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**FINAL EXAMINATION / PEPERIKSAAN AKHIR  
SEMESTER II – SESSION 2020 / 2021  
PROGRAM KERJASAMA**

COURSE CODE : DDWP 1313 / DDWW 1313  
*KOD KURSUS*

COURSE NAME : COMPUTER APPLICATION IN ACCOUNTING /  
*NAMA KURSUS APLIKASI KOMPUTER DALAM PERAKAUNAN*

YEAR / PROGRAMME : 1 DDWP / DDWW  
*TAHUN / PROGRAM*

DURATION : 3 HOURS (INCLUDING SUBMISSION HOUR)  
*TEMPOH 3 JAM (TERMASUK MASA PENGHANTARAN)*

DATE : APRIL / MAY 2021  
*TARIKH APRIL / MEI 2021*

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**INSTRUCTION / ARAHAN:**

1. Answer **ALL** questions and write your answers on the answer sheet.  
*Jawab **SEMUA** soalan dan tulis jawapan anda pada kertas jawapan.*
2. Write your name, matric no., identity card no., course code, course name, section no. and lecturer's name on the first page (in the upper left corner) and every page thereafter on the answer sheet.  
*Tulis nama anda, no. matrik, no. kad pengenalan, kod kursus, nama kursus, no. seksyen dan nama pensyarah pada muka surat pertama (penjuru kiri atas) kertas jawapan dan pada setiap muka surat jawapan.*
3. Each answer sheet must have a page number written at the bottom right corner.  
*Setiap helai kertas jawapan mesti ditulis nombor muka surat pada bahagian bawah penjuru kanan.*
4. Answers should be handwritten, neat and clear.  
*Jawapan hendaklah ditulis tangan, kemas dan jelas menggunakan huruf cerai.*

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**WARNING / AMARAN**

Students caught copying / cheating during the examination will be liable for disciplinary actions and the faculty may recommend the student to be expelled from sitting for exam.  
*Pelajar yang ditangkap meniru / menipu semasa peperiksaan akan dikenakan tindakan disiplin dan pihak fakulti boleh mengesyorkan pelajar diusir dari menduduki peperiksaan.*

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This examination paper consists of **11** pages including the cover.  
*Kertas soalan ini mengandungi **11** muka surat termasuk kulit hadapan.*

## **ONLINE EXAMINATION RULES AND REGULATIONS PERATURAN PEPERIKSAAN SECARA DALAM TALIAN**

1. Student must carefully listen and follow instructions provided by invigilator.  
*Pelajar mesti mendengar dan mengikuti arahan yang diberikan oleh pengawas peperiksaan dengan teliti.*
2. Student is allowed to start examination only after confirmation of invigilator if all needed conditions are implemented.  
*Pelajar dibenarkan memulakan peperiksaan hanya setelah pengesahan pengawas peperiksaan sekiranya semua syarat yang diperlukan telah dilaksanakan.*
3. During all examination session student has to ensure, that he is alone in the room.  
*Semasa semua sesi peperiksaan pelajar harus memastikan bahawa dia bersendirian di dalam bilik.*
4. During all examination session student is not allowed to use any other devices, applications except other sites permitted by course lecturer.  
*Sepanjang sesi peperiksaan pelajar tidak dibenarkan menggunakan peranti dan aplikasi lain kecuali yang dibenarkan oleh pensyarah kursus.*
5. After completing the exam student must inform invigilator via the set communication platform (eg. WhatsApp etc.) about completion of exam and after invigilator's confirmation leave examination session.  
*Selepas peperiksaan selesai, pelajar mesti memaklumkan kepada pengawas peperiksaan melalui platform komunikasi yang ditetapkan (contoh: Whatsapp dan lain-lain) mengenai peperiksaan yang telah selesai dan meninggalkan sesi peperiksaan selepas mendapat pengesahan daripada pengawas peperiksaan.*
6. Any technical issues in submitting answers online have to be informed to respective lecturer within the given 30 minutes. Request for re-examination or appeal will not be entertain if complains are not made by students to their lecturers within the given 30 minutes.  
*Sebarang masalah teknikal dalam menghantar jawapan secara dalam talian perlu dimaklumkan kepada pensyarah masing-masing dalam masa 30 minit yang diberikan. Permintaan untuk pemeriksaan semula atau rayuan tidak akan dilayan sekiranya aduan tidak dibuat oleh pelajar kepada pensyarah mereka dalam masa 30 minit yang diberikan.*
7. During online examination, the integrity and honesty of the student is also tested. At any circumstances student is not allowed to cheat during examination session. If any kind of cheating behaviour is observed, UTM have a right to follow related terms and provisions stated in the respective Academic Regulations and apply needed measures.  
*Semasa peperiksaan dalam talian, integriti dan kejujuran pelajar juga diuji. Walau apa pun keadaan pelajar tidak dibenarkan menipu semasa sesi peperiksaan. Sekiranya terdapat sebarang salah laku, UTM berhak untuk mengikuti terma yang dinyatakan dalam Peraturan Akademik.*

