SEC A (10 Marks)

Answer all the questions on the question paper

For items 1 to 10, each stem is followed by four options lettered A to D. Read each item carefully and circle the letter of the correct or best option

1. All the following activities are primary functions of Management, except _____
   A. Organizing
   B. Controlling
   C. Reporting
   D. Planning

2. Management is a complex activity that has _____ main dimensions
   A. 2
   B. 3
   C. 4
   D. 5

3. Which of the following definitions best describes Management
   A. Management is the process of designing and maintaining an environment in which individuals and groups can produce quality goods and services
   B. Management is the process of planning, organizing, actuating and controlling an organization's operations in order to achieve human and material resources.
   C. Management is the process of working with and through others to effectively achieve organizational objectives by efficiently using limited resources
   D. Management consists of planning, organizing, actuating and controlling, performed to determine the objectives by the use of people and resources

4. All the following devices are basic components schools can use to develop simple computer laboratory, except _____
   A. Well ventilated spaced room
   B. Server for Client-Server architecture
   C. PC Desks
   D. Extension boards

5. The stage in computer laboratory development where information is gathered in order to understand the problem is called _____
   A. Design
   B. Implementation
   C. Planning
   D. Operation and Maintenance

6. The type of lab layout that have split uses, one area for non-computer-based work, and another for working with technology is termed as _____
    A. Perimeter
    B. Round Table
    C. Lecture
    D. Back to Back

7. Which one of the following statements about School Computer Laboratory is false?
    A. Computer Labs supplement classroom Learning
    B. Computer Labs encourages individual learning
    C. Students can learn useful life skills through technology
    D. Computer Labs ensure inequitable access

8. At the implementation stage, testing must be done when _____
    A. the entire infrastructure is put together
    B. the laboratory is fully commissioned
    C. devices are not fully functional
    D. devices are set up and after putting all of them together

9. Lab policies are formulated to _____
    A. determine Log equipment damage and malfunctions
    B. manage student behavior in the computer lab
    C. maintain the security of facility and all resources
    D. offer guidance to how users and technicians act when they are at the lab.

10. In Management, _____ is concerned with doing task correctly and with minimum cost.
    A. Effectiveness
    B. Process
    C. Costing
    D. Efficiency

SEC B (10 Marks)

For items 11 to 13, answer the questions in the spaces provided below

11. Mention three (3) functions of Computer Laboratory Managers

    a. Help define the vision, mission, and aims/goals of the lab
    b. Draw budget for the lab and see to the efficient use of funds when provided
    c. Ensure the proper arrangement of resources at the lab
    d. Installation, configuration, upgrade and maintenance of hardware and software
    e. Perform computer backups on a regular basis
    f. Make technical input for in the decision-making processes of the lab and other situations where it will be required

12. State three (3) characteristics of Management.

   a. Management is all Pervasive

   b. Management is group activity

   c. Management is a continuous process

   d. Management is a dynamic function

   e. Management is an intangible force

   f. Management is multidimensional

   g. Management is a goal oriented process

13. List four (4) computer desktop specifications you would consider when developing a computer laboratory.

   Brand(s)

   Processor Speed

   RAM Capacity

   Hard Disk Capacity

   Mouse Type (Wired/Wireless)

   Graphics

   Network

   Audio

   Type of Monitor

   Keyboard Type (Wired/Wireless)