

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Commerce)**

FUNDAMENTALS OF BUSINESS (463)

CHECKLIST

SEMESTER: SPRING, 2014

This packet comprises the following material: -

1. Text book (one)
2. Assignment No. 1 & 2
3. Assignment forms (two sets)
4. Schedule for submitting assignments and tutorial meetings

If you find anything missing in this packet, please contact at the address given below:

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ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Commerce)

WARNING

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Fundamentals of Business (463)
Level: BA/B.Com

Semester: Spring, 2014
Total Marks: 100
Pass Marks: 40

Assignment No. 1
(Unit 1-4)

- Q. 1 Define business. Discuss importance of business in the development of a nation. **(20)**
- Q. 2 Identify and explain the main differences between partnership and joint stock company. **(20)**
- Q. 3 Discuss in detail the advantages and disadvantages of sole proprietorship. **(20)**
- Q. 4 Discuss in detail the important considerations while deciding location of a business. **(20)**
- Q. 5 Describe the various factors which the marketers must keep in mind while fixing prices of their products? **(20)**

Assignment No. 2

Total Marks: 100

(Unit 5-9)

Pass Marks: 40

- Q. 1 Discuss in detail the functions of human resource department in an organization. **(20)**
- Q. 2 Discuss the role of "Chamber of Commerce" and "Stock Exchange" in promoting the economic and business growth in the country. **(20)**
- Q. 3 (a) What do you understand by the term budgetary control? **(10)**
(b) What is the difference between forecasts and budgets? **(10)**
- Q. 4 What is finance? Why is the financial function becoming more important in business? **(20)**
- Q. 5 Write short notes on the followings:
(a) Business environmental factors **(10)**
(b) Types of business systems **(10)**