Answer ALL questions.  
(Jawab SEMUA soalan.)

TOTAL 100 marks  
(JUMLAH 100 markah)

**Bahagian A (Part A)**

**(30 M)**

Q1. There are six categories of applications or programs as in the below table. Identify one application and describe its uses. (Ada enam kategori aplikasi atau program seperti dalam jadual di bawah. Kenalpasti satu aplikasi dan terangkan kegunaannya.)

Category (Kategori)	Application (Aplikasi)	Uses (Kegunaan)
Productivity ( <i>Produktiviti</i> )		
Graphics and Media ( <i>Grafik dan Media</i> )		
Personal Interest ( <i>Kepentingan Personal</i> )		
Communications ( <i>Komunikasi</i> )		
Security ( <i>Sekuriti</i> )		
Files, Systems and Disk Management ( <i>Fail, Sistem dan Pengurusan Cakera</i> )		

(10 m)

Q2. A good password is easy for you to remember but difficult for criminals and password breaking software to guess. Suggest **FIVE** guidelines in order to create effective and strong passwords. (Sebuah kata kunci yang baik adalah mudah untuk anda mengingatinya tetapi sukar untuk penjenayah dan perisian pemecah kata kunci untuk meneka. Cadangkan **LIMA** panduan bagi memastikan kata kunci adalah efektif dan kuat.)

(10 m)

Q3 It is impossible to ensure a virus or malware never will attack a computer, but you can take steps to protect your computer. Identify and explain **FIVE** steps in protecting you from virus and malware. *(lanya agak mustahil untuk memastikan virus atau perisian jahat tidak akan menyerang sesebuah komputer, tetapi anda boleh mengambil tindakan untuk melindungi komputer anda. Kenalpasti dan terangkan LIMA langkah dalam melindungi anda daripada virus dan perisian jahat.)* (10 m)

**Part B (Bahagian B)**

**(70 M)**

Q1. Based on stock card (item: badminton racket) below, identify: *(Berdasarkan kad stok (item: raket badminton) di bawah, kenalpasti:*

- a. number of badminton racket at the end of June. *(kuantiti raked badminton pada hujung Jun.)*
- b. value of ending inventory (in RM) at the end of June. *(nilai inventori akhir (dalam RM) pada hujung Jun.)* (10 m)

	A	B	C	D	E	F	G	H	I	J
1	Badminton Rackets									
2	DATE	IN			OUT			BALANCE		
3		QTY	COST	TOTAL	QTY	COST	TOTAL	QTY	COST	TOTAL
4	JANUARY	40	60	2400	40					
5	FEBRUAR	50	60	3000	50					
6	MARCH	60	60	3600	60					
7	APRIL	70	60	4200	70					
8	MAY	80	60	4800	80					
9	JUNE	90	60	5400	90					
10										

