



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

FUNDAMENTALS OF BUSINESS (463)

CHECK LIST

SEMESTER: AUTUMN, 2012

This packet comprises following material:-

1. Text book (one)
2. Assignment No. 1 & 2
3. Assignment forms (Two sets)
4. Schedule for submitting the 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".**

Note: You are required to solve 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.

Course: Fundamentals of Business (463)

Semester: Autumn, 2012

Level: BA/B.Com

Total Marks: 100

ASSIGNMENT No. 1

(Units 1–4)

Note: All questions are compulsory.

- Q.1 Define sole proprietorship. Also, explain its advantages and disadvantages. (20)
- Q.2 Describe different types of companies. Also discuss the process of formation of a company. (20)
- Q.3 Explain the various kinds of partners. Describe the rules applicable in the absence of a partnership deed. (20)
- Q.4 What do you understand by marketing? Describe the various functions of marketing. (20)
- Q.5 Elaborate inventory control system. Describe the essential requirements of an effective inventory control system. (20)

ASSIGNMENT No. 2

(Units 5–9)

Total Marks: 100

- Q.1 Discuss the functions of a personnel department of an industrial organization. (20)
- Q.2 Explain the role of stock exchange. Also describe the sources of financial news.(20)
- Q.3 Elaborate budgetary control. Also discuss the usefulness of budgeting and forecasting for decision-making. (20)
- Q.4 Explain the social responsibility of the business. Why social involvement of business is necessary? (20)
- Q.5 Describe the reasons behind the formation of business combinations. Also discuss the merits and demerits of business combination. (20)