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SEAT No. :

**PA-1956**

[Total No. of Pages : 2

**[5954]-101**

**First Year B.B.A. (Computer Application)**

**CA-101 : BUSINESS COMMUNICATIONS SKILLS**

**(CBCS 2019 Pattern) (Semester-I)**

*Time : 2½ Hours]*

*[Max. Marks : 70*

*Instructions to the candidates:*

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*

**Q1) A) Fill in the Blanks (Attempt any 5 out of 6) :**

**[5]**

- a) The term “communis” derived from \_\_\_\_\_ word.
  - i) Greek
  - ii) Latin
  - iii) Chinese
  - iv) English
- b) Communication problems otherwise known as.
  - i) Enquire
  - ii) Barriers
  - iii) Encoding
  - iv) Decoding
- c) Letters should be answerd \_\_\_\_\_.
  - i) Promptly
  - ii) Orally
  - iii) Non Verbally
  - iv) Softly
- d) Which of these is not a medium of e-mail?
  - i) Intranet
  - ii) Internet
  - iii) Extranet
  - iv) Paper
- e) \_\_\_\_\_ is the easiest way of communication.
  - i) E-mail
  - ii) Telephone
  - iii) Fax
  - iv) Letter
- f) The first page of a letter should be typed on a \_\_\_\_\_.
  - i) Letterhead
  - ii) Correctness
  - iii) Inside Address
  - iv) Courtesy

**P.T.O.**

B) Match the following : [5]

- | A  | B                          |
|--|----------------------------|
| a) Mentioning the number of the documents/papers are enclosed in the | i) Reference Numbers       |
| b) Element which causes disturbance in the flow of communication     | ii) Official communication |
| c) Office circulars should consists                                  | iii) Channel               |
| d) A memo is used as a means of                                      | iv) Sender                 |
| e) Person who sends information to another person is                 | v) Enclosures              |

C) True or False (Attempt any 4 out of 5) : [4]

- a) Voice mail is a computer based system.
- b) Orders and directives are the example of downward communication.
- c) SMS stands for Social Message Service.
- d) The word “memo” is a short form of Memorandum.
- e) Good manners come from one’s heart and not a formal etiquette book.

**Q2) Short Answer (Attempt any 3 out of 4) :** [24]

- a) Explain the Role of Communication in social & economic system.
- b) What are the merits & demerits of Oral communication?
- c) Explain in detail different layout of business letter.
- d) Explain the importance of fax communication & E-mails.

**Q3) Long Answer (Attempt any 2 out of 4)** [32]

- a) What is communication? Explain need & principles of effective communications.
- b) Explain in detail the Qualities and difficulties in written communication.
- c) Explain in detail various types of business letter.
- d) State and explain different media of communication.



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SEAT No. :

**PA-1957**

[Total No. of Pages : 2

[5954]-102

**First Year .B.B.A.(Computer Application)**  
**CA-102 : PRINCIPLES OF MANAGEMENT**  
**(2019 Pattern) (Semester-I)**

*Time : 2½ Hours]*

*[Max. Marks : 70*

*Instructions to the candidates:*

- 1) *All questions are compulsory.*
- 2) *Figure to the right indicate full marks.*

**Q1) a) Fill in the blanks (any 5) [5×1=5]**

- i) \_\_\_\_\_ is second function of management.
- ii) \_\_\_\_\_ is a universal concept.
- iii) Management is a \_\_\_\_\_ because it is based on experiments.
- iv) \_\_\_\_\_ propounded Hawthorne experiments.
- v) \_\_\_\_\_ creates feeling of threat & fear among employees.
- vi) \_\_\_\_\_ means assigning work to others.

**b) Match the following (5 marks) [5×1=5]**

- |                   |                          |
|-------------------|--------------------------|
| i) Henry Fayol    | a) Scientific Mgt-theory |
| ii) F.W Taylor    | b) 14 principles         |
| iii) Alton Mayo   | c) Hawthorne experiments |
| iv) Peter Drucker | d) MBO                   |
| v) J.R.D Tat      | e) Diplomat              |

**c) State True/False (any four) [4×1=4]**

- i) Stress results from mismatch between demands & pressures on the person on one hand & their knowledge and abilities on other.
- ii) TQM is infinitely invariable & inadapttable.
- iii) David Mcclelland is known for Needs Hierarchy of Motivation
- iv) Forecasting is part of planning which involves estimating future course of action.
- v) There is a close relation between planning & decision making.