Q2. Based on database below, identify: *(Berdasarkan pangkalan data di bawah, kenalpasti:)*

- a. number of tables and its names. *(bilangan „table’ dan namanya.)*
- b. number of fields and its names for “Employee”. *(bilangan medan dan namanya bagi “Employee”.)*
- c. number of records for “Employee”. *(bilangan rekod bagi “Employee”.)*

EmployeeID	FirstName	LastName	Click to Add
1	Joe	Smith	
2	Fred	Smith	
3	Mary	Jones	
4	Greg	King	
5	Jack	Wells	
6	Sally	Smith	
7	Jennifer	White	
9	Sara	Brown	
10	Sally	Smith	
*	(New)		

(10 m)

Q3. For each of the labeled cells below, identify its formulas and answers.

(Bagi setiap sel yang dilabel, kenalpasti formula dan jawapannya.)

For SOCSO, please refer to contribution table at the end of this paper.

(Untuk SOCSO, sila rujuk jadual sumbangan di hujung set soalan ini.)

Staff name (Nama staf)	Basic salary (Gaji asas)	EPF/KWSP (Employee/ Pekerja)	SOCSO/ PERKESO (Employee/ Pekerja)	Net Salary (Gaji Bersih)		EPF/ KWSP (Employer/ Majikan)	SOCSO/ PERKESO (Employer/ Majikan)
		7%				13%	
Staff A	2,000	a1	a2	a3		a4	a5
Staff B	2,500	b1	b2	b3		b4	b5
Staff C	1,800	c1	c2	c3		c4	c5
Staff D	3000	d1	d2	d3		d4	d5
Staff E	3500	e1	e2	e3		e4	e5

(10 m)

Q4.

**DDWP SDN BHD**

**INVOICE**

Street Address  
City, ST ZIP Code  
Phone | Fax

DATE:  
INVOICE #  
FOR:

**BILL TO:**  
Name  
Company Name  
Street Address  
City, ST ZIP Code  
Phone

DESCRIPTION	HOURS	RATE	AMOUNT
			\$ -
			\$ -
			\$ -
		SUBTOTAL	\$ -
		TAX RATE	
		SALES TAX	\$ -
		OTHER	
		TOTAL	\$ -

Make all checks payable to DDWP SDN BHD.  
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.  
**THANK YOU FOR YOUR BUSINESS!**

Based on invoice above:

**Required: (Dikehendaki:)**

- a. Name the table. (Berikan nama „table“.)
- b. Identify the fields, set its type and properties by using the following format.  
(Kenalpasti medan-medan, tentukan jenis dan ciri-cirinya dengan menggunakan format berikut.)

Field name (Nama medan)	Type (Jenis)	Properties (Ciri-ciri)

Guideline (Panduan)

Type (Jenis)	Properties (Ciri-ciri)
<p>Data Type</p> <p>AutoNumber ▼</p> <p>Text</p> <p>Memo</p> <p>Number</p> <p>Date/Time</p> <p>Currency</p> <p><b>AutoNumber</b></p> <p>Yes/No</p> <p>OLE Object</p> <p>Hyperlink</p> <p>Attachment</p> <p>Calculated</p> <p>Lookup Wizard...</p>	<p>General Lookup</p> <p>Field Size</p> <p>New Values</p> <p>Format</p> <p>Caption</p> <p>Indexed</p> <p>Smart Tags</p> <p>Text Align</p> <p>ip.</p>

(20 m)





For your answer, please use the following format. *(Bagi menjawab soalan anda, sila gunakan format berikut.)*

Labeled cells <i>(Sel berlabel)</i>	Formula <i>(Formula)</i>	Answer <i>(Jawapan)</i>

Commission is 5%, Marketing is 10% and Support, General and Administrative 20% from monthly sales respectively. *(Komisen 5%, Pemasaran 10% dan Sokongan, Am dan Pentadbiran 20% daripada jualan bulanan masing-masing.)*

(20 m)

