EASTERN ARIZONA COLLEGE
Multimedia/Electronic Task Management
Course Design
2015-2016

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
<table>
<thead>
<tr>
<th>ASU</th>
<th>NAU</th>
<th>UA</th>
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<tr>
<td>Non Transferable</td>
<td>Elective Credit</td>
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Activity Course
No
CIP Code
52.0400
Assessment Mode
Pre/Post Test (35 Questions/35 Points)
Semester Taught
Spring
GE Category
None
Separate Lab
No
Awareness Course
No
Intensive Writing 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 post test.

   *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 post test.

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 Scale**

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<th>Grade</th>
<th>Percentage Range</th>
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<tr>
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<td>90%-100%</td>
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<tr>
<td>B</td>
<td>80%-89%</td>
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