

Exam. Code : 121101
Subject Code : 502039

Bachelor of Commerce (Hons.) 1st Semester
(Batch 2025-29) (CBGS)
COMPUTER APPLICATIONS IN BUSINESS
Paper : BCO01009T

Time Allowed—3 Hours]

[Maximum Marks—50

Note :— Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. Explain the following terms with suitable examples:
 - (a) Software
 - (b) Hardware
 - (c) Firmware
 - (d) Liveware
2. Differentiate between System Software and Application Software. Discuss at least one example of each.

SECTION—B

3. What are the various formatting options available in MS-Word? Illustrate with example.
4. (a) How can you add a header and footer to a document? Illustrate with example.
(b) How do you use the 'Find and Replace' feature in Word? Explain with example.

SECTION—C

5. What are the different views available in PowerPoint and what are their uses?
6. (a) What are the steps to add a background image to a slide?
(b) How do you apply transitions between slides?

SECTION—D

7. What are different types of charts in a spreadsheet? How do you create a chart from a set of data in Excel?
8. Explain the use of following Spreadsheet functions:
 - (a) CountIF
 - (b) Average
 - (c) Present Value (PV)
 - (d) OR

Exam. Code : 121101
Subject Code : 502033

Bachelor of Commerce (Hons.) 1st Semester
(Batch 2025-29) (CBGS)

FINANCIAL ACCOUNTING

Paper-BCO01005T

Time Allowed—3 Hours] [Maximum Marks—100

Note :— Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. What is financial accounting? Discuss the nature, scope, and limitations of financial accounting.
2. Shikha of Ambala started business on January 1, 2020, by investing cash of Rs. 5,00,000. Her transactions for the month are as follows:

January	
1	Purchased goods worth Rs. 100,000 for cash.
2	Opened current account in Bank of India with Rs. 1,00,000.
2	Sold goods worth Rs. 5000 to Shivam and allowed 10% trade discount.
3	Received Rs. 5000 from Shivam in full settlement of his account.

4	Sold goods to Sanyam Rs. 4000.
6	Sold goods to Ram Lal for cash Rs. 3500.
10	Received Rs. 4200 from Sanyam in full settlement.
14	Salaries Rs. 50,000 paid by cheque.
18	Withdrew for personal use Rs. 8000.
20	Goods given as donation Rs. 3000.
22	Gave cash Rs. 2200 to Rajat as loan.
24	Purchased goods from Rajiv Rs. 4000 who allowed 10% trade discount.
26	Sold goods to Kasturi Rs. 8000.
30	Received Rs. 6000 from Kasturi.
31	Drew cheque for personal use Rs. 5000.

All transactions are subject to levy of CGST and SGST @6% each. Journalise the transactions.

SECTION—B

- What are Voyage Accounts? Explain the expenses involved in voyage.
- From the following figures extracted from the books of Mr. Kissinger for the year ending 30th April 2018:

Debit Balance	Rs.	Credit Balance	Rs.
Rates & Taxes	700	Machinery	4,820
Unexpired Rates & Taxes	70	Land & Building	12,000
General Expenses	1,766	Debtors	17,860
Purchases	33,437	Salaries	3,862
Carriage Inwards	952	Advertising	10,716

Debit Balance	Rs.	Credit Balance	Rs.
Wages	9,675	Kissinger's Capital	30,000
Depreciation Furniture	60	General Reserve	500
Furniture & Fitting	1,140	Loan (Secured) 6%	5,000
Opening Stock	7,834	Sales	61,725
Insurance	326	Bank Overdraft	543
Cash in Hand	100	Creditors	10,733
Sales Return	683		
Drawings	2,500		

You are required to prepare Trading and Profit & Loss account for the year ended 30th April 2018 and Balance Sheet as at the date taking into account the following matters:

- (i) Closing stock was valued at Rs. 8,931.
- (ii) Reserve for doubtful debts is required at 5% of sundry debtors.
- (iii) Depreciation to be provided on Machinery @ 10% per annum.
- (iv) Wages were paid on proprietor's account Rs. 375.
- (v) Sales include sale of furniture on 30th April 2018 for Rs. 700, the book value of furniture sold on that date was Rs. 750.
- (vi) Advertising is to be written off over three years.