**P.T.O.**

**Q2)** Answer any three :

**[3×8=24]**

- a) What are the types of decision making?
- b) Explain management as an art.
- c) What are principles of change?
- d) Explain Maslow's Law of Hierarchy.

**Q3)** Answer any two:

**[2×16=32]**

- a) What is TQM? Explain elements of TQM.
- b) What is planning? Explain its process with a flow diagram.
- c) Explain Scientific Management Theory in detail.



Total No. of Questions : 5]

SEAT No. :

PA-4204

[Total No. of Pages : 2

**[5954]-103A**  
**F.Y. B.B.A. (CA)**  
**CA - 103 : C LANGUAGE**  
**(2019 Pattern) (CBCS) (Semester - I)**

*Time : 2½ Hours]*

*[Max. Marks : 70*

*Instructions to the candidates :*

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*

**Q1) Attempt any Eight of the following (Out of Ten) :**

**[8 × 2 = 16]**

- a) Define token.
- b) Explain break statement.
- c) Define Structure.
- d) What is Keywords?
- e) Define Associativity.
- f) What is pointer arithmetic?
- g) Explain two dimensional array.
- h) What do you mean by Variable?
- i) Define string.
- j) Explain the use of goto statement.

***P.T.O.***

**Q2) Attempt Any Four of the following (Out of Five) :** **[4 × 4 = 16]**

- a) Explain do ... while loop statement with syntax and example.
- b) Explain briefly structure declaration and accessing member from structure.
- c) Explain Logical operator with example.
- d) Explain briefly print( ) and scanf( ) I/O functions used in C.
- e) Write a program to find even number from Array.

**Q3) Attempt Any Four of the following (Out of Five) :** **[4 × 4 = 16]**

- a) Explain switch statement in detail.
- b) Explain Increment/Decrement operator.
- c) What is Array? Explain.
- d) Write a program to find factorial of a given number.
- e) Write a program to find sum of first n numbers.

**Q4) Attempt Any Four of the following (Out of Five) :** **[4 × 4 = 16]**

- a) What is function? Explain types of function.
- b) State and explain any four string functions used in C.
- c) Explain if ..... else control statement.
- d) Write a program to find maximum of 2 numbers.
- e) Write a program to accept any number and display reverse digit of entered number.

**Q5) Write a short note on any Two of the following (Out of Three) :** **[2 × 3 = 6]**

- a) Pointer.
- b) *for* Loop.
- c) Data Types.



Total No. of Questions : 5]

SEAT No. :

PA-1959

[Total No. of Pages : 3

**[5954]-104**

**F.Y. B.B.A. (C.A.)**

**CA - 104 : DATABASE MANAGEMENT SYSTEM**

**(2019 Pattern) (CBCS) (Semester - I)**

*Time : 2½ Hours]*

*[Max. Marks : 70*

*Instructions to the candidates :*

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*

**Q1) Attempt any Eight of the following :**

**[16]**

- a) What is File? Enlist types of files.
- b) Define Data and Information.
- c) What is Generalization? Give Example.
- d) Explain the use of MIN 0 with example.
- e) Define Attribute and Tuple.
- f) What is RDBMS?
- g) What is SQL? Enlist two types of SQL Commands.
- h) What is Deletion Anomaly?
- i) Explain Logical Data Independence.
- j) Define Super Key.

**Q2) Attempt any Four of the following :**

**[16]**

- a) Explain in detail Sequential File Organization.
- b) What is DBMS? Explain applications of DBMS.
- c) Explain any four data types in SQL.
- d) Explain CREATE TABLE command with syntax and example.
- e) Explain functional dependency with example.

