt any two questions. Each question carries 10 marks.**

1. What is price elasticity of demand? Explain the methods for measuring price elasticity of demand.
2. Why does a normal demand curve slope downwards? Also explain the exceptions to this situation.
3. Explain the relationship between AR, TR and MR with the help of suitable diagrams.

# **FINANCIAL ACCOUNTING**

## **BBA-103**

### **IMPORTANT INSTRUCTIONS:**

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

### **SECTION: A**

Write a short note on the following:

1. Fundamental Accounting Assumptions of Accounting.
2. Accounting Equation.
3. Journal.
4. Contra Entry.
5. Rectification of Errors.
6. Compensating Errors.
7. Voucher.
8. Revenue Expenditure.
9. Trial Balance.
10. Drawings

## **SECTION : B**

### **Part A**

**Attempt any two questions. Each question carries 10 marks.**

1. Discuss in brief the various concepts and conventions of accounting.
2. What is Bank Reconciliation Statement. What are the various reasons of disagreement of balances shown by Pass Book and Cash Book.
3. What do you mean by Book of original entry? Explain the use of special purpose of Journal and Subsidiary books.

### **Part B**

**Attempt any two questions. Each question carries 10 marks.**

1. Journalise the following transactions and post them in the ledger

January 1 Commenced business with cash 50000

January 3 Paid into bank 25000

January 5 Purchased furniture for cash 5000

January 8 Purchased goods and paid by cheque 15000

January 8 Paid for carriage 500

January 14 Purchased Goods from K. Murthy 35000

January 18 Cash Sales 32000

January 20 Sold Goods to Ashok on credit 28000

January 25 Paid cash to K. Murthy in full settlement 34200

January 28 Cash received from Ashok 20000

January 31 Paid Rent for the month 2000

January 31 Withdrew from bank for private use 2500

2. What are the various errors which are not revealed by a Trial Balance? Also discuss various methods of preparing trial balance.

3. What do you mean by the Suspense account? Why is it opened?

## BBA 104

### BUSINESS COMMUNICATION-1

#### IMPORTANT INSTRUCTIONS:

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

#### SECTION-A

**Attempt all the questions. Each question carries 2 marks.**

1. Use the following words as Nouns and Adjectives:  
(i) Stone (ii) Wash
2. Correct the following:  
(i) *Sooner* he goes, *better* it is.  
(ii) She gave me a lot of troubles.
3. Fill in the blanks with 'a' 'an', or 'the' :  
(i) This has been \_\_\_\_\_ most wonderful day.  
(ii) I really need \_\_\_\_\_ dictionary for English.
4. Fill in the blanks with suitable prepositions:  
(i) Thanks for offering to help. It's is very kind \_\_\_\_\_ you.  
(ii) In this company, salaries depend \_\_\_\_\_ the level of responsibility.
5. Fill in the words in brackets as an adverb:  
(i) He reads a book. (quick)  
(ii) You can open this tin. (easy)
6. Put in the **adjective in bold** from the first sentence into the second sentence in its correct form (comparative or superlative).  
(i) This is a **nice** cat. It is much \_\_\_\_\_ than my friend's cat.  
(ii) School is **boring** but homework is \_\_\_\_\_ than school.
7. Do as directed:

- (i) I shall have fined him. (Change into negative form of past perfect tense)
  - (ii) When was he cleaning the floor? (Change the sentence in negative)
8. Correct the following:
- (i) *No sooner* the teacher left the class, the bell rang.
  - (ii) *Because* he is a liar, therefore I cannot trust him.
9. Punctuate the following:
- (i) I said its so strange to me sometimes I feel I am looking at myself
  - (ii) Can I see you the student said you may come in the evening replied the teacher
10. (i) Give one synonym of the word: Ache  
(iii) Give an antonym of the word: Bravery

## SECTION-B

### Part A

**Attempt any two questions. Each question carries 10 marks.**

Q.1 Change the narration:

- a. He said to me, "Sonali is reciting a poem."
- b. The man said to me, "I had stayed in this house in 1990."
- c. The teacher said to the student, "Who will bell the cat?"
- d. The father said to the son, "How many mangoes have you bought?"
- e. The captain said, "Attack the enemy."

Q. 2 Change the voice:

- a. Who will have supported her?
- b. I want you to do this.
- c. This book is selling like hot cakes.
- d. Where will he celebrate his birthday?
- e. I cannot accept bribe.

Q. 3 Give one word substitution for the following:

- a. A person who always looks at the dark side of things.

- b. One who feeds on fruits.
- c. One who deals in fish.
- d. One who treats diseases of the bones.
- e. That which cannot be conquered.

**Part B**

**Attempt any two questions. Each question carries 10 marks.**

Q.1 Do as directed:

- a. He left no plan untried. (Change the sentence into affirmative)
- b. Rose is a lovely flower. (Change the sentence into exclamatory form)
- c. How sweet this child is! (Change the sentence into assertive)
- d. It is difficult to forget him. (Change the sentence into negative)
- e. Even the rich men don't throw away the money. (Change the sentence into interrogative)

Q2. Transform the following sentences into complex/compound sentences:

- a. He cannot study at night without specs.
- b. She is rich. She is miser.
- c. He will fail without hard work.
- d. He is unemployed. He is sad.
- e. She never does anything silly.

Q3. Use the following similar words in sentences of your own to make their meaning clear:

- a. Eligible, Illegible
- b. Aspire, Inspire
- c. Stationery, Stationary
- d. Practice, Practise
- e. Patrol, Petrol

## **BBA 105**

### **INTRODUCTION TO COMPUTERS-1**

#### **IMPORTANT INSTRUCTIONS:**

1. SECTION-A contains 10 questions of 2 marks each. All questions are compulsory to attempt.
2. SECTION-B consists of 2 Subsections. Each Subsection contains three questions, each carrying 10 marks. Student has to attempt any 2 questions from each Subsection.

#### **SECTION-A**

**Attempt all the questions. Each question carries 2 marks.**

1. Define computer.
2. Differentiate between data and information.
3. Define Compiler.
4. Define directory.
5. List various characteristics of computer.
6. What is an operating system?
7. List various number systems.
8. What is an application software?
9. Differentiate between primary and secondary memory.
10. Convert decimal no. 456 to equivalent binary number.

## **SECTION-B**

### **Part A**

**Attempt any two questions. Each question carries 10 marks.**

1. Explain all types of input and output devices in detail.
2. Explain all types of computer memories in detail.
3. What is a software. ? How many types of software's are there? Also differentiate between them.

### **Part B**

**Attempt any two questions. Each question carries 10 marks.**

1. What we mean by a compiler? Explain all stages of a compiler in detail.
2. Covert following
  - a. decimal no. 234 into binary number.
  - b. binary number 10010011 to octal number.
  - c. Octal number 100011110001 to hexadecimal number.
  - d. binary no. 100100 to decimal number.
3. Define computer. Explain the block diagram of computer. Also list various characteristics of computer.

**ANNEXURE**

**Title Page of Assignment**

<b>1</b>	<b>Name of the Student</b>	
<b>2</b>	<b>Registration Number</b>	
<b>3</b>	<b>Assignment Number (1/2)</b>	
<b>4</b>	<b>Subject Name</b>	
<b>5</b>	<b>Subject Code</b>	
<b>6</b>	<b>Date of Submission</b>	

**Signature of Student**

**Signature of Coordinator**

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**FOR OFFICE USE**

Total Marks obtained: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

(Signature of evaluator)