SECTION—C

5. Explain different methods of recording transactions in Joint Venture.
6. Suman of Delhi consigned 600 fans to Kanchana of Mumbai to be sold on her account and at her risk. The cost of each fan is Rs. 3,000. Suman paid

Rs. 60,000 as freight and insurance and received Rs. 6,00,000 as advance from Kanchana. Kanchana paid Rs. 15,000 as octroi and cartage, Rs. 20,000 as rent, and Rs. 15,000 as insurance. 500 fans were sold by Kanchana for Rs. 18 lakhs. Kanchana was entitled to a commission of 4% on sales @ Rs. 3,500 per fan and 20% of any surplus price realised. Prepare "Consignment Account" in the books of Suman.

SECTION—D

7. What are departmental accounts? Discuss advantages. Explain briefly the system of keeping departmental accounts.
8. Zee Ltd. opened its branch at Ambala. Goods are invoiced to this branch at cost plus 25%. From the following details, prepare branch accounting in the books of H.O.:

	Rs.
Credit Sales	11,200
Goods supplied to Branch	38,000
Cash Sales	24,800
Cash received from Debtors	10,000
Wages (Paid by H.O.)	1,520
Rent (Paid by H.O.)	1,800
Discount allowed	400
Goods Spoiled	100
Sundry Expenses (Paid by Branch)	200
Goods returned by customers	200

Exam. Code : 121101

Subject Code : 502040

Bachelor of Commerce (Hons.) 1st Sem. (Batch 2025-29)
(CBGS)

ENGLISH LANGUAGE SKILLS—I

Paper : ENAEC-101

Time Allowed—3 Hours] [Maximum Marks—100

Note :— Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. (A) Put the verb into the correct form :
 1. What time (the banks / close) here?
 2. I've got a car, but I (not / use) it much.
 3. 'Where (Ricardo / come) from?' 'From Cuba.'
 4. 'What (you/do)?' 'I'm an electrician.'
 5. It (take) me an hour to get to work.

(B) Make sentences from the words in brackets. Use the present perfect or past simple :

1. (the weather / be / cold / recently) The weather
2. (it / cold / last week) It
3. (I / not / read / a newspaper yesterday) I
4. (I / not / read / a newspaper today)
5. (Emily / earn / a lot of money / this year)

2. (A) Which form of the verb is better in these sentences? The verbs are underlined :

1. Diane isn't free on Saturday. She'll work / She's working.
2. I'll go / I'm going to a party tomorrow night. Would you like to come too?
3. I think Amy will get / is getting the job. She has a lot of experience.
4. I can't meet you this evening. A friend of mine will come / is coming to see me.
5. Don't be afraid of the dog. It won't hurt / It isn't hurting you.

(B) Put in 'had better' or 'should' :

1. I have an appointment in ten minutes. I go now or I'll be late.
2. It's a great film. You go and see it. You'll really like it.
3. You set your alarm. You'll never wake up on time if you don't.
4. When people are driving, they keep their eyes on the road.
5. I'm glad you came to see us. You come more often.

SECTION—B

3. (A) Write a paragraph on any of the following topics :

1. Value of books
2. Reading Newspapers.

(B) Write sentences beginning I wish :

1. I don't have a computer (and I need one).
2. Helen isn't here (and I need to see her).
3. It's cold (and I hate cold weather).
4. I live in a big city (and I don't like it).
5. I can't go to the party (and I'd like to).

4. (A) Write a paragraph on any of the following topics :

1. My School Days

2. Generation Gap.

(B) Put the words in the correct order :

1. had / a few weeks ago / the house / we / painted

2. serviced / her car / Sarah / once a year / has

3. twelve pounds / have / cleaned / it / my suit / cost / to

4. my eyes / I / two years ago / had / tested / the last time / was

5. had / in the kitchen / fitted / some new cupboards / we've.

SECTION—C

5. What do you learn about financial management on the basis of your reading of 'On Spendthrifts'?

6. Write a character sketch of Grimsdyke.

SECTION—D

7. Discuss the fundamental themes in the prose-chapter 'Beauty and the Beast'.

8. Discuss the elements of humour in the prose-chapter 'My Financial Career'.

Exam. Code : 121101
Subject Code : 800116

Bachelor of Commerce (Hons.) 1st Semester
(Batch 2024–28) (Old Sylb.) (CBGS)
APPRECIATING ENGLISH LITERATURE—I
Paper : ENMDC–151

Time Allowed—3 Hours]

[Maximum Marks—100

Note :— Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. (a) Make questions with who or what.
 - (1) I hit somebody.
 - (2) Somebody lives in that house.
 - (3) I'm worried about something.
 - (4) Diane said something.
 - (5) Something fell off the shelf.
- (b) Put the verb into the correct form, to ... or -ing.
 - (1) I'm not going anywhere! I refuse. (move)
 - (2) I'm not in a hurry. I don't mind. (wait)
 - (3) I wish that dog would stop. It's driving me crazy. (bark)

- (4) David is very quiet. He tends not much. (say)
- (5) They didn't know I was listening to them.
I pretended asleep. (be)

2. (a) Put in a/an or the where necessary.

