

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**

**(Department of Commerce)**

**FUNDAMENTALS OF BUSINESS (463)**

**CHECKLIST**

**SEMESTER: AUTUMN, 2013**

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:*

*The  
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Course Coordinator

**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: Autumn, 2013**  
**Total Marks: 100**  
**Pass Marks: 40**

**ASSIGNMENT No. 1**

(Units: 1–4)

*Note: You are required to attempt all questions if you are unable to understand any question of assignment, do seek help from your concerned tutor. But keep in mind that tutors are not supposed to solve the assignment questions for you.*

- Q. 1 What is the relationship of business with its surrounding social, political and governmental environments in the country. (20)
- Q. 2 Explain briefly the role that various groups of individuals play under the capitalism. (20)
- Q. 3 Discuss in detail the advantages and disadvantages of sole proprietorship. (20)
- Q. 4 Elaborate various types of wholesale establishments. What services are rendered by them. (20)
- Q. 5 What factors should be considered in location of a business. How important are these. (20)

**ASSIGNMENT No. 2**

(Units: 5–9)

**Total Marks: 100**

- Q. 1 Discuss in detail the functions of human resource department in an organization. (20)
- Q. 2 There are many types of risk in business. Discuss their various types in detail. (20)
- Q. 3 Elaborate budgetary control. Also discuss the usefulness of budgeting and forecasting for decision making. (20)
- Q. 4 What are the main characteristics of regulated public sector enterprises. (20)
- Q. 5 Describe the advantages and disadvantages of combination of business units. (20)