**P.T.O.**

**Q3) Attempt any Four of the following :**

**[16]**

- a) Consider the following Entities and Relationships & solve the queries :  
**Department** (dept\_no, dept\_name, location)  
**Employee** (emp\_no, emp\_name, address, salary, designation)  
Relation between Department and Employee is **One to Many**.  
• Find the name of department whose salary is above 10000.  
• Display list of employees having designation 'CLERK'.
- b) Consider the following Entities and Relationships and solve the queries :  
**Donor** (donor\_no, donor\_name, city)  
**Blood\_Donation** (bid, blood\_group, quantity, date\_of\_collection)  
Relation between Donor and Blood\_Donation is **One to Many**.  
**Constraint** : Primary key, blood\_group should not be null.  
• Display total blood quantity collected on 25<sup>th</sup> December 2013.  
• Display total blood donated by each donor.
- c) Consider the following Entities and Relationships and solve the queries :  
**Bus** (bus\_no, capacity, depot\_no)  
**Route** (rout\_no, source, destination, no\_of\_stations)  
Relation between Bus and Route is **Many to One**.  
**Constraint** : Primary key.  
• Find out the route details on which buses whose capacity is 20 runs.  
• Display number of stations from 'Chinchwad' to 'Katraj'.
- d) Consider the following Entities and Relationships and solve the queries :  
**Musician** (mno, mname, addr, phno)  
**Album** (title, copy\_right\_dae, format)  
Relation between Musicians and Album is **One to Many**.  
**Constraint** : Primary key.  
• Display all albums composed by 'A R Rehman'.  
• Display musician details who have composed Audio album.
- e) Consider the following Entities and Relationships & solve the queries :  
**Book** (Book\_no, title, author, price, year\_published)  
**Customer** (cid, cname, addr)  
Relation between Book and Customer is **Many to Many**.  
**Constraint** : Primary key, price should be >0.  
• Display author wise details of book.  
• Display customer name that has purchased more than 3 books.



**Q4) Attempt any Four of the following :**

**[16]**

- a) Explain Advantages and disadvantages of Indexed file organization.
- b) Write a note on Data Views.
- c) Explain the following SQL commands with syntax and example :
  - i) DROP TABLE
  - ii) UPDATE
- d) Consider the following Entities and Relationships and solve the queries :

**Employee** (emp\_id, emp\_name, address)

**Investment** (inv\_no, inv\_name, inv\_date, inv\_amount)

Relation between Employee and Investment is **One to Many**.

**Constraint** : Primary key, inv\_amount should be > 0.

- Display employee details who have invested more than 100000.
- Display employee wise total investment amount.

- e) Consider the following Entities and Relationships & write queries for following.

**Property** (pno, desc, area, rate)

**Owner** (owner\_name, addr, phno)

Relation between owner and Property is **One to Many**.

- Display owner details having rate of property less than Rs. 20,00,000.
- Display owner name having maximum no. of properties.

**Q5) Write short notes on any Two of the following :**

**[6]**

- a) Normalization
- b) E-R Model.
- c) SQL and Types of SQL



Total No. of Questions : 5]

SEAT No. :

PA-1960

[Total No. of Pages : 4

[5954]-105

**F.Y. B.B.A. (CA) (Semester - I)**  
**BUSINESS STATISTICS (CA-105)**  
**(2019 Pattern)**

*Time : 2½ Hours]*

*[Max. Marks : 70*

*Instructions to the candidates :*

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*
- 3) *Notations & abbreviations have their usual meaning.*
- 4) *Simple calculator is allowed.*

**Q1) A) Fill in the blanks :**

**[10]**

- i) The degree to which numerical data tend to spread about an average value is called the \_\_\_\_\_.
- ii)  $\Sigma X$  means \_\_\_\_\_.
- iii) Classification method in which upper limit of interval is same as of Lower limit class interval is called \_\_\_\_\_.
- iv) Summary and Presentation of data in tabular form with several non-overlapping classes is referred as \_\_\_\_\_.
- v) \_\_\_\_\_ diagrams are graphs of the data that are helpful in displaying the relationship between variables.

