Course Information

Division: Business
Course Number: AIS 239A
Title: Multimedia/Electronic Task Management
Credits: 1
Developed by: Dana Barnett/Revised by Tammy Campbell
Lecture/Lab Ratio: .5 Lecture/1 Lab
Transfer Status:

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<th>ASU</th>
<th>NAU</th>
<th>UA</th>
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<td>Non Transferable</td>
<td>Elective Credit</td>
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Activity Course: No
CIP Code: 52.0400
Assessment Mode: Final Exam (35 Questions/35 Points)
Semester Taught: Spring
GE Category: None
Separate Lab: No
Awareness Course: No
Intensive Writing Course: No
Diversity and Inclusion Course: No

Prerequisites

None

Educational Value

This course is designed for those students interested in using a Personal Information Manager (PIM) program to manage E-mail, organize schedules, maintain contact lists and to-do lists, and keep a log of computer tasks.

Description

One of three multimedia modules designed to give students a higher level of office technology skills. Using a Personal Information Manager (PIM) program, students will learn how to manage email, organize schedules, maintain contact lists and to-do lists, and keep a log of computer tasks. This module also includes integrating data to and from other applications. Identical to CMP 239A.

Supplies

None
**Competencies and Performance Standards**

1. **Use electronic mail program.**
   
   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. Describe electronic mail.
   
   b. Read and reply to messages.
   
   c. Create and send new messages.
   
   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o in the completion of assigned activities
   
   o in the completion post test
   
   *Criteria - Performance will be satisfactory when:*
   
   o learner describes electronic mail
   
   o learner reads and replies to messages
   
   o learner creates and sends new messages

2. **Manage the scheduling of appointments.**
   
   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. Describe the components of the Calendar-Outlook window.
   
   b. Enter appointments.
   
   c. Use the Date Navigator.
   
   d. Edit appointments.
   
   e. Display calendaring for daily, weekly, or monthly events.
   
   f. Create a task list.
   
   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o in the completion of assigned activities
   
   o in the completion final exam
   
   *Criteria - Performance will be satisfactory when:*
   
   o learner describes the components of the Calendar-Outlook window
   
   o learner enters appointments
   
   o learner uses the Date Navigator
   
   o learner edits appointments
   
   o learner displays calendaring for daily, weekly, or monthly events
   
   o learner creates a task list

3. **Utilize a contact list.**
   
   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. Create a contact list.
b. Apply the find contact feature.
c. Create a category of contacts.

**Performance Standards**

*Competence will be demonstrated:*
- in the completion of assigned activities
- in the completion final exam

*Criteria - Performance will be satisfactory when:*
- learner creates a contact list
- learner applies the find contact feature
- learner creates a category of contacts

**Types of Instruction**

Classroom Presentation
Simulated Work Experience

**Grading Information**

**Grading Rationale**

<table>
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<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Projects/Assignments</td>
<td>70%</td>
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<tr>
<td>Quizzes/Exams</td>
<td>20%</td>
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<tr>
<td>Final Exam</td>
<td>10%</td>
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**Grading Scale**

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<tbody>
<tr>
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<td>90%-100%</td>
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<tr>
<td>B</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>70%-79%</td>
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<tr>
<td>D</td>
<td>60%-69%</td>
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<tr>
<td>F</td>
<td>Below 60%</td>
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