- (1) Paul plays tennis. He's very good player.
- (2) There isn't airport near where I live.
- (3) Nearest airport is 70 miles away.
- (4) There were no chairs, so we sat on floor.
- (5) Have you finished with book I lent you?

(b) Are these sentences OK? Correct them where necessary.

- (1) Three years are a long time to be without a job.
- (2) The committee want to change the rules of the club.
- (3) Susan was wearing a black jeans.
- (4) I like Martin and Jane. They're very nice persons.
- (5) I'm going to buy some new pyjamas.

SECTION—B

3. (a) Write a letter to your friend advising him to participate in extra-curricular activities.

(b) Put in some or any.

(1) You can use your card to withdraw money at
..... cash machine.

(2) Those apples look nice. Shall we get

(3) With the special tourist train ticket, you can
travel on train you like.

(4) 'Can I have more coffee, please?'
'Sure. Help yourself.'

(5) If there are words you don't understand,
look them up in a dictionary.

4. (a) Write a letter to your brother congratulating him on
his success in National Games.

(b) Complete the sentences using who/whom/whose/
where.

(1) We helped some people car had broken
down.

(2) A cemetery is a place people are buried.

(3) A pacifist is a person believes that all
wars are wrong.

(4) An orphan is a child parents are dead.

(5) What's the name of the hotel your parents
are staying?

SECTION—C

5. Write a detailed essay on the themes in the story "The Lament".
6. What do you learn about the art of storytelling on the basis of your reading of the story "The Story Teller"?

SECTION—D

7. Write a character sketch of Odarka.
8. Comment on the theme of class-conflict in the story "The Doll's House".

Exam. Code : 121101

Subject Code : 800121

B.Com. 1st Semester (Batch 2023-26) (CBGS) (Old Sylb)

ENC-101 : ENGLISH COMPULSORY

Time Allowed—3 Hours]

[Maximum Marks—100

Note :— Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. (a) Put the verb into the correct form, present continuous or present simple.
 - (1) Don't put the dictionary away.
(I / use) it.
 - (2) Who is that man? Why (he / look) at us?
 - (3) Govind says he's 30 years old, but nobody (believe) him.
 - (4) Air (consist) mainly of nitrogen and oxygen.
 - (5) Rain (fall). We cannot go out now.

(b) Put the verb into the correct form, positive or negative.

(1) It was warm, so I (take) off my coat.

(2) The novel wasn't very good. I (enjoy) it very much.

(3) The bed was very uncomfortable. I (sleep) very well.

(4) I was in a hurry, so I (have) time to phone you.

(5) My mother was tired, so she (wash) my school uniform.

2. (a) Read the situations and write sentences with just, already or yet.

(1) After lunch you go to see a friend at her house.

She says, 'Would you like something to eat?'

You say: No thank you. I (have lunch).

(2) Liza went shopping, but soon she returned.

Somebody asks, 'Is Liza still out shopping?'

You say: No, ... (come back).

- (3) You are eating in a hotel. The waiter thinks you have finished and starts to take your plate away. You say: Wait a minute! I
(not / finish).
- (4) You plan to eat at a restaurant tonight. You phoned to reserve a table. Later your friend says, 'Shall I phone to reserve a table?' You say: No, I (do it).
- (5) Is Sue coming to the cinema with us? You say: No, she (watch) the film.
- (b) Complete the sentences with *mustn't* or *don't/doesn't have to* :
- (1) Richard wear a suit to work, but he usually does.
- (2) I can sleep late tomorrow morning because I go to work.
- (3) Shiva get up early, but she usually does.
- (4) There's a lift in the building, so we climb the stairs.

