



**BERJAYA SCHOOL OF COMMUNICATION AND MEDIA ARTS
Faculty of Liberal Arts**

FINAL EXAMINATION

Student ID (in Figures) :

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Student ID (in Words) : _____

Course Code & Name : **COM1233 DESKTOP PUBLISHING AND MULTIMEDIA APPLICATIONS**
Trimester & Year : May – August 2019
Lecturer/Examiner : Saravanamalar Surarajah
Duration : 2 hours

INSTRUCTIONS TO CANDIDATES

1. This question paper consists of 2 parts:
PART A (20 marks) : TWENTY (20) multiple choice questions. Answers are to be written in the Multiple Choice Answer Sheet provided.
PART B (80 marks) : EIGHT (8) short answer questions. Answers are to be written in the Answer Booklet provided.
2. Candidates are not allowed to bring any unauthorised materials except writing equipment into the Examination Hall. Electronic dictionaries are strictly prohibited.
3. This question paper must be submitted along with all used and/or unused rough papers and/or graph paper (if any). Candidates are NOT allowed to take any examination materials out of the examination hall.
4. Only ballpoint pens are allowed to be used in answering the questions, with the exception of multiple choice questions, where 2B pencils are to be used.

WARNING: The University Examination Board (UEB) of BERJAYA University College regards cheating as a most serious offence and will not hesitate to mete out the appropriate punitive actions according to the severity of the offence committed, and in accordance with the clauses stipulated in the Students’ Handbook, up to and including expulsion from BERJAYA University College.

PART B : SHORT ANSWER QUESTIONS (80 MARKS)
INSTRUCTION(S) : Answer all **EIGHT (8)** questions. Write your answers in the Answer Booklet(s) provided.

Question 1

- a) Define portfolio as defined by Paulson & Paulson in 1991. (2 marks)
b) Describe **FOUR (4)** types of portfolios. (8 marks)

Question 2

Explain **FIVE (5)** stages for developing an e-portfolio. (10 marks)

Question 3

Explain **FIVE (5)** hints for effective copy writing. (10 marks)

Question 4

Identify **TEN (10)** Universal Employability Skills. (10 marks)

Question 5

Identify **TEN (10)** types of websites. (10 marks)

Question 6

Discuss **FIVE (5)** important life skills. (10 marks)

Question 7

- a) Describe employability skills. (2 marks)
b) Discuss **FOUR (4)** ways to build employability skills. (8 marks)

Question 8

- a) Define computer ethics. (2 marks)
b) Discuss **FOUR (4)** main primary issues in computer ethics. (8 marks)

END OF EXAMINATION PAPER