

Student Form:

Creating a Safety and Maintenance Manual

Student name: _____

School: _____

Course: _____

Age: _____ Grade: _____ Gender: Male Female

Number of years I have used a computer: _____

Number of computer courses I have taken: _____

Computer Careers I am interested in: _____

Directions: Complete the assessment task following directions of your teacher. In the footer of your completed papers, put the title of this scenario assessment, your name, date and school. Allocate your time so that you are able to save, print or post your work as directed and turn it in before the end of the test. Read the scenario carefully, pay special attention to the skills and knowledge being tested.

Topic: Management and Supervision

Skill and knowledge being tested in this assessment include: Create a document using word processing software, perform desktop publishing functions, apply communication skills, compose documents, maintain a safe work environment.

Assessment Scenario - Creating a Safety and Maintenance Manual

You are a intern with the CIO (Chief Information Officer)/Director of Technology in your school. A new computer lab is opening in the school. The lab will be used for students during the day and will be open to the communtiy for adult learners at night. You have been tasked to produce the first draft of a safety and maintenance manual for classes being scheduled into the lab. The manual should cover rules for all hardware and software safety and security, as well as computer lab maintenance/housekeeping rules.

Student Answer Sheet

Creating a Safety and Maintenance Manual

Student name: _____

School: _____

Attach your written/printed answers to questions on this answer sheet and turn it in with your draft manual to your instructor.

Part One: Questions 1-4 (Total possible points = 50)

1. Identify and discuss the two major criteria for ensuring an operational computer lab? (8 points)
2. Identify and discuss three issues related to safety in a computer lab? (12 points)
3. Identify and discuss seven procedures for proper maintenance of a computer lab? (28 points)
4. What are two software applications that can be used to create the safety and maintenance manual? (2 points)

Part Two: Draft Manual (Total possible points – 50)

Student Scores:

1. _____ (8 pts)
2. _____ (12 pts)
3. _____ (28 pts)
4. _____ (2 pts)
5. _____ (25 pts)
6. _____ (25 pts)