

APRIL 2022
EBS 366
LABORATORY MANAGEMENT AND SAFETY
30 MINUTES

Candidate's Index Number
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, FIRST SEMESTER MID SEMESTER QUIZ, APRIL 2021

APRIL 25, 2022 LABORATORY MANAGEMENT AND SAFETY 12:00 PM – 12:30 PM

Answer ALL the questions

For items 1 to 20, each stem is followed by four options lettered A to D. Read each statement carefully and circle the letter that corresponds to the correct or best option.

1. Managers may function as leaders even during small personal interactions by modeling qualities.
A. encouraging
B. motivational
C. supportive
D. all the above
2. 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.
3. 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.
4. 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.

5. Effectiveness in management is concerned with doing the right task, completing activities and
- A. achieving goals.
 - B. improve 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. Which of manager's skills can help to ensure a company or departmental unit runs smoothly?
- A. Planning.
 - B. Leading.
 - C. Controlling.
 - D. Communication.
9. A facility where students and teachers access the hardware and software necessary to fulfil the requirements in the courses studied and taught is known as
- A. Classroom.
 - B. Computer Lab.
 - C. Lecture theatre.
 - D. None of the above.
10. A computer laboratory must be safe from any
- A. disruptive content.
 - B. non-pedagogical content.
 - C. unauthorized access.
 - D. all the above.
11. Students that use Chromebooks or other mobile devices during class
- A. conduct group projects digitally.
 - B. gain digital literacy.
 - C. type notes.
 - D. all the above.
12. Modern computer labs promote collaboration through
- A. group works.
 - B. solo works.
 - C. copying each other.
 - D. watching videos.

13. The laboratory provides great opportunities for making learning effective for everyone with different needs.
- A. less
 - B. more
 - C. not
 - D. all the above
14. Which one of the following can help teachers save a lot of time?
- A. Grading software.
 - B. Online assessments.
 - C. Virtual lesson plans.
 - D. All the above.
15. Which one of the following is not computer lab components?
- A. A Projector
 - B. PC Desks
 - C. Washing machine
 - D. Well ventilated spaced room
16. Which one of the following is not one of the stages of Computer Laboratory Development?
- A. Requirement
 - B. Implementation
 - C. Testing
 - D. Component design
17. Computer Laboratory Development is divided into number of stages.
- A. 3
 - B. 4
 - C. 5
 - D. 6
18. Which one of the following could be the reason why lab development is undertaken?
- A. When there is an old lab with modern computers.
 - B. Where there are no game controllers in the existing lab.
 - C. When the old lab needs upgrade.
 - D. None of the above.
19. To get a fair knowledge of the requirement of computer lab, which of the following stakeholders should be brought on board?
- A. Opinion leaders.
 - B. School's administration.
 - C. Teachers.
 - D. All the above.
20. 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