

JULY 2023
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, JULY 2023

24TH JULY 2023 LABORATORY MANAGEMENT AND SAFETY 12:00 PM – 12:30 PM

Answer ALL the questions.
(20 MARKS)

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

1. Which of the following is **not** a characteristic of Management?
 - A. Effectiveness and efficiency.
 - B. Management is a goal-oriented process.
 - C. Management is all pervasive.
 - D. Management is multidimensional.
2. The process of doing the task **correctly** and with minimum cost is called
 - A. effectiveness.
 - B. efficiency.
 - C. planning.
 - D. process.
3. The primary functions or activities that management performs to get things done is called
 - A. effectiveness.
 - B. efficiency.
 - C. planning.
 - D. process.
4. The production process which entails the flow of input material and the technology for transforming this input into the desired output for consumption is called management of
 - A. duties.
 - B. operations.
 - C. people.
 - D. work.

5. Which of the following is **not** an objective of management?
 - A. Improving performance.
 - B. Mobilizing best talent.
 - C. Planning for future.
 - D. Produce raw materials.

6. The space which provides computer services to a defined community is lab.
 - A. computing
 - B. physics
 - C. research
 - D. science

7. A computer laboratory must be safe from all the following **except**
 - A. authorized users.
 - B. disruptive.
 - C. non-pedagogical content.
 - D. unauthorized users.

8. The following make Computer Laboratories still relevant or beneficial **except**
 - A. does not offer learning advantages regarding mobility.
 - B. modern computer labs promote collaboration.
 - C. school computer labs ensure equitable access.
 - D. school computer labs supplement classroom learning great computing power.

9. Correct ergonomics while computing is critical to reducing the following **except**
 - A. discomfort.
 - B. efficiency.
 - C. herniated discs.
 - D. strain.

10. Which of the following **cannot** be done at the Computer Laboratory?
 - A. If students have access, they can learn, practice, and improve their typing skills.
 - B. Students can code and can build new educational apps.
 - C. They can practice math equations on Microsoft Excel.
 - D. Watch pornography.

11. Which of these is **not** among the stages of Computer Laboratory Development? stage.
 - A. Design
 - B. Operation and Maintenance
 - C. Processing
 - D. Requirement

12. The stage in which tools or IT infrastructure would help meet the requirements identified for the lab to be developed is referred to as the stage.
 - A. component design
 - B. design
 - C. the implementation
 - D. the operation and maintenance

13. Which of the following is **not** part of the requirement analysis process?
 - A. Cost Estimate Consideration.
 - B. Define the requirements and prototypes for the lab.
 - C. Evaluate the alternatives and prioritize the requirements.
 - D. Gather, analyse and validate the information.

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15. At the component design stage of the computer laboratory development, which of the following **cannot** be considered for the building?
- A. Are dimmable lighting or light-blocking window treatments required?
 - B. How many students will be utilizing the space?
 - C. What is the size of your new or existing learning space?
 - D. What type of desk does the instructor need?
16. The application of management principles in the day-to-day running of ICT tools and equipment designated as a computer laboratory. Computer Laboratory
- A. Assessment
 - B. Management
 - C. Science
 - D. Technology
17. Which of the following is **not** the goal of lab management?
- A. Design and Implementation of the lab.
 - B. Designing the workflow.
 - C. Overseeing the daily operation of the lab.
 - D. Training new lab personnel.
18. Good lab management can accustom lab users and technicians to these rules **except**
- A. maintaining instruments.
 - B. restocking consumables.
 - C. theft.
 - D. training new lab personnel.
19. Lab management supports the development and implementation of
- A. extortion.
 - B. regulation.
 - C. theft.
 - D. vandalism.
20. The **most** important aspect of lab's management is the effective management of the lab's
- A. funds.
 - B. keyboard.
 - C. resources.
 - D. system unit.