SECTION—D

7. Summarize the main ideas in the prose chapter 'On Spendthrifts'.
8. Write a character sketch of Grimsdyke.

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Subject Code : 502034

Bachelor of Commerce (Hons.) 1st Semester

(Batch 2025-29) (CBGS)

BUSINESS ORGANISATION

Paper : BCO01006T

Time Allowed—3 Hours]

[Maximum Marks—100

Note :— Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. What is Profession ? Discuss the importance of business organization. How is business different from profession ?
4,8,8
2. What is the need of social responsibility ? Discuss about the social responsibilities of business towards different interest groups.
10,10

SECTION—B

3. Define Sole trader. Discuss its features, merits, and demerits.
4,6,5,5
4. Describe several types of Public enterprises. Explain the features of Public and Private sector commercial entities.
8,6,6

SECTION—C

5. What is the significance of the location of industry ? Discuss the various factors influencing the location of an industry.
8,12
6. What do you mean by small scale operations in industry ? Explain the limitations of small-scale operations.
6,14

SECTION—D

7. Explain Chamber of Commerce. Discuss its functions and objectives.
4,8,8
8. Explain Stock Exchange. Discuss various types of stock exchanges along with their working.
6,14

Exam. Code : 121101
Subject Code : 502032

Bachelor of Commerce (Hons.) 1st Semester
(Batch 2025-29) (CBGS)
PUNJABI COMPULSORY-I
Paper : BOA01002T

Time Allowed—3 Hours]

[Maximum Marks—100

ਨੋਟ :— ਹਰੇਕ ਭਾਗ ਵਿੱਚੋਂ ਘੱਟੋ-ਘੱਟ ਇੱਕ ਪ੍ਰਸ਼ਨ ਦੀ ਚੋਣ ਕਰਦੇ ਹੋਏ, ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰੋ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਅੰਕ ਬਰਾਬਰ ਹਨ।

ਭਾਗ—ਓ

1. ਹੇਠ ਲਿਖੀਆਂ ਕਾਵਿ ਸਤਰਾਂ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਕਰੋ :

ਬਹੁਤੇ ਦੁੱਖ ਉਹ ਝਲਦੇ ਦੇਸ਼ ਬਦਲੇ,
ਬੰਦੇ ਕੌਮ ਦੇ ਜਿਹੜੇ ਦਲੇਰ ਹੁੰਦੇ।
ਇੱਟਾਂ ਉਸੇ ਨੂੰ ਬਹੁਤੀਆਂ ਪੈਂਦੀਆਂ ਨੇ,
ਜਿਹੜੀ ਬੇਰੀ ਦੇ ਨਾਲ ਨੇ ਬੇਰ ਹੁੰਦੇ।
ਕੌਣ ਪੁੱਛਦਾ ਕਾਵਾਂ ਤੇ ਗਿੱਦੜਾਂ ਨੂੰ,
ਕੈਦ ਪਿੰਜਰੇ ਬਾਜ ਤੇ ਸ਼ੇਰ ਹੁੰਦੇ।
ਕਤਰੇ ਲਹੂ ਤੇ ਪਾਣੀ ਦੇ ਬੰਦ ਹੋ ਕੇ,
'ਸ਼ਰਫ' ਮੋਤੀ ਤੇ ਮੁਸ਼ਕ ਉਹ ਫੇਰ ਹੁੰਦੇ।

2. 'ਤੇਰੇ ਹਜ਼ੂਰ ਮੇਰੀ ਹਾਜ਼ਰੀ ਦੀ ਦਾਸਤਾਂ' ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਸਪੱਸ਼ਟ ਕਰਕੇ ਲਿਖੋ।

ਭਾਗ—ਅ

3. 'ਸੋਭਾ ਸਿੰਘ' ਨਿਬੰਧ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਲਿਖੋ।
4. 'ਕੇ. ਐਲ. ਸਹਿਗਲ' ਨਿਬੰਧ ਵਿਚੋਂ ਕਲਾਕਾਰ ਦਾ ਕਿਸ ਕਿਸਮ ਦਾ ਬਿੰਬ ਬਣਦਾ ਹੈ ?

ਭਾਗ—ੲ

5. ਹੇਠ ਲਿਖੇ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇੱਕ ਤੇ ਪੈਰ੍ਹਾ ਰਚਨਾ ਕਰੋ :
(1) ਮਾਨਸਿਕ ਗਰੀਬੀ
(2) ਮਾਨਸਿਕ ਅਮੀਰੀ
(3) ਗਿਆਨ।
6. ਹੇਠ ਲਿਖਿਆ ਪੈਰ੍ਹਾ ਨੂੰ ਪੜ੍ਹ ਕੇ ਪੁੱਛੇ ਗਏ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਿਓ :

ਗੁਰਚਰਨ ਸਿੰਘ ਪਹਿਲੀ ਵਾਰ ਕਾਂਗੜਾ ਵਾਦੀ ਵਿਚ 1949 ਵਿਚ ਆਪਣੀ ਕਰਮ-ਸ਼ਾਲਾ ਲਈ ਗਿਆ, ਤੇ ਦਸ ਬਾਰਾਂ ਸਾਲ ਇਸ ਦੀ ਖੋਜ ਵਿਚ ਰਿਹਾ। ਉਹ ਜ਼ਮੀਨ ਖਰੀਦਣਾ ਚਾਹੁੰਦਾ ਸੀ ਪਰ ਹਮੇਸ਼ਾ ਕੋਈ ਨਾ ਕੋਈ ਮੁਸ਼ਕਲ ਆ ਪੈਂਦੀ। ਜਾਂ ਤਾਂ ਜ਼ਮੀਨ ਆਬਾਦੀ ਤੋਂ ਬਹੁਤ ਦੂਰ ਹੁੰਦੀ ਜਾਂ ਬਹੁਤ-ਬਹੁਤ ਮਹਿੰਗੀ। 1960 ਵਿਚ ਉਹ ਨੌਰਾ ਰਿਚਰਡਜ਼ ਨੂੰ ਮਿਲਿਆ ਤੇ ਉਸ ਨੂੰ ਦਿੱਲੀ ਆਉਣ ਦਾ ਨਿਮੰਤ੍ਰਣ ਦਿਤਾ। ਉਹ ਉਸ ਦੇ ਘਰ ਠਹਿਰੀ। ਜਦੋਂ ਵਾਪਿਸ ਜਾਣ ਲੱਗੀ ਤਾਂ ਉਸ ਨੇ ਆਖਿਆ, 'ਗੁਰਚਰਨ, ਮੈਨੂੰ

ਤੇਰਾ ਕੰਮ ਪਸੰਦ ਹੈ। ਜੇ ਤੂੰ ਅੰਧਰੇਟੇ ਆ ਕੇ ਮੇਰੀ ਮਿਲਖ ਉੱਤੇ
ਭਾਂਡੇ ਬਣਾਉਣ ਦਾ ਕੰਮ ਕਰਨਾ ਚਾਹੇਂ ਤਾਂ ਤੂੰ ਕੋਈ ਥਾਂ ਚੁਣਕੇ
ਉਂਗਲ ਰਖ ਦੇਹ ਤੇ ਉਹ ਜ਼ਮੀਨ ਤੇਰੀ।

- (1) ਗੁਰਚਰਨ ਸਿੰਘ ਕੋਲ ਕਿਹੜੀ ਕਲਾ/ਮੁਹਾਰਤ ਸੀ ?
- (2) ਗੁਰਚਰਨ ਸਿੰਘ ਨੇ ਕਿਸ ਨੂੰ ਆਪਣੇ ਘਰ ਸੱਦਾ ਦਿੱਤਾ ?
- (3) ਗੁਰਚਰਨ ਸਿੰਘ ਨੂੰ ਆਪਣੀ ਕਰਮ-ਸ਼ਾਲਾ ਲਈ ਜ਼ਮੀਨ
ਕਿਥੇ ਮਿਲੀ ?
- (4) ਨੌਰਾ ਦਾ ਗੁਰਚਰਨ ਸਿੰਘ ਦੇ ਕੰਮ ਬਾਰੇ ਕੀ ਖਿਆਲ ਸੀ ?
- (5) ਨੌਰਾ ਨੇ ਗੁਰਚਰਨ ਸਿੰਘ ਤੋਂ ਜ਼ਮੀਨ ਦਾ ਕੀ ਮੁੱਲ ਮੰਗਿਆ
ਸੀ ?

ਭਾਗ—ਸ

7. ਪੰਜਾਬੀ ਦੀ ਮਾਝੀ ਅਤੇ ਮਲਵਈ ਉੱਪ-ਭਾਸ਼ਾ ਦੇ ਪਛਾਣ ਚਿੰਨ੍ਹ
ਦੱਸਦੇ ਹੋਏ ਇਹ ਵੀ ਦੱਸੋ ਕਿ ਟਕਸਾਲੀ ਭਾਸ਼ਾ ਕਿਸ ਨੂੰ ਆਖਦੇ
ਹਨ ?
8. ਪੰਜਾਬੀ ਨੂੰ ਦੂਜੀ ਭਾਸ਼ਾ ਵਜੋਂ ਕੌਣ ਪੜ੍ਹਦੇ ਹਨ, ਇਸਨੂੰ ਪੜ੍ਹਾਉਣ
ਸਮੇਂ ਕੀ ਮੁਸ਼ਕਲਾਂ ਆਉਂਦੀਆਂ ਹਨ ਅਤੇ ਇਸ ਦੀ ਕੀ ਮਹੱਤਤਾ
ਹੈ ?