**B) True or False :**

**[6]**

- i) The coefficient of determination can take on a value between  $-1$  &  $+1$ .
- ii) A series has its mean as 15 and its coefficient of variation as 20, its standard deviation is 10.
- iii) If  $\bar{X}=20$ ,  $M = 18.5$ , then  $Z = 15.5$

**P.T.O.**

**Q2)** Attempt any four of the following :

**[16]**

a)	Marks	10	20	30	40	50
	No. of Students	8	10	20	15	7

Computer Arithmetic Mean

b) Calculate the S.D. and C.V. from the following :

14, 8, 11, 10, 13, 16, 5, 9, 12, 2

c) Calculate coefficient of correlation for the following data :

X: 2 3 4 5 6 7 8

Y: 4 7 8 9 10 14 18

d) In a simple study about coffee habit in two towns the following information was received :

Town A : Females were 40%, Total coffee drinkers were 45% and male non-coffee drinkers were 20%

Town B : Males were 55%, Female coffee drinkers were 15% and male non-coffee drinkers were 30% Represent the above data in a tabular form.

e) Compute the mode from the following data :

Size	2	3	4	5	6	7	8	9	10	11	12	13
Frequency	3	8	10	12	16	14	10	8	17	5	4	1

f) Calculate Range and its coefficient from the following data :

53, 46, 18, 16, 75, 84 and 28

**Q3)** Attempt any four of the following :

**[16]**

a) Use a bar diagram to represent the following data :

Year : 1983 1984 1985 1986 1987

Profit of a : 2.5 2.0 1.0 2.8 3.0

company

(In Lakhs ₹)

b) Arithmetic mean of 50 items is 104. While checking it was noticed that observation 98 was misread as 89. Find the correct value of mean.

- c) Computer the quartile deviation and its coefficient from the following data :
- 100, 24, 14, 105, 21, 35, 106, 16, 100, 72, 68, 103, 61, 90, 20
- d) find correlation coefficient between X and Y, given that :  $n = 25$   $\Sigma x = 75$ ,  $\Sigma y = 100$ ,  $\Sigma x^2 = 250$ ,  $\Sigma y^2 = 500$ ,  $\Sigma xy = 325$
- e) Find Median for the following data :
- |         |       |       |       |       |       |       |        |
|---------|-------|-------|-------|-------|-------|-------|--------|
| Wages : | 30-40 | 40-50 | 50-60 | 60-70 | 70-80 | 80-90 | 90-100 |
| (in ₹)  |       |       |       |       |       |       |        |
| No. of  | 1     | 3     | 11    | 21    | 43    | 32    | 9      |
| Persons |       |       |       |       |       |       |        |
- f) Explain the Degree (strength) of correlation

**Q4) Attempt any four of the following : [16]**

- a) Define statistics. Explain the scope of statistics.
- b) Find the mid-point and width of each class given the classes below 10, 10-20, 20-40, 40-60, 60-70 above 70
- c) Draw a histogram to represent the following frequency distribution
- |                 |      |       |       |       |        |
|-----------------|------|-------|-------|-------|--------|
| Size of forms : | 0-20 | 20-40 | 40-60 | 60-80 | 80-100 |
| (in hectares)   |      |       |       |       |        |
| No. of forms :  | 12   | 38    | 16    | 5     | 3      |
- d) Write a note on Scatter Diagram.
- e) Two workers on the same job show the following results over long period of time :

	Worker 'A'	Worker 'B'
Mean time of completing the job (in minutes)	30	25
Standard Deviation	6	4

- i) Which worker appears to be more consistent in the time he requires to complete the job? Why?
- ii) Which worker is faster in completing the job? Why?
- f) Explain the different parts of statistical table

**Q5)** Attempt any one of the following :

**[6]**

a) From the data given below, find the regression equations :

i) Y on X

ii) X on Y

Marks : 25 28 35 32 31 36 29 38 34 32

(Economics)

Marks 43 46 49 41 36 32 31 30 33 39

(Statistics)

b) Calculate mean, median and mode from the following data :

Monthly salary : 400 600 800 1000 1200 1400 1600

(Less than)

No. of Workers : 0 4 14 33 45 49 50