**- END OF QUESTIONS / SOALAN TAMAT -**

**SOCSSO Rate of contribution: Employees' Social Security Act 1969 (Act 4)**  
**(Kadar Sumbangan PERKESO: Akta Sekuriti Sosial Pekerja (Akta 4))**

No	Actual monthly wage of the month	Employer's	Employee's
1	Wages up to RM30	40 cents	10 cents
2	When wages exceed RM30 but not RM50	70 cents	20 cents
3	When wages exceed RM50 but not RM70	RM1.10	30 cents
4	When wages exceed RM70 but not RM100	RM1.50	40 cents
5	When wages exceed RM100 but not RM140	RM2.10	60 cents
6	When wages exceed RM140 but not RM200	RM2.95	85 cents
7	When wages exceed RM200 but not RM300	RM4.35	RM1.25
8	When wages exceed RM300 but not RM400	RM6.15	RM1.75
9	When wages exceed RM400 but not RM500	RM7.85	RM2.25
10	When wages exceed RM500 but not RM600	RM9.65	RM2.75
11	When wages exceed RM600 but not RM700	RM11.35	RM3.25
12	When wages exceed RM700 but not RM800	RM13.15	RM3.75
13	When wages exceed RM800 but not RM900	RM14.85	RM4.25
14	When wages exceed RM900 but not RM1,000	RM16.65	RM4.75
15	When wages exceed RM1,000 but not RM1,100	RM18.35	RM5.25
16	When wages exceed RM1,100 but not RM1,200	RM20.15	RM5.75
17	When wages exceed RM1,200 but not RM1,300	RM21.85	RM6.25
18	When wages exceed RM1,300 but not RM1,400	RM23.65	RM6.75
19	When wages exceed RM1,400 but not RM1,500	RM25.35	RM7.25
20	When wages exceed RM1,500 but not RM1,600	RM27.15	RM7.75
21	When wages exceed RM1,600 but not RM1,700	RM28.85	RM8.25
22	When wages exceed RM1,700 but not RM1,800	RM30.65	RM8.75
23	When wages exceed RM1,800 but not RM1,900	RM32.35	RM9.25
24	When wages exceed RM1,900 but not RM2,000	RM34.15	RM9.75
25	When wages exceed RM2,000 but not RM2,100	RM35.85	RM10.25
26	When wages exceed RM2,100 but not RM2,200	RM37.65	RM10.75
27	When wages exceed RM2,200 but not RM2,300	RM39.35	RM11.25

28	When wages exceed RM2,300 but not RM2,400	RM41.15	RM11.75
29	When wages exceed RM2,400 but not RM2,500	RM42.85	RM12.25
30	When wages exceed RM2,500 but not RM2,600	RM44.65	RM12.75
31	When wages exceed RM2,600 but not RM2,700	RM46.35	RM13.25
32	When wages exceed RM2,700 but not RM2,800	RM48.15	RM13.75
33	When wages exceed RM2,800 but not RM2,900	RM49.85	RM14.25
34	When wages exceed RM2,900 but not RM3,000	RM51.65	RM14.75
35	When wages exceed RM3,000 but not RM3,100	RM53.35	RM15.25
36	When wages exceed RM3,100 but not RM3,200	RM55.15	RM15.75
37	When wages exceed RM3,200 but not RM3,300	RM56.85	RM16.25
38	When wages exceed RM3,300 but not RM3,400	RM58.65	RM16.75
39	When wages exceed RM3,400 but not RM3,500	RM60.35	RM17.25
40	When wages exceed RM3,500 but not RM3,600	RM62.15	RM17.75
41	When wages exceed RM3,600 but not RM3,700	RM63.85	RM18.25
42	When wages exceed RM3,700 but not RM3,800	RM65.65	RM18.75
43	When wages exceed RM3,800 but not RM3,900	RM67.35	RM19.25
44	When wages exceed RM3,900 but not RM4,000	RM69.05	RM19.75
45	When wages exceed RM4,000	RM69.05	RM19.75