MAY 2022
EBS 366
LABORATORY MANAGEMENT AND SAFETY
2 HOURS

UNIVERSITY OF CAPE COAST
COLLEGE OF EDUCATION STUDIES
SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH
INSTITUTE OF EDUCATION

COLLEGES OF EDUCATION
FOUR-YEAR BACHELOR OF EDUCATION (B.ED)
THIRD YEAR, END-OF-FIRST SEMESTER EXAMINATION, MAY 2022

MAY 16, 2022   LABORATORY MANAGEMENT AND   2:00 PM – 2:30 PM
                                    SAFETY

This paper consists of two sections, A and B. Answer ALL the questions in Section A and TWO questions from Section B. Section A will be collected after the **first 30 minutes.**

SECTION A
[20 Marks]

Answer ALL questions in this Section.

Items 1 to 20, are stems followed by four options lettered A to D. Read each item carefully and circle the letter correspondent to the correct or best option.

1. The consistently monitoring of employee performance, quality of work, and the efficiency and reliability of completed projects is known as ....
    A. controlling.
    B. leading.
    C. management.
    D. organizing.

2. What is required in all kinds of organizations whether they are manufacturing computers or handlooms, trading in consumer goods or providing saloon services and even in non-business organizations.
    A. Hard work.
    B. Honesty.
    C. Management.
    D. Teamwork.

3. Management consists of a series of interrelated functions that are performed by all ....
    A. low level managers.
    B. managers
    C. middle level managers.
    D. top level managers.

4. In simple words, Management is the art of getting things done through ……….
   A. managers.
   B. organization.
   C. people.
   D. work.

5. Effectiveness in management is concerned with doing the right task, completing activities and ………..
   A. achieving goals.
   B. improving products.
   C. producing faulty products.
   D. using standards.

6. Efficiency means doing the task correctly and with ……….
   A. maximum cost.
   B. minimum cost.
   C. maximum resource.
   D. None of the above.

7. Allocating employee resources and delegating responsibilities, as well as setting realistic timelines and standards for completion is known as ……….
   A. coordinating.
   B. leading.
   C. planning.
   D. teamwork.

8. An organization's greatest asset is ……….. resources.
   A. capital
   B. human
   C. technical
   D. None of the above

9. A computer lab is a ……….
   A. place where computers and accessories are sold.
   B. space where computers are stored for playing games.
   C. space which provides computer services to a defined community.
   D. None of the above.

10. An advanced Computer Laboratory consists of ………..
    A. digitizing boards.
    B. electronic boards.
    C. laptop computers.
    D. All the above

11. Modern Computer Labs promote collaboration through ……….
    A. copying each other.
    B. group works.
    C. solo works.
    D. watching videos.

12. Student and teachers can use document writing and editing application to create ....
    A. art.
    B. computer accessories.
    C. notes and write books.
    D. robots.

13. Which of the following is **not** a computer lab component?
    A. A Projector.
    B. PC Desks.
    C. Washing machine.
    D. Well ventilated spaced room.

14. Which of the following could be the reason why lab development is undertaken?
    A. When the old lab needs upgrade.
    B. When there is an old lab with modern computers.
    C. Where there are no game controllers in the existing lab.
    D. None of the above.

15. An aspect of computer lab development that runs through all the stages is ....
    A. documentation.
    B. meeting among stakeholders.
    C. problem definition.
    D. requirement gathering.

16. At the requirement analysis stage, you need to ....
    A. define the requirements and prototypes for the lab.
    B. examine the information needs of end-users.
    C. gather, analyze, and validate the information.
    D. All the above

17. At each stage of the implementation, ... must be done
    A. background checking
    B. deployment
    C. requirement analysis
    D. testing

18. The stage where the students, teachers and other relevant users are given access to use the infrastructure of the lab for the intended purposes is known as .... stage.
    A. component design
    B. implementation
    C. operation
    D. requirement

19. The document that will guide the end users of how to use the various devices and applications is known as .... document.
    A. design
    B. requirement
    C. technical
    D. user

20. The document that is used to detail the equipment used, their specifications, layout of installations, etc. is called ………. document.
    A. design
    B. requirement
    C. technical
    D. user

Candidate's Index Number
LIB. COPY
Signature:

UNIVERSITY OF CAPE COAST
COLLEGE OF EDUCATION STUDIES
SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH
INSTITUTE OF EDUCATION

COLLEGES OF EDUCATION
FOUR-YEAR BACHELOR OF EDUCATION (B.ED)
THIRD YEAR, END-OF-FIRST SEMESTER EXAMINATION, MAY 2022

MAY 16, 2022   LABORATORY MANAGEMENT AND   2:30 PM – 4:00 PM
                                              SAFETY

SECTION B

Answer any TWO questions from this Section.

1.

    a.   What is management? [4 marks]

    b.   List and explain the **four** basic functions of management. [8 marks]

    c.   Explain **four** characteristics of management. [8 marks]

2.

    a.   Define the following:
       i.   Computer Laboratory. [2 marks]
       ii.   Computer Laboratory Management. [2 marks]

    b.   List **four** reasons why Computer Laboratories are still relevant or beneficial. [4 marks]

    c.   Explain the stages of Computer Laboratory development. [12 marks]

3.

    a.   What is Computer security? [2 marks]

    b.   Explain **four** threats in computer security. [12 marks]

    c.   Define the following terms:
       i.   Confidentiality [2 marks]
       ii.   Integrity [2 marks]
       iii.   Availability [2 marks]